

**Guide to the  
Computer-Based Testing  
Certification Tool for  
Spring 2015  
PEARSON FCAT/FCAT 2.0/NGSSS EOC  
and  
AIR Florida Standards Assessments**

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## Overview

In an effort to enhance communication and ensure readiness for high-stakes computer-based testing, the Florida Department of Education (FDOE) has implemented a Computer-Based Testing Certification process. Schools will complete an online certification tool to provide actual data for the upcoming administrations. Schools are asked to input data for the number of computers that will be used for each administration, the total number of students to be tested, and the number of students to be tested each day. Schools are also asked to confirm that they have completed or will complete necessary setup activities prior to testing.

This document contains step-by-step instructions for school users to complete the online certification tool, important descriptions and explanations for the different sections of the tool, and step-by-step instructions for district users. Please refer to all sections as you complete the online tool. **Districts should be aware that they must open access for schools before data entry can begin.**

## Contact

If you need assistance or have questions about the tool, you may contact the Florida Department of Education at [CBTSurvey@fldoe.org](mailto:CBTSurvey@fldoe.org).

## **School Instructions**

Once the online certification tool is opened, schools should receive the URL and login information from the districts. Schools will have until the date established by the district to complete the activities described below. District approval of school data must be submitted by the deadlines established by FDOE.

If you attempt to access the survey after the open date and you receive an error message, contact your district for assistance. Your district may delay opening for a few days in order to disseminate more information about the tool to its schools.

### **Completing School-Level Data**

#### **Step 1: Log in and Change Your Password**

**Districts must provide access to schools before school users can log in and begin to complete the survey.** Your username will be your two-digit district number (add “0” for 1-9) and your four-digit school number with no spaces (e.g., 010011). The URL to access the tool is <https://app1.fldoe.org/CBT/CertificationTool>. Any passwords created for last school year’s certification have been reset. If your school participated in the Winter 2014 EOC Certification Tool, your password will be the same as you set during that certification period. There will be one school-level login to be shared by all school staff members who will access this tool. The first person to log in will be prompted to change the school’s password and should notify any other school users of the school login and updated password. Districts can assist schools with password reset at any time. Please notify other school staff members of the new password each time this information is changed. After you sign in for the first time and change your password, you can use the “Forgot Password?” link to retrieve your password.

#### **Step 2: Enter Contact Information**

The first time you log in, you will be required to give contact information for the individual at your school who will be responsible for reviewing and approving school data in the tool. This contact information may be changed at any time. This person will also be the primary contact for any district or FDOE questions about the school’s data. Even though only one person is entered here, the technology and assessment coordinators at the school must collaborate to complete the data in the survey. Once you have entered and saved the contact information, click on the Main Menu to proceed.

### Step 3: Complete the Survey

The Computer-Based Assessment Certification has two surveys to be completed by schools: **Spring 2015 PEARSON EOC FCAT/FCAT 2.0/NGSSS EOC** and **Spring 2015 AIR FSA**.

**Computer-Based Assessments Certification Tool**

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Welcome Test School 1 [Main Menu](#) | [Log Out](#)

**Main Menu**  
2014-2015 School Year

Welcome to the Computer-Based Assessment Certification Tool. This tool is to be completed by each school that will offer any of the following computer-based assessments in the 2014-2015 school year. Deadlines for completing this tool are established by the district. See the table below for the deadline for each administration, the status of the school survey, and whether the survey is currently open.

School users can click on the link in order to complete the survey. The survey has six sections total. The first five sections must be submitted first before the school can submit their completed survey to the district office in the sixth section. Complete the survey for your school for the upcoming computer-based administration. The surveys will be active during the timeframe in which they are to be completed. Contact your district office with any questions about due dates. See the **Print Survey** section below to locate a sample survey.

Assessment	Open Date	School Submission Deadline	Date Completed	Current Survey Status
<a href="#">Spring 2015 PEARSON FCAT/FCAT 2.0/ NGSSS EOC</a> (FCAT Mathematics Retake (SSS), FCAT 2.0 Reading Retake, Algebra 1 Retake EOC (NGSSS), Biology 1 EOC (NGSSS), Civics EOC(NGSSS), Geometry EOC (NGSSS), U.S. History EOC (NGSSS) )	1/20/2015	3/9/2015		closed
<a href="#">Spring 2015 AIR FSA</a> (FSA-English Language Arts-Writing Component-Grade 8, FSA-English Language Arts-Writing Component-Grade 9, FSA-English Language Arts-Writing Component-Grade 10, FSA-English Language Arts-Writing Component-Grade 11, FSA-English Language Arts-Reading Component-Grade 5, FSA-English Language Arts-Reading Component-Grade 6, FSA-English Language Arts-Reading Component-Grade 7, FSA-English Language Arts-Reading Component-Grade 8, FSA-English Language Arts-Reading Component-Grade 9, FSA-English Language Arts-Reading Component-Grade 10, FSA-English Language Arts-Reading Component-Grade 11, FSA-Mathematics-Grade 5, FSA-Mathematics-Grade 6, FSA-Mathematics-Grade 7, FSA-Mathematics-Grade 8, FSA-Algebra 1 EOC, FSA-Geometry EOC, FSA-Algebra 2 EOC)	1/20/2015	2/16/2015		closed

This tool is intended to be completed in collaboration with your school Computer-Based Assessment Team, including the school principal, the school assessment coordinator, and the technology coordinator assigned to this school. All three contacts will be required to verify the information prior to submission.

**General Information**  
This information is provided for your reference. You may modify contact information, access the guide to assist you with completing this tool, and access a sample survey.

- [Contact Information](#) - Contact information for the person responsible for data entry.
- [Guide to Computer-Based Assessments Certification Tool](#)

**Reports**

- Students Scheduled vs. Number of Students to be Tested
  - [Spring 2015 PEARSON FCAT/FCAT 2.0/ NGSSS EOC](#)
  - [Spring 2015 AIR FSA](#)
- Summary of Students and Computers Scheduled by Day
  - [Spring 2015 PEARSON FCAT/FCAT 2.0/ NGSSS EOC](#)
  - [Spring 2015 AIR FSA](#)

**Print Survey**  
Before completing the survey, use the links below to print a sample survey for the appropriate administration. Once the survey has been completed, use the links below to print a copy of the final survey.

- [Print Spring 2015 PEARSON FCAT/FCAT 2.0/ NGSSS EOC](#)
- [Print Spring 2015 AIR FSA](#)

The sections of the surveys are listed under the applicable assessment links on the Main Menu. They will be active during the timeframe in which they are to be completed. Contact your district office with any questions about due date. To see all survey questions in one place for each assessment group, go to the “Print Survey” section at the bottom of the page on the Main Menu. Click on the appropriate link to view all survey questions for the assessment group selected.

Also, see the **Print Survey** section on the Main Menu to locate a sample survey for Pearson and AIR FSA assessments you can print.

- **I. Computer Specifications** (For specific information about the content of these questions, go to the **Additional Information on Survey Content** section of this guide.) After completing the survey for the upcoming administration, click the link for this section. **This section must be completed first because the data you enter will be used to populate fields in the next section.** Complete all fields as directed in the survey. Once you have entered all data and, if necessary, modified the percentages pertaining to the computers to be reserved, click “Save.” The tool will calculate the number of computers to be reserved and

the number available for testing. Verify the last three rows of this section. If any information is incorrect, make any changes and save again. Each time you finish updating data, click “Save.” Once all information in this section is correct, select the link to continue the survey at the top of the screen.

- **II. Student Scheduling Plan** (For specific information about the content of these questions, go to the **Additional Information on Survey Content** section of this guide.) Once the first section has been saved, the link for the second section will become active. Click the link for this section to begin. If your school will not participate in an administration, mark the check box next to the statement above the table to indicate this. The field for “Number of computers available for testing” is pre-populated based on the information submitted in Section I.

Enter the “Total Number of Students to be Tested” based on the most current and accurate data you have. Contact your district or refer to the Spring 2015 CBT test administration manuals if you have any questions about students to be tested. Complete all other fields as directed in the survey. **Only enter data for the dates your school has been approved to test.** If you have any questions about the approved administration dates for your school, contact your district. Make sure that you schedule extra students/days into the schedule to accommodate any make-up sessions.

Once you have entered all data, click “Save.” Review any errors or warnings which appear at the top of the screen. The tool will calculate the “Total Number of Students Scheduled.” If the number scheduled is less than the number to be tested, an error message will appear, and you will need to revise the number before saving your data. If this error occurs, contact your district to discuss how your school will accommodate all students to be tested within the scheduled window.

Please ensure that the number of students to be tested each day is realistic based upon the session length for each assessment. See additional instructions on the top of the page for scheduling information for each type of assessment. Once this information is complete, select the link to continue the survey at the top of the screen.

- **III. Annual/Long-Term Checklist** (For specific information about the content of these questions, go to the **Additional Information on Survey Content** section of this guide.) From the Survey menu, click the link for this section. Complete all fields as directed in the survey. The information in this section is applicable for the entire school year. Once you have entered all of the data, click “Save” and select the link to continue the survey at the top of the screen.
- **IV. Administration-Specific Checklist** (For specific information about the content of these questions, go to the **Additional Information on Survey Content** section of this guide.) From the Survey menu, click the link for this section. Complete all fields as directed in the survey. This section will be completed for each certification period. Once you have entered all of the data, click “Save” and select the link to continue the survey at the top of the screen.

#### **Step 4: Review the Data with Your School**

At this point, it is recommended that you use the “Print Survey” function from the Main Menu to print all data that has been entered in the tool for your school. Review this information with others at your school to confirm that all workstations/devices to be used have been identified and that technology and assessment personnel agree that this data accurately reflects your school’s capability for computer-based testing.

#### **Step 5: Confirm School Computer-Based Assessment Certification Team**

Go to the Survey section and select “V. School Computer-Based Assessment Team.” This will identify the principal and a school-level team of contacts for computer-based testing. One person is also identified as the primary point of contact for the school. Each person identified should have reviewed all of the information entered into the tool and confirmed its accuracy. Once you have successfully entered or verified and saved this information, select the link to continue the survey at the top of the screen.

#### **Step 6: Submit to District Office**

Go to the Survey section and select “VI. Submit to District Office.” Clicking the button on this page will record the date and notify your district that the survey is complete. Only submit the survey once everyone on your computer-based assessment team has confirmed that all information is accurate. You may be contacted by your district or FDOE to confirm this data.

Thank you! You have now completed this crucial step in preparation for participation in computer-based assessments.

## **Additional Information for PEARSON FCAT/FCAT 2.0/NGSSS EOC Survey Content for Schools**

### **I. Computer Specifications**

As stated in the instructions on the webpage for this section, you should evaluate your computers/devices to determine the actual number of workstations that may be used for testing. The current location and function of computers/devices should inform this decision. As computers/devices are identified at the school, we recommend maintaining a list of the workstations and their locations. Your district may need to confirm these numbers with you, and it will be important that you can quickly identify them.

The computers/devices must meet the General Minimum Specifications and the specific requirements for the applicable operating system. If a computer/device does not meet all of the General Minimum Specifications, it should not be evaluated for the Operating System Specifications. While the testing software (TestNav 8) does not require all 500 MB of disk space, sufficient space should be available for the workstation to run properly and not be overloaded.

These specifications were provided by the testing contractor, Pearson, after thorough testing of the TestNav 8 application on different machines and in consultation with technical experts at FDOE. The specifications for each operating system also take into account the published recommendations

by each system's vendor. You can download a copy of the specifications at the following website: [www.FLAssessments.com/TestNav8](http://www.FLAssessments.com/TestNav8).

### **Percentage Reserved as Alternates**

We strongly recommend that each school prepare alternate computers to be used if there are specific hardware or system malfunctions during testing. The default percentage of computers to be reserved as alternates is 2 percent (with a default minimum of 1 computer), but the school may decide to increase this percentage as necessary. Please note that these alternate computers will be deducted from the total number of computers available for testing, which will be automatically populated in Section II.

### **Total Number of Computers Available for Testing**

This calculation is the total number of computers that meet all of the minimum specifications, minus the computers that will be reserved as alternates. This number will be pre-populated in Section II. Schools will not be allowed to enter more than this number of computers on any given day of testing, but some administrations will allow them to use the computers more than once in a given day.

In Section I of the certification tool, please indicate the numbers of computers that you have available and that meet specifications for Computer-Based Testing. This may not represent the total numbers of computers in the school. For example, a teacher may have three computers in the back of a classroom, but unless they are moved to a secure setting, they are not available for computer-based testing. Some schools do move classroom computers to secure settings during testing, in which case they become "available." In order to ensure a secure setting, however, the appropriate infrastructure must be in place in that location, which may incur cost in order for the computers to be considered "available."

In some instances, you may have 50 computers that are "available" but you only need 30 of these to test students. Please list 50 computers as the number "available" in your school for computer-based testing in Section I of the tool, so that future readiness can be predicted as more computer-based tests are administered. Further, many schools use computers in lab settings, but the labs are not dedicated 100% of the time to testing. If the computers in these labs are available the majority of the time during testing, please include them in your "available" count.

## **II. Student Scheduling Plan**

This section of the certification tool asks you to provide the total number of students to be tested for each administration and to schedule the number of students that will be tested each day of the administration window for each assessment. Scheduling is a crucial task in preparing for and completing testing within the designated testing window. In addition to the number of computers available for testing, other mitigating factors should be considered, such as available bandwidth and staff to serve as test administrators, proctors, and technical support.

This section captures scheduling information about all computer-based assessments offered in a given administration. Only enter data for the assessments your school will be participating in. If your school will not be participating in a particular assessment, check the box next to the statement above the table for that assessment.



The first box in each section titled “Number of Computers Available for Testing” will be pre-populated based on the information you provided in Section I. This information cannot be changed in any subsequent sections. On each day of testing, the “Number of Computers to be Used per Day” cannot exceed this number or you will receive an error message.

Complete the “Total Number of Students to be Tested” based on the most accurate data your school has for each assessment. Contact your district if you have any questions about students to be tested.

Complete the “Number of Students Scheduled to be Tested per Day” and the “Number of Computers to be Used per Day” for each day of your school’s administration window for the applicable assessment(s). Consider the timing of the assessment when determining the total number of students to be tested per day. This certification is not concerned with the number of sessions per day – only with the total number of students that the school can test in a given day.

Even though every possible date of the administration window may be listed, **only complete the data for the actual days your school has been approved to test.** Your district will confirm this data; failure to complete this properly will cause delays in your district’s completion of this certification.

Remember that there may be other constraints beyond the number of computers available, such as staffing, that will impact your total numbers for each day. Also consider that make-up sessions must be completed within this window. Because the same assessment is being offered over several days, absent students can easily be rescheduled for a subsequent day, but schools must account for these students in their calculations.

Once these fields are completed and the data has been saved, the tool will calculate the “Total Number of Students Scheduled.” If the number scheduled is less than the number to be tested, an error will appear and you will need to revise the number before saving your data. If this error occurs, contact your district to discuss how your school will accommodate all students to be tested within the scheduled window.

For specific information on the scheduling restrictions used by the tool, see the instructions on the website. If you enter data outside of the scheduling restrictions, you will be able to save this data, but you will need to click “Warning Acknowledged” to confirm that you are aware of this discrepancy. Your district will be notified and may contact you to confirm that you have a viable plan for testing.

### **III. Annual/Long-Term Certification Checklist**

Respond to these questions using the drop-down boxes provided.

#### **A. Training and Preparation**

- 1) School staff, including school assessment coordinators, school technology coordinators, test administrators, and proctors, are aware that your school is participating in computer-based testing this school year using TestNav 8, a new platform for Pearson assessments.

## **B. Technical Setup**

- 1) All workstations and devices meet the requirements available at [www.FLAssessments.com/TestNav8](http://www.FLAssessments.com/TestNav8) and screen resolutions on student workstations and devices are set to 1024x768 or higher.
- 2) Appropriate destination/port/protocol combinations have been allowed through the firewall.
- 3) Specific URLs have been allowed through Internet content filters and upstream proxy servers (if necessary).
- 4) The TestNav folder and file permissions have been set to allow full permissions to the TestNav/Temp and TestNav/Logs directories.
- 5) Local/district resources and the TestNav System Check provided by Pearson have been used to analyze our network and determine what is needed to test students at this site.
- 6) Proctor caching software has been installed.
- 7) Additional workstations or devices are available in the event of a technical malfunction during testing.
- 8) Each workstation and device has been set up with primary and secondary save locations for student response files and students have read and write access to these locations.
- 9) If your school is utilizing wireless network connections, all computers and devices can effectively communicate with their wireless access point from the testing location. If your school is not utilizing wireless network connections, please select NA.
- 10) If your school is utilizing wireless network connections, all security measures for wireless connections have been properly enabled. If your school is not utilizing wireless network connections, please select NA.

## **C. Test Administration**

- 1) Each test administrator has a method of contacting the school assessment coordinator or technology coordinator for support during testing.
- 2) Local technical support staff members have confirmed they will be available, either on site or by phone, during computer-based administrations.

## **IV. Administration-Specific Certification Checklist**

Respond to these questions using the drop-down boxes provided. Because this survey is due prior to testing, responding to sections B, C, and D indicates an awareness of the activities and that a plan is in place to complete these tasks.

### **A. One Month Prior to Testing**

- 1) Participating students and their parents/guardians have been notified that your school will be administering computer-based test(s) for the upcoming test administration.
- 2) School assessment coordinators, school technology coordinators, test administrators, and proctors have been trained on test setup and administration activities.
- 3) School assessment coordinators, school technology coordinators, and test administrators have

carefully read the test administration manual as well as any local directions given to school personnel.

- 4) Every student workstation and device that will be used for testing has run the Infrastructure Trial.
- 5) All student testing rooms meet the specifications described in the test administration manual.
- 6) The appropriate number of test administrators and proctors are scheduled for each testing room, as described in the test administration manual.
- 7) School assessment coordinators, school technology coordinators, and test administrators who are administering tests to students who require special accommodations are familiar with how these accommodations will be provided. If your school is not providing any accommodations, please select NA.
- 8) Test materials have been received and a record is being maintained to track the security numbers (for paper-based accommodations only) of each secure document received at the school. If your school is not providing any paper-based accommodations, please select NA.
- 9) Arrangements have been made for virtual school and home education students testing at your school.

## **B. One Week Prior to Testing**

- 1) All students currently enrolled have been provided an opportunity to participate in a practice test, as described in the test administration manual, to become familiar with the new TestNav 8 computer-based platform prior to this administration.
- 2) School assessment coordinators, school technology coordinators, and test administrators have read the Test Administration Policies and Procedures and signed an Administration and Security Agreement.
- 3) Necessary forms have been prepared and copied (e.g., administration records, Security Log, Do Not Disturb sign, Electronic Devices sign, and reference sheets [if any]).
- 4) Test group codes have been created and will be distributed to test administrators.
- 5) Proctor caching activities will be completed one week prior to testing for all scheduled test sessions.
- 6) Programs that run automatic updates have been modified so updates do not interrupt the student testing experience.
- 7) Screen savers, power-management programs, remote access applications, instant messaging, and programs with notifications have been disabled for the testing user profiles during the testing window.
- 8) There is a plan in place to restrict any high-bandwidth activities, such as video streaming, during the testing window (unless sufficient bandwidth is available).
- 9) Instructions for setup in the test administration manual, at [www.FLAssessments.com/TestNav8](http://www.FLAssessments.com/TestNav8) and in subsequent communications from the FDOE, have been followed.

## **C. The Day Before Testing Begins**

- 1) Test sessions have been created in PearsonAccess and sessions will be started prior to distributing authorization tickets to students.

## **D. After Testing**

- 1) Test sessions will be stopped after testing is complete.
- 2) Test content will be purged from the proctor caching machine.

# **Additional Information for AIR FSA Survey Content for Schools**

## **I. Computer Specifications**

As stated in the instructions on the webpage for this section, you should evaluate your computers/devices to determine the actual number of workstations that may be used for testing. The current location and function of computers/devices should inform this decision. As computers/devices are identified at the school, we recommend maintaining a list of the workstations and their locations. Your district may need to confirm these numbers with you, and it will be important that you can quickly identify them.

The computers/devices must meet the General Minimum Specifications and the specific requirements for the applicable operating system. If a computer/device does not meet all of the General Minimum Specifications, it should not be evaluated for the Operating System Specifications. While the testing software does not require all 500 MB of disk space, sufficient space should be available for the workstation to run properly and not be overloaded.

These specifications were provided by the testing contractor, AIR, after thorough testing of the AIR application on different machines and in consultation with technical experts at FDOE. The specifications for each operating system also take into account the published recommendations by each system's vendor. You can download a copy of the specifications at the following website: [www.FSAssessments.org](http://www.FSAssessments.org).

### **Percentage Reserved as Alternates**

We strongly recommend that each school prepare alternate computers to be used if there are specific hardware or system malfunctions during testing. The default percentage of computers to be reserved as alternates is 2 percent (with a default minimum of 1 computer), but the school may decide to increase this percentage as necessary. Please note that these alternate computers will be deducted from the total number of computers available for testing, which will be automatically populated in Section II.

### **Total Number of Computers Available for Testing**

This calculation is the total number of computers that meet all of the minimum specifications, minus the computers that will be reserved as alternates. This number will be pre-populated in Section II. Schools will not be allowed to enter more than this number of computers on any given day of testing, but some administrations will allow them to use the computers more than once in a given day.

In Section I of the certification tool, please indicate the numbers of computers that you have available and that meet specifications for Computer-Based Testing. This may not represent the total numbers of computers in the school. For example, a teacher may have three computers in the back

of a classroom, but unless they are moved to a secure setting, they are not available for computer-based testing. Some schools do move classroom computers to secure settings during testing, in which case they become “available.” In order to ensure a secure setting, however, the appropriate infrastructure must be in place in that location, which may incur cost in order for the computers to be considered “available.”

In some instances, you may have 50 computers that are “available” but you only need 30 of these to test students. Please list 50 computers as the number “available” in your school for computer-based testing in Section I of the tool, so that future readiness can be predicted as more computer-based tests are administered. Further, many of you use computers in lab settings, but the labs are not dedicated 100% of the time to testing. If the computers in these labs are available the majority of the time during testing, please include them in your “available” count.

## II. Student Scheduling Plan

This section of the certification tool asks you to provide the total number of students to be tested for each administration and to schedule the number of students that will be tested each day of the administration window for each assessment. Scheduling is a crucial task in preparing for and completing testing within the designated testing window. In addition to the number of computers available for testing, other mitigating factors should be considered, such as available bandwidth and staff to serve as test administrators, proctors, and technical support.

This section captures scheduling information about all computer-based assessments offered in a given administration. Only enter data for the assessments your school will be participating in. If your school will not be participating in a particular assessment, check the box next to the statement above the table for that assessment.

The first box in each section titled “Number of Computers Available for Testing” will be pre-populated based on the information you provided in Section I. This information cannot be changed in any subsequent sections. On each day of testing, the “Number of Computers to be Used per Day” cannot exceed this number or you will receive an error message.

Complete the “Total Number of Students to be Tested” based on the most accurate data your school has for the assessment. Contact your district if you have any questions about students to be tested.

Complete the “Number of Students Scheduled to be Tested per Day” and the “Number of Computers to be Used per Day” for each day of your school’s administration window for the applicable assessment(s). Consider the timing of the assessment when determining the total number of students to be tested per day. This certification is not concerned with the number of sessions per day – only with the total number of students that the school can test in a given day. For Writing assessments, you schedule the **same** number of students to be tested. For Reading, Mathematics, and EOC assessments, schedule **twice** as many students as you have to test to represent testing over two days.

Even though every possible date of the administration window may be listed, **only complete the data for the actual days your school has been approved to test.** Your district will confirm this data; failure to complete this properly will cause delays in your district’s completion of this certification.

Remember that there may be other constraints beyond the number of computers available, such as staffing, that will impact your total numbers for each day. Also consider that make-up sessions must be completed within this window. Because the same assessment is being offered over several days, absent students can easily be rescheduled for a subsequent day, but schools must account for these students in their calculations.

Once these fields are completed and the data has been saved, the tool will calculate the “Total Number of Students Scheduled.” If the number scheduled is less than the number to be tested, an error will appear and you will need to revise the number before saving your data. If this error occurs, contact your district to discuss how your school will accommodate all students to be tested within the scheduled window.

For specific information on the scheduling restrictions used by the tool, see the instructions on the website. If you enter data outside of the scheduling restrictions, you will be able to save this data, but you will need to click “Warning Acknowledged” to confirm that you are aware of this discrepancy. Your district will be notified and may contact you to confirm that you have a viable plan for testing.

### **III. Annual/Long-Term Certification Checklist**

Respond to these questions using the drop-down boxes provided. Once this survey is populated for the first administration, these responses will carry over to every administration this school year, as applicable. Review and verify that the data is still accurate for each administration.

#### **A. Training and Preparation**

- 1) School staff including school assessment coordinators, school technology coordinators, test administrators, and proctors are aware that your school is participating in computer-based testing this school year on the new Florida Standards Assessments (FSA) AIR Test Delivery System platform.

#### **B. Technical Setup**

- 1) Computers and devices meet the System Requirements for Online Testing available at [www.FSAssessments.org](http://www.FSAssessments.org).
- 2) The appropriate secure browser has been installed on each workstation or device being used for testing.
- 3) Local/district resources and the Bandwidth Diagnostic Tool provided by AIR have been used to analyze your network and determine what is needed to test students at this site.
- 4) Guided Access has been enabled on iPads used for testing. If your school is not testing on iPads, please select NA.
- 5) Kiosk mode has been enabled on Chromebooks used for testing. If your school is not testing on Chromebooks, please select NA.
- 6) Pop-up blockers have been disabled and any necessary software or plug-ins have been installed.
- 7) On Android tablets that will be used for testing, the secure browser keyboard has been selected.
- 8) Additional workstations or devices are available in the event of a technical malfunction during testing.

- 9) If your school is utilizing wireless network connections, all computers or devices can effectively communicate with their wireless access point from the testing location. If your school is not utilizing wireless network connections, please select NA.
- 10) If your school is utilizing wireless network connections, all security measures for wireless connections have been properly enabled. If your school is not utilizing wireless network connections, please select NA.

### **C. Test Administration**

- 1) Each test administrator has a method of contacting the school assessment coordinator or technology coordinator for support during testing.
- 2) Local technical support staff members have confirmed they will be available, either on site or by phone, during computer-based administrations.

## **IV. Administration-Specific Checklist– AIR Spring 2015 FSA Writing, Reading, Mathematics, and EOC**

### **A. One Month Prior to Testing**

- 1) Participating students and their parents/guardians have been notified that your school will be administering computer-based test(s) for the upcoming test administration.
- 2) School assessment coordinators, school technology coordinators, test administrators, and proctors have been trained on test setup and administration activities.
- 3) School assessment coordinators, school technology coordinators, and test administrators have carefully read the test administration manual as well as any local directions given to school personnel.
- 4) Every student workstation or device that will be used for testing has run the Infrastructure Trial.
- 5) Our school participated in a district-wide FSA Infrastructure Trial.
- 6) All student testing rooms meet the specifications described in the test administration manual.
- 7) The appropriate number of test administrators and proctors are scheduled for each testing room, as described in the test administration manual.
- 8) School assessment coordinators, school technology coordinators, and test administrators who are administering tests to students who require special accommodations are familiar with how these accommodations will be provided. If your school is not providing any accommodations, please select NA.
- 9) Test materials have been received and a record is being maintained to track the security numbers (for paper-based accommodations only) of each secure document received at the school. If your school is not providing any paper-based accommodations, please select NA.
- 10) Arrangements have been made for virtual school and home education students testing at your school.

### **B. One Week Prior to Testing**

- 1) All students currently enrolled have been provided an opportunity to participate in a practice test, as described in the test administration manual, to become familiar with the computer-based platform prior to this administration.

- 2) School assessment coordinators, school technology coordinators, and test administrators have read the Test Administration Policies and Procedures and signed an Administration and Security Agreement.
- 3) Necessary forms have been prepared and copied (e.g., administration records, Security Log, Do Not Disturb sign, Electronic Devices Sign, and reference sheets [if any]).
- 4) Programs that run automatic updates have been modified so updates do not interrupt the student testing experience.
- 5) Screen savers, power-management programs, remote access applications, instant messaging, and programs with notifications have been disabled for the testing user profiles during the testing window.
- 6) There is a plan in place to restrict any high-bandwidth activities, such as video streaming, during the testing window (unless sufficient bandwidth is available).
- 7) Instructions for setup in the test administration manual, user guides, technical manuals, and in subsequent communications from the FDOE have been followed.

### **C. The Day Before Testing Begins**

- 1) Test administrators will be given test tickets for students.

### **D. After Testing**

- 1) Test sessions will be stopped after testing is complete.



# District Instructions

The superintendent should identify one person at the district assessment office who will be the main point of contact for this certification. This person should complete the activities below for Opening the School Data Window. The tool will open for the Spring 2015 administration according to the date in Addendum B. On this date, the steps described in "Opening School Data Window" should be completed immediately so schools can begin completing their assigned activities. The deadline for districts to submit school data to FDOE is based on the first day of the test administration window. Districts should establish deadlines for their schools that will allow sufficient time for the district to confirm the information and submit the data to FDOE. District users can click on the "**Spring 2015 PEARSON FCAT/FCAT 2.0/NGSSS EOC**" or "**Spring 2015 AIR FSA**" link in order to view the status of school data entry, review school surveys, and open and close access to collection of school data.

**Computer-Based Assessments Certification Tool**

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Welcome ZZ Test District [Main Menu](#) | [Log Out](#)

**Main Menu**  
2014-2015 School Year

Welcome to the Computer-Based Assessment Certification Tool. This tool is designed to allow the district to review information from schools that will offer any of the computer-based assessments listed in the table below during the 2014-2015 school year. Deadlines for completing this tool are established by the district. See the table below for the deadline for each administration, the status of the school survey, and whether the survey is currently open. District users can click on the **Spring 2015 AIR FSA** link in order to view the status of school data entry, review school surveys, and open and close access to collection of school data.

Assessment	Open Date	District Submission Deadline	Date Completed	Current Survey Status
<a href="#">Spring 2015 PEARSON FCAT/FCAT 2.0/ NGSSS EOC</a> (FCAT Mathematics Retake (SSS), FCAT 2.0 Reading Retake, Algebra 1 Retake EOC (NGSSS), Biology 1 EOC (NGSSS), Civics EOC(NGSSS), Geometry EOC (NGSSS), U.S. History EOC (NGSSS) )	1/20/2015	3/9/2015		closed
<a href="#">Spring 2015 AIR FSA</a> (FSA-English Language Arts-Writing Component-Grade 8, FSA-English Language Arts-Writing Component-Grade 9, FSA-English Language Arts-Writing Component-Grade 10, FSA-English Language Arts-Writing Component-Grade 11, FSA-English Language Arts-Reading Component-Grade 5, FSA-English Language Arts-Reading Component-Grade 6, FSA-English Language Arts-Reading Component-Grade 7, FSA-English Language Arts-Reading Component-Grade 8, FSA-English Language Arts-Reading Component-Grade 9, FSA-English Language Arts-Reading Component-Grade 10, FSA-English Language Arts-Reading Component-Grade 11, FSA-Mathematics-Grade 5, FSA-Mathematics-Grade 6, FSA-Mathematics-Grade 7, FSA-Mathematics-Grade 8, FSA-Algebra 1 EOC, FSA-Geometry EOC, FSA-Algebra 2 EOC)	1/20/2015	2/16/2015		closed

This review should be conducted in collaboration with the superintendent, the district assessment coordinator, and the district technology coordinator. All three contacts will be required to approve the information prior to submission.

**Instructions:** School district contacts can manage their list of schools by clicking on the 'Spring 2015 AIR FSA' link in the above table. From this screen you will be able to monitor the schools' progress on their surveys, review their survey responses, approve their surveys, and manage their access to the data entry. Once approved by the district computer-based assessment team, the "**Submit Complete Data to FDOE**" link will become active and the district's data can be submitted.

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**General Information**

- [Contact Information](#) - Contact information for the district representative responsible for managing the tool
- [Set Submission Deadlines for Schools in this District](#) - Set an earlier deadline to display to schools if preferred
- [District Computer-Based Assessment Team](#) - List of contacts in the district responsible for computer-based testing
- [Guide to Computer-Based Assessments Certification Tool](#) - More information about how to complete the tool

**Reports**

- Students Scheduled vs. Number of Students to be Tested
  - [Spring 2015 PEARSON FCAT/FCAT 2.0/ NGSSS EOC](#)
  - [Spring 2015 AIR FSA](#)
- Summary of Students and Computers Scheduled by Day
  - [Spring 2015 PEARSON FCAT/FCAT 2.0/ NGSSS EOC](#)
  - [Spring 2015 AIR FSA](#)
- Checklist Summary
  - [Spring 2015 PEARSON FCAT/FCAT 2.0/ NGSSS EOC](#)
  - [Spring 2015 AIR FSA](#)

If you have questions, contact Florida Department of Education at [CBTSurvey@fldoe.org](mailto:CBTSurvey@fldoe.org).

## Opening School Data Window

### **Step 1: Log in**

Your district password is the same as you set for the Winter 2014 Certification period. There will be one district-level login to be shared by all district staff who will access this tool. If you don't remember your password, you can use the "Forgot Password?" link to retrieve your password.

### **Step 2: Verify Contact Information**

Verify the contact information for the individual responsible for data entry in the tool at the district level. This contact information can be changed at any time. This contact's name, phone number, and email address will be displayed at the bottom of every school-level screen as the primary point of contact for any schools that need assistance with the tool. Once you have successfully verified and saved this information, continue to the Main Menu to proceed.

### **Step 3: Set Submission Deadlines for Schools in this District**

The deadlines for districts to submit all school data to the state are provided in the tool, but the district has the ability to set specific deadlines for schools to submit data to the district. Use the link under "General Information" to set the school deadlines, and allow for sufficient time to review school data. If the district does not set a school-level submission deadline, it will default to the state submission deadline. Communicate the deadline and instructions for completing the certification tool to schools.

#### **General Information**

- [Contact Information](#) - Contact information for the district person responsible for managing the tool
- [Set Submission Deadlines for Schools in this District](#) - Set an earlier deadline to display to schools if preferred
- [District Computer-Based Assessment Team](#) - List of contacts in the district responsible for computer-based testing
- [Guide to Computer-Based Assessments Certification Tool](#) - More information about how to complete the tool

### **Step 4: Review School Data**

From the Main Menu, click the link for the appropriate administration under "Assessment."

**Computer-Based Assessments Certification Tool**

Welcome ZZ Test District [Main Menu](#) | [Log Out](#)

**Main Menu**  
2014-2015 School Year

Welcome to the Computer-Based Assessment Certification Tool. This tool is designed to allow the district to review information from schools that will offer any of the computer-based assessments listed in the table below during the 2014-2015 school year. Deadlines for completing this tool are established by the district. See the table below for the deadline for each administration, the status of the school survey, and whether the survey is currently open. District users can click on the "**Spring 2015 PEARSON FCAT/FCAT 2.0/NGSSS EOC**" or "**Spring 2015 AIR FSA**" link in order to view the status of school data entry, review school surveys, and open and close access to collection of school data.

Assessment	Open Date	District Submission Deadline	Date Completed	Current Survey Status
<a href="#">Spring 2015 PEARSON FCAT/FCAT 2.0/NGSSS EOC</a> (FCAT Mathematics Retake (SSS), FCAT 2.0 Reading Retake, Algebra 1 Retake EOC (NGSSS), Biology 1 EOC (NGSSS), Civics EOC (NGSSS), U.S. History EOC (NGSSS) )	1/20/2015	3/9/2015		open
<a href="#">Spring 2015 AIR FSA</a> (FSA English Language Arts Writing Component Grade 8, FSA English Language Arts Writing Component Grade 9, FSA English Language Arts Writing Component Grade 10, FSA English Language Arts Writing Component Grade 11, FSA English Language Arts Reading Component Grade 5, FSA English Language Arts Reading Component Grade 6, FSA English Language Arts Reading Component Grade 7, FSA English Language Arts Reading Component Grade 8, FSA English Language Arts Reading Component Grade 9, FSA English Language Arts Reading Component Grade 10, FSA English Language Arts Reading Component Grade 11, FSA Mathematics Grade 5, FSA Mathematics Grade 6, FSA Mathematics Grade 7, FSA Mathematics Grade 8, FSA Algebra 1 EOC, FSA Geometry EOC, FSA Algebra 2 EOC)	1/20/2015	2/16/2015		open

This review should be conducted in collaboration with the superintendent, the district assessment coordinator, and the district technology coordinator. All three contacts will be required to approve the information prior to submission.

**Instructions:** School district contacts can manage their list of schools by clicking on the "**Spring 2015 PEARSON FCAT/FCAT 2.0/NGSSS EOC**" or "**Spring 2015 AIR FSA**" link in the above table. From this screen you will be able to monitor the schools' progress on their surveys, review their survey responses, approve their surveys, and manage their access to the data entry. Once approved by the district computer-based assessment team, the "**Submit Complete Data to FLDOE**" link will become active and the district's data can be submitted.

This list shows all schools in your district that may participate in a computer-based administration this school year. Review schools listed for your district. If any schools in your district will administer a computer-based assessment this year and are not on this list, click the link for "Add a School." A drop-down list with information generated from the Master School Identification File (MSID) will be provided. Select the school from the dropdown list.

[Add a School](#)

**Quick set buttons:** You can set all "Data Entry Access" buttons to "open" or "closed" at once by clicking on the following links. Then click the "Save Changes to Data Entry Access and NA" button to save this change.  
[Select Open Access for All](#) | [Select Close Access for All](#)

[Save Changes to Data Entry Access and NA](#) [Submit Complete Data to FLDOE](#)

School ID	School Name	Last Login Date	Data Entry Access	Check if NA	School Complete Date	Review	Review Status	Reset Password	Recommend Delete	added by
1	Test School 1		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
10	Test School 10		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
11	Test School 11		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
12	Test School 12		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District

If any school listed in the tool for your district will **not administer a computer-based assessment during this administration**, mark the checkbox for the school in the "Check if NA" column. This school will not need to complete the tool for this administration. Click "Save Changes to Data Entry Access and NA" to save all changes.

If any school is closed and should be completely removed from the certification tool, this requires approval from FDOE. Click the "Recommend Delete" button next to the school and confirm the decision to delete the school. FDOE will be notified that your district is requesting to delete this school. When this action is approved, the school will be removed from the list. FDOE will discuss any concerns or questions with the main point of contact.

### Step 5: Open Access to the Schools

Once you have reviewed the list of schools, click the “Select Open Access for All” under the Quick set buttons to open the tool for all schools. **Schools will not be able to log in until you have completed this step.** The Data Entry Access column will update to “Open.” To open data entry access for specific schools, click the radio button next to “Open” for the appropriate schools and then click “Save Changes to Data Entry Access and NA.”

### Step 6: Notify Schools and Forward Documentation

As soon as access is available for your schools for the current administration, notify school personnel that the tool is open and provide any supporting documentation (this guide and all memoranda) that may assist them in completing the certification tool. This communication should also include the district’s deadlines for the schools to submit their data. Any updates made to these instructions for the certification tool once the window is open will be sent to the district office, and the district should distribute this information to schools.

## District Review of School Data

### Step 1: Access the List of Schools Page

[Add a School](#)

**Quick set buttons:** You can set all "Data Entry Access" buttons to "open" or "closed" at once by clicking on the following links. Then click the "Save Changes to Data Entry Access and NA" button to save this change.  
[Select Open Access for All](#) | [Select Close Access for All](#)

School ID	School Name	Last Login Date	EOC Data Entry Access	Check if NA	School Complete Date	Review	Review Status	Reset Password	Recommend Delete	added by
1	Test School 1	10/14/2014 9:12:26 AM	<input type="radio"/> Open <input checked="" type="radio"/> Closed	<input type="checkbox"/>	10/14/2014 9:17:18 AM	<a href="#">Review</a>				District
10	Test School 10		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
11	Test School 11		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
12	Test School 12		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
13	Test School 13		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
14	Test School 14		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
15	Test School 15		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District

Log in to the tool and access the Review School Data page for the appropriate administration from the Main Menu. As schools log in to the tool, the date in the “Last Login Date” column will populate. When schools submit their completed surveys, dates will populate the column for School Complete Date.

### Step 2: Review and Confirm Data for Each School

From the Review School Data screen, click the link in the “Review” column to review the school data. The district may begin reviewing school responses as soon as schools submit their data. This screen will generate all of the school’s responses and provide you with an option to mark the status of the school as “confirmed” or “pending.” Evaluate the data and determine whether it accurately depicts the school’s current capacity for computer-based testing and if you are confident the school can complete any outstanding tasks indicated in Section III and Section IV. If any of your schools need assistance with these tasks (e.g., training, technical setup), it is the district’s responsibility to follow up with the school. If the district needs assistance, please contact FDOE.

- 1) Evaluate Section I data. Confirm that the number of computers reflects the school’s current capacity.

- 2) Evaluate Section II data. This section should be checked for the following:
  - a. All applicable test administrations that will be administered at the school have been completed.
  - b. Data has only been entered on the correct testing dates. For example, if your district will test the Algebra 1 EOC Assessment the week of April 20, ensure that the school has not entered data on any other dates.
  - c. The **Total Number of Students to be Tested** is accurate for the school. Schools supply the actual number of students to be tested in each administration. Ensure the school is aware of who should be tested and has included all participating students.
  - d. Within the testing window, extra students/days have been built into the schedule to accommodate any make-up sessions.
  - e. Ensure the number of students to be tested each day is realistic based on the length of the session for the assessments. Discuss the testing plan with the school to ensure it is realistic. If the school's plan is not realistic, open the survey for the school to revise its data.
  
- 3) Evaluate Section III and Section IV responses. Pay particular attention to any responses that indicate that they may need assistance and items that were answered with "NA." If you have discussed any issues with the school and you are confident the school can complete the outstanding tasks prior to testing, the certification can be confirmed.

The purpose of this review is to confirm the accuracy of the school's data, even if the data shows that the school may not have sufficient capacity and will need assistance from the district. Several district reports are also available to help with reviewing school data. See the District Reports section to review this data.

**If the summary is accurate and you have completed any follow-up questions with the school, click "confirmed" for the school.** Once you select "confirmed," the school should remain closed and the school will not be able to edit the data. If a school is re-opened to edit its data, the "confirmed" status will remain for the school. Districts should review the edited information again if the tool is reopened to ensure the school's data is accurate.

**If you have further questions about the summary or if you disagree with how the school completed the data, click "pending" for the school.** You will need to return to the list of schools page and change the "Data Entry Access" for that school to "open." This will allow the school to enter the tool again and update its responses. The school may continue to update the survey responses until it has submitted its data, or until the district closes access to the tool. The district can change the opened/closed status at any time within the window.

All schools testing must be in "confirmed" status for the administration before the district can submit its certification to FDOE.

### **Step 3: Identify District Computer-Based Assessments Certification Team**

Once all schools have been confirmed, go to the Main Menu and select "District Computer-Based Assessment Team." This page will identify a district-level team of contacts for computer-based testing. Each person identified should review all school information being submitted. One person should be identified as the single point-of-contact for computer-based testing in each district. Make any necessary adjustments to this team information and save the changes.



**Step 4: Submit District Certifications for Spring 2015 PEARSON and AIR FSA to FDOE (See Addendum B for due date).**

- 1) For **Spring 2015 PEARSON**: From the Review School Data page for the specific administration, click “Submit Complete Data to FLDOE” (see below). **Do not submit this certification until all members of your District Computer-Based Assessments Certification Team have reviewed and approved the data.** Click the “Submit” button to certify that the data accurately represents the capacity of schools in your district to participate in computer-based testing. Once you submit the information, you will still be able to log in to the tool to review school data, if needed.

All schools must be in "confirmed" status for the administration before the district can submit the certification to the FDOE.

[Add a School](#)

**Quick set buttons:** You can set all "Data Entry Access" buttons to "open" or "closed" at once by clicking on the following links. Then click the "Save Changes to Data Entry Access and NA" button to save this change.  
[Select Open Access for All](#) | [Select Close Access for All](#)

Save Changes to Data Entry Access and NA Submit Complete Data to FLDOE

School ID	School Name	Last Login Date	EOC Data Entry Access	Check if NA	School Complete Date	Review	Review Status	Reset Password	Recommend Delete	added by
1	Test School 1	10/14/2014 9:12:26 AM	<input type="radio"/> Open <input checked="" type="radio"/> Closed	<input type="checkbox"/>	10/14/2014 9:17:18 AM	<a href="#">Review</a>				District
10	Test School 10		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
11	Test School 11		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
12	Test School 12		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
13	Test School 13		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
14	Test School 14		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
15	Test School 15		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
16	Test School 16		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District

- 2) For **Spring 2015 AIR FSA**: From the Review School Data page for the specific administration, respond to the drop-down question regarding a district-wide FSA Infrastructure Trial and then click “Submit Complete Data to FLDOE”(see below). **Do not submit this certification until all members of your District Computer-Based Assessments Certification Team have reviewed and approved the data.** Click the “Submit” button to certify that the data accurately represents the capacity of schools in your district to participate in computer-based testing. Once you submit the information, you will still be able to log in to the tool to review school data, if needed.

All schools must be in "confirmed" status for the administration before the district can submit the certification to the FDOE.

**Has your district run a district-wide FSA Infrastructure Trial?**  
 --Select--

[Add a School](#)

**Quick set buttons:** You can set all "Data Entry Access" buttons to "open" or "closed" at once by clicking on the following links. Then click the "Save Changes to Data Entry Access and NA" button to save this change.  
[Select Open Access for All](#) | [Select Close Access for All](#)

Save Changes to Data Entry Access and NA Submit Complete Data to FLDOE

School ID	School Name	Last Login Date	FSA Data Entry Access	Check if NA	School Complete Date	Review	Review Status	Reset Password	Recommend Delete	added by
1	Test School 1	1/15/2015 9:43:08 AM	<input type="radio"/> Open <input checked="" type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
10	Test School 10	1/5/2015 1:42:11 PM	<input type="radio"/> Open <input checked="" type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
11	Test School 11	12/5/2014 2:11:58 PM	<input type="radio"/> Open <input checked="" type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District

### Step 5: Submit Superintendent’s Certifications

The **Superintendent Certification Forms** are provided in the Submit Complete Data to FLDOE section. A completed form for Pearson assessments and a complete form for AIR assessments should be faxed (850.245.9307) or scanned and emailed ([CBTSurvey@fldoe.org](mailto:CBTSurvey@fldoe.org)) to FDOE within three days of district submission of each certification.

## Other District Information

### List of Schools Description

See bulleted list describing the components of this section below the screenshot.

All schools must be in "confirmed" status for the administration before the district can submit the certification to the FDOE.

[Add a School](#)

**Quick set buttons:** You can set all "Data Entry Access" buttons to "open" or "closed" at once by clicking on the following links. Then click the "Save Changes to Data Entry Access and NA" button to save this change.  
[Select Open Access for All](#) | [Select Close Access for All](#)

Save Changes to Data Entry Access and NA
Submit Complete Data to FLDOE

School ID	School Name	Last Login Date	EOC Data Entry Access	Check if NA	School Complete Date	Review	Review Status	Reset Password	Recommend Delete	added by
1	Test School 1	10/14/2014 9:12:26 AM	<input type="radio"/> Open <input checked="" type="radio"/> Closed	<input type="checkbox"/>	10/14/2014 9:17:18 AM	<a href="#">Review</a>				District
10	Test School 10		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
11	Test School 11		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
12	Test School 12		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
13	Test School 13		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
14	Test School 14		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
15	Test School 15		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
16	Test School 16		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District

- The **School ID** and **School Name** were generated from MSID.
- The **Last Login Date** is populated with the last date the school logged in to the system. Use this column to identify any schools who have not logged in to the tool.
- **Data Entry Access** shows the current access set for the school. Districts can open and close access for each school using this column, or districts can open or close access for all schools using the “Select Open Access for All” link or “Select Close Access for All” link before the school list.
- The **Check if NA** column should be checked if any school will not participate in this administration.
- The **School Complete Date** column shows the date that the school completed and submitted the survey to the district. A blank cell means the survey has not yet been completed.
- The **Review** column provides a link to the school’s survey. This is also where you will set the status of the survey to “confirmed” or “pending.”
- The **Review Status** column shows whether the district has reviewed and confirmed or set as pending the school’s survey. A blank cell means the status has not been set.
- If a school needs its password reset, the district can click the **Reset Password** button to return to the default password for the school (the 6-digit district/school number).
- The **Recommend Delete** button should be used if a school is closed.
- The **Added by** column indicates who added the school to the list. Most of these should say FDOE, but any additions by the district will be noted here.

### **A Note on Editing and Saving Data:**

While schools are editing their data, the district will still be able to see their information. Once a school submits its data, “Data Entry Access” is automatically closed. If a school needs to revise its information, open the “Data Entry Access” for that school. Please do not close any schools prior to the deadline you have established, unless the school has submitted its data and you have approved it.

## **District Reports**

### **Reports**

- Students Scheduled vs. Number of Students to be Tested
  - [Spring 2015 PEARSON FCAT/FCAT 2.0/ NGSSS EOC](#)
  - [Spring 2015 AIR FSA](#)
- Summary of Students and Computers Scheduled by Day
  - [Spring 2015 PEARSON FCAT/FCAT 2.0/ NGSSS EOC](#)
  - [Spring 2015 AIR FSA](#)
- Checklist Summary
  - [Spring 2015 PEARSON FCAT/FCAT 2.0/ NGSSS EOC](#)
  - [Spring 2015 AIR FSA](#)

### **District Reports Description**

Reports for each administration are available from the main menu. Currently, there are three reports available: **Students Scheduled vs. Number of Students to be Tested**, **Summary of Students and Computers Scheduled by Day**, and a **Checklist Summary**. While approvals cannot be made from these reports, they do provide a means for a district to review data and to note any issues. The Checklist Summary provides the ability to view the number of schools that selected each response. Clicking on the number shows a list of schools that provided a given response. Additional reports may be added to these pages throughout the school year.

## **Addendum A – Administration of Assessments**

For Spring 2015, the **certification tool** will be administered for the following computer-based assessments:

### **Spring 2015 PEARSON FCAT/FCAT 2.0/NGSSS EOC**

- FCAT Mathematics Retake (SSS)
- FCAT 2.0 Reading Retake (NGSSS)
- Algebra 1 Retake EOC (NGSSS)
- Biology 1 EOC (NGSSS)
- Civics EOC (NGSSS)
- U.S. History EOC (NGSSS)



### Spring 2015 AIR FSA

- FSA English Language Arts Writing Component
  - Grade 8
  - Grade 9
  - Grade 10
  - Grade 11
- FSA English Language Arts Reading Component
  - Grade 5
  - Grade 6
  - Grade 7
  - Grade 8
  - Grade 9
  - Grade 10
  - Grade 11
- FSA Mathematics
  - Grade 5
  - Grade 6
  - Grade 7
  - Grade 8
- FSA Algebra 1 EOC
- FSA Geometry EOC
- FSA Algebra 2 EOC

## Addendum B – Timeline

The following table shows the timeline for completing the Spring 2015 Computer-Based Testing Certification Tool. Districts can set specific school deadlines to allow time to review school data before final submission. If you are a school, refer to the date provided in the main menu when you log in to the tool.

<b>Spring 2015 Computer-Based Testing Certification Tool</b>		
<b>Certification</b>	<b>Date Tool Opens for Districts</b>	<b>Due Date (to FDOE)</b>
<b>Spring 2015 AIR FSA</b>	1/20/2015	2/16/2015
<b>Spring 2015 PEARSON FCAT/FCAT 2.0/NGSSS EOC</b>	1/20/2015	3/9/2015