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## **MEMORANDUM**

**TO:** School District Superintendents

**FROM:** Hershel Lyons

**DATE:** September 1, 2017

**SUBJECT:** 2017–18 Computer-Based Assessment Certification Process

**Contact Information:**

Assessment Office

850-245-0513

[CBTSurvey@fldoe.org](mailto:CBTSurvey@fldoe.org)

**DPS: 2017-94**

I want to thank you for ensuring the successful administration of statewide assessments in your district in the 2016–17 school year.

For the 2017–18 school year, schools will continue administering the Florida Standards Assessments (FSA) on the American Institutes for Research (AIR) Test Delivery System (TDS) and the Next Generation Sunshine State Standards (NGSSS) End-of-Course (EOC) assessments and the FCAT 2.0 Reading Retake on Pearson’s TestNav 8 platform. The computer specifications needed for these two assessment platforms for the 2017–18 school year are attached to this memorandum. Please consult both sets of specifications as you prepare computers/devices for testing and make purchasing decisions.

The Computer-Based Assessment Certification process for the 2017–18 school year is as follows:

- **Infrastructure Trial** – Participating schools in your district must each conduct a **school-wide Infrastructure Trial** for the AIR platform prior to spring testing to ensure that they are properly prepared and to give them the opportunity to address any issues prior to testing. Districts may require that schools run the trial on the same day district-wide. The department also recommends that an Infrastructure Trial (AIR and Pearson) be run on each computer or device that will be used for testing prior to each administration.
- **Spring 2018 Superintendent CBT Certification Form** – A mandatory certification of CBT readiness must be submitted to the department by the superintendent for the Spring 2018 AIR FSA assessments and Pearson FCAT 2.0 and NGSSS EOC assessments. The Superintendent CBT Certification Form certifies the district’s readiness for computer-based testing. The certification form is attached and must be submitted by **Friday, February 2, 2018**.

HERSHEL LYONS  
CHANCELLOR OF PUBLIC SCHOOLS

- The following Spring 2018 CBT assessments will be administered online through the AIR TDS platform:
  - FSA English Language Arts (ELA) – Writing (Grades 8–10, Retake)
  - FSA ELA Reading (Grades 4–10, Retake)
  - FSA Mathematics (Grades 3–8)
  - FSA EOC Assessments
    - FSA Algebra 1 EOC (including spring retake)
    - FSA Geometry EOC
  
- The following Spring 2018 CBT assessments will be administered online through the Pearson TestNav 8 platform:
  - FCAT 2.0 Reading Retake
  - NGSSS EOC Assessments
    - Biology 1
    - Civics
    - U.S. History
  
- **Optional Use of the CBT Certification Tool** – Schools will no longer be required to complete the certification tool for the 2017–18 school year. The tool will be made available for optional use in November and districts may require schools to complete the tool at their discretion.

Thank you for your continued 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