

SPRING 2021 MONITOR TRAINING PACKET



**Miami-Dade County Public Schools
Assessment, Research, and Data Analysis
Student Assessment and Educational Testing**

Monitor Responsibilities

Monitoring Schedule

In Spring 2021, District monitors will make unannounced test session monitoring visits to selected schools for Florida Standards Assessments (FSA) English/Language Arts (ELA) Writing and Reading Components, Mathematics; Algebra 1 and Geometry End-of-Course (EOC) Assessments; Statewide Science Assessment; and Next Generation Sunshine State Standards (NGSSS) Biology 1, Civics, and US History EOC Assessments. Below is a sample test session monitoring assignment form.

Sample Assignment

Testing Window	Assessment Program	Assigned School
February 8 – March 25	(Choose <u>ONE</u> from the following): FSA ELA Writing Retake (Grades 10+ - AD) or FSA ELA Reading Retake (Grades 10+ - AD) or FSA Algebra 1 Retake EOC (Grades 7+ - AD) CBT Session	--
April 5 - 30	(Choose <u>ONE</u> from the following): FSA ELA Reading (Grade 3) PBT Session or FSA ELA Writing (Grades 4-6) PBT Session or FSA ELA Writing (Grades 7-10) CBT Session	Cypress K-8 Center 5400 SW 112 Court Miami, FL 33165
May 3 - 28	(Choose <u>ONE</u> from the following): FSA ELA Reading (Grades 4-6) PBT Session or FSA Mathematics (Grades 3-6) PBT Session or Statewide Science Assessments (Grades 5 & 8) PBT Session	--
May 3 – June 9	(Choose <u>ONE</u> from the following): FSA ELA Reading (Grades 7-10) or FSA Mathematics (Grades 7-8) or Algebra 1, Geometry, Biology 1, Civics, or US History EOC (Grades 6-12) CBT Session	Miami Jackson Sr. 1751 NW 36 Street Miami, FL 33142

*Computer-based assessments include the following: Grades 7-10 FSA ELA Writing; Grades 7-10 FSA ELA Reading; Grades 7-8 FSA Mathematics; FSA ELA Retake (Writing and Reading Components); FSA Algebra 1 EOC Retake; FSA Algebra 1 and Geometry; and NGSSS Biology 1, Civics, and US History Assessments

Monitoring Procedures

Monitors are responsible for observing testing procedures and reporting their findings to Student Assessment and Educational Testing (SAET). Monitors shall not interfere with the testing process nor discuss any problems or concerns noted with school personnel.

- Review the monitoring information prior to visiting schools. If you have any questions, contact SAET at 305-995-7520.
- Complete the [Test Security Agreement for Test Session Observers](#) (Attachment A).
- [Test Administrators' Responsibilities: Maintaining Test Security Before, During, and After Testing](#) (Attachment B) provides test administration and security procedures.

All visits to schools should be unannounced.

➤ **Test Session Monitoring**

Visiting a school **during** the test administration window:

- ◆ Arrive at the school one-half hour prior to the time testing is scheduled to start, usually when the school opens.
- ◆ Wear your employee ID badge and sign in at the school office.
- ◆ Obtain supplemental information required to complete the test session monitoring forms before or after the testing session, not while the test is taking place. The forms may be completed at the school sites but should not be shared with school staff.
 - Obtain a copy of the school's training packet used to train school staff, if available.
- ◆ Randomly select a classroom in which to observe the test administration.
- ◆ Do not enter a testing session after testing has started or leave a testing session before the test is over.
 - Exception: Students taking a Retake exam, and/or EOC assessments, as well as some ESE and ESOL students are allowed extended time. Monitoring visits should be scheduled to enter the testing session before it starts. Exit unobtrusively after testing is well underway and time has been sufficient to evaluate the session.

- ◆ A *Security Log* ([See Sample](#)) must be maintained for each testing room to record personnel present during the test administration for any length of time. District monitors should be requested to sign the security log by the test administrator; in the column titled “Assigned Area of Room” write “District Monitor”.
- ◆ Complete the test session [Monitoring Form for Use in PBT Administrations \(FM-6681\)](#) if a paper-based test session is observed or [Monitoring Form for Use in CBT Administrations \(FM-7469\)](#) if a computer-based test session is observed.

➤ **Monitoring ESOL AND ESE Classrooms**

If you monitor an ESOL or ESE classroom, please complete the [Supplemental Monitoring Form for use in ESOL and ESE Classrooms \(FM-6685\)](#).

The **2020–2021 Statewide Assessments Accommodations Guide** provides information and resources for the administration of Florida's statewide assessments to students with allowable accommodations.

Dictionaries: English Language Learners (**ELLs**) **should** have access to a word-to-word heritage language-to-English or English-to-heritage language translation dictionary which does not contain definitions. Electronic translation dictionaries that are standalone devices without the ability to access the Internet may be used.

Writing: The FSA ELA Writing directions and the prompt **may be read aloud** to students with oral presentation accommodation on their IEP or Section 504 plan. The Writing component of the ELA test requires that students read a variety of texts and respond to what they read. Because this portion of the test assesses reading skills as well as writing skills, the passages may NOT be read aloud to students. The exception to this rule is for students who are severely visually disabled and have an approved unique accommodation from the FLDOE for auditory presentation of FSA ELA Writing and Reading Passages.

Reading: Students with oral presentation accommodations on their IEPs or Section 504 plans may have the FSA ELA directions, test questions, and answer choices read aloud to them. However, the Reading passages may NOT be read aloud to students. The exception to this rule is for eligible students who are severely visually disabled and have an approved unique accommodation from the FLDOE for auditory presentation of FSA ELA Writing and Reading Passages. Please refer to the [Instructions for Oral Presentation Accommodations](#) for further guidance and examples.

Mathematics and Science: Some **ESE** students may receive assistance with reading the science or mathematics items, if documented in the student’s IEP or Section 504 plan. **ELLs** may only receive assistance in the heritage language with a word or phrase that is confusing the student, on an individual basis.

➤ **Pre/Post Monitoring**

If the school is not administering a test on the day that you visit, and you cannot observe a session, please carry out pre/post monitoring:

- ◆ Check that all materials are stored in a secure, limited access location.
- ◆ Ask to see documentation that shows that school personnel accounted for all testing materials they received.
 - The *Test Materials Chain of Custody Form* ([See Sample](#)) should be completed.
- ◆ Complete the [Pre- and Post-Monitoring Form \(FM-6680\)](#).

If in doubt... please write your observations in the comment section of the monitoring forms and call SAET at 305-995-7520 for clarification or assistance.

Monitoring Forms may be obtained from Records & Forms Management accessible at:

- Pre- and Post- Monitoring Form:
<http://api.dadeschools.net/wmsfiles/61/pdfs/6680.pdf>
- Paper-based Test Monitoring Form:
<http://api.dadeschools.net/wmsfiles/61/pdfs/6681.pdf>
- Computer-based Test Monitoring Form:
<http://api.dadeschools.net/wmsfiles/61/pdfs/7469.pdf>
- Supplemental Monitoring Form for use in ESOL and ESE Classrooms:
<http://api.dadeschools.net/wmsfiles/61/pdfs/6685.pdf>

Return completed monitoring forms and a copy of the school's training packet by **Friday, June 11, 2021 to:**

Student Assessment and Educational Testing (Location #9023)

1450 NE 2nd Avenue, Room 208

Miami, FL 33132

or

Fax: 305-995-7522

or

Email: bbetancourt@dadeschools.net

Monitor Observations

As you monitor the test administration, you may observe one or more of the following:

- Secure storage of test materials
- Distribution of test materials to test administrators and documentation of test booklet assignments to classrooms
- Admission of students to testing and documentation of attendance in each room
- Appropriateness of test setting
- Test administrator/student ratio 1 to 25 (paper-based and computer-based)
- Distribution and handling of test materials in the classroom (including secure storage of unused/unassigned and returned booklets)
- Documentation of test booklet assignment to students
- Electronic devices turned off and stored out of “arm’s reach”
- Visual barriers installed in workstations for CBT testing
- Reading of the test script
- Observance of timing guidelines and directions
- Maintenance of test security during the test session
- Collection of test materials from students
- Return/collection of test materials from testing rooms
- Maintenance of security in hallways, bathrooms, etc.
- Adherence to state and district security procedures

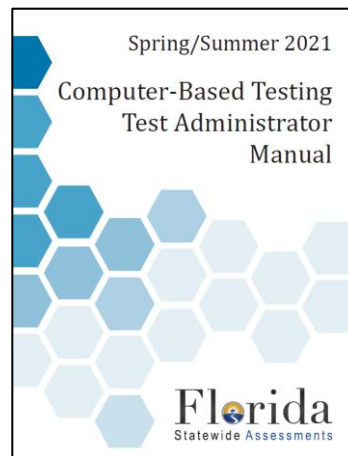
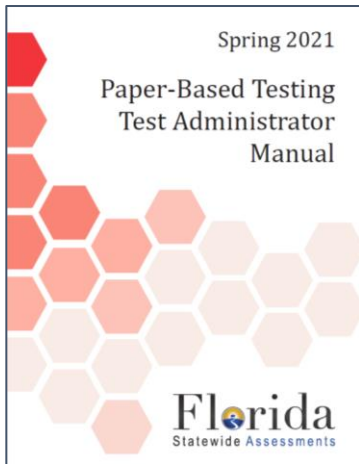
Spring 2021 FSA and NGSSS Assessments

General Information

- ◆ Note that test security regulations prohibit student possession of any electronic device that reproduces, transmits, calculates, or records, except the calculators provided for specified tests/grade levels. Unapproved devices, including cell phones, are not permitted “within arm’s reach” during testing or during breaks, even if the electronic device is not visible.
 - Test administrators and proctors should also turn off their electronic devices during the test administration.
- ◆ No visual cues are allowed (word lists, spelling lists, lists of adjectives and adverbs, word definitions, punctuation charts, transitional devices, organizational patterns, etc.).
- ◆ FSA ELA Writing, Grades 4-6; FSA ELA Reading, Grades 3-6; FSA Mathematics, Grades 3-6 are paper-based ONLY.
- ◆ FSA ELA (Reading and Writing) Retake; FSA ELA Writing, Grades 7-10; FSA ELA Reading, Grades 7-10; FSA Mathematics, Grades 7-8 are computer-based ONLY. Paper-based tests will be available only as an accommodation to eligible students.
- ◆ All FSA and NGSSS EOC assessments are computer-based ONLY. Paper-based tests will be available only as an accommodation to eligible students.
- ◆ For the FSA Mathematics, Grades 7-8, students will have an online scientific calculator provided in the Secure Browser for sessions 2 and 3. Students testing on the computer may request and use an approved handheld scientific calculator during Sessions 2 and 3. Students with paper-based accommodations must be provided an approved handheld scientific calculator for Sessions 2 and 3.
- ◆ For the FSA Algebra 1 Retake, Algebra 1, and Geometry EOC assessments, students will have an online scientific calculator provided in the Secure Browser for Session 2. Students testing on the computer may request and use an approved handheld scientific calculator during Session 2. Students with paper-based accommodations must be provided an approved handheld scientific calculator for Session 2.
- ◆ For the NGSSS Biology 1 EOC assessment, students will have an online four-function calculator provided in the Secure Browser. An approved hand-held four function calculator may be provided to students testing on the computer for the NGSSS Biology 1 EOC assessment. Students with paper-based

accommodations must be provided an approved handheld four-function calculator.

- ◆ Approved four-function hand-held calculators are used for the Statewide Science Assessment, Grade 8.
- ◆ Headphones and earbuds are required for students taking the FSA ELA Reading Retake and Grades 7-10 FSA ELA Reading tests to access the audio section.
- ◆ CBT Worksheets must be provided for computer-based FSA ELA Reading Retake and Grades 7-10 FSA ELA Reading; and NGSSS Civics and US History EOC assessments.
- ◆ Reference Sheets will be available as online references (in a pop-up window). Students testing on the computer may be provided a paper copy reference sheet. Students with paper-based accommodations must be provided a paper version of the reference sheet. Reference sheets are provided for the FSA Mathematics in Grades 4-8; FSA Algebra 1 Retake; FSA Algebra 1 and Geometry EOC assessments.
- ◆ CBT Work Folders are provided to students for the computer-based FSA Mathematics, Grades 7-8; FSA Algebra 1 Retake; FSA Algebra 1 and Geometry EOC; and NGSSS Biology 1 EOC assessments.
- ◆ A Periodic Table of Elements is provided to students for use during Grade 8 Statewide Science sessions; and NGSSS Biology 1 EOC assessment.
- ◆ Note that students may **not** have scratch paper or do any writing after finishing a test session.
- ◆ Schools may allow students to read a book after they have completed the FSA ELA Reading and Mathematics; FSA and NGSSS EOC; and Statewide Science Assessment sessions, **but they may not write or use the computer.**
 - **Note:** Students are NOT allowed to read, write, or use the computer after the FSA ELA Writing test (Grades 4-10 and Retake).
- ◆ There are separate test administration manuals for paper-based and computer-based assessments as follows:
 - Paper-Based: Grades 4-6 FSA Writing, Grade 3-6 FSA ELA Reading and Mathematics
 - Computer-Based: FSA ELA, Math, Retakes, and EOCs
 - Sample test administration manuals are provided on next page



Note: You should observe that the correct test administration manual is being used for the test being administered and that the students are being administered the correct session(s) for that day.

FSA English Language Arts (ELA) Retake (Reading and Writing) Graduation Test

- ◆ The FSA ELA (Writing and Reading) Retake are computer-based ONLY delivered via the Secure Browser. Paper-based tests will be available only as an accommodation to eligible students.
 - The FSA ELA Writing Retake is administered in one 120-minute test session. Students have up to half of a typical school day to complete the session, if needed.
 - The FSA ELA Reading Retake Component is administered in two 90-minute test sessions over two days. Students have up to half of a typical school day to complete each session, if needed.
 - Note: Due to the pandemic, scheduling flexibility is allowed. Students may complete both sessions of the Reading Retake in one day.

FSA Algebra 1 Retake EOC Graduation Test

- ◆ The FSA Algebra 1 Retake EOC is computer-based ONLY delivered via the Secure Browser. Paper-based tests will be available only as an accommodation to eligible students.
- ◆ The FSA Algebra 1 Retake EOC is administered in two 90-minute sessions over two days. Students may continue working through half the length of a typical school day to complete each session.
 - Note: Due to the pandemic, scheduling flexibility is allowed. Students may complete both sessions of the Reading Retake in one day.

ATTACHMENT A

FLORIDA STATEWIDE ASSESSMENTS TEST SECURITY AGREEMENT FOR TEST SESSION OBSERVERS

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 follow:

- 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;
- Do not make answer keys available to examinees; and
- Do not participate in, direct, aid, counsel, assist in, or encourage any of the acts prohibited in this statute; and
- Follow all procedures specified in the test administration manuals.

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 site personnel may be permitted to observe a test administration session. However, they may not participate in any of the test administration procedures.

- Non-school site personnel may not handle or distribute secure test materials.
- Non-school site personnel may not hand-grid student answer documents.
- Non-school site personnel may not answer student questions.
- Non-school site personnel may not interfere with the test administration session.

Prior to observing a test administration session, all persons must be informed of the appropriate test security procedures for observing the test sessions. Persons must also be informed of the test security laws and rules prohibiting any activities that may threaten the integrity of the test.

Observers may not be placed in rooms in which members of their families or friends are being tested.

I have read the information contained in this form and agree to abide by the provisions involving test security on the Florida Statewide Assessments.

Print Name

Date

Observer's Signature

ATTACHMENT B

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

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

Preparing for the Assessment

1. Test administrators and proctors **must** be familiar with the test security procedures and administration directions prior to the actual test administration. Each test administrator **must** be provided the test manual containing the security procedures, the administration directions, and the script to be read to students. Test administrators **must use the following manuals as appropriate to administer the test(s)**:
 - **Spring 2021 FSA Paper-Based Test Administration Manual**
 - **Spring/Summer 2021 FSA Computer-Based Test Administration Manual**
2. Test administrators and/or proctors **must not** have access to the test booklets until the day of testing.
3. For paper-based and computer-based administrations, there **must** be one adult (test administrator) for every 25 students (1:25).
4. Test administrators **must not** look at or review any test content (i.e., prompt, passages, test items, mathematics problems, etc.) before, during, or after the test session.
5. The test booklet **must not** be opened, or the seals removed before testing begins.
6. All classroom materials that might provide clues to students (e.g., maps, math formulas, word walls, multiplication charts) **must** be removed from the test room, or covered, prior to testing.
7. Test materials **must** be readily available, inventoried, and organized for easy test administration. Test administrators **must** ensure that they have sufficient materials to test their assigned students.

8. Seating should be adequately arranged and spaced to discourage cheating. The use of seating charts to plan and record student seat assignments **is required**. All seating charts must indicate the front and back of the room, as well as the direction the students are facing. For CBT, the seating chart should also indicate laptop/mobile device assignments, if applicable.
9. For a CBT test session, ensure that all software applications, including Internet browsers, are closed on all student workstations before the test session begins.

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

Conducting the Assessment

10. Test administrators and/or proctors **must** have a roster of students assigned to their room for the test administration. Test administrators and/or proctors **must not** admit students into the testing room unless their names are on the roster of students for that room. The test administrator or proctor **will** check unfamiliar student photo identification (e.g., driver's license or school identification) as students enter and exit the testing room.
11. The test administrator will take roll on each day of testing by writing the date tested next to each student's name or by placing a check mark under the appropriate date and subtest column on the student roster. The school assessment coordinator at your school will have instructed you on the use of the roster at your training session.
12. For paper-based and computer-based testing, the test administrator will ensure that students read and sign below the *Testing Rules Acknowledgement* prior to testing, as directed to do so on the script.
13. For paper-based testing, the test administrator and/or proctor **will** assign a test and answer booklet number to each student and check off each student's name on the roster as he/she is given a test booklet and will record the assigned booklet number for documents with security numbers.
14. Students are to be allowed access to test booklets (test questions) **only** during the actual administration of the test. Please be reminded that under no circumstances are students to be permitted to handle any test materials before or after the test

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

15. All testing materials (as applicable), including test and answer books, planning sheets, Reading and Writing Passage Booklets, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and periodic tables must be handed to and collected from each student individually. **No test materials may be handed out in groups or passed along from student to student.**
16. All testing materials should be secured immediately, out of reach of students. **Do not leave** testing materials (as applicable), including test and answer books, planning sheets, Reading and Writing Passage Booklets, Audio Passage Transcripts, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and periodic tables on **top of a desk or table or anywhere that is accessible to students (even if test administrators and/or proctors are in the room).**
17. Test administrators **must** read the appropriate script for administering each respective assessment as it is presented in the appropriate test administration manual.
18. Test group codes are required for all paper-based administrations including Grades 4-6 FSA ELA Writing, Grades 3-6 FSA ELA Reading, Grades 3-6 FSA Mathematics, and Grades 5 and 8 Statewide Science Assessments. For the all computer-based tests, test group codes will not be necessary. Instead, a Session ID will be generated when the test session is created by the test administrator on the 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.

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

19. Computer labs must be set up to ensure that students cannot view the monitors of other students' workstations. Visual barriers may be used to prevent incidental viewing.
20. The test administrator and/or proctor must verify the identification of unfamiliar students when distributing test materials.
21. CBT test tickets are secure test documents, and must be kept in locked, limited access location.
22. During test sessions, unused CBT test tickets must be secured (i.e., not left on a desk, podium within reach of students).

23. Procedures must be implemented to contact the school assessment coordinator during a session in case a student is disconnected from the session and must be resumed/approved to continue testing.
24. If 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.
25. Remember all Florida Statewide Assessments are secure tests. Neither test administrators nor proctors may read the items in the test booklets or on the computer screen before, during, or after the test administrations. The content of the test is not to be reviewed or discussed with students, staff, parents, or community members at any time before, during, or after the test.
26. 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.
27. 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.
28. Students must not be assisted in using the Secure Browser tools or answering test questions by anyone, including persons administering or proctoring the test.
29. 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.
30. 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.
31. 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.

32. 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.
33. 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).
34. Students should not be given access to electronic devices (e.g., cell phones, smartphones, and netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.
 - a. Exception: Electronic dictionaries without access to Internet for ESOL students.
 - b. Health Monitoring Application: Students who require the use of an electronic device for a purpose specified on his or her Individual Educational Plan (IEP) or Section 504 Plan may have access to the device during testing. A test administrator must be able to monitor the student's use of the device at all times during testing.
35. 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.
36. If there is an extended break during a CBT test session (such as a lunch break), students must pause the test in the Secure Browser, but the student must be resumed or approved to continue testing once he/she returns. Students **MUST NOT** submit their responses for a break.
37. 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.
38. 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 Secure Browser would have to be assigned.

Concluding the Assessment

39. After testing, all test materials are to be collected from each student **individually**.
40. For paper-based administrations, the test administrator should make sure the student's name and date of birth appear on the test and answer booklet and that the correct booklet number has been recorded for that student. The student name must be identical to the one on his/her student FLEID. The test administrator **must** verify that **the student** has completed the student name, date of birth (DOB) (should be recorded by the student), school name or number, district name or number, "Today's Date", and test group code as specified in the test script, and that the "DNS" bubbles **have not** been filled out inappropriately. Any errors or discrepancies must be reported to the school assessment coordinator at the time the materials are returned after testing.
41. **Used test and answer booklets collected from students must not be placed where they are accessible to the other students remaining in the room.**
42. The test administrator should also verify that students have signed the Testing Rules Acknowledgement, and individually collect any testing materials (as applicable), including test and answer books, planning sheets, Reading and Writing Passage Booklets, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and periodic tables.
43. Make sure that each computer displays the desktop. Assist any student who needs help submitting the test.
44. 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.
45. As soon as the last student has completed the assessment or when time is up, the test administrator should account for all testing materials (as applicable), including test and answer books, planning sheets, Reading and Writing Passage Booklets, Audio Passage Transcripts, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and periodic tables that were assigned to him/her for that test session, as applicable. Any discrepancies must be reported to the school assessment coordinator **immediately**.
46. No student should be permitted to leave the testing room until it has been verified and documented that all his/her testing materials (as applicable), including test and answer books, planning sheets, Reading and Writing Passage Booklets, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and periodic tables have been returned to the test administrator. Administrators must verify that each student returned each type of secure testing document on the Administration Record/Security Checklist and/or Session Roster

by checking the appropriate fields. This may be done by crossing or checking off each student's name from a student list or roster as the test materials are collected.

47. Ensure that accommodations provided, and accommodations used are recorded on the [Administration Record/Security Checklist \(linked\)](#) for both paper and computer-based administrations.
48. 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.
49. 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 C

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

Training Requirements for Administering and Proctoring the Statewide Assessments, 2015

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

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

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

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

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

Rule 6A-10.042

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

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

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

Session times, universal adjustments, and maximum for accommodations			
Grades	Number of Sessions and Standard Time	Universal adjustments	Max for Accommodations
4-6 FSA ELA Writing	FSA ELA Writing PBT 1 session - 120 minutes	n/a	Up to 1 school day
<i>7-10</i> <i>FSA ELA Writing</i>	<i>FSA ELA Writing CBT</i> <i>1 session - 120 minutes</i>	n/a	Up to 1 school day
3 FSA ELA Reading	FSA ELA Reading PBT 2 Sessions over 2 days 80 minutes each	n/a	Up to 1 school day for each session
5 Statewide Science Assessment	Science PBT 2 Sessions over 2 days 80 minutes each	n/a	Up to 1 school day for each session
8 Statewide Science Assessment	Science PBT 2 Sessions in one day 80 minutes each	n/a	Up to 1 school day for each session
4-5 FSA ELA Reading	FSA ELA Reading PBT 2 Sessions over 2 days 80 minutes each	n/a	Up to 1 school day for each session
6 FSA ELA Reading	FSA ELA Reading PBT 2 Sessions over 2 days 85 minutes each	n/a	Up to 1 school day for each session

Session times, universal adjustments, and maximum for accommodations			
7-8 FSA ELA Reading	FSA ELA Reading CBT 2 Sessions over 2 days 85 minutes each	n/a	Up to 1 school day for each session
9-10 FSA ELA Reading	FSA ELA Reading CBT 2 Sessions over 2 days 90 minutes each	n/a	Up to 1 school day for each session
3-5 FSA Math	FSA Mathematics PBT 2 Sessions over 2 days 80 minutes each	n/a	Up to 1 school day for each session
6 FSA Math	FSA Mathematics PBT 3 Sessions over 2 days 60 minutes each	n/a	Up to 1 school day for each session
7-8 FSA Math	FSA Mathematics CBT 3 Sessions over 2 days 60 minutes each	n/a	Up to 1 school day for each session
6-12, Enrolled Students FSA EOCs	FSA EOCs Algebra 1, Geometry CBT 2 Session over 2 days 90 minutes each	Up to 1/2 day, if needed	Up to 1 school day for each session
6-12, Enrolled Students NGSSS EOCs	NGSSS EOCs Biology 1, Civics, US History CBT 1 Session 160 minutes	Up to 1 school day, if needed	n/a

Session times, universal adjustments, and maximum for accommodations			
<i>FSA ELA Writing Retake</i>	<i>FSA ELA Writing Retake CBT 1 session - 120 minutes</i>	<i>Up to 1/2 day, if needed</i>	<i>Up to 1 school day for each session</i>
<i>FSA ELA Reading Retake</i>	<i>FSA ELA Reading Retake CBT 2 Sessions over 2 days 90 minutes each</i>	<i>Up to 1/2 day, if needed</i>	<i>Up to 1 school day for each session</i>
<i>FSA Algebra 1 EOC Retake</i>	<i>FSA Algebra 1 Retake EOC CBT 2 Sessions over 2 days 90 minutes each</i>	<i>Up to 1/2 day, if needed</i>	<i>Up to 1 school day for each session</i>

CONTACT INFORMATION

For specific information on test administration and security procedures or accommodations, please contact:

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