

## **PROCEDURES FOR THE 2013-2014 ADMINISTRATION OF THE FLORIDA COMPETENCY EXAMINATION ON PERSONAL FITNESS**

Beginning with the ninth grade class of 1999-2000, students must have one full credit in physical education to fulfill the four-year, 24-credit, standard program, graduation requirements. In 1998, the Florida Legislature amended Section 232.246(1)(j), F.S., (now 1003.43(1)(j), F.S.), and specified that students can satisfy the one credit physical education requirement by:

- taking the personal fitness course and any other 0.5 credit physical education course,
- or**
- participating in two full seasons of junior varsity or varsity sports; and earning a grade of **"C"** or better on the *Florida Competency Examination on Personal Fitness*.

**Students receiving a waiver for the personal fitness course by taking the examination will still need to earn one credit in another elective toward the four-year, 24-credit, standard program, graduation requirement.**

The *Florida Competency Examination on Personal Fitness* is administered two times a year. Students may retake the exam if they did **not** pass the test with a "C" or higher (i.e., 70% or higher) on a previous administration. **However, no student may take the test more than one time each school year.**

### ADMINISTRATION DATES FOR THE 2013 – 2014 SCHOOL YEAR

The two administration windows for the *Florida Competency Examination on Personal Fitness* in the 2013 – 2014 school year are:

- December 2 - 6, 2013, and
- May 12 – 16, 2014.

Schools will need to select the **one test date** and **one make-up date** within each of the allowable administration windows. All students who are testing at a given school within a given administration window must be administered the test on the same day and at the same time.

## DETERMINATION OF STUDENT ELIGIBILITY

The *Florida Competency Examination on Personal Fitness* is administered to eligible students on a voluntary basis. Students must meet eligibility criteria **prior to** the scheduled test administration. In order to be eligible to take the test, students **must have completed two full seasons** in a qualifying interscholastic sports program at the junior varsity or varsity level. Students may complete two seasons in a single sport or may combine single seasons from two eligible sports.

Students may take this test only once during each school year. Students who are eligible may take the test during the December or the May administration of the current school year, but they may not take it during both administrations. **Students must take the test by the May administration of their junior year to use this option for earning the required credit.** This allows sufficient time for students who do not pass the test to take the personal fitness course *and another physical education elective course* to meet the one credit requirement prior to graduation.

## STUDENT REGISTRATION PROCEDURES

Students must register in order to take the test. A copy of the student registration form is enclosed and may be duplicated as needed. Registration and pertinent dates are outlined in the Schedule of Activities.

Both the student and the parent must sign the registration form to indicate that they understand that the student may take the *Florida Competency Examination on Personal Fitness* only **once** per school year. Registration forms must have the appropriate signatures in order to be processed.

A Registration Roster for recording students who register for the test is enclosed. To ensure that sufficient test materials are available for each student, the roster must be submitted to Student Assessment and Educational Testing by the submission deadline specified for each test administration window. This information may be sent by school mail to Student Assessment and Educational Testing, Mail Code 9023, or may be faxed to 305-995-7522.

## PROVIDING INFORMATION ABOUT THE TEST TO PARENTS AND STUDENTS

Each school is responsible for providing information about the *Florida Competency Examination on Personal Fitness* to interested students. A copy of *The Florida Competency Examination on Personal Fitness: Information for High School Students* is enclosed and may be reproduced as needed for distribution to interested students. Copies of the textbook used in teaching the personal fitness course at the school site **must** be available for student use through the school's media center.

The *Florida Competency Examination on Personal Fitness* consists of two sections: a multiple choice section and a short response section. Both sections of the test must be administered within a single two-hour session.

## TEST ADMINISTRATION GUIDELINES AND PROCEDURES

The *Florida Competency Examination on Personal Fitness Administration Manual* contains the test administration script, the test administration procedures, and the procedures for handling the test materials. The manual will be provided to test chairpersons following the receipt of the roster and registration forms by staff at Student Assessment and Educational Testing (SAET).

The secure test materials for each student will consist of three items: a short response item test booklet in which the student records answers; a test booklet with multiple choice questions; and an answer sheet on which the student records answers to the multiple choice items.

Upon receipt of the roster, the appropriate quantities of the student test materials will be packaged for each participating school. Materials **must be picked up** at SAET, 1450 NE 2<sup>nd</sup> Avenue, Miami, FL, Suite 208, as specified in the Schedule of Activities. All test materials, used and unused, **must be returned** to SAET no later than 3:30 p.m. on the scheduled return dates.

## MAINTAINING TEST SECURITY

The *Florida Competency Examination on Personal Fitness* is a secure state test that can be used to satisfy a graduation requirement. Therefore, it is imperative that test security be maintained and that all test administration guidelines and procedures for storage, handling, distribution, and collection of materials are followed. The test chairperson must immediately report any security problems or irregularities in the test administration to SAET at 305-995-7520. For breaches of test security, the school principal must submit a written report of the incident, including the findings of any investigations and disciplinary action taken, within five (5) working days of the incident to the District Director, Student Assessment and Educational Testing, School Mail Code 9023, SBAB, Suite 208.

## SCORE REPORTING AND DOCUMENTATION OF SATISFACTION OF THE PERSONAL FITNESS REQUIREMENT

Following each test administration, schools will be provided with two copies of each participating student's score report and a roster of students tested, indicating each student's pass/fail status. One copy of the score report is to be distributed to the student. The school's copy of the score report must be kept in the student's cumulative folder until the student has graduated.

If a student has met the requirements for the waiver of the physical education requirement, as outlined below, and the student requests to have the physical education requirement waived, then the noncredit course code number 1500411 must be entered on the student's ISIS record by appropriate school staff to indicate that the state requirement has been satisfied. Please note that students may still choose to register for any physical education course, including the personal fitness course, and that the student will still need to earn one credit in elective courses toward the four-year, 24-credit, standard program, graduation requirement.

## MEETING GRADUATION REQUIREMENTS AND AWARDING OF WAIVERS

The *Florida Competency Examination on Personal Fitness* is designed to assess student mastery of the content of the physical education course, Personal Fitness 1501300, which is organized around twelve skills that cover seventeen benchmarks in three of the Sunshine State Standards for physical education.

Students who satisfy the personal fitness graduation requirement through participating in two full seasons of an eligible interscholastic sport at the junior varsity or varsity level and earning a "C" or better on the *Florida Competency Examination on Personal Fitness* will not receive a credit for Personal Fitness 1501300 on the transcript. **Instead, the noncredit course number 1500411 will be used to indicate that the state requirement has been satisfied.**

Students who earn a waiver from the personal fitness course and who satisfy the personal fitness graduation requirement as specified above must still complete additional credits in elective courses to meet the four-year, 24-credit, standard program, graduation requirement.

For further information on the physical education requirements pertaining to high school graduation and for questions regarding the awarding of waivers, please contact the District Director, Division of Life Skills and Special Projects, at 305-995-1963.

For information or assistance regarding test administration procedures for the *Florida Competency Examination on Personal Fitness*, please contact Student Assessment and Educational Testing at 305-995-7520.

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
**SCHEDULE OF ACTIVITIES 2013-2014**  
*Florida Competency Examination on Personal Fitness*

**November 2013 Administration**

November 22	Deadline for students to submit student registration forms
November 25	The registration rosters are due to Student Assessment and Educational Testing (SAET) no later than 3:30 p.m.
November 26 – 27	Testing materials must be picked up from SAET
December 2 – 6	Testing window including any make-up testing
December 6	Testing materials must be returned to SAET by 3:30 p.m.
January 10, 2014	Student score reports sent to schools via school mail

**May 2014 Administration**

May 5	Deadline for students to submit student registration forms
May 6	The registration rosters are due to Student Assessment and Educational Testing (SAET) no later than 3:30 p.m.
May 7 – 9	Testing materials must be picked up from SAET
May 12 – 16	Testing window including any make-up testing
May 19	Testing materials must be returned to SAET by 3:30 p.m.
June 2	Student score reports sent to schools via school mail