# FALL 2015

# FLORIDA STANDARDS ASSESSMENTS (FSA)
# END-OF-COURSE (EOC) ASSESSMENTS

# SCHOOL ASSESSMENT COORDINATOR
# TRAINING PACKET

**Student Assessment and Educational Testing**
**Assessment, Research, and Data Analysis**

**Miami-Dade County Public Schools**

**Fall 2015**
**Florida Standards Assessments (FSA) Algebra 1, Geometry, and Algebra 2**
**End-of-Course (EOC) Assessments**
**Schedule of Activities**

| | School Assessment Coordinator | Technology Coordinator |
|---|---|---|
| **August 21-September 9** | View Fall 2015 FSA EOC Assessments Screencast Training.<br>Complete the Fall 2015 FSA EOC Screencast Verification Form located at: https://www.surveymonkey.com/r/J6LF8SM<br>Complete training test administrators and proctors.<br>Create accounts and reset passwords for test administrators in TIDE. | Ensure computer workstations have been identified that meet minimum specifications.<br>Download the UPDATED FSA Secure Browser to student stations and ensure it is running properly.<br>Install visual barriers. |
| **September 1 or 3** | Optional CBT (FSA, FCAT 2.0, and EOC) training for new test chairpersons at ITS computer lab. **Registration is required.** | - |
| **September 8-11** | Comet Services delivery of FSA EOC test documents (for students with eligible accommodations regular print, Large Print, Braille, and One-item-per-page) and CBT work folders. Verify shipment.<br><br>**Adult Centers**: Pick up FSA EOC materials at TDC by 3:30 pm.<br>Carry out school-wide Infrastructure Trial.<br>Verify student information. Complete scheduling activities and print FSA CBT test tickets. | Carry out school-wide Infrastructure Trial. |
| **September 14-25 No Testing on Sept. 14 and 23 (Teacher Planning Days)** | **FSA Algebra 1, Geometry, and Algebra 2, EOC CBT**: In the FSA TA Interface, test administrators will create and start the test session, approve students to test, monitor test sessions, pause students as needed, and stop the test session. | Assist test administrators and school assessment coordinator during testing. |
| **September 15-17** | **FSA EOC PBT:** (eligible students with accommodations) | - |
| **September 18** | Hand-deliver to TDC "**To Be Scored**" **and "Not To Be Scored"** paper-based accommodations (regular print, Large Print, Braille, and One-item-per-page) for FSA EOC Assessments. | - |
| **September 25** | **FSA EOC CBT Administrations:** Invalidate student results in TIDE, if applicable. Test Administrators and School Assessment Coordinators complete the appropriate comment form online. | Complete Technology Coordinator comment form online. |
| **December 16*** | **Hand-deliver to TDC the District Assessment Coordinator Only Box. (Refer to the Friendly Reminder.)** | - |

*On the scheduled return dates, schools must hand-deliver all materials to the Test Distribution Center (TDC), 13135 SW 26 Street, Miami, FL 33175 by 3:30 p.m.

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**
**Summary of Fall 2015 Florida Standards Assessments (FSA)**
**End-of-Course (EOC) Assessments**
**Test Administration Procedures**

*Note: This material does not cover every aspect of the Fall 2015 FSA EOC administration; it highlights procedures that are specific to the test administration in Miami-Dade County Public Schools. School assessment coordinators are responsible for following the administration procedures specified in the Test Administration Manual.*

The Fall 2015 Florida Standards Assessments (Algebra 1, Geometry, and Algebra 2) End-of-Course (EOC) Assessments will be administered at selected K-8 centers, middle schools, senior high schools, alternative/ESE centers, and adult centers to eligible students during **September 14-25, 2015**. Note that there is no testing on September 14 and 23 due to Teacher Planning Days.

The FSA Algebra 1, Geometry, and Algebra 2 EOC tests may be administered in any order, by school, based on the needs of students within a school. One subject does not need to be completed before another begins, and subject tests may be administered concurrently. **Paper-based accommodations (Regular Print, Large Print, Braille, or One-item-per-page) for eligible students must be administered on September 15-17, 2015, while the computer-based test administrations may be scheduled anytime during the testing window but must be completed by the last date of the testing window.**

| EOC Assessments | Duration* |
|---|---|
| FSA Algebra 1, Geometry, and Algebra 2 | Two-90 minutes sessions, over 2 days |

*FSA EOC Assessments are comprised of two, 90-minute sessions, over two days. However, students may have up to one-half of a regular school day to complete the test.

The FSA Algebra 1, Geometry, and Algebra 2 EOC are Computer-Based Tests (CBT), and all eligible students will be participating using the FSA Secure Browser. An updated secure browser has been released for the 2015-16 school year. The FSA Secure Browser 8.0 must be downloaded to every student workstation before the Fall 2015 FSA EOC administration. Please go to **http://www.fsassessments.org/** for technical specifications and resources for this platform. Note that FSA paper-based administrations will be available for eligible students as documented on an IEP or Section 504 plan and accommodated CBT test forms (e.g., text-to-speech and masking) are also available via the FSA Secure Browser for all FSA CBT assessments during this administration. In addition, all eligible students must participate in an FSA EOC

Mathematics Training Test session conducted at their school to familiarize themselves with the different features of the FSA Secure Browser prior to the administration of the operational test(s). **Note students are required to participate in a training test session prior to testing to become familiar with all features and the testing platform.** Additionally, all students who will use the CBT accommodation forms (Text-to-Speech and/or Masking) must participate in a training test with the appropriate accommodation(s).

## STUDENT ENROLLMENT

For the Fall 2015 administration of the FSA EOC Assessments, enrolled students are not required to pre-register to take the test. School staff is responsible for identifying their enrolled students who need to participate in the FSA EOC test administration, notifying them about the test, and assigning them to testing rooms.

All other test takers (non-enrolled senior high school students, Credit Acceleration Program (CAP) and Adult Education students) must pre-register by **Friday, September 4** to participate in the Fall 2015 FSA EOC administrations to ensure that sufficient materials and proctors are available for the test administration.

Pre-registration is critical because it facilitates:

- confirming students' eligibility to participate in the test administration (current enrollment and test sections needed);
- ensuring that students are informed about the test dates and the scheduling of test sessions;
- ensuring that students will have appropriate ID for the test session;
- ensuring that sufficient test administrators and proctors are scheduled;
- ensuring that sufficient test materials are available to meet the testing needs of pre-registered students;
- ensuring that students are advised that they may only test at one location during each testing window;
- assigning students to testing rooms and generating rosters of students to be tested; and
- maintaining test security.

The *Miami-Dade County Public Schools FCAT 2.0 Retake and End-of-Course (EOC) Registration Form (FM-7276),* provided in Attachment A, can be used for student registration. This form may be obtained electronically from Records and Forms Management (http://forms.dadeschools.net/search.asp) and may be duplicated as needed. Please note that students are required to show valid picture identification at registration and again at the entrance to testing. Students should be informed of the test format (computer-based administration) at the time of registration, and should be given information regarding the computer-based testing practice tests (Training Test for FSA EOC).

Adult education centers must test any of their enrolled students who need to take the respective EOC Assessment and are NOT enrolled in a senior high school during day school.

**Please note that non-enrolled students may be permitted to register on a space-available basis. At the time of registration and before scheduling the student to participate in a test session, the student's eligibility for the test must be verified.**

## ADMISSION OF STUDENTS TO TESTING

Each test administrator must have a list of those students who are assigned to test in his/her room for each session. The list must have the student's name and Florida identification number. Students' photo identification must be checked, before unfamiliar students are admitted to a testing room. Only those students who are on the pre-assigned list for a testing room and who have photo identification will be admitted to a test session.

Tardy registered students are **not** to be admitted to a testing room once the session has started and instructions have been given. They must be rescheduled for a make-up session.

## ROLES AND RESPONSIBILITIES FOR IMPLEMENTING TESTING PROGRAMS AT SCHOOL SITES

School administrators, teachers, and other school staff shall all be made aware of their professional obligations with regard to testing programs. The roles and responsibilities of the principal, school assessment coordinator (test chairperson), technology coordinator, test administrator, and proctor in the implementation of assessment programs are described below.

### Principal

The principal is responsible for ensuring that tests are administered in accordance with professional test administration procedures, as outlined in the administration manuals, program guides, and training materials provided by the test publishers, the state, and/or the district, and for ensuring that any violations of test administration and/or security procedures are reported appropriately and in a timely manner. The principal designates a school assessment coordinator and ensures that the school assessment coordinator attends all mandatory district training sessions and follows established procedures. Although the principal may delegate the coordination of specific testing programs to the school assessment coordinator or another designee, the ultimate responsibility for maintaining the integrity of the test administration rests with the principal. The principal must submit a *School Procedural Checklist* (FM-6927) (Attachment B) at the conclusion

of testing, to certify that the test administration was conducted in accordance with the district's established guidelines and procedures.

**School Assessment Coordinator**

The school assessment coordinator is responsible for organizing and monitoring testing programs at the school level in accordance with the procedures outlined for each program. Primary responsibilities for the CBT administrations include: attending and/or viewing district training sessions; planning and implementing test administrations; creating FSA test administrator accounts in TIDE; training test administrators and proctors; arranging for testing locations; verifying receipt of test materials; verifying and managing student information in TIDE; scheduling students into testing groups; organizing, and distributing materials to the test administrators; maintaining the security of test materials in the schools; supervising test administration; scheduling make-up sessions; invalidating tests in TIDE; maintaining all required records and documentation; returning test materials for scoring; maintaining the confidentiality of student test records; and completing the School Assessment Coordinator Checklist as stated in the manual and *available on the FSA Portal.*

**Technology Coordinator**

The technology coordinator is responsible for assisting the school assessment coordinator in the implementation of the computer-based test administration. *The FSA Portal at FSA CBT Technology Resources and Secure Browser (linked)* provides instructions and information that technology coordinators will need to prepare schools for FSA computer-based testing. The technology coordinator is responsible for reading and becoming familiar with all of the information provided in the resources prior to each test administration. Primary responsibilities include: ensuring that all computers meet the minimum system requirements; downloading the FSA Secure Browser to student workstations for FSA test administrations; assisting test administration staff during the administration sessions with any technical difficulties that may develop; monitoring system usage during the administration; and completing the Technology Coordinator Checklist as stated in the manual and available on the *FSA Portal.*

**Test Administrator**

The test administrator is responsible for directing and conducting student testing sessions, as specified in the test administration manual and training packet. Only certificated administrative and instructional employees (e.g., teachers, counselors, media specialists) who have received appropriate training for a particular test may serve as test administrators. Primary responsibilities include: attending required training sessions; creating a password for FSA Interface access; establishing appropriate conditions in the testing room that include installing visual barriers for computer-based testing, distributing CBT work folders and returning student test materials. For FSA CBT tests, creating test sessions, approving students, pausing students for breaks, monitoring test sessions, and stopping the test session. In addition, accounting for all

assigned materials; strictly adhering to test scripts and directions; actively monitoring students during the testing session; following security procedures to ensure a standard administration; and completing the Test Administrator Checklist as stated in the manual and available on the *FSA Portal.*

**Proctor**

The proctor is responsible for actively monitoring the testing session and for assisting the test administrator in managing the session and maintaining test security. Administrative, instructional, non-instructional, and paraprofessional employees who have received appropriate training for a particular test may serve as proctors. However, non-certificated employees may only assist in distributing and collecting student test materials under the direct supervision of a certificated test administrator, and may not administer the test, read test scripts, or have sole responsibility for the test materials. In addition, parents or other community volunteers who are trained in proctoring and test security may serve as test proctors, but **proctors who are not employees may not handle any test materials or be left alone with students or test materials at any time.** Note that proctors may not be assigned to proctor in a family member's classroom or at the same grade level as the family member.

**Relief Staff**

Relief staff who may serve in classrooms in the temporary absence of the regular test administrator or proctor must meet all of the requirements specified for the applicable role, and must have received appropriate training related to test administration and test security procedures.

## ASSIGNMENT AND TRAINING OF TEST ADMINISTRATORS AND PROCTORS

Who may serve as test administrators? Certified instructional staff (e.g., teachers, counselors, media specialists) who have received appropriate training related to procedures for the EOC administrations and the test security procedures may serve as test administrators.

Who may serve as proctors? Instructional, non-instructional, and paraprofessional employees who have received appropriate training related to procedures for proctoring the EOC administrations and the test security procedures may serve as proctors. **For paper-based test administrations, proctors are required to assist in classrooms with 31 students or more. However, for computer-based tests (CBT) the ratio of student per adult is smaller (i.e., 25 students to 1 test administrator).**

**Required Ratio for EOC Administrations**

| | Ratio* |
|---|---|
| Paper-based | 1:30 |
| Computer-based | 1:25 |

***Adult (proctor or test administrator) to student ratio.**

**Use of Non-School Personnel as Proctors**

Non-school system personnel may be used to assist test administrators during test administration. However, they may not participate in any of the test administration procedures.

- Non-school system personnel may not handle or distribute secure test materials;
- Non-school system personnel may not hand-grid student answer documents; and
- Non-school system personnel may not answer student questions.

Non-school system personnel may be used only as an "extra set of eyes" to assist test administrators in monitoring test administration and to assist in maintaining an atmosphere that provides students with optimal testing conditions. Parents may not be placed in rooms in which members of their families are being tested. Volunteers and tutors who work with specific students must not be placed in rooms in which students with whom they work are being tested. M-DCPS students may not serve as classroom volunteers in any capacity during testing. Volunteers must sign the *Volunteer Responsibilities While Assisting with the Florida Standards Assessments (FSA), Florida Comprehensive Assessment Test (FCAT 2.0), and/or EOC Assessments and Security Agreement* (Attachment C) and the *Test Administration and Security Agreement* (Test Administration Manual).

All test administrators and proctors must be informed of their duties and all applicable security procedures and policies. The *Test Administrators' Responsibilities: Maintaining Test Security Before, During, and After Test Administration* (Attachment D) is provided for use in training test administrators and proctors in maintaining test security, as well as, as well as a screencast that may be accessed at http://oada.dadeschools.net/Screencasts/TestSecurity/TestSecurity.html and played as part of the training session.

**DISTRICT MONITORING OF EOC ADMINISTRATIONS**

In order to ensure that the FSA EOC Assessments are administered in accordance with the required procedures regarding uniformity and security, district staff will visit randomly selected school sites on test and/or make up dates, as well as during the time period in which materials are stored at the schools.

Activities to be monitored include: the storage location of testing materials; procedures used to distribute/collect materials to and from test administrators and students; procedures used to admit students to testing rooms; and adherence to directions for administering the assessments.

The person assigned to monitor your school will need to speak to the school assessment coordinator, may sit in on a testing session, and will also have to be shown different areas of your school to make observations. These activities will not interfere with your school's testing schedule.

## GENERATING STUDENT LISTS FOR EOC ASSESSMENTS

Eligible students to test for the Fall 2015 FSA EOC assessments include students that completed an eligible course during the 2014-15 school year and have not yet tested for the respective EOC assessment or had their test invalidated, and students who failed the FSA Algebra 1 EOC required for high school graduation. In addition, students in the credit acceleration program (CAP) wishing to "test for credit" may also take any of the EOC assessments.

## PREPARING ANSWER DOCUMENTS AND PREIDENTIFIED STUDENT LABELS

Eligible students with paper-based accommodations should not be listed as taking a CBT in TIDE. Additionally, it should be noted that schools will NOT receive pre-identified student labels for eligible students with paper-based accommodations. Therefore, school assessment coordinators must print PreID labels from TIDE on the blank On-Demand PreID labels (see TIDE User Guide) provided and affix to the FSA Algebra 1, Geometry, and Algebra 2 EOC test documents before the students take the paper-based test.

## SCHEDULING STUDENTS FOR CBT

School assessment coordinators will view and verify student information online for CBT administrations. Schools will have pre-identified student information available in TIDE for FSA EOC for students that are enrolled at the school.

| Platform | EOC | PreID Date |
|---|---|---|
| TIDE | FSA Algebra 1, Geometry, and Algebra 2 | August 21, 2015 |

New students enrolled/registered at the school after the PreID date will not be included in TIDE. Schools must add any new students who enroll after **August 21** for the FSA

EOC Assessments and are eligible based on the students to be tested requirements for each assessment as noted in the test administration manual. Refer to the *TIDE User Guide* for directions on adding students for an FSA EOC.

Verify the information in TIDE against your list generated from File Download Manager. If the Student Florida ID Number is incorrect in TIDE, the student record must be deleted and re-entered with the correct information. If any other student information is incorrect (i.e. date of birth, grade level) in TIDE, the student record must be corrected but can be used (refer to TIDE User Guide).

School assessments will need to generate class lists to provide to the test administrator to capture all required administration information. In addition, the school assessment coordinator will need to print the FSA EOC test tickets from TIDE (Attachment F) which students use to log into the FSA Secure Browser for computer-based testing. Each ticket is a secure test document which contains the First Name and Username for students to log into the FSA Secure Browser. **The test tickets are secure documents and must be placed in a secure limited access location.**

On the morning of the FSA computer-based test, test administrators must create a test session (for the test being administered), and provide the Session ID# generated by the system to the students in the classroom. The students will log into the FSA Secure Browser and enter the Username and First Name exactly as recorded on the test ticket, along with the Session ID#. After students log into the FSA Secure Browser, the test administrator will approve students to test in the Test Administrator Interface. **Note the test administrator must write the Session ID# on the board for students to view and to log back into the test session, if needed.**

## SPECIAL PROGRAM STUDENTS

Students from the Special Programs (Florida Virtual School Program: Full Time 9-12 (71/0400) and K-8 (71/0300); Miami-Dade Online Academy K-12 (13/7001); and Florida Home Education Program (13/9998)) will test at their assigned school for the Fall 2015 FSA EOC test administration, if eligible. A list of students assigned to your school will be sent via email to you and your principal.

Special Program students from the Miami-Dade Online Academy K-12 and Florida Home Education who are eligible for any of the FSA EOC CBT tests will be added to TIDE by District staff; any Florida Virtual School program (Full Time 9-12 (71/0400) and K-8 (71/300) students eligible for any FSA EOC CBT tests will be set up in TIDE by FLVS staff. District staff will forward the CBT test tickets to the principal and school assessment coordinator at the assigned school.

School assessment coordinators will assign a testing room and distribute the CBT work folders, as applicable, to the registered Special Program students. The test administrator in the assigned room will log into the TA Interface, create a test session,

provide the Session ID# to the student, and approve the student to test. To log into the FSA test, the student opens the FSA Secure Browser, enters the First Name (as it appears on the test ticket), the Username, and the Session ID that was provided by the test administrator (after the test session is created). If a student is logged out during an FSA EOC test session, the student can log back into the session with the same test ticket and Session ID, and the test administrator must approve the student to test, as applicable. **Note that the test tickets are secure documents and must be kept in a locked, limited access location along with all secure test.**

## REQUESTING ADDITIONAL TEST MATERIALS

K-8 centers, middle schools, senior high schools, alternative education centers, and adult centers with eligible students will be receiving allocations of Fall 2015 FSA EOC test materials based on the number of students enrolled at the school as of **August 21, 2015.**

A courier delivery service will deliver test materials to selected K-8 centers, middle schools, senior high schools, and alternative education centers on September 8-11, 2015. Adult Centers will pick-up the test materials at the Test Distribution Center (TDC) by September 11, 2015.

Schools will need to make arrangements to securely store these materials. If any additional materials are needed, school assessment coordinators must contact the Test TDC at 305-995-3743.

## MATERIALS PROCEDURES

School assessment coordinators are to follow all materials handling procedures specified in the test administration manual to ensure that the security of the test content is maintained. In addition, procedures specific to Miami-Dade County Public Schools are set forth below.

- When the FSA EOC test materials are received, immediately **verify the counts** and sequence numbers of materials received against packing list.

- Call **Student Assessment and Educational Testing (SAET) at 305-995-7520** immediately, if there are any irregularities or discrepancies in your shipments or if you need additional materials.

- Maintain the ***Test Materials Chain of Custody Form*** (see the manuals) to track secure paper-based materials at all times when materials are handled.

- **Shrink-wrapped packages of secure materials may be opened no sooner than <u>three (3) days (on September 10, 2015)</u> prior to the administration of**

**FSA EOC Assessments. NO EARLIER.**

- Only the school test coordinator and persons designated by the school site administrator may prepare test materials. All handling, including affixing of labels and hand-gridding, must be done in a limited-access area. Students are **not** permitted to assist in this process or to handle test materials before or after testing.

- All test materials, including CBT work folders must be placed in locked storage immediately and remain there until the test date.

- Secure test materials must be stored in a locked location with strictly limited access (3 or fewer keys). Strict accounting of the keys to the secure location must be maintained; limited to the principal, assistant principal, and/or school assessment coordinator. No master key should open the storage area.

- The use of seating charts or recording of specific seat assignments is **required** for paper-based and computer-based testing in all rooms, including make-up sessions. A sample seating chart is provided as Attachment E.

## MATERIALS RETURN TO THE TEST DISTRIBUTION CENTER

The "*Friendly Reminder*" provides a quick reference guide for packing and returning your FSA EOC test materials. School assessment coordinators are encouraged to review this document for each administration to assist with the process of packing and returning of materials for each administration.

For the Fall 2015 FSA EOC test administration, **schools are to hand deliver all TO BE SCORED and NOT TO BE SCORED** paper-based test materials, including Regular Print, Large Print, One-Item-per-Page, and Braille accommodations, **and the DISTRICT ASSESSMENT COORDINATOR ONLY BOX** to TDC, by 3:30 pm on the scheduled dates, refer to Friendly Reminder.

## STATE AND DISTRICT REQUIRED FORMS

The following district and state forms must be completed. **Keep copies of each at your school site for a minimum of one calendar year after the test results have been released.**

- The *Administration Record/Security Checklist* (sample provided in Appendix E in the Manual) must be used to capture all required administration information for paper-based and computer-based administrations and to maintain a list of the number of documents and range of security numbers assigned to each test administrator for every day of testing. Note that the test administrator must sign

for receipt of the test materials when issued; the school assessment coordinators must sign for receipt of materials upon their return after testing.

- The *Test Materials Chain of Custody Form* must be maintained to document that **paper-based test materials** are secured and accounted for at all times (Appendix E in Test Administration Manual).

- The *Test Administration and Security Agreement* must be read and signed by district and school staff certifying that test administration and security procedures will be followed as outlined in the Florida Test Security Statute and Rule (Appendix E in the Test Administration Manual).

- *Test Administrator Prohibited Activities Agreement* affirming that test administrators understand prohibited activities during the test administration and possible consequences of inappropriate behavior (Appendix E in the Test Administration Manual).

- The *Security Log* must be completed during testing by personnel (test administrators, proctors, relief staff, etc.) assigned to monitor a testing room for any length of time (Appendix E in the Test Administration Manual).

- Attendance rosters, seating charts, and test group codes define groups tested together and help to maintain a record of student room assignments. Test group codes must be used for **all paper-based testing groups for the Fall 2015 FSA EOC assessments. However, for the FSA EOC computer-based testing groups, the Session ID# will serve as the testing group identifier.** Additionally, the use of seating charts or recording of specific seat assignments is **required** for all testing rooms. A sample seating chart is provided as Attachment E.

- After the conclusion of the test administration, the school assessment coordinator and principal must complete the *Miami-Dade County Public Schools School Procedural Checklist* (FM-6927) (Attachment B), certifying that the test administration was supervised by the school principal in accordance with the District's established guidelines and procedures.

**Procedures for Florida Home Education Program (FHEP) Students (13/9998) Participating in the Fall 2015 FSA End-of-Course (EOC) Assessments**

## FHEP Student Registration

1. In order to participate in the Fall 2015 FSA Algebra 1, Geometry, and Algebra 2 EOC administrations**,** parents and guardians of Florida Home Education Program (FHEP) students must register at the Division of Attendance Services.

2. For the FSA EOC Assessments, assignment of specific testing date/make-ups is at the school's discretion. **Parents will contact the test chairperson at the assigned school to request a date, time, and instructions for testing.**

3. To facilitate distribution of the results, parents of FHEP students were directed to provide the Office of Home Education with a self-addressed, stamped, legal-sized envelope for each participating FHEP student. If any parents bring envelopes to your school, please ensure that the students' names are clearly marked on the envelopes and forward them to:

   **Mail code: 9028, Attendance Services**
   **Attention: Ms. Clara O'Reilly, Home Education Registrar**

## Scheduling FHEP Students for Computer-Based Testing

4. Eligible FHEP students taking FSA Algebra 1, Geometry, and Algebra 2 EOC will take the CBT version for each assessment.

5. Students from the FHEP will test at their assigned school for the Fall 2015 FSA EOC assessment administrations. All FHEP students who are eligible for the computer-based testing will be set up by District staff in TIDE for the FSA EOC assessments.

   a. For the FSA (FSA Secure Browser) CBT Assessments, the test tickets from TIDE will be emailed to the principal and school assessment coordinator at the assigned school. The school assessment coordinator must assign the student to a testing room and provide the test ticket. The test administrator in the assigned room will log into the TA Interface, create a test session, provide the Session ID# to the students, and approve the students to test. The student will log in to test by opening the FSA Secure Browser, entering the First Name (as it appears on the test ticket), the Username, and the Session ID# that was provided by the test administrator (after the test session is created). Note, if a student is logged out during testing, the student can log back into the test session with the test ticket and Session ID, and the test administrator must approve the student to test, as applicable. **Note that the test tickets are secure**

**documents and must be kept in a locked, limited access location along with all secure test documents**.

i. Test Tickets must be provided to the appropriate FHEP student.
ii. Students will use their test ticket with their FIRST NAME and USERNAME and the SESSION ID# to log into the FSA Secure Browser from their assigned school.

6. School assessment coordinators will need to assign a testing room and distribute the CBT test tickets (for FSA Secure Browser) and CBT work folders to registered students taking the computer-based tests.

**FHEP Individual Student Reports**

7. If **all** of the above procedures are followed, FHEP Individual Student Reports will be sent directly to the Home Education Office for distribution and these students' scores will not be included in your school summary report.

**Procedures for Florida Virtual School Program Students**
**Participating in the Fall 2015 FSA End-of-Course (EOC) Assessments**

## FLVS Florida Virtual School Program Student Registration

1. Students enrolled in the **Florida Virtual School Program Full-Time (FLVS-FT)** 9-12 (71/0400) and K-8 (71/0300) **must** participate in the Fall 2015 FSA Algebra 1, Geometry, and Algebra 2 EOC. For the Fall 2015 FSA EOC administrations, parents and guardians of Florida Virtual Program students will receive notification from the Florida Virtual Program Office advising them of the designated testing location. Student Assessment and Educational Testing (SAET) will notify these designated schools so that preparations can be made for these students.

## Scheduling Florida Virtual School Program Students for Computer-Based Testing

2. FLVSFT students taking FSA Algebra 1, Geometry, and Algebra 2 EOC will take the CBT version for each assessment.

3. Students from the Florida Virtual School Program will test at their assigned school for the Fall 2015 FSA EOC Assessment administrations. All FLVSFT students who are eligible for the computer-based testing will be set up in TIDE for the FSA assessments by FLVSFT staff.

   **a.** For the FSA (FSA Secure Browser) CBT Assessments, the test tickets from TIDE will be emailed to the principal and school assessment coordinator at the assigned school. The school assessment coordinator must assign the student to a testing room and provide the test ticket. The test administrator in the assigned room will log into the TA Interface, create a test session, provide the Session ID# to the students, and approve the students to test. The student will log in to test by opening the FSA Secure Browser, entering the First Name (as it appears on the test ticket), the Username, and the Session ID# that was provided by the test administrator (after the test session is created). Note, if a student is logged out during testing, the student can log back into the test session with the test ticket and Session ID, and the test administrator must approve the student to test, as applicable. **Note that the test tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents.**

      i. Test Tickets must be provided to the appropriate FLVSFT student.
      ii. Students will use their test ticket with their FIRST NAME and USERNAME and the SESSION ID# to log into the FSA Secure Browser from their assigned school.

4. School assessment coordinators will need to assign a testing room and distribute test tickets (for FSA Secure Browser) and CBT work folders to registered students taking the computer-based tests.

**Florida Virtual School Program Individual Student Reports**

5. If **all** of the above procedures are followed, FLVS-FT program Individual Student Reports will be mailed directly to the Florida Virtual School Program Office for distribution and these students' scores will not be included in your school summary reports.

**Procedures for Miami-Dade Online Academy K-12 (MDOA)**
**Program Students (13/7001)**
**Participating in the Fall 2015 FSA End-of-Course (EOC) Assessments**

## MDOA K-12 Program Student Registration

1. Students enrolled in the **Miami-Dade Online Academy K-12 (MDOA) Program must** participate in the Fall 2015 FSA Algebra 1, Geometry, and Algebra 2 EOC. For the FSA EOC Assessments, parents and guardians of Miami-Dade Online Academy K-12 students will receive notification from Miami-Dade Online Academy K-12 Program advising them of the designated testing location. Student Assessment and Educational Testing (SAET) will notify these designated schools so that preparations can be made for these students.

## Scheduling MDOA K-12 Program Students for Computer-Based Testing (CBT)

2. All MDOA students taking FSA Algebra 1, Geometry, and Algebra 2 EOC will take the CBT version for each assessment.

3. Students from the MDOA will test at their assigned school for the Fall 2015 FSA EOC Assessment administrations. All MDOA students who are eligible for the computer-based testing will be set up by District staff in TIDE for the FSA assessments.

   **a.** For the FSA (FSA Secure Browser) CBT Assessments, the test tickets from TIDE will be emailed to the principal and school assessment coordinator at the assigned school. The school assessment coordinator must assign the student to a testing room and provide the test ticket. The test administrator in the assigned room will log into the TA Interface, create a test session, provide the Session ID# to the students, and approve the students to test. The student will log in to test by opening the FSA Secure Browser, entering the First Name (as it appears on the test ticket), the Username, and the Session ID# that was provided by the test administrator (after the test session is created). Note, if a student is logged out during testing, the student can log back into the test session with the test ticket and Session ID, and the test administrator must approve the student to test, as applicable. **Note that the test tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents.**

      i. Test Tickets must be provided to the appropriate MDOA student.
      ii. Students will use their test ticket with their FIRST NAME and USERNAME and the SESSION ID# to log into the FSA Secure Browser from their assigned school.

4. School assessment coordinators will need to assign a testing room and distribute test tickets (for FSA Secure Browser) and CBT work folders to registered students taking the computer-based tests.

**MDOA K-12 Program Individual Student Reports**

5. If **all** of the above procedures are followed, Miami-Dade Online Academy K-12 Program Individual Student Reports will be sent directly to Miami-Dade Online Academy K-12 for distribution and these students' scores will not be included in your school summary report.

# ATTACHMENT A

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**

**FCAT 2.0 RETAKE, FSA AND EOC ASSESSMENTS REGISTRATION FORM**

**Computer Based Test (CBT) Administrations:**

**FCAT/FCAT 2.0 Retake***
_____ Reading

**NGSSS* End-of-Course Assessments (EOC)**
_____Algebra 1 Retake
_____Biology 1
_____Civics
_____US History

**FSA****
____ English/Language Arts (ELA)
____ Algebra 1 EOC
____ Geometry EOC
____ Algebra 2 EOC

**STEP 1: STUDENT DETAILS**

1. **Florida Student ID#** | | | | | | | | | | X |

**ISIS Student ID #** ( if applicable) | 1 | 3 | 0 | | | | | | | |

2. **Student Last Name** (All caps)

3. **Student First Name** (All caps)

4. **Student Middle Initial** (Cap)

5. **Adult Center (Test Center)** _____**Adult Center #** _____

**STEP 2: TEST REGISTRATION DETAILS**

1. **Administration:** _____/_____ **Month/Year**

2. **Date of Birth:** _____/_____/_____(MM/DD/YYYY)

3. **Ethnicity:** Hispanic / Spanish Origin (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race (check one) :
_____Yes _____No

4. **Race:** (check Yes or No for each option)
_____Yes _____No American Indian/Alaskan Native
_____Yes _____No Asian
_____ Yes _____No Black or African American
_____ Yes _____No Native Hawaiian / Pacific Islander
_____ Yes _____No White

5. **Gender:** _____ Male _____ Female

6. **Grade:** (check one) _____10 _____11 _____12 ____13th Yr. ____ADULT Other grade: _____

7. **Are you a first time test taker?** _____ Yes _____ No

8. **Student Enrollment Status: Select status below for the EOC assessment(s) registration ONLY, as applicable. List the subject(s) of the EOC assessment(s) if the student is registering for more than one EOC.**
____Student is currently enrolled in an EOC eligible course. (EOC Subject(s): _____)
____Student was previously enrolled in an EOC eligible course. (EOC Subject(s): _____)
____Student has never been enrolled in an EOC eligible course. (EOC Subject(s): _____)

Individuals other than regularly enrolled students who intend to take an assessment and who have a diagnosed disability may be entitled to certain test accommodations. Have you been diagnosed or are you aware of having a physical or learning disability"? ____ Yes _____ No
If you answer yes, you need to submit to your test center an official document that records the disability. For further information, please contact your guidance counselor. If the applicant does not inform the center about the disability at the time of registration, the test center will NOT be required to provide accommodations on the test day.

**Picture identification must be provided by the student at the time of registration AND on the day of testing as follows:**
Check one: ____ Florida Driver's License Number ____Photo attached to this form ____Other (specify)

_____ _____ _____
Student Signature at Registration Date Counselor or School Assessment Coordinator

(_____) _____-_____ _____
Student Phone Number Student Email Address

***TestNav 8 CBT ePAT Practice Tests are available at www.FLAssessments.com/ePat.**
****FSA CBT Training Tests are available at www.FSAssessments.org.**

FM-7276 (01-15)

# ATTACHMENT B
**MIAMI-DADE COUNTY PUBLIC SCHOOLS**

**SCHOOL PROCEDURAL CHECKLIST**

## FALL 2015 FLORIDA STANDARDS ASSESSMENTS (FSA) END-OF-COURSE (EOC)
**TESTING PROGRAMS**

Documentation that the **FALL 2015 FSA EOC** at each school was supervised by the principal in accordance with the guidelines and procedures established by Miami-Dade County Public School district is required. This form must be completed by the school principal and the School Assessment Coordinator; include the original completed form in the District Assessment Coordinator Only box and retain a copy at the school for one year following administration. If any item was marked "No", a written report of any exceptions to the procedures below must be attached to this checklist when submitted.

We certify that, to our knowledge, all guidelines and procedures outlined in the **FALL 2015 FSA EOC** Program Guide / Test Administration Manuals for computer-based and / or paper-based administrations have been strictly adhered to at this school, and that each of the following specific processes have taken place as prescribed; as noted below:

| Yes | No | |
|---|---|---|
| ___ | ___ | All **FALL 2015 FSA EOC** testing materials were received and counted, and any discrepancies were reported and reconciled with the Test Distribution Center prior to the test administration. After reconciliations, if any, our school had sufficient quantities of **FALL 2015 FSA EOC** materials to conduct testing. |
| ___ | ___ | Prior to the test administration, all staff involved in the **FALL 2015 FSA EOC** administration were trained on appropriate test administration and security procedures. The Test Security Guidelines / Procedures were reviewed with all persons administering or having access to test items and / or content of paper-based and / or computer-based tests, either in a faculty meeting, a grade group or department meeting, or individually, if absent from scheduled group meetings. |
| ___ | ___ | The **FALL 2015 FSA EOC** was administered following the explicit directions stated in the appropriate test administration manual to assure test standardization (computer-based testing, paper-based testing, testing with accommodations). |
| ___ | ___ | Following testing, all test materials were accounted for according to the guidelines in the **FALL 2015 FSA EOC** manuals. Any missing materials were reported, by telephone and in writing, to Student Assessment and Educational Testing. |
| ___ | ___ | Following computer-based testing, all content was purged from the Proctor Caching computer(s) according to the guidelines in the **FALL 2015 FSA EOC** manual. |
| ___ | ___ | All "To Be Scored" documents were delivered to their prescribed destination on the designated date(s). |
| ___ | ___ | All "Not To Be Scored" materials have been boxed and stored in a secure, access-restricted area. These materials will remain in locked storage until pickup by the contracted carrier **or** delivery to the Test Distribution Center, according to the program guidelines. |

_____ _____
Principal's Signature Date

_____ _____
School Assessment Coordinator's Signature Date

_____ _____
School Name School Number

FM-6927 (08-11)

# ATTACHMENT C

**VOLUNTEER RESPONSIBILITIES WHILE ASSISTING WITH THE FLORIDA STANDARDS ASSESSMENT (FSA), FLORIDA COMPREHENSIVE ASSESSMENT TEST (FCAT 2.0) AND END-OF-COURSE (EOC) ASSESSMENTS SECURITY AGREEMENT**

Florida Test Security Statute 1008.24 states that it is unlawful for anyone knowingly or willingly to violate test security rules adopted by the State Board of Education for mandatory tests administered by or through the State Board of Education. The rules are as follows:

- Do not give examinees access to test questions prior to testing;
- Do not copy, reproduce, or use in any manner inconsistent with test security rules all or any portion of any secure test book;
- Do not read, look at, or review any test content (passages, test items, mathematics problems, etc.);
- Do not coach examinees during testing or alter or interfere with examinees' responses in any way;
- Follow all procedures specified in the test administration manuals; and
- Do not participate in, direct, aid, counsel, assist in, or encourage any of the acts prohibited in this statute.

Any person who violates this section is guilty of a misdemeanor of the first degree, punishable by a fine of not more than $1,000 or imprisonment not to exceed 1 year.

The district superintendent of schools shall cooperate with the Commissioner of Education in any investigation concerning the administration of a test administered pursuant to state statute or rule.

Non-school system personnel may be used to assist test administrators during test administration. However, they may not participate in any of the test administration procedures.

- Non-school system personnel may not handle or distribute secure test materials;
- Non-school system personnel may not hand-grid student answer documents;
- Non-school system personnel may not answer student questions.
- Parents may not be placed in rooms in which members of their families are being tested.
- Volunteers and tutors who work with specific students must not be placed in rooms in which students with whom they work are being tested.
- M-DCPS students may not serve as classroom volunteers in any capacity during testing.

Non-school system personnel may be used only as an "extra set of eyes" to assist test administrators in monitoring test administration and to assist in maintaining an atmosphere that provides students with optimal testing conditions. Prior to testing, all volunteers must be informed of their duties and the appropriate test security procedures for monitoring the test sessions. Volunteers must also be informed of the test security laws and rules prohibiting any activities that may threaten the integrity of the test. Parents may not be placed in rooms in which members of their families are being tested.

I have read the information contained in this form and agree to abide by the provisions involving test security for the FSA, FCAT 2.0, and EOC Assessments.

_____ _____
Volunteer's Signature Date

_____
Volunteer's Name Printed

_____ _____
Principal (or Designee's) Signature School Number/School Name

FM-3956 (06-14)

## ATTACHMENT D

### TEST ADMINISTRATORS' RESPONSIBILITIES MAINTAINING TEST SECURITY BEFORE, DURING, AND AFTER THE FSA EOC ADMINISTRATIONS

This material does not cover every aspect of the test administrations. Rather, it highlights procedures to be followed in order to maintain test security during a testing session. Persons serving as test administrators or proctors **must** attend a training session conducted at their school or center and must review the appropriate Test Administration Manual and the *District's Standards, Guidelines, and Procedures for Test Administration and Test Security.* **Test irregularities must be reported immediately to a school administrator.**

Preparing for the Assessment

1. Test administrators and proctors **must** be familiar with the test security procedures and administration directions prior to the actual test administration. Each test administrator **must** be provided the test manual containing the security procedures, the administration directions, and the script to be read to students. Test administrators **must use the following manuals as appropriate to administer the test(s):**
    - **Fall/Winter 2015 FSA English Language Arts Retake and End-of-Course Test Administration Manual**
        - **i. Scripts and instructions for administering accommodated CBT forms and paper-based accommodations for FSA EOCs are posted on the FSA Portal at www.fsassessments.org.**

2. Test administrators and/or proctors **must not** have access to the test booklets until the day of testing.

3. For paper-based administrations, there **must** be one adult (test administrator) for every 30 students. Note for computer-based tests (CBT) the ratio of student per adult is smaller (i.e. 25 students / 1 test administrator).

4. Test administrators **must not** look at or review any test content (i.e., prompt, passages, test items, mathematics problems, etc.) before, during, or after the test session.

5. The test booklet **must not** be opened or the seals removed before testing begins.

6. All classroom materials that might provide clues to students (e.g., maps, math formulas, word walls, multiplication charts) **must** be removed from the test room, or covered, prior to testing.

7. Test materials **must** be readily available, inventoried, and organized for easy test administration. Test administrators **must** ensure that they have sufficient materials to test their assigned students.

8. Seating should be adequately arranged and spaced to discourage cheating. The use of seating charts to plan and record student seat assignments **is required**. All seating charts must indicate the front and back of the room, as well as the direction the students are facing. For CBT, the seating chart should also indicate laptop/mobile device assignments, if applicable.

9. For a CBT test session, ensure that all software applications, including Internet browsers, are closed on all student workstations before the test session begins.

***Students should be discouraged from bringing any materials into the classroom other than pencils or pens and erasers. All materials must be placed under the students' desks during testing. Specifically, possession of all electronic devices, including telephones, pagers, electronic translators, organizers, etc., is a cause for invalidation. Any such devices must be turned off and stored out of "arm's reach" during testing, including breaks. The test administrators, proctors, and school staff must also turn off and put away all electronic devices.***

Conducting the Assessment

10. Test administrators and/or proctors **must** have a roster of students assigned to their room for the test administration. Test administrators and/or proctors **must not** admit students into the testing room unless their names are on the roster of students for that room. The test administrator or proctor **will** check unfamiliar student photo identification (e.g., driver's license or school identification) as students enter and exit the testing room.

11. The test administrator will take roll on each day of testing by writing the date tested next to each student's name or by placing a check mark under the appropriate date and subtest column on the student roster. The school assessment coordinator at your school will have instructed you on the use of the roster at your training session.

12. For paper-based and computer-based testing, the test administrator will ensure that students read and sign/confirm the *Testing Rules Acknowledgement* prior to testing, as directed to do so on the script.

13. For paper-based testing, the test administrator and/or proctor **will** assign a test and answer booklet number to each student and check off each student's name on the roster as he/she is given a test booklet, and will record the assigned booklet number for documents with security numbers.

14. Students are to be allowed access to test booklets (test questions) **only** during the actual administration of the test. Please be reminded that under no circumstances are students to be permitted to handle any test materials before or

after the test administration. Students are not permitted to assist in carrying or distributing any test materials.

15. All testing materials (as applicable), including test and answer books, CBT work folders, CBT test tickets, approved calculators, and reference sheets, must be handed to and collected from each student individually. **No test materials may be handed out in groups or passed along from student to student**.

16. All testing materials should be secured immediately, out of reach of students. **Do not leave** testing materials (as applicable), including test and answer books, CBT work folders, CBT test tickets, approved calculators, and reference sheets, **on top of a desk or table or anywhere that is accessible to students (even if test administrators and/or proctors are in the room).**

17. Test administrators **must** read the appropriate script for administering the FSA EOC assessment as it is presented in the appropriate *test administration manual.*

18. For the FSA computer-based tests (FSA Algebra 1, Algebra 2, and Geometry EOC) test group codes will not be necessary. Instead, a Session ID will be generated when the test session is created by the test administrator in the FSA Portal (Test Administrator Interface). The Session ID will be unique and will identify the group of students testing together for a specific subject test and session. However, test group codes are required for all FSA EOC paper administrations.

***Security measures implemented for computer-based testing parallel those for paper-based administration. Test Administrators and/or proctors must actively monitor the testing room.***

19. Computer labs must be set up to ensure that students cannot view the monitors of other students' workstations. Visual barriers may be used to prevent incidental viewing.

20. The test administrator and/or proctor must verify the identification of unfamiliar students when distributing CBT test tickets.

21. CBT test tickets are secure test documents, and must be kept in locked, limited access location.

22. During test sessions, unused CBT test tickets must be secured (i.e., not left on a desk, podium within reach of students).

23. Procedures must be implemented to contact the school assessment coordinator during a session in case a student is disconnected from the session and must be resumed/approved to continue testing.

24. An additional proctor should be assigned to the testing room whenever possible.

25. If a student must be excused for a short break, **it is permissible to turn off the monitor** so that the screen cannot be viewed, rather than pausing the test session.

26. Remember, the EOC assessments are secure tests. Neither test administrators nor proctors may read the items in the test booklets before, during, or after the test administrations. The content of the test is not to be reviewed or discussed with students, staff, parents, or community members at any time before, during, or after the test.

27. The test items may not be copied or retained in any way for future use. Students are not to be questioned or "debriefed" on test content or test items at any time, nor may any test items or test content be reviewed with students after the test.

28. Students may not go back to a session of the EOC assessment which they have completed. Once a subtest concludes, a student cannot return to complete any blank items or change answers. However, students are encouraged to review items within the current session until they "submit" their responses, when finished, or at the end of the time allotted.

29. Students must not be assisted in using the FSA tools or answering test questions by anyone, including persons administering or proctoring the test.

30. Students are **NOT** permitted to use notes, electronic devices, or any other materials during the assessment. However, ELL students **should** have access to a heritage-language-to-English dictionary (no definitions) which can be an electronic translation dictionary that is a stand-alone device without the ability to access the Internet, according to the guidelines set forth in Appendix A of the Test Administration Manual. Proctors should check paper dictionaries to ensure that there are no notes or other materials inside them.

31. Each ESE student **must** be provided with the appropriate and allowable accommodations delineated in his/her IEP or Section 504 plan. Only those accommodations delineated for each student may be provided for that student.

32. The test administrators and/or proctors are **required** to walk around the room and maintain their attention on the students to prevent cheating and to ensure that students are working in the correct section.

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**In the event of a cheating invalidation, the test administrator and/or proctor is required to report the incident immediately to the school assessment coordinator and the school administration and to document the incident thoroughly.**

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33. If a student needs to leave the room during a paper-based test session, all testing materials including calculators must be collected by the test administrator and/or proctor and held until the student returns.

34. At no time should the students in the testing room be left unsupervised during the assessment (i.e., while students have test booklets in their possession).

35. Students should not be given access to electronic devices (e.g., cell phones, smartphones, and netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test may be invalidated. (Exception: Electronic dictionaries without access to Internet for ESOL students levels 1-4).

36. If there is an extended break during a paper-based test session (such as a lunch break), collect all test materials individually from each student. All test booklets (used and unused) must be accounted for and, if the test administrator and/or proctor is unable to remain in the room with the materials, returned to locked storage until testing resumes.

37. If there is an extended break during a CBT test session (such as a lunch break), students must Pause the test in the FSA Secure Browser, but the student must be approved to continue testing once he/she returns. Students **MUST NOT** submit their responses for a break.

38. If an extended break, such as lunch, occurs for either paper-based or computer-based testing sessions, students **must** be closely monitored during the break to ensure that the content of the test is not discussed.

39. If students are moved to a different location during testing, a new seating chart must be created and maintained for this location. In addition, a new Session ID to log into the CBT FSA Secure Browser or a new test group code would have to be assigned.

<u>Concluding the Assessment</u>

40. At the conclusion of testing, all test materials are to be collected from each student **individually**.

41. For paper-based administrations, the test administrator should make sure the student's name appears on the test-and-answer booklet/folder and that the correct booklet number has been recorded for that student. The student name must be identical to the one on his/her student ID. At this time, the test administrator **must** verify that **the student** has completed the student name, school name, district name, and test group code as specified in the test script, and that the accommodation, demographic, or "DNS" bubbles **have not** been filled out inappropriately. Any errors or discrepancies must be reported to the

school assessment coordinator at the time the materials are returned after testing.

42. **Used test and answer booklets collected from students must not be placed where they are accessible to the other students still remaining in the room.**

43. The test administrator should also verify that students have signed the Testing Rules Acknowledgement, and individually collect any testing materials (as applicable), including test and answer books, CBT work folders, CBT test tickets, approved calculators, and reference sheets.

44. Make sure that each computer displays the desktop. Assist any students who needs help submitting the test.

45. At the conclusion of a CBT test session, verify that each student has properly completed the test by checking his or her computer screen before the student leaves the room.

46. As soon as the last student has completed the assessment or when time is up, the test administrator should account for all FSA EOC the testing materials (as applicable), including test and answer books, CBT work folders, CBT test tickets, approved calculators, and reference sheets, that were assigned to him/her for that test session, as applicable. Any discrepancies must be reported to the school assessment coordinator **immediately.**

47. No student should be permitted to leave the testing room until it has been verified and documented that all his/her testing materials (as applicable), including test and answer books, CBT work folders, CBT test tickets, approved calculators, and reference sheets have been returned to the test administrator. Administrators must verify that each student returned each type of secure testing document on the Administration Record/Security Checklist by checking the appropriate fields. This may be done by crossing or checking off each student's name from a student list or roster as the test materials are collected.

48. Ensure that accommodations provided and accommodations used are recorded on the **Administration Record/Security Checklist for both paper and computer-based administrations**.

49. Test administrators must record any absences or test invalidations and report them to the school assessment coordinator at the time the materials are returned. In the case of test invalidations, the test administrator must verify that the “DNS” bubble for that test session is completed appropriately.

50. All test materials must be returned to secure storage immediately after the conclusion of testing. Students **must not** assist school staff in carrying or transporting testing materials to and from the test room.

***Please be reminded that, even after the conclusion of the assessment, the security of the test items and content must be maintained. Any review of test questions, test content, or test answers, whether after the test day or after the end of the testing window is prohibited. Such actions compromise the security of the test content and are considered to be a violation of testing standards.***

**ATTACHMENT E**
**Sample Seating Chart**

School Name _____ School Location_____ Grade Level/Subject_____

Teacher _____Proctor _____ Room Name/Number_____ Date _____

Test Group Code or Session ID _____ Start Time_____ Stop Time _____

Test Session Name (CBT only) _____

BACK OF THE ROOM*

| | | | | |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

FRONT OF THE ROOM*

*Indicate direction students are facing.
Note: If testing on laptops, record workstations students are using so that student responses can be recovered, if necessary.

## ATTACHMENT F

# FSA EOC Student Test Ticket (TIDE)

**TEST TICKET**

DEMO DIST 99 (99)

DEMO SCHOOL 9000 (9000)

LASTNAME : Anna USERNAME : 2ZBM8

FIRSTNAME : Rebekah GRADE : 06

DOB : 09/09/1999 ID : XXXXX67899

# TESTING CONTACT INFORMATION

**ASSESSMENT, RESEARCH, AND DATA ANALYSIS (ARDA)**
Ms. Gisela Feild, Administrative Director

**STUDENT ASSESSMENT AND EDUCATIONAL TESTING (SAET)**
1450 NE 2nd Avenue, Suite 208, Miami, FL 33132
Office Hours: 7:30 a.m. to 4:30 p.m.
Telephone Number: 305-995-7520
Fax Number: 305-995-7522

**Procedural Questions:**
Dr. Sally A. Shay, District Director
sshay@dadeschools.net

Ms. Maria C. Bruguera, Director I
mbruguera@dadeschools.net

Ms. Mara Ugando, Staff Specialist
mugando@dadeschools.net

**TEST DISTRIBUTION CENTER (TDC)**
13135 S.W. 26 Street, Miami, FL 33175
Center Hours: 7:30 a.m. to 4:00 p.m.
Telephone Number: 305-995-3743
Fax Number: 305-995-3963

**Testing Materials/Delivery/Return:**
Ms. Magaly Hernandez, Supervisor I
mrhernadez@dadeschools.net

Ms. Maria Vargas, Administrative Assistant II
mhvargas@dadeschools.net

**INFORMATION TECHNOLOGY SERVICES (ITS)**
**Infrastructure and System Support:**

Mr. Javier Perez, Executive Director
JPerez@dadeschools.net
Telephone Number: 305-995-3331

Mr. Roly Avila, Supervisor
RAvila@dadeschools.net
Telephone Number: 305-995-3334