

FALL & WINTER 2020

**Florida Standards Assessments (FSA) and
Next Generation Sunshine State Standards (NGSSS)
Test Administrations**

**SCHOOL ASSESSMENT COORDINATOR
TRAINING PACKET**



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

Miami-Dade County Public Schools

Fall 2020 FSA ELA Writing & Reading Retake*
Schedule of Activities

	School Assessment Coordinator	Technology Coordinator
September 3	Fall/Winter 2020 FSA and NGSSS Test Administration Manual is available online only at https://fsassessments.org/core/fileparse.php/3031/urlt/Fall-Winter-2020_TAM_Final_090320.pdf .	-
October 1-9	<ul style="list-style-type: none"> • Participate in the Fall 2020 Zoom Training or view the Zoom recording. • Complete the Training Verification Form located at: https://forms.gle/LAwW74YaMKXeCtw88. • Complete training test administrators and proctors. • Create accounts and reset passwords for test administrators in TIDE. 	Ensure computer workstations have been identified that meet minimum specifications. Install visual barriers. Download the upgraded Secure Browser to student stations and ensure it is running properly.
Beginning on October 12	Carry out school-wide Infrastructure Trial. Verify student information. Complete scheduling activities and print CBT test tickets. Ensure that sufficient quantities of CBT work folders, worksheets, and planning sheets are available for testing.	Assist with the school-wide Infrastructure Trial.
October 19-23	Delivery of Fall 2020 PBT accommodations, if applicable, via Comet Delivery Services. Verify shipment within 24 hours of receipt.	-
TBD – December 18	FSA ELA Writing Retake: 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.
TBD – December 18	FSA ELA Reading Retake: 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.	
October 20 (Scores prior to Winter Break)	PBT Accommodations: Schools must schedule pickup with UPS for “TO BE SCORED” and “NOT TO BE SCORED” boxes of PBT accommodations, including Regular Print, Large Print, One-Item-Per-Page, and Braille, Reading and Writing Passage Booklets, and Audio Passage Transcripts.	-
October 23 (Scores prior to Winter Break)	CBT FSA ELA Writing and Reading Retake: Invalidate student results in TIDE, if applicable. Test Administrators complete the appropriate comment form online.	-
November 4-6	Delivery of Fall 2020 PBT accommodations, late orders if applicable, via Comet Delivery Services. Verify shipment within 24 hours of receipt.	-
December 15 (Scores after Winter Break)	PBT Accommodations: Schools must schedule pickup with UPS for “TO BE SCORED” and “NOT TO BE SCORED” boxes of PBT accommodations, including Regular Print, Large Print, One-Item-Per-Page, and Braille, Reading and Writing Passage Booklets, and Audio Passage Transcripts.	-
December 18 (Scores after Winter Break)	CBT FSA ELA Writing and Reading Retake: Invalidate student results in TIDE, if applicable.	-
January 8**	Hand-deliver to TDC the District Assessment Coordinator Only Boxes (AR and SWR). (Refer to the Friendly Reminders posted on the TDC Documents site.)	-

* Due to COVID-19 and the uncertainty with face-to-face instruction, FLDOE has authorized a testing window for the Grade 10 FSA ELA Writing & Reading Retake that will be from 9/14/2020 – 12/18/2020. Testing may begin when students return to schools and all preparations have been carried out.

** On the scheduled return dates, schools must hand-deliver test materials to the Test Distribution Center (TDC), 13135 SW 26 Street, Miami, FL, 33175, by 2:00 pm, EXCEPTION is on Wednesdays, return by 1 pm. Refer to the Friendly Reminder from TDC for details. SACs are encouraged to return DAC boxes prior to the deadline.

**Fall 2020 FSA and NGSSS*
Schedule of Activities**

	School Assessment Coordinator	Technology Coordinator
September 3	Fall/Winter 2020 FSA and NGSSS Test Administration Manual is available online only at https://fsassessments.org/core/fileparse.php/3031/urll/Fall-Winter-2020_TAM_Final_090320.pdf .	-
October 1-9	<ul style="list-style-type: none"> • Participate in the Fall 2020 Zoom Training or view the Zoom recording. • Complete the Training Verification Form located at: https://forms.gle/LAwW74YaMKXeCtw88. • Complete training test administrators and proctors. • Create accounts and reset passwords for test administrators in TIDE. 	Ensure computer workstations have been identified that meet minimum specifications. Install visual barriers. Download the upgraded Secure Browser to student stations and ensure it is running properly.
Beginning on October 12	Carry out school-wide Infrastructure Trial. Verify student information. Complete scheduling activities and print CBT test tickets. Ensure that sufficient quantities of CBT work folders, worksheets, and planning sheets are available for testing.	Assist with the school-wide Infrastructure Trial.
October 19-23	Delivery of Fall 2020 PBT accommodations, if applicable, via Comet Delivery Services. Verify shipment within 24 hours of receipt.	-
TBD – November 20	<u>Algebra 1 and Geometry EOC, NGSSS EOC (Biology 1, Civics, and US History)</u> : 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.
October 6 (Scores prior to 11/30/2020)	<u>PBT Accommodations</u> : Schools must schedule pickup with UPS for “TO BE SCORED” and “NOT TO BE SCORED” boxes of PBT accommodations, including Regular Print, Large Print, One-Item-Per-Page, and Braille, and Audio Passage Transcripts. <ul style="list-style-type: none"> • FSA EOC (Algebra 1 and Geometry) • NGSSS EOC (Biology 1, Civics, and US History) 	-
October 9 (Scores prior to 11/30/2020)	<u>CBT FSA Algebra 1 and Geometry EOC, NGSSS EOC (Biology 1, Civics, and US History)</u> : Invalidate student results in TIDE, if applicable. Test Administrators complete the appropriate comment form online.	-
November 4-6	Delivery of Fall 2020 PBT accommodations, late orders if applicable, via Comet Delivery Services. Verify shipment within 24 hours of receipt.	-
November 17 (Scores after Winter Break)	<u>PBT Accommodations</u> : Schools must schedule pickup with UPS for “TO BE SCORED” and “NOT TO BE SCORED” boxes of PBT accommodations, including Regular Print, Large Print, One-Item-Per-Page, and Braille, and Audio Passage Transcripts. <ul style="list-style-type: none"> • FSA EOC (Algebra 1 and Geometry) • NGSSS EOC (Biology 1, Civics, and US History) 	-
November 20 (Scores after Winter Break)	<u>CBT: FSA Algebra 1 and Geometry EOC, NGSSS EOC (Biology 1, Civics, and US History)</u> : Invalidate student results in TIDE, if applicable. Test Administrators complete the appropriate comment form online.	-
November 27**	Hand-deliver to TDC the District Assessment Coordinator Only Boxes (AR and SWR). (Refer to the Friendly Reminders posted on the TDC Documents site.)	-

* Due to COVID-19 and the uncertainty with face-to-face instruction, FLDOE has authorized a testing window for the Grade 10 FSA ELA Writing & Reading Retake that will be from 9/14/2020 – 12/18/2020. Testing may begin when students return to schools and all preparations have been carried out.

** On the scheduled return dates, schools must hand-deliver test materials to the Test Distribution Center (TDC), 13135 SW 26 Street, Miami, FL, 33175, by 2:00 pm, EXCEPTION is on Wednesdays, return by 1 pm. Refer to the Friendly Reminder from TDC for details. SACs are encouraged to return DAC boxes prior to the deadline.

**Winter 2020 FSA and NGSSS
Schedule of Activities**

	School Assessment Coordinator	Technology Coordinator
September 3	Fall/Winter 2020 FSA and NGSSS Test Administration Manual is available online only at https://fsassessments.org/core/fileparse.php/3031/urlt/Fall-Winter-2020_TAM_Final_090320.pdf .	-
October 1-9	<ul style="list-style-type: none"> • Participate in the Fall 2020 Zoom Training or view the Zoom recording. • Complete the Training Verification Form located at: https://forms.gle/LAwW74YaMKXeCtw88. • Complete training test administrators and proctors. • Create accounts and reset passwords for test administrators in TIDE. 	Ensure computer workstations have been identified that meet minimum specifications. Install visual barriers. Download the upgraded Secure Browser to student stations and ensure it is running properly.
November 23-25	Ensure that sufficient quantities of CBT work folders, worksheets, and planning sheets are available for testing.	Ensure computer workstations are running properly.
November 30 – December 4	Delivery of Winter 2020 FSA PBT accommodations, if applicable, via Comet Delivery Services.	-
November 30 – December 18	<u>CBT Algebra 1 and Geometry EOC, NGSSS EOC (Biology 1, Civics, and US History)</u> : 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.
December 15	<u>PBT Accommodations</u> : Schools must schedule pickup with UPS for “TO BE SCORED” and “NOT TO BE SCORED” boxes of PBT accommodations, including Regular Print, Large Print, One-Item-Per-Page, and Braille, and Audio Passage Transcripts. <ul style="list-style-type: none"> • FSA EOC (Algebra 1 and Geometry) • NGSSS EOC (Biology 1, Civics, and US History) 	-
December 18	<u>CBT FSA Algebra 1 and Geometry EOC, NGSSS EOC (Biology 1, Civics, and US History)</u> : Invalidate student results in TIDE, if applicable.	-
January 8*	Hand-deliver to TDC the District Assessment Coordinator Only Boxes (AR and SWR). (Refer to the Friendly Reminders posted on the TDC Documents site.)	-

* On the scheduled return dates, schools must hand-deliver test materials to the Test Distribution Center (TDC), 13135 SW 26 Street, Miami, FL, 33175, by 2:00 pm, EXCEPTION is on Wednesdays, return by 1 pm. Refer to the Friendly Reminder from TDC for details. **SACs are encouraged to return DAC boxes prior to the deadline.**

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Summary of Fall and Winter 2020 FSA and NGSSS (EOC and Retake) Test Administration Procedures

Note: This material does not cover every aspect of the Fall and Winter 2020 FSA and NGSSS administrations; 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 2020 Florida Standards Assessments (FSA) English Language Arts (ELA) Writing and Reading Retake will be administered at senior high schools, alternative/ESE, and adult centers to eligible students on the computer during the following two testing windows.

ELA Retakes	Testing Windows	Session Length	Number of Sessions
FSA ELA Writing Retake Computer-based Testing (CBT)	PBT: TBD – October 20 CBT: TBD – October 23 (Scores will be reported before Winter Break)	120 minutes*	1
FSA ELA Reading Retake Computer-based Testing (CBT)	PBT: TBD – October 20 CBT: TBD – October 23 (Scores will be reported before Winter Break)	90 minutes* ¹	2
FSA ELA Writing Retake Computer-based Testing (CBT)	PBT: TBD – December 15 CBT: October 26 – December 18 (Scores will be reported after Winter Break)	120 minutes*	1
FSA ELA Reading Retake Computer-based Testing (CBT)	PBT: TBD – December 15 CBT: October 26 – December 18 (Scores will be reported after Winter Break)	90 minutes* ¹	2

Score Release Prior to Winter Break: Paper-based testing (PBT) accommodations for FSA ELA Writing and Reading Retake (both components), must be completed by October 20 to meet the return deadline and ensure timely reporting of test results.

Score Release After Winter Break: Paper-based testing (PBT) accommodations for FSA ELA Writing and Reading Retake (both components), must be completed by December 15 to meet the return deadline and ensure timely reporting of test results.

* For the FSA ELA Writing Retake and ELA Reading Retake assessments, any student who has not completed a session by the end of the allotted time may continue working; however, each session may last no longer than half the length of a typical school day. Students with extended time accommodation may continue working until the end of the day for each session.

¹ For the Fall and Winter administrations, FDOE has approved for 2 sessions to be completed by general education students (no accommodations required) in one day if the student and their parent/guardian agree to do so. **Students must be given the opportunity to take the assessment over two days whenever possible.**

Students must complete one session of ELA Writing and two sessions of ELA Reading to receive an FSA ELA Retake score. Additionally, the FSA ELA Writing Retake must be administered prior to the FSA ELA Reading Retake except for the purpose of accommodating make-up test administrations.

The Florida Comprehensive Assessment Test (FCAT) 2.0 Reading Retake is no longer administered. The last administration was Spring 2019. Students whose graduation requirement is the FCAT 2.0 Reading Retake can take the FSA ELA Retake test and are eligible to use the alternate passing score to meet the graduation requirement. These students may also apply the passing concordant SAT and ACT scores for graduation.

The Fall and Winter 2020 FSA Algebra 1 and Geometry EOC and NGSSS Biology 1, Civics, and US History EOC assessments will be administered at K-8 centers, middle schools, senior high schools, and alternative/ESE centers with eligible students during the following testing windows:

Testing Windows	End-of-Course Assessments	Session Length	Number of Sessions
<p>Fall 2020</p> <p>PBT: TBD – November 17 CBT: TBD – November 20</p>	FSA Algebra 1 and Geometry	90 minutes* ¹	2
<p>Winter 2020</p> <p>PBT: November 30 – December 15 CBT: November 30 – December 18</p>	NGSSS Biology 1, Civics, and US History	160 minutes**	1

All PBT accommodations (Regular Print, Large Print, Braille, or One-item-per-page) for the FSA and NGSSS EOC administrations must be completed by the return deadlines to ensure timely reporting of test results.

Note that all FSA and NGSSS CBT 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. However, all paper-based administrations must be administered early within the testing window to

* 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.

¹ For the Fall and Winter administrations, FDOE has approved for 2 sessions to be completed by general education students (no accommodations required) in one day if the student and their parent/guardian agree to do so. **Students must be given the opportunity to take the assessment over two days whenever possible.**

** NGSSS EOC Assessments are comprised of one, 160-minute session. Students testing may be dismissed from testing room at the 10-minute break as they complete testing. Any student not finished by the end of the allotted time may continue working; however, testing must be completed within the same school day.

meet the return deadlines and ensure timely reporting of test results. Additionally, testing should begin on the first day of the testing window and testing should be completed within the least number of days possible but must be completed by the last date of the testing window. It should be noted that a list of the CBT and PBT testing windows for each FSA and NGSSS assessment have been provided for your convenience (refer to Attachment G).

The FSA and NGSSS programs are computer-based tests (CBT), and all eligible students will be participating using the FSA Secure Browser. Please go to <https://fsassessments.org/users/technology-resources.stml> for technical specifications and resources for this platform. Note that FSA and NGSSS paper-based administrations will be available for ESE or Section 504 plan 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. Passage Booklets for Reading and Writing Retake are available to eligible students taking the computer-based FSA ELA Writing and Reading Retake who have accommodations requiring their use, identified in IEPs or Section 504 plans. Deaf/Hard of Hearing students will be able to access videos that present listening items in American Sign Language and Closed-Captioning. Audio Passage Transcripts are also available to eligible Department of Corrections and Hospital/Homebound students taking paper-based assessments who have no access to computers or the Internet. All eligible students who will participate in a computer-based FSA ELA Retake or EOC administration for the first time should participate in a practice test conducted at the school for the specific test(s) they are scheduled to take, to familiarize themselves with the different features of the FSA Secure Browser prior to the administration of the operational test(s). Students should participate in a scripted practice test session once for each subject/grade level test. FSA and NGSSS practice tests and scripts are accessible at <https://fsassessments.org/students-and-families/practice-tests/index.stml>.

All students who will use the CBT accommodations of text-to-speech via the FSA Secure Browser platform must participate in a CBT practice test session with the text-to-speech accommodation enabled during this administration. Separate accommodated practice test scripts are posted on the FSA portal. Students who have previously participated in an FSA Practice Test for the subject test/grade level they will take are NOT required to participate in a Practice Test session for this administration; however, these students should be encouraged to access the Practice Test and practice on their own.

Students with Braille and Large Print PBT accommodations are required to participate in a paper-based practice test using the appropriate materials; these materials will be ordered by district staff.

Additionally, students who will use regular print or one-item-per-page materials can participate in a test item practice session. The practice tests will familiarize teachers and students with the various item types on the paper-based assessments. The *Directions for Completing Paper Based Test Item Practice* handouts containing sample items and

associated scripts for administering test item practice sessions are posted on the FSA Portal. Schools may choose to use these along with the longer paper-based practice tests but are not required to do so.

As a reminder, all test administrators who will administer a paper-based (regular print, large print, one-item-per-page, or braille) ELA Reading Retake test must be assigned the Assessment Viewing Application (AVA) role in TIDE. AVA contains audio content, Closed Captioning (CC), and American Sign Language (ASL) videos for ELA Reading Retake listening items for students with PBT accommodations.

Refer to the [2020–2021 Statewide Assessments Accommodations Guide](#) for information and instructions about accommodated paper-based assessments.

STUDENT REGISTRATION

For the Fall 2020 test administrations, currently enrolled students, who have elected to receive face to face instruction, are not required to pre-register to take the test. School staff is responsible for identifying these enrolled students who need to participate in the test administrations, notifying them about the test, and assigning them to testing rooms.

Enrolled students who have elected to receive virtual instruction, Credit Acceleration Program (CAP), non-enrolled students including Adult Education students must preregister in advance, by **October 16 for the Fall 2020** FSA and NGSSS administrations and by **November 20 for the Winter 2020** FSA and NGSSS to ensure students can be accommodated and that sufficient materials and proctors are available.

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 FLEID 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 FSA (EOC and Retake) AND NGSSS EOC ASSESSMENTS 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 CBT practice tests for FSA and NGSSS assessments.

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 Educational Identification Number (FLEID) 12-digit number. The FLEID number is accessible via File Download Manager (FDM) and District Student Information System (DSIS), PF20 Miscellaneous Information screen. Please note that a student may not have a FLEID issued by the state, if new to the public-school system. New FLEID assignments may take up to two weeks for new entries to the district. It is recommended that school assessment coordinators continue to monitor FDM and DSIS to collect newly assigned FLEID numbers. 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 should all be made aware of their professional obligations regarding 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 signed [School Procedural Checklist \(FM-6927\)](#) (Attachment B) after testing is complete, 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. Additionally, Attachments D and H in this training packet provide test administration and security procedures that should be used when training test administrators and proctors. Primary responsibilities for the CBT administrations include: attending and/or viewing district training sessions; planning and implementing test administrations; creating Test Administrator (TA) and Assessment Viewing Application (AVA) accounts in TIDE, as applicable; 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](#) (accessible from the [portal](#)) as stated in the test administration manual.

Technology Coordinator

The technology coordinator is responsible for assisting the school assessment coordinator in the implementation of the computer-based test administration. Technology resources are available via the [portal](#) accessed at <http://fsassessments.org/technology-resources/>. Each link provides instructions and information that technology coordinators will need to prepare schools for FSA and NGSSS CBT. The technology coordinator is responsible for reading and becoming familiar with all 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 new Secure Browser to student workstations for CBT test administrations; assisting test administration staff during the CBT administration sessions with any technical difficulties that may develop; monitoring system usage during the administration.

Test Administrator

The test administrator is responsible for directing and conducting student testing sessions, as specified in the test administration manuals and training packet. Only certificated administrative and instructional employees (e.g., teachers, counselors, media specialists) who have received appropriate training for a test may serve as test administrators. Primary responsibilities include: attending required training sessions; creating a password for TA Interface access; establishing appropriate conditions in the testing room that include installing visual barriers for computer-based testing, distributing [planning sheets](#), [CBT work folders](#) and [CBT worksheets](#) (if applicable), and returning student test materials. For CBT tests, creating test sessions, approving students, pausing students for breaks, monitoring test sessions, and stopping the test session. For the PBT accommodations of FSA ELA Reading (Grades 7-10 and Retake), test administrators will need the AVA role added to their TIDE account, and a computer in the classroom during testing, to log into the [AVA card from the FSA Portal](#) and provide access to the listening items, animations, closed captioning, and ASL videos sections of the paper-based ELA Reading tests, as needed. 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 accessible on the [portal](#) test administration manual and available online.

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 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 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 has received appropriate training related to procedures for the FSA and NGSSS 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 FSA and NGSSS administrations and the test security procedures may serve as proctors.

For PBT and CBT administrations, the ratio of student per adult is 25 students to 1 test administrator. For a room with 26-50 students, a test administrator and 1 proctor must be present. For a room with 51-75 students, a test administrator and 2 proctors must be present.

Required Ratio for FSA and NGSSS Administrations

Mode of Administration	Ratio*
Computer-based (CBT) and Paper-based (PBT)	1:25

***Adult (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 \(FSA\) and Next Generation Sunshine State Standards Assessments \(NGSSS\)](#) (Attachment C).

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 the [Test Security Screencast for Test Administrators and Proctors](#) that may be accessed as part of the training session.

DISTRICT MONITORING OF FSA and NGSSS ADMINISTRATIONS

To ensure that the FSA and NGSSS 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 the Fall and Winter 2020 test administrations, schools will need to generate a final list of eligible students for each assessment as applicable. File Download Manager (FDM) accessible from your [M-DCPS employee portal](#) under the Apps|Services|Sites tab may be used to identify students that are eligible to participate in the FSA ELA

Retake (Fall only) FSA and NGSSS EOC (Fall and Winter) administrations. For a demonstration of the FDM application, please click on the following screencast: <https://eduvision.tv/l/?eAegeR>

Eligible students to test for the Fall 2020 FSA ELA (Writing and Reading) Retake, include students who failed their cohort's Grade 10 FSA ELA or FCAT 2.0 Reading requirement for graduation, as applicable.

Eligible students to test for the FSA Algebra 1 EOC (Fall and Winter) include the following:

- Students who failed the Algebra 1 EOC and have not yet met the Algebra 1 graduation test requirement;
- Students who are new to the district, (private school, out of state/country) and have Algebra 1 course credit, but have not yet met the Algebra 1 graduation test requirement;
- Students who have an "N" reported for the Algebra 1 final course grade because they did not receive a valid EOC test score;
- Students who have completed an eligible Algebra 1 course (or completed at least 80% of the course content) through a virtual program (ex., Florida Virtual School); and
- Students in a credit acceleration program (CAP) who wish to take the assessment to earn course credit.

Eligible students to test for the FSA Geometry and NGSSS Biology 1, Civics, and US History EOCs (Fall and Winter) include the following:

- Students who have an "N" reported for the EOC final course grade because they did not receive a valid EOC test score;
- Students who have completed an eligible EOC course (or completed at least 80% of the course content) through a virtual program (ex., Florida Virtual School);
- Students who wish to retake an EOC assessment to be eligible for a standard diploma with a scholar designation (does not apply to Civics); and
- Students in a credit acceleration program (CAP) who wish to take the assessment to earn course credit.

PREPARING ANSWER DOCUMENTS AND PRE-IDENTIFIED STUDENT LABELS

School assessment coordinators will view and verify student information online in TIDE for the FSA and NGSSS CBT administrations. Preidentified student information is submitted via PreID files for the FSA and NGSSS assessments. Schools will have pre-identified student information available in TIDE for FSA and NGSSS CBT including students that were enrolled at the school as of the PreID dates listed on the next page.

Assessment	PreID Date
FSA ELA Retake (Writing and Reading)	Fall: September 25
FSA EOC (Algebra 1 and Geometry)	
NGSSS EOC (Biology 1, Civics, and US History)	
FSA EOC (Algebra 1 and Geometry)	Winter: November 13
NGSSS EOC (Biology 1, Civics, and US History)	

Please note that there will NOT be PreID labels generated for the FSA and NGSSS EOC (Fall and Winter) and FSA ELA Retake (Fall) administrations. Therefore, school assessment coordinators must print On Demand PreID labels for any PBT accommodations for the FSA EOC (Algebra 1 and Geometry) and NGSSS EOC (Biology 1, Civics, and US History) and FSA ELA Retake (Writing and Reading). See sample On-Demand PreID labels in Attachment E. To print FSA & NGSSS On-Demand PreID labels in TIDE, go to the [TIDE User Guide](#).

SCHEDULING STUDENTS FOR CBT

School assessment coordinators will view and verify student information in TIDE for CBT administrations. For the Fall 2020 FSA EOC and ELA Retake (Writing and Reading) and NGSSS EOC, schools will have pre-identified student information available in TIDE for students that were enrolled at the school as of **September 25th for the Fall 2020 administrations.** For the Winter 2020 FSA and NGSSS EOC, schools will have pre-identified student information available in TIDE for students that were enrolled at the school as of **November 13th.**

New students enrolled at the school after the PreID date will not be included in TIDE. Schools must add any new students who enroll after the PreID date and are eligible based on the students to be tested requirements for each assessment, as noted in the test administration manual. For directions on adding students to TIDE, refer to the [TIDE User Guide](#).

For the FSA and NGSSS computer-based assessments, school assessment coordinator must first verify the information in TIDE against the school generated lists

from the student information database (FDM) accessible from your [M-DCPS employee portal](#) under the Apps|Services|Sites tab. If the Florida Educational Identification (FLEID) 12-digit number is incorrect in TIDE, the student record must be re-entered with the correct information (refer to [TIDE User Guide](#)). If any other student information is incorrect (i.e. date of birth, grade level) in TIDE, the student record must be corrected in TIDE, but the printed PreID label and test ticket can be used. School assessment coordinators will need to generate class lists to provide to the test administrator to capture all required administration information for all FSA tests; a blank, electronic Security Checklist/Administration Record can be used. In addition, school assessment coordinators will need to print the CBT test tickets (Attachment E) which students use to log into the Secure Browser for CBT. Each ticket is a secure test document which contains the First Name and Username for students to log into the Secure Browser. **The tickets and rosters are secure documents and must be placed in a secure limited access location.**

On the morning of the FSA and NGSSS CBT, test administrators must create a test session (for the test being administered) via Test Administrator (TA) Interface and provide the Session ID# generated to the students in the classroom. The students will log into the 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 Secure Browser, the test administrator will approve students to test in the TA 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, as needed.**

SPECIAL PROGRAM STUDENTS

Students from the Special Programs (Florida Virtual School Program: Full Time 6-12 (71/0400); Miami-Dade Online Academy K-12 (13/7001); and Florida Home Education Program (13/9998) will test at their assigned school for the Fall and Winter 2020 administrations, as eligible. A list of students assigned to your school will be sent via email to the principals and school assessment coordinators.

School assessment coordinators will assign a testing room and distribute planning sheets, CBT work folders, CBT worksheets, passage booklets, test and answer books (for eligible students with PBT accommodations), calculators, as applicable to the registered Special Program students.

Special Program students from the Miami-Dade Online Academy K-12 and Florida Home Education who are eligible for any of the FSA or NGSSS CBT tests will be added to TIDE by District staff; any Florida Virtual Academy Full Time 9-12 - 71/0400 students eligible for any FSA or NGSSS CBT tests will be set up in TIDE by FLVS staff.

For the FSA and NGSSS CBT, District staff will forward the CBT test tickets to the principal and school assessment coordinator at the assigned school. The school assessment coordinator must provide the special program student a test date, location,

and time and assign the student to a testing room and provide the test ticket and appropriate test materials.

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 and NGSSS CBT tests, the student opens the 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 the FSA and NGSSS CBT 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

For the Fall and Winter 2020 FSA and NGSSS administrations, Comet Delivery Service will deliver paper-based accommodations to selected schools on October 19-23, 2020. Additionally, a second delivery window for paper-based accommodations to selected schools is scheduled on November 4-6, 2020 via Comet Delivery Services. Adult Centers will pick-up the test materials at the Test Distribution Center (TDC) beginning on **October 19** for the Fall 2020 FSA and NGSSS administrations; and beginning on **November 16** for the Winter 2020 FSA and NGSSS administrations.

Secure PBT and CBT accommodation materials must be ordered online via the Assessment Services application located on the [M-DCPS Employee Portal](#), under the Apps|Services|Sites. Select the *Paper-Based Test Order Request* link when you access the Assessment Services application to place your order. If any additional test administration manuals or non-secure materials are needed, please order them online at the TDC Documents website at <http://oada.dadeschools.net/TDC/TDC.asp>, under Order Forms.

PBT accommodations for the Fall 2020 will be delivered to schools during the week of October 19th; and for the Winter during the week of December 4th. **Schools will need to plan to receive and securely store these materials.**

MATERIALS PROCEDURES

School assessment coordinators are to follow all materials handling procedures specified in the test administration manuals 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 and NGSSS secure test materials are received, immediately **verify the counts** and sequence numbers of materials received against the **packing list**.
- Call **Student Assessment and Educational Testing (SAET)** at ifernandez9@dadeschools.net or **305-995-7520** immediately, if there are any irregularities or discrepancies in your shipments.
 - If you need additional non-secure FSA and NGSSS materials (CBT work folders, CBT worksheets, planning sheets, and four-function calculators) place an order online at <http://oada.dadeschools.net/TDC/TDC.asp> via the TDC Documents website, under Order Forms.
 - If you need additional secure paper based test accommodations (Regular Print, Large Print, Braille, One-Item-Per-Page, Reading/Writing Passage Booklets, or Audio Passage Transcripts) for eligible students with the accommodations listed on the IEP or Section 504 Plan, place an additional order via the Assessment Services application accessible from your [M-DCPS Employee Portal](#), under the Apps|Services|Sites. Please select the Assessment Services Application, then click on the *Paper-Based Test Order Request* link, and complete the form. Principals can provide access to school assessment coordinators via QUAD-A, select WPBS. Charter school principals must create a heat ticket via ISM application on the [M-DCPS Employee Portal](#).
- Maintain the [Test Materials Chain of Custody Form](#) (found in the test administration manual) to track secure paper-based test materials all times when materials are handled.
- **Shrink-wrapped packages of secure materials may be opened no sooner than three (3) days prior to the administration of each subject test for FSA and NGSSS assessments. NO EARLIER.**
- Only the school assessment 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 secure test materials, including PBT accommodations, passage booklets, planning sheets, CBT work folders and CBT worksheets (if applicable), 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 tests and computer-based tests in all rooms, including make-up sessions. A sample seating chart is provided as Attachment F.

MATERIALS DELIVERY AND RETURN TO THE VENDORS

The [Delivery Details for School Assessment Coordinators](#) provides the dates and times of TDC-delivered materials to your school and the [Assessments at a Glance](#) provides material delivery and return information for all assessments. School assessment coordinators are encouraged to review these documents to assist with the process of packing and return of materials for each administration. These documents are posted on the TDC Documents website available at <http://oada.dadeschools.net/TDC/TDC.asp>.

For the Fall and Winter 2020 FSA and NGSSS test administrations, **schools must schedule pickup with UPS for “TO BE SCORED” and “NOT TO BE SCORED”** boxes (as applicable) of PBT accommodations, including Regular Print, Large Print, One-Item-Per-Page, and Braille, Reading and Writing Passage Booklets, and Audio Passage Transcripts. **Please be advised that for the FSA/DRC and NGSSS/Pearson shipments, ALL schools will receive UPS return labels, as well as color return labels in the school coordinator kits.** It is important that you carefully review all contents in the school coordinator kits as soon as the materials are delivered to your school. If you are missing labels, please be sure to order the UPS and/or color return labels at the [TDC Documents website](#). Note, always complete the [Fall Material Return Verification Form \(FSA/NGSSS\)](#) each time materials are scheduled for pickup with UPS from your school.

Secure test materials must be returned to each respective vendor (DRC and Pearson), please refer to the “Packing Instructions” for specific details available on the [TDC Documents website](#) and linked for the [FSA/DRC return here](#) and for the [NGSSS/Pearson return here](#). Additionally, complete the [Accounting Form for all Assessment Programs](#) found under TDC Resources to ensure that you have accounted for all secure test materials before you begin to pack the materials for return. This form will be useful in responding to missing materials reports generated by the test vendor. Separate forms have been created for each subject test and grades.

School assessment coordinators must adhere to scheduled return dates as noted on the [Assessments at a Glance](#) for each assessment program. The District Assessment Coordinator (DAC) Boxes for the fall and winter administrations (including the Administrative Records (DAC-AR) and Student Work Records (DAC-SWR) boxes) must be hand delivered to the Test Distribution Center no later than November 27, 2020 for Fall 2020 EOC administration and no later than January 8, 2021 for the Fall 2020 ELA Retake and Winter 2020 EOC administration. Please contact TDC for all questions pertaining to materials return at 305-995-3744.

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 [FSA/NGSSS Administration Record/Security Checklist](#) (available in PDF or Excel), found in the test administration manuals, must be used to capture all required administration information for paper-based and computer-based administrations; and to maintain a list of the security number of documents and range of security numbers assigned to each test administrator for every day of testing. Note, the test administrators 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](#), found in the test administration manuals, must be maintained to document handling of secure paper-based test materials, including: Regular Print, Large Print, Braille, One-Item-Per-Page, Reading and Writing Passage Booklets, and/or Audio Passage Transcripts. These materials are secure and must be accounted for at all times.
- The [Test Administration and Security Agreement](#) is found in the test administration manuals, and 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.
- The [Test Administrator Prohibited Activities Agreement](#) is found in the test administration manuals, which affirms that test administrators understand prohibited activities during the test administration and possible consequences of inappropriate behavior.
- The [Security Log](#) is found in the test administration manuals, and must be completed during testing by personnel (test administrators, proctors, relief staff, etc.) assigned to monitor a testing room for any length of time.
- 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 and Winter 2020 administrations. However, for 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 F.
- [Accounting Form for all Assessment Programs](#) is a district created form designed

to help schools keep track of secure test documents and ensure that no materials inadvertently remain behind at the school. This form will be useful in responding to missing materials reports generated by the test vendor.

- [Fall Material Return Verification Form](#) is accessible from the TDC Documents website. This required form will be used to record the return of all TO BE SCORED and NOT TO BE SCORED materials to DRC and Pearson. Please note that the form is due 24 hours prior to each paper-based material return deadline and must document the return of all material types including regular print, large print, braille, one-item-per-page, Writing and Reading Passage Booklets, and Audio Passage Transcripts, as applicable.
- After the conclusion of the test administration, the school assessment coordinator and principal must complete the linked [Miami-Dade County Public Schools School Procedural Checklist \(FM-6927\)](#) (Attachment B), certifying that each 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 and Winter 2020 Test Administrations**

FHEP Student Registration

1. Students enrolled in the **Florida Home Education Program (FHEP)** may participate in the Fall and Winter 2020 FSA EOC (Algebra 1 and Geometry) and NGSSS EOC (Biology 1, Civics, and US History) administrations. Parents and guardians of FHEP students must contact the Division of Attendance Services to register students for the assessments. Student Assessment and Educational Testing (SAET) will notify the assigned schools so that preparations can be made for these students.
2. For the FSA and NGSSS EOC assessments, assignment of specific testing date/make-ups is at the school’s discretion. **Parents will contact the school assessment coordinator at the assigned school to request a date, time, and instructions for testing.**
3. To facilitate distribution of the results, parents of FHEP students may provide the Office of Home Education 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. Fawne Ryan, Home Education**

Scheduling FHEP Students for Computer-Based Testing

4. Eligible registered FHEP students will take the following tests, as applicable:

Tests	Eligible Students	Mode of Administration*
FSA Algebra 1 and Geometry EOC	Enrolled 6-12	CBT Only
NGSSS Biology 1, Civics, and US History EOC		

*Paper-based (PBT); Computer-based (CBT)

5. Students from the FHEP will test at their assigned school for the Fall and Winter 2020 administrations. All FHEP students who are eligible for the computer-based testing (CBT) will be set up in TIDE for the FSA and NGSSS assessments.
 - a. For the FSA & NGSSS CBT assessments, do not enter FHEP students in TIDE under your school, 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 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 Secure Browser from their assigned school.
6. School assessment coordinators will need to assign a testing room and distribute test tickets the Secure Browser, CBT work folders, CBT worksheets, reference sheets, and periodic tables, as applicable 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 Full-Time (FLVS-FT) Program Students
Participating in the Fall and Winter 2020 Test Administrations**

FLVS-FT Program Student Registration

1. Students enrolled in the **Florida Virtual School Program Full-Time** (FLVS-FT 6-8, 71/0801 and 9-12 71/0400) **(FLVS-FT) must** participate in the Fall 2020 FSA ELA Retake (Writing and Reading) required for graduation, as applicable; and the Fall and Winter 2020 FSA Algebra 1 and Geometry, and NGSSS Biology 1, Civics, and US History 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 FLVS-FT Students for Computer-Based Testing

2. FLVS-FT students will take the following tests, as eligible:

Tests	Eligible Students	Mode of Administration*
FSA ELA Retake (Writing and Reading)	Grades 10+ - 12	CBT Only
FSA Algebra 1 and Geometry EOC	Enrolled	CBT Only
NGSSS Biology 1, Civics, and US History EOC	Enrolled	CBT Only

3. Students from FLVS-FT will test at their assigned school for the Fall and Winter administrations. All FLVS-FT students who are eligible for the computer-based testing will be set up in TIDE for the FSA and NGSSS assessments.
 - a. For the FSA and NGSSS CBT assessments, **do not enter FLVS-FT students in TIDE under your school.** 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 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 FLVS-FT student.
 - ii. Students will use their test ticket with their FIRST NAME and USERNAME and the SESSION ID# to log into the Secure Browser from their assigned school.

4. School assessment coordinators will need to assign a testing room and distribute test tickets for the Secure Browser, CBT work folders, CBT worksheets, planning sheets, reference sheets, and periodic tables, as applicable 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 appropriate 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 (M-DOA) Program Students (13/7001) Participating in the Fall and Winter 2020 Test Administrations

M-DOA K-12 Program Student Registration

1. Students enrolled in the **Miami-Dade Online Academy K-12 (MDOA) Program** must participate in the Fall 2020 FSA ELA Retake (Writing and Reading) required for graduation, as applicable; and the Fall and Winter 2020 FSA Algebra 1 and Geometry, and NGSSS Biology 1, Civics, and US History EOC administrations. 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 M-DOA K-12 Program Students for Computer-Based Testing (CBT)

2. M-DOA students will take the following tests, as eligible:

Tests	Eligible Students	Mode of Administration*
FSA ELA Retake (Writing and Reading)	Grades 10+ - 12	CBT Only
FSA Algebra 1 and Geometry EOC	Enrolled	CBT Only
NGSSS Biology 1, Civics, and US History EOC	Enrolled	CBT Only


3. Students from the M-DOA will test at their assigned school for the Fall and Winter 2020 administrations. All M-DOA students who are eligible for the computer-based testing will be set up in TIDE for the FSA and NGSSS assessments.
 - a. For the FSA and NGSSS CBT assessments, **do not enter MDOA students in TIDE under our school**, 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 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 M-DOA student.
 - ii. Students will use their test ticket with their FIRST NAME and USERNAME and the SESSION ID# to log into the Secure Browser from their assigned school.

4. School assessment coordinators will need to assign a testing room and distribute test tickets for the Secure Browser, CBT work folders, CBT worksheets, planning sheets, reference sheets, and periodic tables, as applicable to registered students taking the computer-based tests.

M-DOA 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
FSA AND NGSSS EOC AND RETAKE ASSESSMENTS REGISTRATION FORM

Computer Based Test (CBT) Administrations
 Select eligible assessments(s):

Clear Form

Florida Standards (FSA):**

English/Language Arts (ELA) Retake (Writing and Reading)

Algebra 1 End-of Course (EOC)

Geometry EOC

Next Generation Sunshine State Standards (NGSSS):**

Biology 1 EOC

US History EOC

STEP 1: STUDENT DETAILS

1. Complete all Identification #s known:

FLEID #

F	L																		
---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

M-DCPS 7 Digit Student ID #

--	--	--	--	--	--	--	--	--	--

FOCUS ID #

--	--	--	--	--	--	--	--	--	--

VACS ID #

--	--	--	--	--	--	--	--	--	--

2. Student Last Name (All caps)

3. Student First Name (All caps)

4. Student Middle Initial

5. Adult Center (Test Center Name) Adult Center Location#

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)

<input type="checkbox"/> Yes <input type="checkbox"/> No American Indian/Alaskan Native	<input type="checkbox"/> Yes <input type="checkbox"/> No Native Hawaiian / Pacific Islander	<input type="checkbox"/> Yes <input type="checkbox"/> No White
<input type="checkbox"/> Yes <input type="checkbox"/> No Asian	<input type="checkbox"/> Yes <input type="checkbox"/> No Black or African American	
5. Gender: Male Female
6. Grade: (check one) 10 11 12 30 (ADULT) Other grade:
7. Are you an ACTIVE ADULT student? (Required) YES or NO
8. Are you a first time test taker? Yes No
9. 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.

<input type="checkbox"/> Student is currently enrolled in an EOC eligible course. EOC Subject(s):	<input style="width: 100%;" type="text"/>
<input type="checkbox"/> Student was previously enrolled in an EOC eligible course. EOC Subject(s):	<input style="width: 100%;" type="text"/>
<input type="checkbox"/> Student has never been enrolled in an EOC eligible course. EOC Subject(s):	<input style="width: 100%;" type="text"/>

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

()

Student Phone Number

Date

Student Email Address

Counselor or School Assessment Coordinator Name

* FSA EOC and Grade 10 ELA (Reading and Writing) CBT Practice Tests are available at www.FSAssessments.org.
 ** NGSSS EOC CBT ePATs (Practice Tests) (linked)

FM-7278 Rev. (11-19)

ATTACHMENT B

MIAMI-DADE COUNTY PUBLIC SCHOOLS SCHOOL PROCEDURAL CHECKLIST

Fall and Winter 2020 Florida Standards Assessments (FSA) and Next Generation Sunshine State Standards (NGSSS) End-of-Course (EOC) Assessments TESTING PROGRAMS

Documentation that the **Fall/Winter 2020 FSA and NGSSS 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 (DAC) - Administrative Records (DAC-AR) 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/Winter 2020 FSA and NGSSS EOC** Program Guide / Test Administration Manual 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 | |
|------------|-----------|--|
| ___ | ___ | Boxes of test materials were received and counted at the time of delivery and immediately stored in a secure location. Test materials were properly inventoried within 24 hours, and any discrepancies were reported by telephone and in writing to the Office of Student Assessment and Educational Testing prior to the test administration. |
| ___ | ___ | This school adhered to all written test security guidelines and procedures relating to testing and test administration, including the distribution, collection, and management of secure test materials, use of test results, and district testing dates as established in the District Testing Calendar, Standards, Guidelines, and Procedures for Test Administration and Test Security Handbook, and any supplementary materials and correspondence. |
| ___ | ___ | Prior to the test administration, all staff involved in the Fall/Winter 2020 FSA and NGSSS 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 principal has reviewed and approved test administration and security plans that include testing schedules and contingency plans in case of emergencies during testing. |
| ___ | ___ | The Fall/Winter 2020 FSA and NGSSS 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/Winter 2020 FSA and NGSSS EOC manual. Any missing materials were reported immediately, by telephone and in writing, to Student Assessment and Educational Testing. |
| ___ | ___ | All "To Be Scored" and "Not To Be Scored" materials were returned by the designated date(s), as directed to the Test Distribution Center or to the appropriate vendor using the appropriate vendor return labels and UPS return labels. |
| ___ | ___ | The District Assessment Coordinator (DAC) Administrative Records (AR) and Student Work Folders (SWR) materials have been boxed, labeled, and stored in secure locked storage until pickup by the contracted carrier or delivery to the Test Distribution Center. |

Principal's Signature

Date

School Assessment Coordinator's Signature

Date

School Name

School Number

ATTACHMENT B (cont.)

MIAMI-DADE COUNTY PUBLIC SCHOOLS
SCHOOL PROCEDURAL CHECKLIST

**Florida Standards Assessment (FSA)
English/Language Arts (ELA) Writing and Reading Retake TESTING PROGRAM**

Documentation that the **FSA ELA Retake Assessment** 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 - Administrative Records (DAC-AR) 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 2020 FSA ELA Retake** Test Administration Manual 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

- | | | |
|-----|-----|--|
| ___ | ___ | Boxes of test materials were received and counted at the time of delivery and immediately stored in a secure location. Test materials were properly inventoried within 24 hours, and any discrepancies were reported by telephone and in writing to the Office of Student Assessment and Educational Testing prior to the test administration. |
| ___ | ___ | This school adhered to all written test security guidelines and procedures relating to testing and test administration, including the distribution, collection, and management of secure test materials, use of test results, and district testing dates as established in the District Testing Calendar, Standards, Guidelines, and Procedures for Test Administration and Test Security Handbook, and any supplementary materials and correspondence. |
| ___ | ___ | Prior to the test administration, all staff involved in the Fall 2020 FSA ELA Retake 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 principal has reviewed and approved test administration and security plans that include testing schedules and contingency plans in case of emergencies during testing. |
| ___ | ___ | The Fall 2020 FSA ELA Retake 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 2020 FSA ELA Retake manual. Any missing materials were reported immediately, by telephone and in writing, to Student Assessment and Educational Testing. |
| ___ | ___ | All "To Be Scored" and "Not To Be Scored" materials were returned by the designated date(s), as directed to the Test Distribution Center or to the appropriate vendor using the appropriate vendor return labels and UPS return labels. |
| ___ | ___ | The District Assessment Coordinator (DAC) Administrative Records (AR) and Student Work Folders (SWR) materials have been boxed, labeled, and stored in secure locked storage until pickup by the contracted carrier or delivery to the Test Distribution Center. |

Principal's Signature

Date

School Assessment Coordinator's Signature

Date

School Name

School Number

FM-6927 (05-20)

ATTACHMENT C



Clear Form

VOLUNTEER RESPONSIBILITIES WHILE ASSISTING WITH THE FLORIDA STANDARDS ASSESSMENTS (FSA) AND NEXT GENERATION SUNSHINE STATE STANDARDS ASSESSMENTS (NGSSS)

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 and NGSSS Assessments.

Volunteer's Signature

Date

Volunteer's Name Printed

Principal (or Designee's) Signature

School Number/School Name

FM-3956 Rev. (11-19)

ATTACHMENT D

TEST ADMINISTRATORS' RESPONSIBILITIES MAINTAINING TEST SECURITY BEFORE, DURING, AND AFTER TESTING

This material does not cover every aspect of the test administrations. Rather, it highlights procedures to be followed 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 2020 English Language Arts Retake & End-of-Course Assessments Test Administration Manual](#)
2. Test administrators and/or proctors **must not** have access to the test booklets until the day of testing.
3. For paper-based and computer-based administrations, there **must** be one adult (test administrator) for every 25 students (1:25).
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 computer-based testing, the test administrator will ensure that students read and check the box within the Secure Browser or sign for paper-based accommodations below 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, planning sheets, Reading and Writing Passage Booklets, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and periodic tables 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, planning sheets, Reading and Writing Passage Booklets, Audio Passage Transcripts, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and periodic tables 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 each respective assessment as it is presented in the appropriate test administration manual.
18. For the computer-based tests, 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 [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. Test group codes are required for all paper-based administrations of the FSA ELA Writing (Grades 4-6), FSA ELA Reading (Grades 3-6), FSA Mathematics (Grades 3-6), Statewide Science Assessments (Grades 5 and 8), and FSA/NGSSS paper-based accommodations.

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 test materials.
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. If test administrators are given access to approve test sessions and/or resume students, an additional proctor should be assigned to the testing room.
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 exiting or pausing the test session.
26. Remember, all statewide assessments are secure tests. Neither test administrators nor proctors may read the items in the test booklets or on the computer screen 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 an 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 Secure Browser 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 standalone device without the ability to access the Internet, according to the guidelines set forth in Appendix A of the test administration manuals. 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.

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.

33. If a student needs to leave the room during a paper-based test session, all testing materials including approved 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 must 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 Secure Browser, but the student must be resumed or 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 Secure Browser for computer-based testing or a new test group code would have to be assigned for paper-based testing.

Concluding the Assessment

40. After 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 and date of birth appear on the test-and-answer booklet 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 FLEID. The test

administrator **must** verify that **the student** has completed the student name, date of birth (DOB) (should be recorded by the student), school name or number, district name or number, “Today’s Date”, and test group code as specified in the test script, and that the “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 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, planning sheets, Reading and Writing Passage Booklets, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and periodic tables.
44. Make sure that each computer displays the desktop. Assist any student 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 testing materials (as applicable), including test and answer books, planning sheets, Reading and Writing Passage Booklets, Audio Passage Transcripts, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and periodic tables 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, planning sheets, Reading and Writing Passage Booklets, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and periodic tables 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 and/or Session Roster 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** (linked for [all Assessments](#)) 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 for paper-based tests.
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

CBT Student Ticket

Spring 2020	
DEMO DISTRICT 99 (99)	
DEMO SCHOOL 9009 (99-9009)	
LASTNAME: Demo	USERNAME: 197JM
FIRSTNAME: Student1	ENROLLED GRADE: 10
DOB: 01/01/2004	ID: FL012345678912

On-Demand PreID Label

Spring 2020 FSA ALGRBRA 1			LP:Y
ALASTNAMEABCDEFGH, AFIRSTNAMEAB			
DIST/SCH: 77-9000			
DEMO SCHOOL			
GRD: 11	GENDER: F	DOB: 09/13/2002	
ID: FL123456789014	RACE: W	HISP/LATINO: Y	
			
P519061 12345676 6			
100014-000001-25519			

ATTACHMENT F 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 G

Test Administration Schedules

Fall 2020 ELA Retake and EOCs

<p>FSA ELA Retake* Window # 1 PBT accommodations: TBD – October 20 CBT: TBD – October 23</p>
<p>FSA ELA Retake* Window #2 PBT accommodations: TBD – December 15 CBT: TBD – December 18</p>
<p>FSA EOC (Algebra 1 and Geometry) PBT accommodations: TBD – November 17 CBT: TBD – November 20</p>
<p>NGSSS EOC (Biology 1, Civics, and US History) PBT accommodations: TBD – November 17 CBT: TBD – November 20</p>
<p><u>Note:</u> * Students must take both the Writing and Reading components to receive an FSA ELA Retake score.</p>

Winter 2020 EOCs

<p>FSA EOC (Algebra 1 and Geometry) PBT accommodations: November 30 – December 15 CBT: November 30 – December 18</p>
<p>NGSSS EOC (Biology 1, Civics, and US History) PBT accommodations: November 30 – December 15 CBT: November 30 – December 18</p>

ATTACHMENT H

(Document accessible at <http://www.flrules.org/Gateway/reference.asp?No=Ref-06180>)

Training Requirements for Administering and Proctoring the Statewide Assessments, 2015

In accordance with s. 1008.24(3)(b), F.S., district employees shall successfully complete the following training requirements prior to administering or proctoring the statewide assessments required under s. 1008.22, F.S. Training requirements must be met for each assessment administration within a school year.

District Assessment Coordinators shall be responsible for ensuring that the training requirements for coordinating, administering, and proctoring statewide assessments are completed in their district.

School Assessment Coordinators shall be responsible for ensuring that the training requirements for administering and proctoring statewide assessments are completed in their school, as required.

Test Administrators are responsible for administering statewide assessments to students. Test Administrator training must cover the following responsibilities, policies, and topics:

- Reading the test administration security policies and procedures, test administrator responsibilities, and administration scripts for the assessments they will administer, including, if applicable, accommodations portions of the test administration manuals;
- Reading the test security statute (s. 1008.24, F.S.) and Rule 6A-10.042, F.A.C.;
- Daily test administration schedules and the amount of time allocated for each test session they will administer;
- The following responsibilities and requirements, as applicable for the assessments they will administer:
- Retrieving secure and non-secure test materials from School Assessment Coordinators immediately prior to testing;
 - Distributing secure and non-secure test materials to students, as directed in test administration scripts;
 - Collecting secure and non-secure test materials from students immediately after testing;
 - Providing and collecting required and allowable ancillary materials for students by subject test and test session (e.g., calculators, work folders);
 - Returning secure and non-secure test materials to School Assessment Coordinators immediately after testing each day;
 - Following all instructions in the test administration scripts;
 - Reading test administration scripts VERBATIM to students immediately prior to beginning the test session;
 - Ensuring that students do not have electronic devices or access to unauthorized aids, including visual aids posted in classrooms, prior to or during testing;
 - Creating, managing and closing test sessions in the Test Delivery System for computer-based assessments;

- Monitoring the testing room at all times during testing;

Rule 6A-10.042

- Protocols that must be followed during breaks in testing or individual student restroom breaks;
- Providing the correct amount of time for each test session;
- Maintaining required documentation, including administration information, seating charts, and security logs;
- Contacting the School Assessment Coordinator in case of an emergency or one of the following situations:
 - A student has not participated in a required practice test session;
 - A computer-based testing student has technical difficulties;
 - A student refuses to acknowledge the testing rules;
 - A student is unable (e.g., too ill) to start or finish the test; or
 - A disruption occurs (e.g., a technical disruption, power outage, disruptive behavior).
- Providing accommodations correctly to students with disabilities in accordance with Rule 6A-19.001 and Rule 6A-1.0943, F.A.C., as well as each student's Individual Education Plan or Section 504 Plan, for individuals administering assessments to students with disabilities;
- Providing accommodations correctly to English Language Learners in accordance with Rule 6A-6.09091, F.A.C., for individuals administering assessments to English Language Learners; and
- Reporting testing irregularities or missing materials to the School Assessment Coordinator.

Proctors assist Test Administrators by monitoring the testing room during testing. Proctors are permitted to perform other duties to assist the test administrator, such as distributing non-secure materials (e.g., pencils, planning sheets) and contacting school staff during testing, but they may not handle secure test materials or administer assessments or accommodations to students. Proctor training must cover the following topics:

- Reading the test administration security policies and procedures portion of the test administration manuals for assessments they will proctor;
- Monitoring the testing room at all times during testing;
- Distributing and collecting non-secure test materials;
- Allowable accommodations that will be provided to students in the testing room, if applicable;
- Distributing and collecting non-secure test materials;
- Contacting school staff in case of an emergency, disruption, or technical difficulty; and
- Reporting testing irregularities or test administrator misconduct to the School Assessment Coordinator.

SAFETY GUIDELINES ADDENDUM

These safety guidelines are intended to help prepare school sites, school assessment coordinators, test administrators, proctors, and students for implementation of the FSA and NGSSS test administrations throughout the 2020-2021 school year. Please note these guidelines may change based on updates from the CDC, district, and local conditions at your school. Furthermore, these guidelines are not intended to conflict with federal, state, and local laws and regulations with which the district and schools should comply. It is also recommended that you continue to monitor local information and make changes/updates, as deemed necessary, to ensure that health and safety are prioritize.

Requirements for School Sites

- Clean and disinfect rooms prior to each testing session in accordance with CDC guidelines.
- Conduct frequent cleaning of “high touch” surfaces, such as door handles and restrooms throughout the test day.
- Provide hand sanitizer and sanitizing wipes preferably at designated stations that are easily accessible.
- Ensure all restrooms are adequately stocked with soap, materials for drying hands, and waste receptacles.
- Monitor that face masks are being utilized by school staff and students at all times.
- Post COVID-19 safety related signage throughout the school site prior to the first day of testing so that it visible to school staff and students.
- Designate locations as “entrance only” and “exit only” to account for controlled flow of student traffic, prevent crowding, and to ensure six feet of social distancing is met.
- Ensure that students maintain social distancing at all times.

Recommendations for School Sites

- Identify additional facilities available for testing (gymnasiums, computer labs, auditoriums, cafeterias) to optimize social distancing guidelines.
 - Contact ITS to verify connectivity if large facilities, not normally used for testing, are identified.
- In typical computer labs, skip stations between students for 6 ft. distancing.
- Staggered arrival times and reception station is suggested, with social distancing in place.
 - Place visual signs on the floor measuring six feet apart where students should stand during the check-in process.
- Establish procedures for dismissing students to continue social distancing.
 - Close communal areas of the school, where students could gather.
- Schedule one session per day to minimize access to computer stations.
 - Assign same station to students back-to-back on subsequent administration days.
- Recommend students to bring their own headphones or school should provide disposable earbuds.
- Have students bring their own pencils or provide sufficient numbers so that they need not be returned (or disinfect after use).
- Arrange for breakfast and lunch for participating students, following safety protocol.
- Develop a protocol to be used for restrooms.
- Propagate an adequate number of support staff to ensure adherence to safety guidelines are maintained at all times.
- Ensure additional trained test administrators and proctors are available in case staff members become ill and cannot proctor testing.
- Secure provision of transportation of students to school, as needed.

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. Jennifer Fernandez, Staff Specialist
jfernandez9@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. Darma Rodriguez,
District Coordinator
darmarodriguez@dadeschools.net

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

INFORMATION TECHNOLOGY SERVICES (ITS)

Infrastructure and System Support:

Mr. Armando J. Machado, Director
arm@dadeschools.net

Telephone Number: 305-995-3348

ITS Technical Support Hotline: 305-995-3377
TestTechSupport@dadeschools.net

Florida Help Desk: 866-815-7246
FloridaHelpDesk@CambiumAssessment.com

