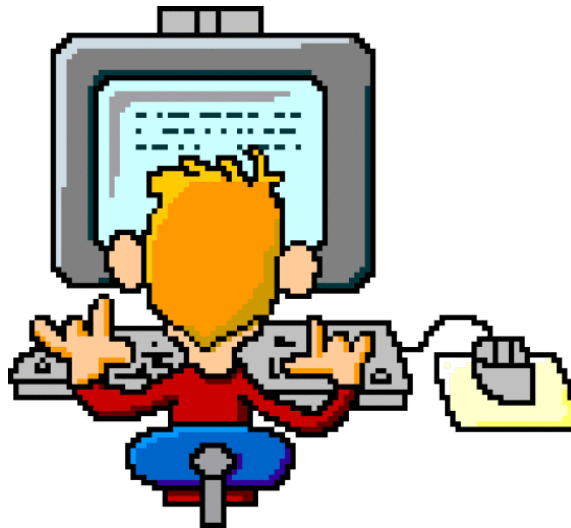


FALL 2016

**FLORIDA STANDARDS ASSESSMENTS (FSA)
ENGLISH LANGUAGE ARTS (ELA) RETAKE AND
FLORIDA COMPREHENSIVE ASSESSMENT
TEST (FCAT 2.0) READING RETAKE**

**SCHOOL ASSESSMENT COORDINATOR
TRAINING PACKET**



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

Miami-Dade County Public Schools

Fall 2016 FSA ELA Retake and FCAT 2.0 Reading Retake “Schedule of Activities”

	<i>School Assessment Coordinator</i>	<i>Technology Coordinator</i>
September 19-October 7	<p>View Fall 2016 FSA ELA Reading and FCAT 2.0 Reading Retake screencast trainings.</p> <p>Complete the Fall 2016 FSA and FCAT 2.0 Retake Screencast Verification Form located at: https://www.surveymonkey.com/r/RETAKES.</p> <p>Complete training test administrators and proctors.</p> <p>Create accounts and reset passwords for test administrators in TIDE and PearsonAccess (PA) Next (optional).</p>	<p>Ensure computer workstations have been identified that meet minimum specifications. Download the UPDATED FSA Secure Browser 9 and TestNav 8 Application (optional) to student stations and ensure each is running properly.</p> <p>Install visual barriers.</p>
October 3	Deadline for eligible adult education students to register for the Fall 2016 Retake test administrations.	-
October 3 - 5	<p>Comet Services delivery of FSA and FCAT 2.0 test documents (for students with eligible accommodations regular print, Large Print, Braille, and One-item-per-page), planning sheets, and CBT worksheets. Verify shipment.</p> <p>Adult education centers: Pick up test administration manuals and materials at TDC.</p> <p>Verify student information. Complete scheduling activities and print FSA and FCAT 2.0 CBT tickets.</p>	-
October 10 - 14	FCAT 2.0 Reading Retake Paper-based Test (PBT): (eligible students with accommodations)	-
October 10 - 19	FSA ELA Writing and Reading Retake Paper-based Test (PBT): (eligible students with accommodations)	-
October 10 - 21	<p>FCAT 2.0 Reading Retake CBT: In PA Next, school assessment coordinators will manually PREPARE, START, and UNLOCK test sessions, monitor test sessions, resume students as needed (optional for TA), and stop the test session.</p> <p>FSA ELA Writing 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.</p>	<p>Ensure the updated Proctor Caching software has been downloaded. Configure Proctor Cache on computer(s) and cache test content.</p> <p>Assist test administrators and school assessment coordinator during testing.</p>
October 10 - 28	FSA ELA Reading 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.	Assist test administrators and school assessment coordinator during testing.
October 14 - 17	Hand-deliver to TDC the FCAT 2.0 Reading Retake “To Be Scored” and “Not To Be Scored” paper-based accommodations (regular print, Large Print, Braille, and One-item-per-page).	-
October 20 - 21	Hand-deliver to TDC the FSA ELA Retake “To Be Scored” and “Not To Be Scored” paper-based accommodations (regular print, Large Print, Braille, and One-item-per-page).	-
October 21	For FCAT 2.0 Reading Retake CBT Administrations: In (PA) Next, mark tests complete and STOP test sessions. Invalidate student results, if applicable. Delete PDF copies of Student Authorization Tickets and Excel/PDF copies of Session Rosters from computer. Test Administrators and School Assessment Coordinators complete the appropriate comment form online.	<p>Purge test content.</p> <p>Complete Technology Coordinator comment form online.</p>
October 28	FSA ELA Retake CBT Administrations: Invalidate student results in TIDE, if applicable. Test Administrators and School Assessment Coordinators complete the appropriate comment form online.	Complete Technology Coordinator comment form online.
December 19*	Hand-deliver to TDC the District Assessment Coordinator Only Box. (Refer to the Friendly Reminders.)	-

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

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Summary of Florida Standards Assessments (FSA) and Florida Comprehensive Assessment Test (FCAT 2.0) Retake Test Administration Procedures

Note: This material does not cover every aspect of the Fall 2016 FSA ELA and FCAT 2.0 Retake 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 2016 Florida Standards Assessments (FSA) English Language Arts (ELA) Writing and Reading Retake will be administered at senior high schools, alternative/ESE, and adult center to eligible students on the computer during the following two testing windows.

Testing Program	CBT Testing Window	Session Length	Number of Sessions
FSA ELA Writing Retake Computer-based Testing (CBT)	October 10-21	120 minutes*	1
FSA ELA Reading Retake Computer-based Testing (CBT)	October 10-28	90 minutes*	2

*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.

However, the FSA ELA Retake paper-based testing (accommodations) for both Writing and Reading components must be completed by October 19th to meet the return deadline and ensure timely reporting of test results.

Testing Program	PBT Testing Window
FSA ELA Writing and Reading Retake Paper-based Testing (PBT)	October 10-19

Note: Students with extended time accommodation may continue working until the end of the day for each session.

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. **Please note that students must complete both components (Writing and Reading) to receive an FSA ELA Retake score.**

The Fall 2016 Florida Comprehensive Assessment Test (FCAT) 2.0 Reading Retake will be administered at selected senior high schools, alternative/ESE centers, and adult centers to eligible students on the computer during the following testing window.

Testing Program	CBT Testing Window	Session Length	Number of Sessions
FCAT 2.0 Reading Retake Computer-based Testing (CBT)	October 10-21	Half-day*	2

*Students have half of a typical school day to complete Session 1 and half of a typical school day to complete Session 2.

However, FCAT 2.0 Reading Retake paper-based testing (accommodations) must be completed during the first five (5) days of the testing window to meet the return deadline and ensure timely reporting of test results.

Testing Program	PBT Testing Window
FCAT 2.0 Reading Retake Paper-based Testing (PBT)	October 10-14

Note: Students with extended time accommodation may continue working until the end of the day for each session.

The FSA ELA Retake and FCAT 2.0 Reading Retake assessments may be administered concurrently based on the needs of students within a school, and one test does not need to be completed before another begins but must be completed by the last day of the window for each assessment.

The FSA ELA Reading and Writing Retake are Computer-Based Tests (CBT), and all eligible students will be participating using the updated FSA Secure Browser 9.0. The new version of the FSA Secure Browser was released on August 9th. Updated system user guides (including the System Requirements, Secure Browser Installation Manual, and Technical Specifications Manual) are available on the FSA Portal under Technology Resources (<http://fsassessments.org/technology-resources/>). Note that FSA paper-based tests 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.

All eligible students must participate in a Practice 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). All students who will use the CBT accommodations of text-to-speech, via the FSA Secure Browser platform must participate in a practice test with the text-to-speech accommodation during this administration. Students who participated in a Practice test for the subject test 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 FSA Practice tests on their own.

The FCAT 2.0 Reading Retake is CBT, and all eligible students will be participating using the TestNav8 platform. An updated TestNav app became available on August 8th for schools that choose to use the app software rather than going directly via the URL address. Please go to the Pearson TestNav 8 site for updates, including systems supported for 2016-17 at <https://support.assessment.pearson.com/display/FL/TestNav+8++Florida>. 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 TestNav8 during this administration.

Additionally, all eligible students must participate in an ePAT session via PearsonAccess (PA) Next conducted at their school to familiarize themselves with the different features of the TestNav8 testing platform prior to the administration of the operational test. Students who have previously participated in an ePAT for the 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 2016 administration of the FSA and FCAT 2.0 Retake assessments, enrolled secondary 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 3** to participate in the Fall 2016 FSA ELA Retake and FCAT 2.0 Reading Retake 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 (Practice Tests for FSA and the ePAT for FCAT 2.0 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 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 <http://fsassessments.org/technology-resources/> and PA Next accessed at <https://support.assessment.pearson.com/display/FL/TestNav+8+-+Florida> provides instructions and information that technology coordinators will need to prepare schools for FSA and FCAT 2.0 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 PA Next for FCAT 2.0 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 PA Next FCAT 2.0 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 PA Next password (optional to resume students as needed); establishing appropriate conditions in the testing room that include installing visual barriers for computer-based testing, distributing planning sheets and CBT worksheets, 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 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

Who may serve as test administrators? 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.

Who may serve as proctors? 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).**

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

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

Use of Non-School Personnel as Proctors

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

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

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

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

FSA ELA Writing and Reading Retake

Eligible students to test for the Fall 2016 FSA ELA Retake administration include the following:

- Students who entered Grade 9 in the 2013–2014 school year and beyond and are pursuing a standard Florida high school diploma must pass the Grade 10 FSA ELA assessment (Reading and Writing components).
 - Retained Grade 10 with a Grade 10 FSA ELA score on file and Grades 11–12 students who have not met the Grade 10 FSA ELA assessment requirement are eligible to participate in the Fall 2016 FSA ELA Retake.

Juniors and seniors who have an ACT or SAT concordant Reading score on file are not required to be tested and should be excluded from your list of students. Please note that Grade 10 students who entered Grade 9 during the 2015–2016 school year will participate in the Spring 2017 Grade 10 FSA ELA assessment.

FCAT 2.0 Reading Retake

Eligible students to test for the Fall 2016 FCAT 2.0 Reading Retake administration include the following:

- Regular high school or adult students who have not yet passed the Grade 10 FCAT 2.0 Reading test.
- Students who enrolled in Grade 9 prior to the 2009–2010 school year but have not yet passed the Grade 10 FCAT Reading test.
 - Because the FCAT Reading Retake is no longer offered, these students will participate in the FCAT 2.0 Reading Retake.

Please note that students who entered Grade 9 in 2013–2014 and beyond are required to pass the Grade 10 FSA ELA, which was first administered in Spring 2015.

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) and in PA Next (for FCAT 2.0) for eligible students that were enrolled at the school.

Platform	Retake Assessments	PreID Date
TIDE FSA Secure Browser	FCAT 2.0 Reading Retake	September 6
PearsonAccess (PA) Next (Blue site) TestNav8	FSA ELA Retake	September 16

New students enrolled/registered at the school after **September 6** for the FCAT 2.0 Reading Retake and **September 16** for the FSA ELA Retake will not be included in TIDE or PA Next. Schools must add any new students who enroll after the aforementioned dates that 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 2016 NGSSS EOC and Retakes Test Administration Manual* to add students in PA Next for the FCAT 2.0 Reading Retake.

Verify the information on the computer (TIDE and PA Next) against your lists generated from the student information database. For the FSA, if the Student Florida ID Number or Student Name is incorrect in TIDE, the student record must not be used and a new record has to be re-entered with the correct information. Refer to the *TIDE User Guide* 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 in PA Next, 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 2016 NGSSS EOC and Retakes Test Administration Manual* to delete and add a student record in PA Next.

After verifying student information in PA Next for FCAT 2.0 Reading Retake, school assessment coordinators may use the district-created test session or create new test session(s) 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.

School assessment coordinators will need to generate class lists to provide to test administrators to capture all required administration information. For the FSA ELA Retake, school assessment coordinators can export an excel file with student demographic information in TIDE under Student Information tab and under the View/Edit Students sub- tab. From the search criteria menu, select the “Advanced Search” and select “Class Code” from the “Search Fields” drop-down menu. ELA Reading Class Code and ELA Writing Class Code fields will populate on your screen. Enter one of the following: FALL16WTK for the Writing and FALL16RTK for the Reading. This will generate a list of students by subject area that are eligible to be tested. The excel file can be modified to delete unnecessary fields and to include the required administration information fields.

On the other hand, for the FCAT 2.0 Reading Retake, school assessment coordinators may use the Advanced Session Roster (Attachment E) (list of students tested in the same test session) generated in PA Next to capture required administration information. **The rosters are secure documents and must be placed in a secure limited access location.**

In addition, the school assessment coordinators will need to print the CBT test tickets (FSA) and Student Authorization Tickets (FCAT 2.0) (Attachment E) which students use to log into the FSA Secure Browser and into TestNav8 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 Username and a Password to log into TestNav8. **The tickets are secure documents and must be placed in a secure limited access location.**

On the morning of the **FSA ELA Retake CBT**, test administrators must create a test session (for the test being administered), and provide the Session ID# generated in the Test Administrator (TA) Interface 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 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.**

Prior to beginning the **FCAT 2.0 Reading Retake CBT** session each day of testing, the school assessment coordinator must ensure that the test session(s) are prepared, started, and unlocked. Additionally, the Proctor Cache computer(s) must be turned on and running for the scheduled test sessions.

PREPARING ANSWER DOCUMENTS AND PREIDENTIFIED STUDENT LABELS

Please note that students using paper test documents should not be listed as taking a CBT in TIDE or in PA Next. **No PreID labels or rosters for students testing with paper-based accommodations will be provided for the Fall 2016 Retake**

administrations.

School assessment coordinators must print PreID labels from TIDE using blank On-Demand PreID labels provided to the school, for all students that have paper-based accommodations, as instructed in the *TIDE User Guide* and affix to the FSA ELA Writing and Reading documents before the students take the paper-based test.

For the FCAT 2.0 Reading Retake, school assessment coordinators will not be able to print PreID labels to affix to the paper tests. Instead, student demographic information must be hand-gridded on the student grid sheets according to the instructions in the *Fall/Winter 2016 NGSSS EOC and Retakes Test Administration Manual*.

SPECIAL PROGRAM STUDENTS

Students from the Special Programs (Florida Virtual School Program: *Full Time 9-12* (71/0400) and Miami-Dade Online Academy K-12 (13/7001) will test at their assigned school for the Fall 2016 FSA and FCAT 2.0 Retake administrations, as eligible. A list of students assigned to selected schools will be sent via email to the principals and school assessment coordinators.

Special Program students from the Miami-Dade Online Academy K-12 who are eligible for any of the FSA and FCAT 2.0 Retake CBT tests will be added to TIDE or PA Next by District staff. For the FSA, District staff will forward the CBT test tickets to the principal and school assessment coordinator at the assigned school. For the FCAT 2.0, District staff will add the students to a DISTRICT test session in PA Next (**DISTRICT READ**). School staff will print the Student Authorization Tickets for eligible students taking the FCAT 2.0 Reading Retake from the district-created test session.

Florida Virtual Academy program (Full Time 9-12 (71/0400) students eligible for any FSA and FCAT 2.0 Retake CBT tests will be set up in TIDE and PA Next by FLVS staff. For the FSA, District staff will forward the CBT test tickets to the principal and school assessment coordinator at the assigned school. For the FCAT 2.0, the Student Authorization Tickets 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 TestNav8 session, the school assessment coordinator must contact the FLVS Office for assistance. Contact information is available on the test ticket.

School assessment coordinators will assign a testing room and distribute the planning sheets or CBT worksheets to the registered Special Program students. For the FSA, 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 session, the student can log back into the session with the same test ticket and Session ID, and the test administrator must re-approve the student

to test, as applicable. To log into the FCAT 2.0 Reading Retake test, the student clicks on the TestNav8 icon on the desktop or types in the URL address, 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 Reading Retake session, the school assessment coordinator or test administrator (if access is granted) can resume the student to test.

For a Florida Virtual School Program student logged out of the test, the school assessment coordinator must contact Florida Virtual School Program 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

Senior high schools, alternative and adult education centers will be receiving allocations of Fall 2016 FSA and/or FCAT 2.0 test materials based on student eligibility.

Comet Delivery Services will deliver test materials to senior high schools and alternative education centers and adult centers can pick up materials at TDC on October 3-5, 2016.

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 to place an order.

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 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*** (test administration manuals) to track secure paper-based accommodations materials at 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 FSA and FCAT 2.0 Retake**

assessments. NO EARLIER.

- Only the school test coordinator and persons designated by the school site administrator may prepare test materials. All handling, including affixing of labels and hand-gridding, must be done in a limited-access area. Students are **not** permitted to assist in this process or to handle test materials before or after testing.
- All test materials, including passage booklets, planning sheets and CBT worksheets 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 Reminders*” 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 2016 FSA and FCAT 2.0 Retake 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 Reminders.

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* (Appendix E in *Fall/Winter 2016 FSA English Arts Retake and End-of-Course Assessments Test Administration Manual* and Appendix D in the *Fall/Winter 2016 NGSSS End-of-Course & Retakes Test Administration Manual*) must be used to capture all required

administration information for all paper-based and computer-based administrations. 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 accommodations test materials** are secured and accounted for at all times (*Appendix E in Fall/Winter 2016 FSA English Arts Retake and End-of-Course Assessments Test Administration Manual* and *Appendix D in the Fall/Winter 2016 NGSSS End-of-Course & Retakes Test Administration Manual*).
- The *Test Administration and Security Agreement* must be read and signed by district and school staff certifying that test administration and security procedures will be followed as outlined in the Florida Test Security Statute and Rule (*Appendix E in Fall/Winter 2016 FSA English Arts Retake and End of-Course Assessments Test Administration Manual* and *Appendix D in the Fall/Winter 2016 NGSSS End-of-Course & Retakes Test Administration Manual*).
- *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 E in Fall/Winter 2016 FSA English Arts Retake and End of-Course Assessments Test Administration Manual* and *Appendix D in the Fall/Winter 2016 NGSSS End-of-Course & Retakes Test Administration Manual*).
- The *Security Log* must be completed during testing by personnel (test administrators, proctors, relief staff, etc.) assigned to monitor a testing room for any length of time (*Appendix E in Fall/Winter 2016 FSA English Arts Retake and End of-Course Assessments Test Administration Manual* and *Appendix D in the Fall/Winter 2016 NGSSS End-of-Course & Retakes Test Administration Manual*).
- 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 groups and FCAT 2.0 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 in this packet.
- 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 Virtual School Program (FLVS) (71/0300 and 71/0400)
Participating in the Fall 2016 FSA and FCAT 2.0 Retake Assessments**

FLVS Student Registration

1. Eligible students enrolled in the **Florida Virtual School Program Full-Time (FLVS-FT) High School (71/0400)** must participate in the Fall 2016 FSA ELA Writing and Reading Retake or FCAT 2.0 Reading Retake administration. For the Fall 2016 FSA and FCAT 2.0 Retake 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 school assessment coordinator at the assigned school to request a date, time, and instructions for testing.**

Scheduling FLVS Students for Computer-Based Testing (CBT)

2. Eligible FLVS-FT students taking FSA ELA Retake or FCAT 2.0 Reading Retake will take the CBT version for each assessment.
3. Students from the FLVS-FT will test at their assigned school for the Fall 2016 FSA and FCAT 2.0 Retake administrations. All FLVS-FT students will be set up by FLVS-FT staff in TIDE or PearsonAccess (PA) Next to take the appropriate assessment.
 - a. For the FSA ELA Retake CBT (FSA Secure Browser), 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 re- 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 FSA Secure Browser from their assigned school.
- b. For the FCAT 2.0 Reading Retake CBT (TestNav8), 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 TestNav8 session, the school assessment coordinator must contact the FLVS 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 FLVS-FT student.
 - ii. Students will use their 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 CBT test tickets (for FSA Secure Browser), Student Authorization Tickets (for TestNav8), and planning sheets or CBT worksheets, as applicable to registered students taking the computer-based tests.

FLVS Individual Student Reports

- 5. If **all** of the above procedures are followed, FLVS 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 (13/7001) Participating in the Fall 2016 FSA and NGSSS Retake Assessments

MDOA Student Registration

1. Students enrolled in the **Miami-Dade Online Academy K-12 (MDOA) Program** **must** participate in the Fall 2016 FSA ELA Writing and Reading Retake or FCAT 2.0 Reading Retake administration. For the Fall 2016 FSA and FCAT 2.0 Retake administrations, parents and guardians of Miami-Dade Online Academy students will receive notification from the Miami-Dade Online Academy 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 school assessment coordinator at the assigned school to request a date, time, and instructions for testing.**

Scheduling MDOA Students for Computer-Based Testing (CBT)

2. All MDOA students FSA ELA Retake or FCAT 2.0 Reading Retake will take the CBT version for each assessment.
3. Students from the MDOA will test at their assigned school for the Fall 2016 FSA and FCAT 2.0 Retake administrations. All MDOA students will be set up by District staff in TIDE and/or PearsonAccess (PA) Next to take the appropriate assessment.
 - a. For the FSA ELA Retake CBT (FSA Secure Browser), 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 re-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 the FCAT 2.0 Reading Retake CBT (TestNav8), District staff will create and place eligible students in test session called **DISTRICT READ** for Reading Retake test. 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 PREPARE, START, UNLOCK, and STOP the test session. 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 CBT test tickets (for FSA Secure Browser), Student Authorization Tickets (for TestNav8), and planning sheets or CBT worksheets as applicable to registered students taking the computer-based tests.

MDOA Individual Student Reports

- 5. If **all** of the above procedures are followed, MDOA 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.

Computer Based Test (CBT) Administrations:

FSA**
 ___ English/Language Arts (ELA) (Writing and Reading)
 ___ Algebra 1 EOC
 ___ Geometry EOC
 ___ Algebra 2 EOC

STEP 1: STUDENT DETAILS

1. Florida Student ID#

								X
--	--	--	--	--	--	--	--	---

ISIS Student ID # (if applicable)

1	3	0							
---	---	---	--	--	--	--	--	--	--

FLEID #[illegible]

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)

<input type="checkbox"/> Yes	<input type="checkbox"/> No	American Indian/Alaskan Native
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Asian
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Black or African American
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Native Hawaiian / Pacific Islander
<input type="checkbox"/> Yes	<input type="checkbox"/> 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

*TestNav8 CBT ePAT (Practice Tests) are available at www.FLAssessments.com/ePAT.

****FSA CBT Practice Tests are available at www.FSAssessments.org.**

FM-7276 (09-16)

ATTACHMENT B
MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL PROCEDURAL CHECKLIST

FALL 2016 FLORIDA STANDARDS ASSESSMENTS (FSA) AND
NEXT GENERATION SUNSHINE STATE STANDARDS (NGSSS) RETAKE ASSESSMENTS
TESTING PROGRAMS

Documentation that the **FALL 2016 FSA AND/OR FCAT 2.0 RETAKE 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 2016 FSA AND/OR FCAT 2.0 RETAKE ASSESSMENTS** 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 <u>FALL 2016 FSA AND/OR FCAT 2.0 RETAKE ASSESSMENTS</u> 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 <u>FALL 2016 FSA AND/OR FCAT 2.0 RETAKE ASSESSMENTS</u> materials to conduct testing. |
| _____ | _____ | Prior to the test administration, all staff involved in the <u>FALL 2016 FSA AND/OR FCAT 2.0 RETAKE ASSESSMENTS</u> 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 <u>FALL 2016 FSA AND/OR FCAT 2.0 RETAKE ASSESSMENTS</u> 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 <u>FALL 2016 FSA AND/OR FCAT 2.0 RETAKE ASSESSMENTS</u> 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 <u>Fall 2016 FCAT 2.0 READING RETAKE</u> 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 <u>or</u> 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

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 AND FCAT 2.0 RETAKE 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 2016 FSA English Arts Retake and End of-Course Assessments Test Administration Manual* (Pink Manual)**
 - 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 2016 NGSSS End-of-Course & Retakes Test Administration Manual* (Orange Manual)**
 - i. Scripts and instructions for administering accommodated CBT forms and paper-based accommodations for FCAT 2.0 are posted at <https://fl.pearsonaccessnext.com>.
 - ii. Scripts and instructions for administering CBT forms for FCAT 2.0 are printed separately and included in the shipment of materials.
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, planning sheets, CBT worksheets, CBT work folders, passage booklets, 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, CBT worksheets, CBT work folders, passage booklets, 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 FSA paper-based tests and paper and computer-based FCAT 2.0/NGSSS test administrations.

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

19. Computer labs must be set up to ensure that students cannot view the monitors of other students' workstations. Visual barriers may be used to prevent incidental viewing.
20. The test administrator and/or proctor must verify the identification of unfamiliar students when distributing CBT test tickets.

21. CBT test tickets are secure test documents, and must be kept in locked, limited access location.
22. During test sessions, unused CBT test tickets must be secured (i.e., not left on a desk, podium within reach of students).
23. Procedures must be implemented to contact the school assessment coordinator during a session in case a student is disconnected from the session and must be resumed/approved to continue testing.
24. If test administrators are given access to PearsonAccess (PA) Next 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 or FSA 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 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 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.

Concluding the Assessment

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 or number, district name or number, and test group code as specified in the test script, and that the accommodation, demographic, or "DNS" bubbles **have not** been filled out inappropriately. In addition, the student's date of birth (DOB) must also be recorded on the document. DOB can be recorded by the school assessment coordinator or the student. 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, planning sheets, CBT worksheets, CBT work folders, passage booklets, 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, planning sheets, CBT worksheets, CBT work folders, passage booklets, 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, CBT worksheets, CBT work folders, passage booklets, 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.**
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

Sample 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

Sample FCAT 2.0 Student Authorization Ticket (PA Next)

STUDENT AUTHORIZATION TICKET	
Student Name	STUDENT, SAMPLE
Session	SAMPLE SESSION
DOB (YYYY-MM-DD)	2000-03-21
ID	XXXXX79254
Test	Biology 1
<p>You are authorized to take the computer-based version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test administrator before proceeding.</p>	
IF TESTING IN A BROWSER:	IF TESTING IN THE APPLICATION:
https://fl.testnav.com	Select Florida on the home page
Username	6719483890
Password	1a69a8
Student Signature:	_____

Sample FCAT 2.0 Advanced Session Roster (PA Next) (Excel format)

Organization	AMERICAN SENIOR HIGH SCHOOL (137011)							
Test Administration	Florida > 2015 - 2016 > FL EOC FALL 2016							
Session Organization	AMERICAN SENIOR HIGH SCHOOL (137011)							
Test	Biology 1							
	Organization		Test	Student			Student	
Organization Name	Code	Session Name	Name	Test Code	Code	Student Name	Form	Test Status
AMERICAN SENIOR HIGH SCHOOL	137011	BIO-NGBIOLOGY1	Biology 1	BIO1	3882579654	STUDENT, SAMPLE		ready
AMERICAN SENIOR HIGH SCHOOL	137011	BIO-NGBIOLOGY1	Biology 1	BIO1	2350247188	STUDENT, SAMPLE		ready
AMERICAN SENIOR HIGH SCHOOL	137011	BIO-NGBIOLOGY1	Biology 1	BIO1	3497252256	STUDENT, SAMPLE		ready
AMERICAN SENIOR HIGH SCHOOL	137011	BIO-NGBIOLOGY1	Biology 1	BIO1	2529466423	STUDENT, SAMPLE		ready
AMERICAN SENIOR HIGH SCHOOL	137011	BIO-NGBIOLOGY1	Biology 1	BIO1	3671832766	STUDENT, SAMPLE		ready
AMERICAN SENIOR HIGH SCHOOL	137011	BIO-NGBIOLOGY1	Biology 1	BIO1	7526490324	STUDENT, SAMPLE		ready

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.

TESTING CONTACT INFORMATION

ASSESSMENT, RESEARCH, AND DATA ANALYSIS (ARDA)

Ms. Gisela Feild, Administrative Director

STUDENT ASSESSMENT AND EDUCATIONAL TESTING (SAET)

1450 NE 2nd Avenue, Suite 208, Miami, FL 33132

Office Hours: 7:30 a.m. to 4:30 p.m.

Telephone Number: 305-995-7520

Fax Number: 305-995-7522

Procedural Questions:

Dr. Sally A. Shay, District Director

sshay@dadeschools.net

Ms. Maria C. Bruguera, Director I

mbruguera@dadeschools.net

Ms. Mara Ugando, Staff Specialist

mugando@dadeschools.net

TEST DISTRIBUTION CENTER (TDC)

13135 S.W. 26 Street, Miami, FL 33175

Center Hours: 7:30 a.m. to 4:00 p.m.

Telephone Number: 305-995-3743

Fax Number: 305-995-3963

Testing Materials/Delivery/Return:

Ms. Magaly Hernandez, Supervisor I

mrhernandez@dadeschools.net

Ms. Maria Vargas, Administrative Assistant II

mhvargas@dadeschools.net

INFORMATION TECHNOLOGY SERVICES (ITS)

Infrastructure and System Support:

Mr. Javier Perez, Executive Director

JPerez@dadeschools.net

Telephone Number: 305-995-3331

Mr. Roly Avila, Supervisor

RAvila@dadeschools.net

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