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## **MEMORANDUM**

**TO:** School District Superintendents

**FROM:** Hershel Lyons

**DATE:** October 30, 2015

**SUBJECT: Computer-Based Assessment Certification Tool Opening for Spring 2016 Assessments**

**Contact Information**  
CBT Certification Coordinator  
850-245-3250  
[CBTSurvey@fldoe.org](mailto:CBTSurvey@fldoe.org)  
**DPS: 2015-164**

Certification of computer-based testing (CBT) readiness for the Spring 2016 FCAT 2.0, Next Generation Sunshine State Standards (NGSSS) and Florida Standards Assessments (FSA) administrations opens on **November 16, 2015**, and closes on **December 18, 2015**. This is a **required** certification period for all schools participating in the following assessments:

- Spring 2016 FSA – AIR Test Delivery System:
  - English Language Arts – Writing Component (Grades 8–10, Retake)
  - English Language Arts – Reading Component (Grades 4–10, Retake)
  - Mathematics (Grades 5–8)
  - Algebra 1 End-of-Course (EOC)
  - Geometry EOC
  - Algebra 2 EOC
  
- Spring 2016 FCAT 2.0 and NGSSS EOC – Pearson TestNav 8 platform:
  - FCAT 2.0 Reading Retake
  - Algebra 1 Retake EOC
  - Biology 1 EOC
  - Civics EOC
  - U.S. History EOC

In addition to schools completing the certification survey, the Florida Department of Education is now requiring a district-wide AIR Infrastructure Trial. This trial should be conducted sometime within the week of February 8, 2016, and should mimic, as closely as possible, the anticipated FSA testing load for your busiest CBT day during Spring 2016. Districts will be asked to complete a Google form to provide FDOE with feedback on the success of the trial in your district. This form can be found here: <https://goo.gl/quXy7o>. Additional information and guidance about the AIR Infrastructure Trial is located in the *FSA Infrastructure Trial Guide* posted to [www.fsassessments.org](http://www.fsassessments.org) under Technology Resources.

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Please note, because the Computer-Based Assessments Certification Tool is being used as a part of the District Digital Classroom Plan (DCP), data from the tool will be shared with the legislature. New validations have been built into the tool to ensure that schools accurately schedule the number of students to be tested for a given test. For example, if a school needs to administer Grade 6 Mathematics to 100 students, the tool will provide an error message if the school schedules a number of students significantly above that amount. More information is provided in *The Guide to the Computer-Based Testing Certification Tool*, including screenshots of the tool, which will be provided prior to the opening of the certification window. We encourage schools and districts to collaborate with assessment, technology, and digital learning personnel to accurately complete the tool.

The website to log in to the certification tool is <https://cbit.fldoe.org/certificationtool/>. When you log in for the first time, your password will be the same as your username (two-digit district number and four zeros), and you will then be prompted to change it. There will be one district-level login to be shared by all district staff who will access the tool. For school logins, the username is the two-digit district number followed by the four-digit school number (e.g. 010112). The initial password is the same as the username and must be changed on the first login.

Please forward the information in this memo to your district assessment coordinator (or other designated contact) who will open the tool for school staff and ensure that assessment and technology personnel in the district are working closely together to provide accurate information about CBT readiness.

Thank you for your support. If you or your staff have questions, please email [CBTSurvey@fldoe.org](mailto:CBTSurvey@fldoe.org).

HL/jb

cc: School District Assessment Coordinators  
School District CBT Certification Contacts