

**Guide to the  
Computer-Based Testing  
Certification Tool for  
PEARSON Winter 2014 NGSSS EOC**

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## Overview

In an effort to enhance communication and ensure readiness for high-stakes computer-based testing, the Florida Department of Education (FDOE) has implemented a Computer-Based Testing Certification process. Schools will complete an online certification tool to provide actual data for the upcoming administrations. Schools are asked to input data for the number of computers that will be used for each administration, the total number of students to be tested, and the number of students to be tested each day. Schools are also asked to confirm that they have completed or will complete necessary setup activities prior to testing.

This document contains step-by-step instructions for school users to complete the online certification tool, important descriptions and explanations for the different sections of the tool, and step-by-step instructions for district users. Please refer to all sections as you complete the online tool. **Districts should be aware that they must open access for schools before data entry can begin.**

## Contact

If you need assistance or have questions about the tool, you may contact the Florida Department of Education at [CBTSurvey@fldoe.org](mailto:CBTSurvey@fldoe.org).

# School Instructions

Once the online certification tool is opened, schools should receive the URL and login information from the districts. Schools will have until the date established by the district to complete the activities described below. District approval of school data must be submitted one week prior to the first day of testing in the administration window.

If you attempt to access the survey after the open date and you receive an error message, contact your district for assistance. Your district may delay opening for a few days in order to disseminate more information about the tool to its schools.

## Completing School-Level Data

### **Step 1: Log in and Change Your Password**

**Districts must provide access to schools before school users can log in and begin to complete the survey.** Your username will be your two-digit district number (add “0” for 1-9) and your four-digit school number with no spaces (e.g., 010011). The URL to access the tool is <https://app1.fldoe.org/CBT/CertificationTool>. Any passwords created for last school year’s certification have been reset. There will be one school-level login to be shared by all school staff members who will access this tool. The first person to log in will be prompted to change the school’s password and should notify any other school users of the school login and updated password. Districts can assist schools with password reset at any time. Please notify other school staff members of the new password each time this information is changed. After you sign in for the first time and change your password, you can use the “Forgot Password?” link to retrieve your password.

### **Step 2: Enter Contact Information**

The first time you log in, you will be required to give contact information for the individual at your school who will be responsible for reviewing and approving school data in the tool. This contact information may be changed at any time. This person will also be the primary contact for any district or FDOE questions about the school’s data. Even though only one person is entered here, the technology and assessment coordinators at the school must collaborate to complete the data in the survey. Once you have entered and saved the contact information, click on the Main Menu to proceed.

## Step 3: Complete the Survey

### Computer-Based Assessments Certification Tool

Welcome Test School 1 [Main Menu](#) | [Log Out](#)

**Main Menu**  
2014-2015 School Year

Welcome to the Computer-Based Assessment Certification Tool. This tool is to be completed by each school that will offer any of the following computer-based assessments in the 2014-2015 school year. Deadlines for completing this tool are established by the district. See the table below for the deadline for each administration, the status of the school survey, and whether the survey is currently open. Complete the survey for your school for the upcoming computer-based administration. The surveys will be active during the timeframe in which they are to be completed. Contact your district office with any questions about due dates. See the **Print Survey** section below to locate a sample survey.

Assessment	Open Date	School Submission Deadline	Date Completed	Current Survey Status
<a href="#">PEARSON Winter 2014 - NGSS EOC</a> (Algebra 1 EOC, Biology 1 EOC, Civics EOC, Geometry EOC, U.S. History EOC)	10/20/2014	11/5/2014	10/14/2014	closed

This tool is intended to be completed in collaboration with your school Computer-Based Assessment Team, including the school principal, the school assessment coordinator, and the technology coordinator assigned to this school. All three contacts will be required to verify the information prior to submission.

#### General Information

This information is provided for your reference. You may modify contact information, access the guide to assist you with completing this tool, and access a sample survey.

- [Contact Information](#) - Contact information for the person responsible for data entry.
- [Guide to Computer-Based Assessments Certification Tool](#)

#### Reports

- Students Scheduled vs. Number of Students to be Tested
  - [PEARSON Winter 2014 - NGSS EOC](#)
- Summary of Students and Computers Scheduled by Day
  - [PEARSON Winter 2014 - NGSS EOC](#)

#### Print Survey

Before completing the survey, use the links below to print a sample survey for the appropriate administration. Once the survey has been completed, use the links below to print a copy of the final survey.

- [Print PEARSON Winter 2014 - NGSS EOC](#)

The sections of the surveys are listed under the applicable assessment links on the Main Menu. They will be active during the timeframe in which they are to be completed. Contact your district office with any questions about due date. To see all survey questions in one place for each assessment group, go to the “Print Survey” section at the bottom of the page on the Main Menu. Click on the appropriate link to view all survey questions for the assessment group selected.

Also, see the **Print Survey** section on the Main Menu to locate a sample survey for NGSS assessments you can print.

- **I. Computer Specifications** (For specific information about the content of these questions, go to the **Additional Information on Survey Content** section of this guide.) After completing the survey for the upcoming administration, click the link for this section. **This section must be completed first because the data you enter will be used to populate fields in the next section.** Complete all fields as directed in the survey. Once you have entered all data and, if necessary, modified the percentages pertaining to the computers to be reserved, click “Save.” The tool will calculate the number of computers to be reserved and the number available for testing. Verify the last three rows of this section. If any information is incorrect, make any changes and save again. Each time you finish updating data, click “Save.” Once all information in this section is correct, select the link to continue the survey at the top of the screen.
- **II. Student Scheduling Plan** (For specific information about the content of these questions, go to the **Additional Information on Survey Content** section of this guide.) Once the first section has been saved, the link for the second section will become active.

Click the link for this section to begin. If your school will not participate in an administration, mark the check box next to the statement above the table to indicate this. The field for “Number of computers available for testing” is pre-populated based on the information submitted in Section I.

Enter the “Total Number of Students to be Tested” based on the most current and accurate data you have. Contact your district or refer to the Winter 2014 EOC test administration manual if you have any questions about students to be tested. Complete all other fields as directed in the survey. **Only enter data for the dates your school has been approved to test.** If you have any questions about the approved administration dates for your school, contact your district. Make sure that you schedule extra students/days into the schedule to accommodate any make-up sessions.

Once you have entered all data, click “Save.” Review any errors which appear at the top of the screen. The tool will calculate the “Total Number of Students Scheduled.” If the number scheduled is less than the number to be tested, an error message will appear, and you will need to revise the number before saving your data. If this error occurs, contact your district to discuss how your school will accommodate all students to be tested within the scheduled window.

Please ensure that the number of students to be tested each day is realistic based upon the session length for each assessment. See additional instructions on the top of the page for scheduling information for each type of information. Once this information is complete, select the link to continue the survey at the top of the screen.

- **III. Annual/Long-Term Checklist** (For specific information about the content of these questions, go to the **Additional Information on Survey Content** section of this guide.) From the Survey menu, click the link for this section. Complete all fields as directed in the survey. The information in this section is applicable for the entire school year. Your answers will be carried over from one certification to the next and updates can be made as needed. Once you have entered all of the data, click “Save” and select the link to continue the survey at the top of the screen.
- **IV. Administration-Specific Checklist** (For specific information about the content of these questions, go to the **Additional Information on Survey Content** section of this guide.) From the Survey menu, click the link for this section. Complete all fields as directed in the survey. This section will be completed for each certification period. Once you have entered all of the data, click “Save” and select the link to continue the survey at the top of the screen.

#### **Step 4: Review the Data with Your School**

At this point, it is recommended that you use the “Print Survey” function from the Main Menu to print all data that has been entered in the tool for your school. Review this information with others at your school to confirm that all workstations to be used have been identified and that technology and assessment personnel agree that this data accurately reflects your school’s capability for computer-based testing.

### **Step 5: Confirm School Computer-Based Assessment Certification Team**

Go to the Survey section and select “V. School Computer-Based Assessment Team.” This will identify the principal and a school-level team of contacts for computer-based testing. One person is also identified as the primary point of contact for the school. Each person identified should have reviewed all of the information entered into the tool and confirmed its accuracy. Once you have successfully entered or verified and saved this information, select the link to continue the survey at the top of the screen.

### **Step 6: Submit to District Office**

Go to the Survey section and select “VI. Submit to District Office.” Clicking the button on this page will record the date and notify your district that the survey is complete. Only submit the survey once everyone on your computer-based assessment team has confirmed that all information is accurate. You may be contacted by your district or FDOE to confirm this data.

Thank you! You have now completed this crucial step in preparation for participation in computer-based assessments.

## **Additional Information on Survey Content for Schools**

### **I. Computer Specifications**

As stated in the instructions on the webpage for this section, you should evaluate your computers to determine the actual number of workstations that may be used for testing. The current location and function of computers should inform this decision. As computers are identified at the school, we recommend maintaining a list of the workstations and their locations. Your district may need to confirm these numbers with you, and it will be important that you can quickly identify them.

The computers must meet the General Minimum Specifications **and** the specific requirements for the applicable operating system. If a computer does not meet all of the General Minimum Specifications, it should not be evaluated for the Operating System Specifications. While the testing software (TestNav 8) does not require all 500 MB of disk space, sufficient space should be available for the workstation to run properly and not be overloaded.

These specifications were provided by the testing contractor, Pearson, after thorough testing of the TestNav 8 application on different machines and in consultation with technical experts at FDOE. The specifications for each operating system also take into account the published recommendations by each system’s vendor. You can download a copy of the specifications at the following website: [www.FLAssessments.com/TestNav8](http://www.FLAssessments.com/TestNav8).

### **Percentage Reserved as Alternates**

We strongly recommend that each school prepare alternate computers to be used if there are specific hardware or system malfunctions during testing. The default percentage of computers to be reserved as alternates is 2 percent (with a default minimum of 1 computer), but the school may decide to increase this percentage as necessary. Please note that these alternate computers will be

deducted from the total number of computers available for testing, which will be automatically populated in Section II.

### **Total Number of Computers Available for Testing**

This calculation is the total number of computers that meet all of the minimum specifications, minus the computers that will be reserved as alternates. This number will be pre-populated in Section II. Schools will not be allowed to enter more than this number of computers on any given day of testing, but some administrations will allow them to use the computers more than once in a given day.

In Section I of the certification tool, please indicate the numbers of computers that you have available and that meet specifications for Computer-Based Testing. This may not represent the total numbers of computers in the school. For example, a teacher may have three computers in the back of a classroom, but unless they are moved to a secure setting, they are not available for computer-based testing. Some schools do move classroom computers to secure settings during testing, in which case they become “available.” In order to ensure a secure setting, however, the appropriate infrastructure must be in place in that location, which may incur cost in order for the computers to be considered “available.”

In some instances, you may have 50 computers that are “available” but you only need 30 of these to test students. Please list 50 computers as the number “available” in your school for computer-based testing in Section I of the tool, so that future readiness can be predicted as more computer-based tests are administered. Further, many of you use computers in lab settings, but the labs are not dedicated 100% of the time to testing. If the computers in these labs are available the majority of the time during testing, please include them in your “available” count.

## **II. Student Scheduling Plan**

This section of the certification tool asks you to provide the total number of students to be tested for each administration and to schedule the number of students that will be tested each day of the administration window for each assessment. Scheduling is a crucial task in preparing for and completing testing within the designated testing window. In addition to the number of computers available for testing, other mitigating factors should be considered, such as available bandwidth and staff to serve as test administrators, proctors, and technical support.

This section captures scheduling information about all computer-based assessments offered in a given administration. Only enter data for the assessments your school will be participating in. If your school will not be participating in a field test or administering a particular assessment, check the box next to the statement above the table for that assessment.

The first box in each section titled “Number of Computers Available for Testing” will be pre-populated based on the information you provided in Section I. This information cannot be changed in any subsequent sections. On each day of testing, the “Number of Computers to be Used per Day” cannot exceed this number or you will receive an error message.

Complete the “Total Number of Students to be Tested” based on the most accurate data your school has for the assessment. Contact your district if you have any questions about students to be tested.

Complete the “Number of Students Scheduled to be Tested per Day” and the “Number of Computers to be Used per Day” for each day of your school’s administration window for the applicable assessment(s). Consider the timing of the assessment when determining the total number of students to be tested per day. This certification is not concerned with the number of sessions per day – only with the total number of students that the school can test in a given day.

Even though every possible date of the administration window may be listed, **only complete the data for the actual days your school has been approved to test.** Your district will confirm this data; failure to complete this properly will cause delays in your district’s completion of this certification.

Remember that there may be other constraints beyond the number of computers available, such as staffing, that will impact your total numbers for each day. Also consider that make-up sessions must be completed within this window. Because the same assessment is being offered over several days, absent students can easily be rescheduled for a subsequent day, but schools must account for these students in their calculations.

Once these fields are completed and the data has been saved, the tool will calculate the “Total Number of Students Scheduled.” If the number scheduled is less than the number to be tested, an error will appear and you will need to revise the number before saving your data. If this error occurs, contact your district to discuss how your school will accommodate all students to be tested within the scheduled window.

For specific information on the scheduling restrictions used by the tool, see the instructions on the website. If you enter data outside of the scheduling restrictions, you will be able to save this data, but you will need to click “Warning Acknowledged” to confirm that you are aware of this discrepancy. Your district will be notified and may contact you to confirm that you have a viable plan for testing.

### **III. Annual/Long-Term Certification Checklist**

Respond to these questions using the drop-down boxes provided. Once this survey is populated for the first administration, these responses will carry over to every administration this school year, as applicable. Review and verify that the data is still accurate for each administration.

#### **A. Training and Preparation**

1. **School Staff Awareness.** All school staff must be aware that your school will participate in computer-based testing this school year using TestNav 8. It is imperative that a technology coordinator be designated for each school, and that all assessment and technology coordinators are involved in planning and preparation.

#### **B. Technical Setup**

1. **Technical Specifications and Screen Resolution.** The screen resolution on each student workstation must be set to 1024x768 or higher. Any lower resolution will cause an error message, and a higher screen will be automatically resized to 1024x768 when the student launches TestNav.
2. **Destination/Port/Protocol Combinations.** The appropriate combinations have been allowed through the firewall, as spelled out in the test administration manual.

3. **Specific URLs.** If these are not allowed through content filters and upstream proxy servers (if necessary), the student will receive an error message while testing.
4. **TestNav File Permissions.** One of the security measures of TestNav allows for the student to continue testing, even if the internet is temporarily disconnected. In order for this process to be carried out, an encrypted Student Response File (SRF) is saved locally. The student must be allowed full access to the specific folders described in the test administration manual, even though the access to these files will not be evident to the student.
5. **Network/Bandwidth Analysis.** In addition to the number of machines available for testing, the network capacity of the school will also be significant in deciding the number of students to test concurrently. The TestNav System Check should be used to analyze each school network and to develop a plan for testing at each site. Each school should consult with appropriate technology personnel when making these calculations.
6. **Proctor Caching.** Proctor Caching enables schools to download encrypted test content to a local computer. Caching the content improves the computer-based testing experience by reducing testing delays caused by network congestion and allowing students to continue testing if the internet connection is interrupted. The Proctor Caching software can be downloaded to and run on any computer on the network that meets the minimum requirements for student workstations. Proctor Caching does not require a separate server. **All schools are required to use Proctor Caching.** First, a school or district must download and install the proctor caching software, as described in the test administration manual. One week prior to testing, the test content will be available for download.
7. **Additional Workstations or Devices.** If there is a technical malfunction during testing, additional workstations or devices should be available so the student can continue testing with minimal interruptions.
8. **Primary and Secondary Save Locations.** The TestNav installation process provides the opportunity to designate two save locations so the student can continue testing in the event of an interruption. Students will need proper access to these locations.
9. **Wireless Networks: Wireless Access Points.** Prior to testing, workstations should be tested to ensure there are no communication problems with the wireless access point. If you are not using a wireless network, select “NA” for this question.
10. **Wireless Networks: Security Measures.** All security measures must have been enabled for wireless connections. If you are not using a wireless network, select “NA” for this question.

### **C. Test Administration**

1. **Contact Technical Support.** Each test administrator will need a means of contacting technical support and the school assessment coordinator during testing.
2. **Technical Support.** Schools should allocate expert resources to handle any technical difficulties during testing. If there are not sufficient resources for each school to be equipped with a technology coordinator, then contact information for shared resources should be provided. Pearson support will also be available during the testing window.

### **IV. Administration-Specific Certification Checklist**

Respond to these questions using the drop-down boxes provided. Because this survey is due one week prior to the first day of testing, responding to sections B, C, and D indicates an awareness of the activities and that a plan is in place to complete these tasks.

## **A. One Month Prior to Testing**

1. **Parent and Student Awareness.** All students must be made aware if they will be participating in a computer-based assessment. Their parents or guardians should also be notified.
2. **Training and Support.** Pearson and the Bureau of K-12 Student Assessment will provide a WebEx training on CBT preparation and administration. In addition to this, all appropriate staff must complete training in their districts/schools.
3. **Test Administration Manual and Local Directions.** All staff who will participate in a computer-based administration must have read the appropriate manuals and must be updated on any local directions for testing.
4. **Infrastructure Trial.** Each computer to be used for testing must have run the Infrastructure Trial prior to testing to ensure that it can properly load and run the software. This does not have to be part of a school- or district-wide trial, but a larger-scale trial could be conducted to mimic an actual day of testing.
5. **Testing Rooms.** In order to create a uniform and standard testing experience, certain guidelines must be followed in the setup of the testing rooms. The testing room must have comfortable seating, good lighting, and adequate ventilation. A student must have sufficient space to use the work folder, and students must not be able to easily view other students' screens or work folders. See the test administration manual for more information.
6. **Test Administrators and Proctors.** The test administration manual specifies the number of test administrators and proctors that should be used for computer-based test sessions to ensure security and support.
7. **Accommodations.** All appropriate staff must be aware of what accommodations should be available to each student and the process for administering these accommodations. This may require use of an accommodated form of the test, assistive devices or paper-based materials. If there are no students at your school who require any accommodations, select NA.
8. **Test Materials.** Even though this is a computer-based administration, there are some test materials, such as work folders and Reading Passage Booklets, which will still need to be maintained. If paper-based accommodations are being offered, these materials will have security numbers and must be tracked and recorded just like regular paper-based materials. If there are no paper-based accommodations at your school, select NA.
9. **Virtual School and Home Education Students.** As described in the test administration manual, virtual school students and home education students may participate in some administrations and districts/schools must make the appropriate arrangements. If this applies to you, the appropriate arrangements should be made.

## **B. One Week Prior to Testing**

1. **Student Practice Tests.** A link to access the practice tests, called ePATs, has been provided for student practice. These are not full-length tests, but they will familiarize students with the test item formats and tools in the TestNav environment. Students must participate in an in-class ePAT accompanied by the appropriate ePAT script. The ePAT scripts will be posted at [www.FLAssessments.com/ePATs](http://www.FLAssessments.com/ePATs). The script will explain how to use the tools and how to respond to the item types. The link to the practice test should also be provided to students so they can practice on their own, but additional practice is not a substitute for the in-class practice. Students who have previously participated in an ePAT session for this subject prior to this administration ARE required to participate in a scheduled ePAT session for this administration in order to familiarize themselves with the features of TestNav 8.

2. **Security Agreements.** To confirm that they are aware of the testing guidelines, rules, and appropriate instructions, all staff must sign a security agreement prior to testing.
3. **Forms Prepared.** Certain forms and signs must be copied and ready in time for testing.
4. **Test Group Codes.** These must be either distributed by the district or created at the school. Each group of students to be tested together should be identified by a 4-digit test group code, which will be entered after the student logs in to the test and before the student sees the first test question.
5. **Proctor Caching.** Proctor Caching enables schools to download encrypted test content to a local computer. Caching the content improves the computer-based testing experience by reducing testing delays caused by network congestion and allowing students to continue testing if the internet connection is interrupted. The Proctor Caching software can be downloaded to and run on any computer on the network that meets the minimum requirements for student workstations. Proctor Caching does not require a separate server. **All schools are required to use Proctor Caching.** First, a school or district must download and install the proctor caching software, as described in the test administration manual. One week prior to testing, the test content will be available for download. Because this certification is due one week before schools are able to complete this task, responding to this question indicates that you are aware that proctor caching must occur and are prepared to do so.
6. **Automatic Updates.** TestNav does not permit access to other applications (including applications that launch automatically) during testing. This means that any applications that may automatically launch during testing will interrupt the student's testing session, logging the student out of the test. Applications such as anti-virus updates, power management software (laptops), screensavers, and email with automatic message notification should be configured so that they do not launch during testing.
7. **Potential Program Interruptions.** As described in the previous item, TestNav does not permit access to other applications during testing. Specifically, the types of programs listed in this question are known to cause an error message.
8. **High Bandwidth Activities.** Students and staff not participating in computer-based testing must still be aware of the testing windows, understand which activities may require significant bandwidth, and be prohibited from participating in such activities while students are testing on the network.
9. **Instructions for setup.** Detailed instructions are provided in the test administration manual. Ensure these have been followed.

### **C. The Day Before Testing Begins**

1. **Test Sessions Started.** Before students can begin testing, the test sessions must be started in PearsonAccess. Instructions are provided in the test administration manual.

### **D. After Testing**

1. **Test Sessions Stopped.** Once testing has ended, test sessions should be stopped. Instructions are provided in the test administration manual.
2. **Test Content Purged.** Once testing has ended, test content should be purged from the proctor caching machine. Instructions are provided in the test administration manual.

# District Instructions

The superintendent should identify one person at the district assessment office who will be the main point of contact for this certification. This person should complete the activities below for Opening the School Data Window. The tool will open for the Winter 2014 administration according to the date in Addendum B. On this date, the steps described in “Opening School Data Window” should be completed immediately so schools can begin completing their assigned activities. The deadline for districts to submit school data to FDOE is based on the first day of the test administration window. Districts should establish deadlines for their schools that will allow sufficient time for the district to confirm the information and submit the data to FDOE.

## Main Menu 2014-2015 School Year

Welcome to the Computer-Based Assessment Certification Tool. This tool is designed to allow the district to review information from schools that will offer any of the computer-based assessments listed in the table below during the 2014-2015 school year. Deadlines for completing this tool are established by the district. See the table below for the deadline for each administration, the status of the school survey, and whether the survey is currently open. District users can click on the **PEARSON Winter 2014 - NGSSS EOC** link in order to view the status of school data entry, review school surveys, and open and close access to collection of school data.

Assessment	Open Date	District Submission Deadline	Date Completed	Current Survey Status
<b>PEARSON Winter 2014 - NGSSS EOC</b> (Algebra 1 EOC, Biology 1 EOC, Civics EOC, Geometry EOC, U.S. History EOC)	10/20/2014	11/17/2014		open

This review should be conducted in collaboration with the superintendent, the district assessment coordinator, and the district technology coordinator. All three contacts will be required to approve the information prior to submission.

**Instructions:** School district contacts can manage their list of schools by clicking on the **PEARSON Winter 2014 - NGSSS EOC** link in the above table. From this screen you will be able to monitor the schools' progress on their surveys, review their survey responses, approve their surveys, and manage their access to the data entry. Once approved by the district computer-based assessment team, the **"Submit Complete Data to FLDOE"** link will become active and the district's data can be submitted.

## General Information

- [Contact Information](#) - Contact information for the district representative responsible for managing the tool
- [Set Submission Deadlines for Schools in this District](#) - Set an earlier deadline to display to schools if preferred
- [District Computer-Based Assessment Team](#) - List of contacts in the district responsible for computer-based testing
- [Guide to the Computer-Based Assessments Certification Tool](#) - More information about how to complete the tool

## Reports

- Students Scheduled vs. Number of Students to be Tested
  - [PEARSON Winter 2014 - NGSSS EOC](#)
- Summary of Students and Computers Scheduled by Day
  - [PEARSON Winter 2014 - NGSSS EOC](#)
- Checklist Summary
  - [PEARSON Winter 2014 - NGSSS EOC](#)

If you have questions, contact Florida Department of Education at [CBTSurvey@fldoe.org](mailto:CBTSurvey@fldoe.org)

## Opening School Data Window

### Step 1: Log in and Change Your Password

All district and school passwords will be reset at the beginning of the school year. Your username will be your district number (add “0” for 1-9) and four zeroes with no spaces (e.g., 010000). The first time you log in, your password will be the same as your username (two-digit district number and four zeroes). There will be one district-level login to be shared by all district staff who will access this tool.

Upon logging in for the first time, you will be required to change your password. The passwords must be 8 to 15 characters long and must contain at least one number. Enter and save this information. Notify all other district-level users who may be accessing the tool of the updated password information. After you sign in for the first time and change your password, you can use the “Forgot Password?” link to retrieve your password.

## Step 2: Enter Contact Information

The first time you log in, you will be required to give contact information for the individual responsible for data entry in the tool at the district level. This contact information can be changed at any time. This contact's name, phone number, and email address will be displayed at the bottom of every school-level screen as the primary point of contact for any schools that need assistance with the tool. Once you have successfully saved this information, continue to the Main Menu to proceed.

## Step 3: Set Submission Deadlines for Schools in this District

The deadlines for districts to submit all school data to the state are provided in the tool, but the district has the ability to set specific deadlines for schools to submit data to the district. Use the link under "General Information" to set the school deadlines, and allow for sufficient time to review school data. If the district does not set a school-level submission deadline, it will default to the state submission deadline. Communicate the deadline and instructions for completing the certification tool to schools.

**General Information**

- [Contact Information](#) - Contact information for the district person responsible for managing the tool
- [Set Submission Deadlines for Schools in this District](#) - Set an earlier deadline to display to schools if preferred
- [District Computer-Based Assessment Team](#) - List of contacts in the district responsible for computer-based testing
- [Guide to Computer-Based Assessments Certification Tool](#) - More information about how to complete the tool

## Step 4: Review School Data

From the Main Menu, click the link for the appropriate administration under "Assessment."

Assessment	Open Date	District Submission Deadline	Date Completed	Current Survey Status
<a href="#">PEARSON Winter 2014 - NGSSS EOC</a> (Algebra 1 EOC, Biology 1 EOC, Civics EOC, Geometry EOC, U.S. History EOC)	10/20/2014	11/17/2014		open

This review should be conducted in collaboration with the superintendent, the district assessment coordinator, and the district technology coordinator. All three contacts will be required to approve the information prior to submission.

**Instructions:** School district contacts can manage their list of schools by clicking on the [PEARSON Winter 2014 - NGSSS EOC](#) link in the above table. From this screen you will be able to monitor the schools' progress on their surveys, review their survey responses, approve their surveys, and manage their access to the data entry. Once approved by the district computer-based assessment team, the **"Submit Complete Data to FLDOE"** link will become active and the district's data can be submitted.

This list shows all schools in your district that may participate in a computer-based administration this school year. Review schools listed for your district. If any schools in your district will administer a computer-based assessment this year and are not on this list, click the link for "Add a School." A drop-down list with information generated from the Master School Identification File (MSID) will be provided. Select the school from the dropdown list.

[Add a School](#)

**Quick set buttons:** You can set all "Data Entry Access" buttons to "open" or "closed" at once by clicking on the following links. Then click the "Save Changes to Data Entry Access and NA" button to save this change.  
[Select Open Access for All](#) | [Select Close Access for All](#)

[Save Changes to Data Entry Access and NA](#)
[Submit Complete Data to FLDOE](#)

School ID	School Name	Last Login Date	Data Entry Access	Check if NA	School Complete Date	Review	Review Status	Reset Password	Recommend Delete	added by
1	Test School 1		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
10	Test School 10		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
11	Test School 11		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
12	Test School 12		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District

If any school listed in the tool for your district will **not administer a computer-based assessment during this administration**, mark the checkbox for the school in the “Check if NA” column. This school will not need to complete the tool for this administration. Click “Save Changes to Data Entry Access and NA” to save all changes.

If any school is closed and should be completely removed from the certification tool, this requires approval from FDOE. Click the “Recommend Delete” button next to the school and confirm the decision to delete the school. FDOE will be notified that your district is requesting to delete this school. When this action is approved, the school will be removed from the list. FDOE will discuss any concerns or questions with the main point of contact. Do **not** use the delete function if the school will participate in a computer-based assessment later in the school year.

### Step 5: Open Access to the Schools

Once you have reviewed the list of schools, click the “Select Open Access for All” under the Quick set buttons to open the tool for all schools. **Schools will not be able to log in until you have completed this step.** The Data Entry Access column will update to “Open.” To open data entry access for specific schools, click the radio button next to “Open” for the appropriate schools and then click “Save Changes to Data Entry Access and NA.”

### Step 6: Notify Schools and Forward Documentation

As soon as access is available for your schools for the current administration, notify school personnel that the tool is open and provide any supporting documentation (this guide and all memoranda) that may assist them in completing the certification tool. This communication should also include the district’s deadlines for the schools to submit their data. Any updates made to these instructions for the certification tool once the window is open will be sent to the district office, and the district should distribute this information to schools.

## District Review of School Data (Due one week prior to the first day of the testing window.)

### Step 1: Access the List of Schools Page

[Add a School](#)

**Quick set buttons:** You can set all “Data Entry Access” buttons to “open” or “closed” at once by clicking on the following links. Then click the “Save Changes to Data Entry Access and NA” button to save this change.

[Select Open Access for All](#) | [Select Close Access for All](#)

Save Changes to Data Entry Access and NA					Submit Complete Data to FLDOE					
School ID	School Name	Last Login Date	EOC Data Entry Access	Check if NA	School Complete Date	Review	Review Status	Reset Password	Recommend Delete	added by
1	Test School 1	10/14/2014 9:12:26 AM	<input type="radio"/> Open <input checked="" type="radio"/> Closed	<input type="checkbox"/>	10/14/2014 9:17:18 AM	<a href="#">Review</a>				District
10	Test School 10		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
11	Test School 11		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
12	Test School 12		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
13	Test School 13		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
14	Test School 14		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
15	Test School 15		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District

Log in to the tool and access the Review School Data page for the appropriate administration from the Main Menu. As schools log in to the tool, the date in the “Last Login Date” column will populate. When schools submit their completed surveys, dates will populate the column for School Complete Date.

## Step 2: Review and Confirm Data for Each School

From the Review School Data screen, click the link in the “Review” column to review the school data. The district may begin reviewing school responses as soon as schools submit their data. This screen will generate all of the school’s responses and provide you with an option to mark the status of the school as “confirmed” or “pending.” Evaluate the data and determine whether it accurately depicts the school’s current capacity for computer-based testing and if you are confident the school can complete any outstanding tasks indicated in Section III and Section IV. If any of your schools need assistance with these tasks (e.g., training, technical setup), it is the district’s responsibility to follow up with the school. If the district needs assistance, please contact FDOE.

- 1) Evaluate Section I data. Confirm that the number of computers reflects the school’s current capacity.
- 2) Evaluate Section II data. This section should be checked for the following:
  - a. All applicable test administrations that will be administered at the school have been completed. In other words, if the school will participate in a field test, ensure the school has entered scheduling data for the selected testing week.
  - b. Data has only been entered on the correct testing dates. For example, if your district will test the Algebra 1 EOC Assessment the week of December 1-19 15-19, ensure that the school has not entered data on any other dates.
  - c. The **Total Number of Students to be Tested** is accurate for the school. Schools supply the actual number of students to be tested in each administration. Ensure the school is aware of who should be tested and has included all participating students.
  - d. Within the testing window, extra students/days have been built into the schedule to accommodate any make-up sessions.
  - e. Ensure the number of students to be tested each day is realistic based on the length of the session for the assessments. Discuss the testing plan with the school to ensure it is realistic. If the school’s plan is not realistic, open the survey for the school to revise its data.
- 3) Evaluate Section III and Section IV responses. Pay particular attention to any responses that indicate that they may need assistance and items that were answered with “NA.” If you have discussed any issues with the school and you are confident the school can complete the outstanding tasks prior to testing, the certification can be confirmed.

The purpose of this review is to confirm the accuracy of the school’s data, even if the data shows that the school may not have sufficient capacity and will need assistance from the district. Several district reports are also available to help with reviewing school data. See the District Reports section to review this data.

**If the summary is accurate and you have completed any follow-up questions with the school, click “confirmed” for the school.** Once you select “confirmed,” the school should remain closed and the school will not be able to edit the data. If a school is re-opened to edit its data, the “confirmed” status will remain for the school. Districts should review the edited information again if the tool is reopened to ensure the school’s data is accurate.

If you have further questions about the summary or if you disagree with how the school completed the data, click “pending” for the school. You will need to return to the list of schools page and change the “Data Entry Access” for that school to “open.” This will allow the school to enter the tool again and update its responses. The school may continue to update the survey responses until it has submitted its data, or until the district closes access to the tool. The district can change the opened/closed status at any time within the window.

All schools testing must be in “confirmed” status for the administration before the district can submit its certification to FDOE.

### Step 3: Identify District Computer-Based Assessments Certification Team

Once all schools have been confirmed, go to the Main Menu and select “District Computer-Based Assessment Team.” This page will identify a district-level team of contacts for computer-based testing. Each person identified should review all school information being submitted. One person should be identified as the single point-of-contact for computer-based testing in each district. Make any necessary adjustments to this team information and save the changes.

### Step 4: Submit District Certification to FDOE (See Addendum B for due date)

From the Review School Data page for the specific administration, click “Submit Complete Data to FLDOE”(see below). **Do not submit this certification until all members of your District Computer-Based Assessments Certification Team have reviewed and approved the data.** Click the “Submit” button to certify that the data accurately represents the capacity of schools in your district to participate in computer-based testing. Once you submit the information, you will still be able to log in to the tool to review school data, if needed.

All schools must be in "confirmed" status for the administration before the district can submit the certification to the FDOE.

[Add a School](#)

**Quick set buttons:** You can set all "Data Entry Access" buttons to "open" or "closed" at once by clicking on the following links. Then click the "Save Changes to Data Entry Access and NA" button to save this change.

[Select Open Access for All](#) | [Select Close Access for All](#)

Save Changes to Data Entry Access and NA						Submit Complete Data to FLDOE				
School ID	School Name	Last Login Date	EOC Data Entry Access	Check if NA	School Complete Date	Review	Review Status	Reset Password	Recommend Delete	added by
1	Test School 1	10/14/2014 9:12:26 AM	<input type="radio"/> Open <input checked="" type="radio"/> Closed	<input type="checkbox"/>	10/14/2014 9:17:18 AM	<a href="#">Review</a>				District
10	Test School 10		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
11	Test School 11		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
12	Test School 12		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
13	Test School 13		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
14	Test School 14		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
15	Test School 15		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
16	Test School 16		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District

### Step 5: Submit Superintendent’s Certification (For NGSSS EOC Certifications)

The **Superintendent Certification Form** is provided in the Submit Complete Data to FLDOE section. A completed form should be faxed ([850.245.9307](tel:850.245.9307)) or scanned and emailed ([CBTSurvey@fldoe.org](mailto:CBTSurvey@fldoe.org)) to FDOE within three days of district submission of the certification.

## Other District Information

### List of Schools Description

See bulleted list describing the components of this section below the screenshot.

All schools must be in "confirmed" status for the administration before the district can submit the certification to the FDOE.

[Add a School](#)

**Quick set buttons:** You can set all "Data Entry Access" buttons to "open" or "closed" at once by clicking on the following links. Then click the "Save Changes to Data Entry Access and NA" button to save this change.

[Select Open Access for All](#) | [Select Close Access for All](#)

Save Changes to Data Entry Access and NA						Submit Complete Data to FLDOE				
School ID	School Name	Last Login Date	EOC Data Entry Access	Check if NA	School Complete Date	Review	Review Status	Reset Password	Recommend Delete	added by
1	Test School 1	10/14/2014 9:12:26 AM	<input type="radio"/> Open <input checked="" type="radio"/> Closed	<input type="checkbox"/>	10/14/2014 9:17:18 AM	<a href="#">Review</a>				District
10	Test School 10		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
11	Test School 11		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
12	Test School 12		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
13	Test School 13		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
14	Test School 14		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
15	Test School 15		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
16	Test School 16		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District

- The **School ID** and **School Name** were generated from MSID.
- The **Last Login Date** is populated with the last date the school logged in to the system. Use this column to identify any schools who have not logged in to the tool.
- **Data Entry Access** shows the current access set for the school. Districts can open and close access for each school using this column, or districts can open or close access for all schools using the "Select Open Access for All" link or "Select Close Access for All" link before the school list.
- The **Check if NA** column should be checked if any school will not participate in this administration.
- The **School Complete Date** column shows the date that the school completed and submitted the survey to the district. A blank cell means the survey has not yet been completed.
- The **Review** column provides a link to the school's survey. This is also where you will set the status of the survey to "confirmed" or "pending."
- The **Review Status** column shows whether the district has reviewed and confirmed or set as pending the school's survey. A blank cell means the status has not been set.
- If a school needs its password reset, the district can click the **Reset Password** button to return to the default password for the school (the 6-digit district/school number).
- The **Recommend Delete** button should be used if a school is closed.
- The **Added by** column indicates who added the school to the list. Most of these should say FDOE, but any additions by the district will be noted here.

### A Note on Editing and Saving Data:

While schools are editing their data, the district will still be able to see their information. Once a school submits its data, "Data Entry Access" is automatically closed. If a school needs to revise its information, open the "Data Entry Access" for that school. Please do not close any schools prior to the deadline you have established, unless the school has submitted its data and you have approved it.

## District Reports

### Reports

- Students Scheduled vs. Number of Students to be Tested
  - [PEARSON Winter 2014 - NGSS EOC](#)
- Summary of Students and Computers Scheduled by Day
  - [PEARSON Winter 2014 - NGSS EOC](#)
- Checklist Summary
  - [PEARSON Winter 2014 - NGSS EOC](#)

### District Reports Description

Reports for each administration are available from the main menu. Currently, there are three reports available: **Students Scheduled vs. Number of Students to be Tested**, **Summary of Students and Computers Scheduled by Day**, and a **Checklist Summary**. While approvals cannot be made from these reports, they do provide a means for a district to review data and to note any issues. The Checklist Summary provides the ability to view the number of schools that selected each response. Clicking on the number shows a list of schools that provided a given response. Additional reports may be added to these pages throughout the school year.

# Addendum A – Administration of Assessments

For Winter 2014, the **certification tool** will be administered for the following computer-based assessments:

- Algebra 1 NGSSS EOC
- Biology 1 NGSSS EOC
- Civics NGSSS EOC
- Geometry NGSSS EOC
- U.S. History NGSSS EOC

# Addendum B – Timeline

The following table shows the timeline for completing the Winter 2014 Computer-Based Testing Certification Tool.

The tool will open for all districts approximately five weeks prior to the due date. Districts must submit the certification to FDOE one week prior to the first day of computer-based testing in the administration window. NOTE: Even if your district is not administering the first assessment provided in the certification window, the deadline for the district to report to FDOE will still be same. For example, a district with a school that is not testing until December 8 will still need to certify to FDOE as outlined in the table below. Districts can set specific school deadlines to allow time to review school data before final submission. If you are a school, refer to the date provided in the main menu when you log in to the tool.

<b>Computer-Based Testing Certification Tool Winter 2014</b>		
<b>Certification</b>	<b>Date Tool Opens for Districts</b>	<b>Due Date (to FDOE)</b>
<b>Winter 2014 Certification:</b> <ul style="list-style-type: none"> <li>• Algebra 1 NGSSS EOC</li> <li>• Biology 1 NGSSS EOC</li> <li>• Civics NGSSS EOC</li> <li>• Geometry NGSSS EOC</li> <li>• U.S. History NGSSS EOC</li> </ul>	10/20/2014	11/17/2014