FALL 2015

FLORIDA STANDARDS ASSESSMENTS (FSA) ENGLISH LANGUAGE ARTS (ELA) RETAKE, FLORIDA COMPREHENSIVE ASSESSMENT TEST (FCAT) 2.0 READING RETAKE, AND NEXT GENERATION SUNSHINE STATE STANDARDS (NGSSS) END-OF-COURSE (EOC) ASSESSMENTS

SCHOOL ASSESSMENT COORDINATOR TRAINING PACKET

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

Miami-Dade County Public Schools

Fall 2015
Florida Standards Assessments (FSA) English/Language Arts (ELA) Retake,
Florida Comprehensive Assessment Test (FCAT) 2.0 Reading Retake, and
Next Generation Sunshine State Standards (NGSSS) EOC

	School Assessment Coordinator	Technology Coordinator
September 1 or 3	Optional CBT (FSA, FCAT 2.0, and EOC) training for new test chairpersons at ITS computer lab.	-
September 28- October 9	View Fall 2015 FSA, FCAT 2.0, and NGSSS EOC Retake Assessments Screencast Training.	Ensure computer workstations have been identified that meet minimum specifications. Install visual barriers. For FSA: Download the Secure Browser to student stations and ensure it is running properly For PearsonAccess: Install Proctor Cache and Configure browser settings for the Proctor Cache computer.
	Complete the Screencast Verification Form located at: https://www.surveymonkey.com/r/H9JJBJG for FSA and FCAT 2.0 Retakes and https://www.surveymonkey.com/r/H9GLWFL for NGSSS EOCs.	
	Complete training test administrators and proctors.	
	Create accounts and reset passwords for test administrators in TIDE and Pearson (optional).	
October 5	Deadline for adult education students to register for the Retake administrations, as eligible.	-
October 5-8	Comet Services delivery of FSA, FCAT 2.0 and NGSSS EOC test documents (for students with eligible accommodations regular print, Large Print, Braille, Reading and Writing Passage Booklets and One-item-per-page), CBT work folders, and CBT worksheets. Verify shipment.	-
	Adult Education Centers: Pick up FSA and FCAT 2.0 Retakes and NGSSS EOC test materials at TDC.	
October 12-16	**FSA and FCAT 2.0 Retakes and NGSSS EOC PBT:** (eligible students with accommodations)	-
October 12-23 (Writing) October 12-30 (Reading)	**FSA ELA Retake CBT**: In the FSA TA Interface, test administrators will create and start the test session, approve students to test, monitor test sessions, pause students as needed, and stop the test session.	-
October 12-23	**FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake, Biology, Civics, and US History EOC CBT**: In PearsonAccess, school assessment coordinators will manually START test sessions, monitor test sessions, resume students as needed (optional for TA), and stop the test session.	Run Proctor Caching during testing. Assist test administrators and school assessment coordinator during testing.
October 16-19*	Hand-deliver to TDC "**To Be Scored**" **and "Not To Be Scored"** paper-based accommodations (regular print, Large Print, Braille, and One-item-per-page) for FSA and FCAT 2.0 Retakes and NGSSS EOC Assessments.	-
October 23*	**FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOC CBT Administrations:** In PearsonAccess, mark tests complete and STOP test sessions. Invalidate student results, if applicable. Delete PDF copies of Student Authorization Tickets and Session Rosters from computer. Complete the School Assessment Coordinator Comment Form online.	Purge NGSSS EOC test content from Proctor Caching station after testing. Complete the School Technology Coordinator Comment Form online.
October 30*	**FSA ELA Retake CBT Administrations:** Invalidate student results, if applicable. Test Administrators and School Assessment Coordinators complete the appropriate comment form online.	Complete the School Technology Coordinator Comment Form online.
December 16*	**Hand-deliver to TDC the District Assessment Coordinator Only Box.**	-

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

MIAMI-DADE COUNTY PUBLIC SCHOOLS

**Summary of Florida Standards Assessments (FSA)
English/Language Arts (ELA) Reading and Writing Retake,
Florida Comprehensive Assessment Test (FCAT) 2.0 Reading Retake, and
Next Generation Sunshine State Standards (NGSSS) Algebra 1 Retake, Biology 1,
Civics, and US History EOC Assessments
Test Administration Procedures**

Note: This material does not cover every aspect of the Fall 2015 FSA, FCAT 2.0, and NGSSS EOC 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 Manuals.

The Fall 2015 Florida Standards Assessments (FSA) English Language Arts (ELA) Retake will be administered at senior high schools and alternative/ESE centers to eligible students during **October 12-23** for the Writing component and **October 12-30** for the Reading component.

Additionally, the Fall 2015 Florida Comprehensive Assessment Test (FCAT) 2.0 Reading Retake and the Next Generation Sunshine State Standards (NGSSS) Algebra 1 Retake, Biology 1, Civics, and US History End-of-Course (EOC) Assessments will be administered at selected K-8 centers, middle schools, senior high schools, alternative/ESE centers, and adult centers to eligible students during **October 12-23**.

The FSA ELA Writing Retake must be administered before the ELA Reading to ensure the Writing test is completed by October 23rd. The ELA Reading Retake may be administered an additional week but must be completed by October 30th. Please note that students must complete both components (Writing and Reading) to receive an ELA Retake score.

FCAT 2.0 Reading Retake, and NGSSS Algebra 1 Retake, Biology 1, Civics, and US History tests may be administered in any order, by school, based on the needs of students within a school. One subject does not need to be completed before another begins, and subject tests may be administered concurrently.

All paper-based accommodations (Regular Print, Large Print, Braille, or One-item-per-page) for eligible students must be administered on <u>October 12 -16</u>, while the computer-based test administrations may be scheduled anytime during the testing window but must be completed by the last date of each testing window.

FSA ELA Retake	Sessions*
ELA Writing	One 120-minute session
ELA Reading	Two-90 minute sessions, over 2 days

*Students may work up to the length of half of a typical school day, if needed, for all ELA Retake sessions.

FCAT 2.0 and NGSSS	Sessions*
Reading Retake	Two-half day sessions, over 2 days
Algebra 1 Retake, Biology 1, Civics, and US History EOC	One-160 minute session*

*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.

The FSA ELA Retake is a Computer-Based Test (CBT), and all eligible students will be participating using the updated FSA Secure Browser. Please go to **http://www.fsassessments.org/** for technical specifications and resources for this new platform. Note that FSA paper-based administrations will be available for eligible students as documented on an IEP or Section 504 plan and accommodated CBT test forms (e.g., text-to-speech and masking) are also available via the FSA Secure Browser during this administration. Reading and Writing Passage Booklets are also available to eligible students taking the computer-based FSA ELA Retake who have accommodations requiring their use identified in IEPs or Section 504 plans.

In addition, all eligible students must participate in a (ELA Writing/Reading) Training Test session conducted at their school to familiarize themselves with the different features of the FSA Secure Browser prior to the administration of the operational test(s). In addition, all students who will use the CBT accommodations of text-to-speech, via the FSA Secure Browser platform, must participate in a training test with the text-to-speech accommodation during this administration.

The FCAT 2.0 Reading Retake and the NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOC are Computer-Based Tests (CBT), and all eligible students will be participating using the TestNav 8 platform. Please go to **www.FLAssessments.com/TestNav8** for technical specifications and resources for this new platform. Note that paper-based administrations will be available for eligible students as documented on an IEP or Section 504 plan and accommodated CBT test

forms (e.g., text-to-speech and masking) are also available via TestNav 8 for all assessments during this administration. Reading Passage Booklets are also available for eligible students taking the computer-based FCAT 2.0 Reading Retake who have accommodations requiring their use identified in IEPs or Section 504 plans.

Additionally, all eligible students must participate in an ePAT session via PearsonAccess for the specific test(s) they are scheduled to take (Reading Retake, Algebra 1 Retake, Biology 1, Civics, and US History) conducted at their school to familiarize themselves with the different features of the TestNav 8 testing platform prior to the administration of the operational test(s). Students who have previously participated in an ePAT for the subject test they will take are NOT required to participate in an ePAT session for this administration; however, these students should be encouraged to access the ePAT and practice on their own.

STUDENT ENROLLMENT

For the Fall 2015 administration of the FSA ELA Retake, FCAT 2.0 Reading Retake, and NGSSS Algebra 1 Retake, Biology 1, Civics, and US History Assessments, Enrolled senior high school and alternative education center students are not required to pre-register to take the test. School staff is responsible for identifying their enrolled students who need to participate in these administrations, notifying them about the test, and assigning them to testing rooms.

All other test takers (non-enrolled senior high school students, Credit Acceleration Program (CAP) and Adult Education students) must pre-register at an open site by **Monday, October 5** to participate in the Fall 2015 FSA, FCAT 2.0, and NGSSS EOC administrations to ensure that sufficient materials and proctors are available for the test administration.

Pre-registration is critical because it facilitates:

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

The *Miami-Dade County Public Schools FSA, FCAT 2.0, AND 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 computer-based testing practice tests (Training Test for FSA ELA Retake and the ePAT for FCAT 2.0 Reading Retake and NGSSS EOC assessments).

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

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

ADMISSION OF STUDENTS TO TESTING

Each test administrator must have a list of those students who are assigned to test in his/her room for each session. The list must have the student's name and Florida identification number. Students' photo identification must be checked before unfamiliar students are admitted to a testing room. Only those students who are on the pre-assigned list for a testing room and who have photo identification will be admitted to a test session.
Tardy registered students are **not** to be admitted to a testing room once the session has started and instructions have been given. They must be rescheduled for a make-up session.

ROLES AND RESPONSIBILITIES FOR IMPLEMENTING TESTING PROGRAMS AT SCHOOL SITES

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

Principal

The principal is responsible for ensuring that tests are administered in accordance with professional test administration procedures, as outlined in the administration manuals,

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

School Assessment Coordinator

The school assessment coordinator is responsible for organizing and monitoring testing programs at the school level in accordance with the procedures outlined for each program. Primary responsibilities for the CBT administrations include: attending and/or viewing district training sessions; planning and implementing test administrations; creating FSA test administrator accounts in TIDE; creating test administrator accounts in Pearson to resume tests (optional); training test administrators and proctors; arranging for testing locations; verifying receipt of test materials; verifying and managing student information in TIDE and Pearson; 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 and Pearson; maintaining all required records and documentation; returning test materials for scoring; maintaining the confidentiality of student test records; and completing the School Assessment Coordinator Checklist as stated in the *Test Administration Manuals* and available online.

Technology Coordinator

The technology coordinator is responsible for assisting the school assessment coordinator in the implementation of the computer-based test administration. The FSA Portal accessed at www.fsassessments.org and PearsonAccess accessed at www.FLAssessments.com/TestNav8 provide instructions and information that technology coordinators will need to prepare schools for FSA, FCAT 2.0, and NGSSS EOC computer-based testing. The technology coordinator is responsible for reading and becoming familiar with all of the information provided in the resources prior to each test administration. Primary responsibilities include: ensuring that all computers meet the minimum system requirements; downloading the FSA Secure Browser to student workstations for FSA test administrations; downloading and installing the proctor cache software on the proctor cache computers and configuring browser settings to cache test content in PearsonAccess for FCAT 2.0 and NGSSS EOC tests; assisting test administration staff during the administration sessions to assist with any technical difficulties that may develop; monitoring system usage during the administration; purging test content from the proctor caching computer(s) on for the PearsonAccess

FCAT 2.0 and NGSSS EOC tests; and completing the Technology Coordinator Checklist as stated in the *Test Administration Manuals* and available online.

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 particular test may serve as test administrators. Primary responsibilities include: attending required training sessions; creating a password for FSA Interface access; creating or resetting the PearsonAccess password (optional to resume students as needed); establishing appropriate conditions in the testing room that include installing visual barriers for computer-based testing, distributing CBT work folders and CBT worksheets (if applicable), and returning student test materials. For FSA CBT tests, creating test sessions, approving students, pausing students for breaks, monitoring test sessions, and stopping the test session. For FCAT 2.0 and NGSSS EOC CBT tests, monitoring and resuming students, if applicable. In addition, accounting for all assigned materials; strictly adhering to test scripts and directions; actively monitoring students during the testing session; following security procedures to ensure a standard administration; and completing the Test Administrator Checklist as stated in the *Test Administration Manuals 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 particular test may serve as proctors. However, non-certificated employees may only assist in distributing and collecting student test materials under the direct supervision of a certificated test administrator, and may not administer the test, read test scripts, or have sole responsibility for the test materials. In addition, parents or other community volunteers who are trained in proctoring and test security may serve as test proctors, but **proctors who are not employees may not handle any test materials or be left alone with students or test materials at any time.** Note that proctors may not be assigned to proctor in a family member's classroom or at the same grade level as the family member.

Relief Staff

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

ASSIGNMENT AND TRAINING OF TEST ADMINISTRATORS AND PROCTORS

<u>Who may serve as test administrators?</u> Certified instructional staff (e.g., teachers, counselors, media specialists) who have received appropriate training related to test administration and test security procedures may serve as test administrators.

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

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Required Ratio

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

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

Use of Non-School Personnel as Proctors

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

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

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

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 a screencast that may be accessed at http://oada.dadeschools.net/Screencasts/TestSecurity/TestSecurity.html and played as part of the training session.

DISTRICT MONITORING OF FSA, FCAT 2.0, AND EOC ADMINISTRATIONS

In order to ensure that district and statewide assessment programs 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 FSA, FCAT 2.0, AND NGSSS EOC

Eligible students to test for the Fall 2015 FSA ELA Retake, FCAT 2.0 Reading Retake, and/or NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOC assessments include students that are currently enrolled or completed an eligible course during the 2014-15 school year, and have not yet tested for the respective NGSSS EOC assessment and/or students who failed the Grade 10 FSA ELA, FCAT 2.0 Reading Retake, and/or NGSSS Algebra 1 Retake EOC required for graduation. In addition, students in the credit acceleration program (CAP) wishing to "test for credit" may also take any of the NGSSS EOC assessments.

The FSA ELA Retake, FCAT 2.0 Reading Retake, and all NGSSS EOC assessments are computer-based test (CBT) only; accommodated CBT forms (text-to-speech and masking) are available as noted on the student's IEP or Section 504 plan.

PREPARING ANSWER DOCUMENTS AND PREIDENTIFIED STUDENT LABELS

Please note that students using paper test documents for the paper-based test administrations should not be listed as taking a CBT in TIDE or in PearsonAccess. Schools will NOT receive pre-identified student labels for eligible students with paper-based accommodations.

For paper-based FSA test administrations, school assessment coordinators must print PreID labels from TIDE on the blank On Demand PreID labels provided as instructed in the *TIDE User Guide* and affix to the FSA ELA Retake test documents before the students take the paper-based test.

For the FCAT 2.0 and NGSSS EOC tests, students with eligible paper-based accommodations, school assessment coordinators must hand-grid the documents for the FCAT 2.0 Reading Retake and the NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOC test documents according to the instructions in the *Fall/Winter 2015 NGSSS EOC and Retake Test Administration Manual.*

SCHEDULING STUDENTS FOR CBT

School assessment coordinators will view and verify student information online for CBT administrations. Schools will have pre-identified student information available in TIDE (for FSA ELA Retake) and in PearsonAccess (for FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOC) for students that were enrolled at the school.

Platform	Assessment	PreID Date
TIDE FSA Secure Browser	FSA ELA Retake	September 18
PearsonAccess (Blue site) TestNav 8	FCAT 2.0 Reading Retake	September 11
PearsonAccess (Blue site) TestNav 8	NGSSS Algebra 1 Retake, Biology 1, Civics, and US History	September 11

New students enrolled/registered at the school after the PreID date will not be included in TIDE or PearsonAccess. Schools must add any new students who enroll after **September 11th for NGSSS and September 18th for FSA** and are eligible based on the students to be tested requirements for each assessment as noted in the *Test Administration Manuals.* Refer to the *TIDE User Guide* for directions on adding students for the FSA ELA Retake and the *Fall/Winter 2015 NGSSS EOC and Retake Test Administration Manual* to add students in PearsonAccess for the FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOC tests.

Verify the information on the computer (TIDE and PearsonAccess) against your lists generated from the student information database. For the FSA ELA Retake test, if the Student Florida ID Number is incorrect in TIDE, the student record must be deleted and re-entered with the correct information. Refer to the *TIDE User Guide* to delete the student and to add the new student record. If any other student information is incorrect (i.e. date of birth, grade level) in TIDE, the student record must be corrected but can be used. For the FCAT 2.0 Reading Retake and the NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOC assessments in PearsonAccess, the Student Name and Student Florida ID Number must be correct. If this information is incorrect, the student record must be deleted and reentered with the correct information, refer to the *Fall/Winter 2015 NGSSS EOC and Retake Test Administration Manual* to delete and add a student record in PearsonAccess.

After verifying student information in PearsonAccess for the FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOC tests, school assessment coordinators must create test session and maintain a list of all test sessions. The technology coordinator must configure browser settings for the Proctor Cache computer to allow the school assessment coordinators to cache test content for all test sessions.

For the FSA ELA Retake test, school assessments will need to generate class lists to provide to the test administrator to capture all required administration information. However, for the FCAT 2.0 Reading Retake and the NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOC tests, schools can use the Session Roster (Attachment E) (list of students tested in the same test session) generated in PearsonAccess to capture required administration information. In addition, the school assessment coordinator will need to print the CBT test tickets (FSA tests) and Student Authorization Tickets (FCAT 2.0 Retake and NGSSS EOC tests) (Attachment E) which students use to log into the FSA Secure Browser (FSA ELA Retake) and into TestNav 8 (FCAT 2.0 Retake and NGSSS EOC tests) for computer-based testing. Each ticket is a secure test document which contains the First Name and Username for students to log into the FSA Secure Browser; and the TestNav 8 URL, Username and a Password to log into TestNav 8 for the FCAT 2.0 Retake and NGSSS EOC tests. **The tickets and rosters are secure documents and must be placed in a secure limited access location.**

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

Prior to beginning the **FCAT 2.0 Retake** and **NGSSS EOC CBT** session each day of testing, the school assessment coordinators must ensure that the test session(s) are

started and the Proctor Cache computer is turned on and running for the scheduled test sessions.

SPECIAL PROGRAM STUDENTS

Students from the Special Programs (Florida Virtual School Program: *Full Time K-8 School (71/0300) and High School* (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 2015 FSA, FCAT 2.0, and NGSSS EOC test administrations, as eligible. A list of students assigned to your school will be sent via email to selected principals and school assessment coordinators.

Special Program students from the Miami-Dade Online Academy K-12 and Florida Home Education who are eligible for any of the FSA, FCAT 2.0, and NGSSS EOC CBT tests will be added to TIDE or PearsonAccess by District staff; any Florida Virtual School Program Full Time K-8 School (71/0300) and High School (71/0400) students eligible for any FSA, FCAT 2.0, and NGSSS EOC CBT tests will be set up in TIDE or PearsonAccess by FLVS staff.

For the FSA ELA Retake assessment, District staff will forward the CBT test tickets to the principal and school assessment coordinator at the assigned school. For the FCAT 2.0 Reading Retake and NGSSS Algebra 1, Biology 1, Civics, and US History EOC assessments, District staff will add the students to a DISTRICT test session in PearsonAccess (**DISTRICT ALG** for Algebra 1 Retake, **DISTRICT BIO** for Biology 1, **DISTRICT CIV** for Civics, and **DISTRICT HIS** for US History EOC). School staff will print the Student Authorization Tickets for eligible students taking a FCAT 2.0 or NGSSS EOC test.

School assessment coordinators will assign a testing room and distribute the CBT work folders, CBT worksheets, if applicable to the registered Special Program students. For the FSA ELA Retake test, 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 ELA Retake test, the student opens the FSA Secure Browser, enters the First Name (as it appears on the test ticket), the Username, and the Session ID that was provided by the test administrator (after the test session is created). If a student is logged out during a FSA ELA 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. To log into the FCAT 2.0 Retake and NGSSS EOC tests, the student types the URL on the ticket to access the TestNav8 Sign in screen and enters the Username and Password as noted on the Student Authorization Ticket. If a student is logged out during the FCAT 2.0 Retake or NGSSS EOC test session, the school assessment coordinator must contact FLVS staff to have the student resumed to continue testing. **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

Selected K-8 centers, middle schools, senior high schools, alternative education centers, and adult centers will be receiving allocations of Fall 2015 FSA ELA Retake, FCAT 2.0 Reading Retake, and NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOC test materials based on the number of students enrolled at the school as of **September 18, 2015.**

A courier delivery service will deliver test materials to selected K-8 centers, middle schools, senior high schools, and alternative education centers on October 5-8, 2015. Adult Centers that will administer the FCAT 2.0 and NGSSS EOC tests will pick-up the test materials at the Test Distribution Center (TDC) by October 8th.

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

MATERIALS PROCEDURES

School assessment coordinators are to follow all materials handling procedures specified in the *Test Administration 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 ELA Retake, FCAT 2.0 Reading Retake, and NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOC test materials are received, immediately **verify the counts** and sequence numbers of materials received against packing list.

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

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

- **Shrink-wrapped packages of secure materials may be opened no sooner than <u>one (3) days (on October 7, 2015)</u> prior to the administration of FSA ELA Retake, FCAT 2.0 Reading Retake, and NGSSS EOC assessments. <u>NO EARLIER</u>.**

- Only the school test coordinator and persons designated by the school site administrator may prepare test materials. All handling, including affixing of labels and hand-gridding, must be done in a limited-access area. Students are **not**

permitted to assist in this process or to handle test materials before or after testing.

- All test materials, including CBT work folders 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 and computer-based testing in all rooms, including make-up sessions. A sample seating chart is provided as Attachment F.

MATERIALS RETURN TO THE TEST DISTRIBUTION CENTER

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

For the Fall 2015 FSA, FCAT 2.0, and NGSSS EOC test administrations, **schools are to hand deliver all TO BE SCORED and NOT TO BE SCORED** paper-based test materials, including Regular Print, Large Print, One-Item-per-Page, and Braille accommodations, **and the DISTRICT ASSESSMENT COORDINATOR ONLY BOX** to TDC, by 3:30 pm on the scheduled dates, refer to Friendly Reminder.

STATE AND DISTRICT REQUIRED FORMS

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

- The *Administration Record/Security Checklist* (sample provided in Appendix D in *Test Administration Manuals)* must be used to capture all required administration information for all paper-based and computer-based administrations (Session Roster from PearsonAccess can be used for the FCAT 2.0 and NGSSS EOCs) and to maintain a list of the number of documents and range of security numbers assigned to each test administrator for every day of testing. Each school's prepopulated Security Checklist for the FCAT 2.0 and NGSSS EOC administrations will be available in Excel and CVS format at www.PearsonAccess.com/fl. The school assessment coordinator must sign into

the PearsonAccess Operational Site for the FCAT 2.0 and NGSSS EOC, using their unique username and password. Note, the test administrator must sign for receipt of the test materials when issued; the school assessment coordinators must sign for receipt of materials upon their return after testing.

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

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

- *Test Administrator Prohibited Activities Agreement* must be signed and read affirming that test administrators understand prohibited activities during the test administration and possible consequences of inappropriate behavior (Appendix D in *Test Administration Manuals*).

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

- Attendance rosters, seating charts, and test group codes (Session ID for the FSA computer tests) define groups tested together and help to maintain a record of student room assignments. For the FSA computer-based tests, the Session ID serves as the test group identifier. However, for all other testing groups including, FSA paper based, FCAT 2.0 and NGSSS EOC paper and computer-based groups, the test group codes must be assigned and used**.** 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.

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

Procedures for Florida Home Education Program (FHEP) Students (13/9998)
Participating in the Fall 2015 NGSSS EOC Assessments

FHEP Student Registration

1. In order to participate in the Fall 2015 NGSSS Biology 1, Civics, and US History administrations**,** parents and guardians of Florida Home Education Program (FHEP) students must register at the Division of Attendance Services.

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

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

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

Scheduling FHEP Students for Computer-Based Testing

4. Eligible FHEP students taking NGSSS Biology 1, Civics, and US History EOC will take the CBT version for each assessment.

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

    a. For PearsonAccess (TestNav8) NGSSS EOC CBT Assessments, District staff will create and place eligible students in test session called DISTRICT BIO for Biology 1, DISTRICT CIV for Civics, and DISTRICT HIS for the US History, as applicable. School assessment coordinators will be able to print Student Authorization Tickets for the students and resume students, if needed. They will also be able to START and STOP the test session(s). Note that the Student Authorization tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents.

        i. Student Authorization Tickets must be provided to the appropriate FHEP student.
        ii. Students will use their Student Authorization Ticket with the unique USERNAME and PASSWORD to log into TestNav8 from their assigned school.

6. School assessment coordinators will need to assign a testing room and distribute Student Authorization Tickets (for TestNav8), CBT work folders, and CBT worksheets (if 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 School Program Students
Participating in the Fall 2015 FSA, FCAT 2.0, and NGSSS End-of-Course (EOC) Assessments

FLVS Florida Virtual School Program Student Registration

1. Students enrolled in the **Florida Virtual School Program Full-Time (FLVS-FT)** (K-8 School (71/0300) and High School (71/0400)) **must** participate in the Fall 2015 FSA ELA Retake, FCAT 2.0 Reading Retake, and NGSSS Algebra 1 Retake (students with a NGSSS Algebra 1 score who have not yet passed the graduation test), Biology 1, Civics, and US History EOC administrations**.** For the Fall 2015 FSA, FCAT 2.0, and NGSSS 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. **Parents will contact the test chairperson at the assigned school to request a date, time, and instructions for testing.**

Scheduling Florida Virtual School Program Students for Computer-Based Testing

2. Eligible Grades 6-12 FLVSFT student taking FSA ELA Retake, FCAT 2.0 Reading Retake, and NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOC will take the CBT version for each assessment.

3. Students from the Florida Virtual School Program will test at their assigned school for the Fall 2015 FSA, FCAT 2.0, and NGSSS EOC administrations. All FLVSFT students who are eligible for the computer-based testing will be set up in TIDE for the FSA ELA Retake and in PearsonAccess for the FCAT 2.0 Reading Retake and NGSSS EOC assessments by FLVSFT staff.

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

    b. For PearsonAccess (TestNav8) FCAT 2.0 and NGSSS EOC CBT Assessments, the Student Authorization Tickets for the students will be emailed to the principal and school assessment coordinator at the assigned schools. **Please note if a FLVS-FT student is disconnected from the TestNav 8 computer-based test session, the school assessment coordinator must contact the FLVS-FT Office for assistance. Contact information is available on the test ticket. Please have the student's first and last name to enable FLVS-FT staff to resume a student's test**
        i.   Student Authorization Tickets must be provided to the appropriate FLVSFT student.
        ii. Students will use their Authorization Ticket with the unique USERNAME and PASSWORD to log into TestNav8 from their assigned school.

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4. School assessment coordinators will need to assign a testing room and distribute CBT test tickets (for FSA Secure Browser), Student Authorization Tickets (for TestNav8), CBT work folders, and CBT worksheets (if 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 Florida Virtual School Program Office for distribution and these students' scores will not be included in your school summary reports.

Procedures for Miami-Dade Online Academy K-12 (MDOA) Program Students (13/7001) Participating in the Fall 2015 FSA, FCAT 2.0, and NGSSS End-of-Course (EOC) Assessments

MDOA K-12 Program Student Registration

1.   Students enrolled in the **Miami-Dade Online Academy K-12 (MDOA) Program must** participate in the Fall 2015 FSA ELA Retake, FCAT 2.0 Reading Retake and NGSSS Algebra 1 EOC Retake (students with a NGSSS Algebra 1 score who have not yet passed the graduation test), Biology 1, Civics, and US History EOC administrations**.** For the FSA, FCAT 2.0, and NGSSS EOC assessments, parents and guardians of Miami-Dade Online Academy K-12 students will receive notification from Miami-Dade Online Academy K-12 Program advising them of the designated testing location. Student Assessment and Educational Testing (SAET) will notify these designated schools so that preparations can be made for these students. **Parents will contact the test chairperson at the assigned school to request a date, time, and instructions for testing**

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

2.   All MDOA students taking FSA ELA Retake, FCAT 2.0 Reading Retake, and NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOC will take the CBT version for each assessment.

3.   Students from the MDOA will test at their assigned school for the Fall 2015 FSA ELA Retake, FCAT 2.0 Reading Retake, and NGSSS EOC administrations. All MDOA students who are eligible for the computer-based testing will be set up by District staff in TIDE for the FSA assessments and in PearsonAccess for the FCAT 2.0 and NGSSS EOC Assessments.

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

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

   b.   For PearsonAccess (TestNav8) FCAT 2.0 and NGSSS EOC CBT Assessments, District staff will create and place eligible students in test session called **DISTRICT ALG** for Algebra 1 Retake, **DISTRICT BIO** for Biology 1, **DISTRICT CIV** for Civics, and **DISTRICT HIS** for the US History, as applicable. School assessment coordinators will be able to print Student Authorization Tickets for the students and resume students, if needed. They will also be able to START and STOP the test session(s). Note that the Student Authorization tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents.
      i.   Student Authorization Tickets must be provided to the appropriate MDOA student.
      ii. Students will use their Student Authorization Ticket with the unique USERNAME and PASSWORD to log into TestNav8 from their assigned school.

4. School assessment coordinators will need to assign a testing room and distribute test tickets (for FSA Secure Browser), Student Authorization Tickets (for TestNav8), CBT work folders, and CBT worksheets (if applicable) to registered students taking the computer-based tests.

MDOA K-12 Program Individual Student Reports

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

ATTACHMENT A

MIAMI-DADE COUNTY PUBLIC SCHOOLS
FSA, FCAT 2.0, AND EOC ASSESSMENTS REGISTRATION FORM

Computer Based Test (CBT) Administrations:

FCAT 2.0 Retake*	**NGSSS* End-of-Course Assessments (EOC)**	**FSA****
_____ Reading	_____ Algebra 1 Retake	____English/Language Arts (ELA) Writing
	_____ Biology 1	____English Language Arts (ELA)
	_____ Civics	____Algebra 1 EOC
	_____ US History	____Geometry EOC
		____Algebra 2 EOC

STEP 1: STUDENT DETAILS

1. **Florida Student ID#** [| | | | | | | X]   **ISIS Student ID #** (if applicable) [1 | 3 | 0 | | | | | |]

2. Student Last Name (All caps)

3. Student First Name (All caps)

4. Student Middle Initial (Cap)

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

STEP 2: TEST REGISTRATION DETAILS

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

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

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

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

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

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

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

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

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

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

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

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

*TestNav 8 CBT ePAT (Practice Tests) are available at www.FLAssessments.com/ePAT.
**FSA CBT Training Tests are available at www.FSAssessments.org.   FM-7276 (01-15)

ATTACHMENT B
MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL PROCEDURAL CHECKLIST

FALL 2015 FLORIDA STANDARDS ASSESSMENTS (FSA), FLORDIA COMPREHENSIVE ASSESSMENT TEST (FCAT) 2.0, AND/OR NEXT GENERATION SUNSHINE STATE STANDARDS (NGSSS) EOC ASSESSMENT
TESTING PROGRAMS

Documentation that the **FALL 2015 FSA ELA RETAKE, FCAT 2.0 READING RETAKE, AND/OR NGSSS EOC ASSESSMENTS** at each school was supervised by the principal in accordance with the guidelines and procedures established by Miami-Dade County Public School district is required. This form must be completed by the school principal and the School Assessment Coordinator; include the original completed form in the District Assessment Coordinator Only box and retain a copy at the school for one year following administration. If any item was marked "No", a written report of any exceptions to the procedures below must be attached to this checklist when submitted.

We certify that, to our knowledge, all guidelines and procedures outlined in the **FALL 2015 FSA ELA RETAKE, FCAT 2.0 READING RETAKE, AND/OR NGSSS EOC** Program Guide / Test Administration Manuals for computer-based and / or paper-based administrations have been strictly adhered to at this school, and that each of the following specific processes have taken place as prescribed; as noted below:

Yes   No

___   ___   All **FALL 2015 FSA ELA RETAKE, FCAT 2.0 READING RETAKE, AND/OR NGSSS EOC** testing materials were received and counted, and any discrepancies were reported and reconciled with the Test Distribution Center prior to the test administration. After reconciliations, if any, our school had sufficient quantities of **FALL 2015 FSA ELA RETAKE, FCAT 2.0 READING RETAKE, AND/OR NGSSS EOC** materials to conduct testing.

___   ___   Prior to the test administration, all staff involved in the **FALL 2015 FSA ELA RETAKE, FCAT 2.0 READING RETAKE, AND/OR 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 **FALL 2015 FSA ELA RETAKE, FCAT 2.0 READING RETAKE, AND/OR 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 **2015 FSA, FCAT 2.0, AND NGSSS EOC CBT** manuals. Any missing materials were reported, by telephone and in writing, to Student Assessment and Educational Testing.

___   ___   Following computer-based testing, all content was purged from the Proctor Caching computer(s) according to the guidelines in the **2015 FCAT 2.0 AND NGSSS EOC CBT** manual.

___   ___   All "To Be Scored" documents were delivered to their prescribed destination on the designated date(s).

___   ___   All "Not To Be Scored" materials have been boxed and stored in a secure, access-restricted area. These materials will remain in locked storage until pickup by the contracted carrier **or** delivery to the Test Distribution Center, according to the program guidelines.

_____   _____
Principal's Signature   Date

_____   _____
School Assessment Coordinator's Signature   Date
_____   _____
School Name   School Number

FM-6927 (08-11)

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ATTACHMENT C

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

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

➢ Do not give examinees access to test questions prior to testing;

➢ Do not copy, reproduce, or use in any manner inconsistent with test security rules all or any portion of any secure test book;

➢ Do not read, look at, or review any test content (passages, test items, mathematics problems, etc.);

➢ Do not coach examinees during testing or alter or interfere with examinees' responses in any way;

➢ Follow all procedures specified in the test administration manuals; and

➢ Do not participate in, direct, aid, counsel, assist in, or encourage any of the acts prohibited in this statute.

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

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

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

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

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

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

_____   _____
Volunteer's Signature   Date

_____
Volunteer's Name Printed

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

FM-3956 (06-14)

ATTACHMENT D

**TEST ADMINISTRATORS' RESPONSIBILITIES MAINTAINING TEST SECURITY
BEFORE, DURING, AND AFTER THE FSA, FCAT 2.0, AND
NGSSS EOC ADMINISTRATIONS**

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

Preparing for the Assessment

1. Test administrators and proctors **must** be familiar with the test security procedures and administration directions prior to the actual test administration. Each test administrator **must** be provided the test manual containing the security procedures, the administration directions, and the script to be read to students. Test administrators **must use the following manuals as appropriate to administer the test(s):**
   - **Fall/Winter 2015 FSA CBT Assessments Test Manual (CBT)**
     i. **Scripts and instructions for administering accommodated CBT forms and paper-based accommodations for FSA are posted on the FSA Portal at www.fsassessments.org.**
   - **Fall/Winter 2015 FCAT 2.0 and NGSSS EOC Computer-Based Test Manual (CBT)**
     i. **Scripts and instructions for administering accommodated CBT forms and paper-based accommodations for EOC and Retake are posted at http://www.pearsonaccess.com/fl.**

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

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

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

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

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

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

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

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

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

Conducting the Assessment

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

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

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

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

14. Students are to be allowed access to test booklets (test questions) **only** during the actual administration of the test. Please be reminded that under no circumstances are students to be permitted to handle any test materials before or after the test administration. Students are not permitted to assist in carrying or distributing any test materials.

15. All testing materials (as applicable), including test and answer books, Reading/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, Reading/Writing Passage booklets, 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 FSA computer-based testing, test group codes will not be necessary. Instead, a Session ID will be generated when the test session is created by the test administrator in the FSA Portal (Test Administrator Interface). The Session ID will be unique and will identify the group of students testing together for a specific subject test and session. However, test group codes are required for all other paper and computer based test administrations (FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOCs).

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

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

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

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

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

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

24. If test administrators are given access to PearsonAccess to resume or approve test sessions, 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 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 TestNav 8 or FSA tools or answering test questions by anyone, including persons administering or proctoring the test.

30. Students are **NOT** permitted to use notes, electronic devices, or any other materials during the assessment. However, ELL students **should** have access to a heritage-language-to-English dictionary (no definitions) which can be an electronic translation dictionary that is a 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.

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

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

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

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

37. If there is an extended break during a CBT test session (such as a lunch break), students must logout of TestNav 8 in Pearson or Pause the test in the FSA 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 CBT FSA Secure Browser or a new test group code would have to be assigned.

<u>Concluding the Assessment</u>

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

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

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

43. The test administrator should also verify that students have signed the Testing Rules Acknowledgement, and individually collect any testing materials (as applicable), including test and answer books, Reading/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 students who needs help submitting the test.

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

46. As soon as the last student has completed the assessment or when time is up, the test administrator should account for all testing materials (as applicable), including test and answer books, Reading/Writing Passage booklets, 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, Reading/Writing Passage booklets, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and/or 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 or Session Roster for both paper and computer-based administrations**. For FCAT 2.0 and NGSSS EOC paper-based tests, accommodations used must also be recorded on the student grid sheet.

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

FSA Student Ticket (TIDE)

TEST TICKET

DEMO DIST 99 (99)

DEMO SCHOOL 9000 (9000)

LASTNAME : Anna   USERNAME : 2ZBM8

FIRSTNAME : Rebekah   GRADE : 06

DOB : 09/09/1999   ID : XXXXX67899

FCAT 2.0 and NGSSS EOC Student Authorization Ticket (PearsonAccess)

Student Authorization Ticket
Florida

Session: SAMPLE SESSION
Test: Biology 1
Location:

STUDENT, SAMPLE
DOB: 11/02/1998 | **ID:** XXXXX79254

Signature:_____

You will be asked to provide the following information in order
to access the test on the computer.

URL: https://fl.testnav.com
Username: 0516302967
Password: B466BA

FCAT 2.0 and NGSSS EOC Test Session Roster (PearsonAccess)

Session Roster

Test Administration:	Spring 2015 EOC	Proctor Caching Computer: 199.182.123.99:1234
Test Session Status:	Not Started	Scheduled Start Date: 06/20/2015
Session Name:	Sample Session	Scheduled Start Time: 01:00 AM
School:	PEARSONACCESS PUBLIC SCHOOL (000002)	Actual Start Date:
Test to be Administered:	Biology 1	Actual Start Time:
Read Aloud by Test Examiner:	No	Location: Lab A
Form Group Type:	SEE BELOW	
Password:	F8BEBA	

Results: 1

Student Name	Student ID	Date of Birth	Class	Form/Form Group Type	Username	*Attend	Accomm Provided	Accomm Used
STUDENT, SAMPLE A	0123456789	07/24/1998	FL CLASS	Accommodations	5648846587			

Results: 1

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.
<u>Note</u>: If testing on laptops, record workstations students are using so that student responses can be recovered, if necessary.

Student Assessment and Educational Testing

TESTING CONTACT INFORMATION

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

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

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

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

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

TEST DISTRIBUTION CENTER (TDC)
13135 S.W. 26 Street, Miami, FL 33175
Center Hours: 7:30 a.m. to 4:00 p.m.
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Testing Materials/Delivery/Return:
Ms. Magaly Hernandez, Supervisor I
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INFORMATION TECHNOLOGY SERVICES (ITS)
Infrastructure and System Support:

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