Spring 2015
FCAT/FCAT 2.0 Retake and
NGSSS EOC Assessments
School Assessment Coordinator
Training Packet

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

Miami-Dade County Public Schools

SPRING 2015 FCAT/FCAT 2.0 Reading and Mathematics Retake and/or
NGSSS EOC Algebra 1 Retake Administrations
Schedule of Activities

	School Assessment Coordinator	Technology Coordinator
January 20- February 24	Complete the Spring 2015 Pearson (NGSSS EOCs and FCAT/FCAT 2.0 Retake) Certification Tool accessible at: **https://app1.fldoe.org/CBT/CertificationTool**.	-
February 9-13	**Carry out school-wide Pearson Infrastructure Trial.**	**Carry out school-wide Infrastructure Trial.**
	Complete the Pearson Infrastructure Trial Survey available at https://www.surveymonkey.com/s/GRLJ3G3	-
February 10-17	Delivery of Spring 2015 FCAT/FCAT 2.0 Retake and/or NGSSS EOC Assessments Test Administration Manuals, via Comet Delivery Services.	-
February 18, 20 or 23	Attend **mandatory** Spring 2015 FSA, FCAT/FCAT 2.0, and EOC Assessments School Assessment Coordinator live training.	Attend mandatory District ITS training.
February 18-March 6	Complete training test administrators and proctors.	Ensure computer workstations have been identified that meet minimum specifications and the appropriate software applications are installed and running properly.
	Create test administrator accounts and reset passwords in Pearson operational site (Optional).	
March 5-11	Delivery of Spring 2015 FCAT/FCAT 2.0 Reading and Mathematics Retake, and/or NGSSS EOC Algebra 1 Retake PreID labels, work folders, and paper test materials, including VI materials (if applicable), via Comet Delivery Services. **Verify shipment.**	-
March 9-11	**Adult Centers**: Pick up FCAT/FCAT 2.0 Retake and NGSSS EOC Algebra 1 Retake test materials and calculators at TDC by 3:00 pm.	-
March 6	Adult Centers: Deadline for eligible adult education students to register for the Spring 2015 FCAT 2.0 Retake and NGSSS EOC Algebra 1 Retake administrations, as applicable.	-
March 9-13	In PearsonAccess, verify student information. Complete scheduling activities. Print Student Authorization Tickets and Session Rosters.	Configure browser setting for the Proctor Cache computer. Install visual barriers.
	In PearsonAccess, proctor cache all FCAT/FCAT 2.0 Reading and Mathematics Retake and/or NGSSS EOC Algebra 1 Retake test sessions and make-up sessions, as needed.	Assist school assessment coordinator with proctor caching as needed.
March 16-April 2	**FCAT/FCAT 2.0 Reading and Mathematics Retake Computer-based Tests**: Manually start test sessions. Resume test sessions, as needed. Monitor test sessions. **NGSSS Algebra 1 EOC Retake Computer-based Tests***: Manually start test sessions. Resume test sessions, as needed. Monitor test sessions.	Run Proctor Caching during testing. Assist test administrators and school assessment coordinator during testing.
	FCAT/FCAT 2.0 Reading and Mathematics Retake and/or NGSSS Algebra 1 EOC Retake paper-based test administrations for students with eligible accommodations must be scheduled on the first four days of the testing window (March 16-19).	
April 2	Mark test sessions complete and stop test sessions. Invalidate student results, if applicable. Delete PDF copies of the Student Authorization Tickets and Session Rosters from your computer.	Purge all test content from proctor caching computer(s).
	Complete School Assessment Coordinator Comment Form online.	Complete Technology Coordinator Comment Form online.
April 2 or 3*	**Return ONLY "TO BE SCORED" paper-based test materials for FCAT/FCAT 2.0 Reading and Mathematics Retake and/or NGSSS Algebra 1 EOC Retake to TDC.**	-
April 14-17 *	**Adult Centers ONLY:** Return the "District Coordinator Only" Box for FCAT/FCAT 2.0 Retake and NGSSS Algebra 1 EOC Retake test administrations to TDC. **Please also return calculators.**	-
May 12-21	Comet Courier will pick up at all schools the NOT TO BE SCORED boxes for: • FSA ELA Writing (4-11), ELA (3-11) and FSA Mathematics (Grades 3-8) • FCAT 2.0 Science (5 & 8) • FCAT/FCAT 2.0 Retake and • NGSSS Algebra 1 EOC Retake	
May 28-June 3	**Comet Courier will pick up the DISTRICT ASSESSMENT COORDINATOR ONLY BOXES at all schools, as applicable:** • BOX 1: FSA ELA Writing (4-11), FSA ELA (3-11) and Mathematics (3-8); FCAT 2.0 Science (5 and 8); FCAT/FCAT 2.0 Reading and Mathematics Retake and/or NGSSS Algebra 1 Retake EOC • BOX 2: FSA EOCs (Algebra 1, Geometry, and Algebra 2) and NGSSS EOC (Biology 1,Civics, and US History)	-

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

Spring 2015 Florida Standards Assessments (FSA) Algebra 1, Geometry, and Algebra 2 End-of-Course (EOC) and
Next Generation Sunshine State Standards (NGSSS) Biology 1, Civics, and US History EOC
Schedule of Activities

	School Assessment Coordinator	Technology Coordinator
January 20 – February 3	Complete Spring 2015 FSA Certification Tool at: **https://app1.fldoe.org/CBT/CertificationTool.**	Complete Technology Readiness Activities and inform the School Assessment Coordinator.
January 20- February 24	Complete Spring 2015 Pearson Certification Tool at: **https://app1.fldoe.org/CBT/CertificationTool.**	-
January 27	For FSA Computer-Based Testing (CBT): All schools carry out district-wide Spring 2015 FSA Infrastructure Trial**.** Complete the survey to certify that the FSA Infrastructure Trial was conducted at the school at: https://www.surveymonkey.com/s/GSLW8B5.	Carry out district-wide Spring 2015 FSA Infrastructure Trial.
February 2 – March 6	Administration of FSA EOC Training Tests available at www.FSAssessments.org and/or NGSSS EOC ePAT (Practice Tests) available at www.PearsonAccess.com/FL/ePAT	-
February 9-13	For Pearson CBT Administrations: All schools carry out district-wide Spring 2015 Pearson Infrastructure Trial. Complete the survey to certify that the Pearson Infrastructure Trial was conducted at the school at: https://www.surveymonkey.com/s/GRLJ3G3.	Carry out district-wide Spring 2015 Pearson Infrastructure Trial.
February 10-17	Delivery of FCAT/FCAT 2.0/NGSSS EOC and Retakes Computer-Based and FSA ELA, Mathematics, and EOC Computer-Based Test Administration Manuals to schools.	-
February 18, 20 or 23	FSA, FCAT/FCAT 2.0, and EOC Assessments training meeting for school assessment coordinators.	Attend mandatory District ITS training.
February 18 - April 17	School assessment coordinators appoint and train test administrators for EOC Assessments.	Ensure computer workstations have been identified that meet minimum specifications. Install visual barriers. For FSA: Download the Secure Browser to student stations and ensure it is running properly For PearsonAccess: Configure browser settings for the Proctor Cache computer.
April 10	Deadline for eligible adult education students to register for the Spring 2015 FSA and NGSSS EOC test administrations.	-
April 13-17	Delivery of FSA and NGSSS EOC test documents (for students with eligible accommodations regular print, Large Print, Braille, and One-item-per-page) and PreID labels to schools. **Adult education centers**: Pick up FSA and NGSSS EOC Assessments test materials.	-
April 20-24	**FSA EOC and NGSSS EOC Assessments PBT:** (eligible students with accommodations) (see specific administration schedule).	-
April 20-May 15	**FSA Algebra 1, Geometry, and Algebra 2 EOC CBT**: for eligible students (see specific administration schedule). In the FSA TA Interface, test administrators will create and start the test session, approve students to test, monitor test sessions, pause students as needed, and stop the test session.	Assist test administrators and school assessment coordinator during testing.
April 20- May 22	**NGSSS Biology 1, Civics, and US History EOC CBT**: for eligible students (see specific administration schedule). Manually START test sessions. Resume students as required. Monitor test sessions.	Run Proctor Caching during testing. Assist test administrators and school assessment coordinator during testing.
April 30-May 4*	**Senior High Schools and Alternative Centers:** Hand-deliver to TDC **ONLY** "**To Be Scored**" **and "Not To Be Scored"** paper-based accommodations (regular print, Large Print, Braille, and One-item-per-page) for FSA and NGSSS EOC Assessments.	-
May 15	**For FSA EOC CBT Administrations:** Invalidate student results, if applicable. Delete PDF copies of test tickets from the computer. Test Administrators and School Assessment Coordinators complete the appropriate comment form online.	Complete the School Technology Coordinator Comment Form online.
May 20-21*	**Adult Education Centers:** Hand-deliver to TDC the District Assessment Coordinator Only Box.	-
May 22	**For NGSSS EOC CBT Administrations:** In PearsonAccess mark tests complete and STOP test sessions. Invalidate student results, if applicable and record accommodations used. Delete PDF copies of Student Authorization Tickets and Session Rosters from computer. Complete the School Assessment Coordinator Comment Form online.	Purge NGSSS EOC test content from Proctor Caching station after testing. Complete the School Technology Coordinator Comment Form online.
May 28-June 3	Comet Courier will pick up the DISTRICT ASSESSMENT COORDINATOR ONLY BOXES at all schools, as applicable: • BOX 1: FSA ELA Writing (4-11), FSA ELA (3-11) and Mathematics (3-8); FCAT 2.0 Science (5 and 8); FCAT/FCAT 2.0 Reading and Mathematics Retake and/or NGSSS Algebra 1 Retake EOC • BOX 2: FSA EOCs (Algebra 1, Geometry, and Algebra 2) and NGSSS EOC (Biology 1,Civics, and US History)	-

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

MIAMI-DADE COUNTY PUBLIC SCHOOLS

**Summary of Spring 2015 Florida Comprehensive Assessment Test (FCAT/FCAT 2.0) Reading and Mathematics Retake, and
Next Generation Sunshine State Standards (NGSSS) End-of-Course (EOC) Assessments
Test Administration Procedures**

> *Note: This material does not cover every aspect of the Spring 2015 FCAT/FCAT 2.0 Retake and NGSSS EOC administrations; it highlights procedures that are specific to the test administration in Miami-Dade County Public Schools. School assessment coordinators are responsible for following the administration procedures specified in the Test Administration Manual.*

The Spring 2015 Florida Comprehensive Assessment Test (FCAT/FCAT 2.0) Reading and Mathematics Retake and Next Generation Sunshine State Standards (NGSSS) Algebra 1 End-of-Course (EOC) Retake test administrations are scheduled for **March 16 – April 2, 2015.** All eligible students who have not yet passed the FCAT 2.0 Reading, FCAT Mathematics, or NGSSS Algebra 1 EOC tests, as required for graduation should be encouraged to take the eligible Retake test during the Spring 2015 Retake administration. Retained grade 10 students will take the FCAT/FCAT 2.0 Retake format if they have a grade 10 test score on file. Only students with an Algebra 1 EOC score earned during the Winter 2014 EOC administration or earlier are eligible to test for the NGSSS Algebra 1 EOC Retake. All eligible students in Grade 7+ – Adult (AD) will take the computer-based test (CBT) version of the Retake tests. Note that paper-based administrations will be available as an accommodation for eligible students. **All paper accommodations must be administered the first week of the testing window.**

The Spring 2015 Next Generation Sunshine State Standards (NGSSS) Biology 1, Civics, and US History End-of-Course (EOC) Assessments will be administered at K-8 center, middle schools, senior high schools, alternative centers, and adult centers to eligible students on **April 20-May 22, 2015**. The NGSSS EOC Assessments are computer-based tests, with paper-based administrations only available as an accommodation.

Note that all computer-based (FSA ELA Grades 5-11, FSA Mathematics Grades 5-8, FCAT/FCAT 2.0 Reading and Mathematics Retake, and EOCs) tests may be administered in any order, by school, based on the needs of students within a school. One subject does not need to be completed before another begins, and subject tests may be administered concurrently. Additionally, testing must begin on the first day of the testing window and testing should be completed within the least number of days possible, but must be completed by the last date noted below.

The NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOC and FCAT/FCAT 2.0 Reading and Mathematics Retake are Computer-Based Tests (CBT), and all eligible students will be participating using the TestNav 8 platform. Beginning with the Winter 2014 EOC administration, all FCAT, FCAT 2.0, and NGSSS EOC Assessments will be administered using the TestNav 8 platform. Please go to **www.FLAssessments.com/TestNav8** for technical specifications and resources for this new platform. Note that EOC paper-based administrations will be available for ESE or Section 504 plan students as documented on an IEP or Section 504 plan and accommodated CBT test forms (e.g., text-to-speech and masking) are also available via TestNav 8 for all EOC assessments during this administration. In addition, all eligible students must participate in an ePAT session via PearsonAccess for the specific test(s) they are scheduled to take (Algebra 1 Retake, Biology 1, Civics, US History, Reading and Mathematics Retake) conducted at their school to familiarize themselves with the different features of the TestNav 8 testing platform prior to the administration of the operational test(s).

STUDENT REGISTRATION FOR RETAKE ADMINISTRATIONS

For the Spring 2015 administration of the FCAT/FCAT 2.0 Reading and Mathematics Retake and/or NGSSS Algebra 1 EOC Retake, currently enrolled students are not required to pre-register to take the test. School staff is responsible for identifying their enrolled students who need to participate in the graduation test administrations, notifying them about the test, and assigning them to testing rooms. School staff **may** choose to use the *Miami-Dade County Public Schools FCAT/FCAT 2.0 Retake and End-of-Course(EOC) Registration Form (FM-7276)* provided as Attachment A or another alternative method for documenting that students have been advised regarding their graduation test status and the testing dates.

All other test takers (i.e., thirteenth year, Certificate of Completion, Adult Education students, and non-enrolled community members) must pre-register to participate in the Spring 2015 FCAT/FCAT 2.0 Retake and/or NGSSS Algebra 1 EOC Retake administration to ensure that sufficient materials and proctors are available for the test administration.

Pre-registration is critical because it facilitates:

- confirming students' eligibility to participate in the test administration (number of credits earned and test sections needed);
- ensuring that students are informed about the test dates and the scheduling of test sessions;
- ensuring that students will have appropriate ID for the test session;
- ensuring that sufficient test administrators and proctors are scheduled;
- ensuring that sufficient test materials are available to meet the testing needs of pre-registered students;
- ensuring that students are advised that they may only test at one location during

each testing window;

- assigning students to testing rooms and generating rosters of students to be tested; and
- maintaining test security.

The *Miami-Dade County Public Schools FCAT/FCAT 2.0 Retake and End-of-Course (EOC) Registration Form (FM-7276),* provided in Attachment A, can be used for student registration. This form may be obtained electronically from Records and Forms Management (http://forms.dadeschools.net/search.asp) and may be duplicated as needed. Please note that students are required to show valid picture identification at registration and again at the entrance to testing. Students should be informed of the test format at the time of registration, and should be given information regarding the computer-based testing practice test (ePAT) in PearsonAccess. Students who participated in the Winter 2014 EOC ePAT for the EOC subject test they will take are NOT required to participate in an ePAT EOC session for this administration; however, these students should be encouraged to access the ePAT and practice on their own. All other students must participate in an ePAT session for the subjects/tests they will take.

Thirteenth year and Certificate of Completion students must register at the school or center in which they are planning to take the test. These students may register to test in **either** their senior high school or an adult education center, but may test at only **one** location for each administration. Schools or centers must inform these students about the registration procedures and about the registration deadline.

Adult education centers must test any of their enrolled students who need to take the FCAT/FCAT 2.0 and/or NGSSS Algebra 1 EOC Retake. In addition, non-enrolled community members and former students who were in a graduating class prior to 2014 may take the FCAT/FCAT 2.0 Retake and/or NGSSS Algebra 1 EOC Retake at an adult education center. All students must register in advance, by **Friday, March 6**, in order to ensure that they can be accommodated and that sufficient materials are available.

However, Retake students may be permitted to register after this date on a space-available basis. At the time of registration and before scheduling the student to participate in a test session, the student's eligibility for the test must be verified.

ADMISSION OF STUDENTS TO TESTING

Each test administrator must have a list of those students who are assigned to test in his/her room for each session. The list must have the student's name and Florida identification number. Students' photo identification must be checked photo identification (if the student is unknown to the test administrator or other school staff), before unfamiliar students are admitted to a testing room. Only those students who are on the pre-assigned list for a testing room and who have photo identification will be admitted to a test session.

Tardy registered students are **not** to be admitted to a testing room once the session has started and instructions have been given. They must be rescheduled for a make-up session.

ROLES AND RESPONSIBILITIES FOR IMPLEMENTING TESTING PROGRAMS AT SCHOOL SITES

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

Principal

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

School Assessment Coordinator

The school assessment coordinator is responsible for organizing and monitoring testing programs at the school level in accordance with the procedures outlined for each program. Primary responsibilities for PearsonAccess tests include: attending and/or viewing district training sessions; planning and implementing test administrations; creating and/or resetting PearsonAccess test administrator accounts (optional); training test administrators and proctors; arranging for testing locations; verifying receipt of test materials; verifying and managing student information; scheduling students into testing groups; creating test sessions and caching the test content for all test sessions in PearsonAccess; organizing, and distributing materials to the test administrators; maintaining the security of test materials in the schools; turning on the proctor cache computer each day of testing for PearsonAccess test administrations; supervising test administration; starting and stopping test sessions, and resuming students for PearsonAccess administrations; scheduling make-up sessions; invalidating tests;

recording accommodations used by students for PearsonAccess tests ; maintaining all required records and documentation; returning test materials for scoring; maintaining the confidentiality of student test records; and completing the School Assessment Coordinator Checklist as stated in the *Test Administration Manuals*.

Technology Coordinator

The technology coordinator is responsible for assisting the school assessment coordinator in the implementation of the computer-based test administration. Information and instructions for technology coordinators to follow before, during and after testing are now provided at *www.FLAssessments.com/TestNav8*. The technology coordinator is responsible for reading and becoming familiar with all of the information provided in the resources prior to each test administration. Primary responsibilities to prepare for the PearsonAccess test administrations include: ensuring that all computers meet the minimum system requirements; downloading and installing the proctor cache software on the proctor cache computer for the PearsonAccess tests; configuring browser settings to cache test content in PearsonAccess; assisting test administration staff during the administration sessions to assist with any technical difficulties that may develop; monitoring system usage during the administration; and completing the Technology Coordinator Checklist as stated in the Test Administration Manuals. At the conclusion of testing, the technology coordinator must purge test content from the proctor caching computer(s) on for the PearsonAccess tests.

Test Administrator

The test administrator is responsible for directing and conducting student testing sessions, as specified in the test administration manual and training packet. Only certificated administrative and instructional employees (e.g., teachers, counselors, media specialists) who have received appropriate training for a particular test may serve as test administrators. Primary responsibilities for PearsonAccess test administrations include: attending required training sessions; creating a password for PearsonAccess (as needed); establishing appropriate conditions in the testing room that include installing visual barriers for computer-based testing; distributing planning sheets, CBT work folders, CBT worksheets, reference sheets, approved calculators and returning student test materials for computer-based testing; accounting for all assigned materials; strictly adhering to test scripts and directions; actively monitoring students during the testing session; and resuming students on the computer, if applicable; following security procedures to ensure a standard administration, and completing the Test Administrator Checklist as stated in the Test Administration Manuals.

Proctor

The proctor is responsible for actively monitoring the testing session and for assisting the test administrator in managing the session and maintaining test security. Administrative, instructional, non-instructional, and paraprofessional employees who have received appropriate training for a particular test may serve as proctors. However,

non-certificated employees may only assist in distributing and collecting student test materials under the direct supervision of a certificated test administrator, and may not administer the test, read test scripts, or have sole responsibility for the test materials. In addition, parents or other community volunteers who are trained in proctoring and test security may serve as test proctors, but **proctors who are not employees may not handle any test materials or be left alone with students or test materials at any time.** Note that proctors may not be assigned to proctor in a family member's classroom or at the same grade level as the family member.

Relief Staff

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

ASSIGNMENT AND TRAINING OF TEST ADMINISTRATORS AND PROCTORS

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

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

Required Ratio for FSA, FCAT/FCAT 2.0, and EOC Administrations

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

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

Use of Non-School Personnel as Proctors

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

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

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

All test administrators and proctors must be informed of their duties and all applicable security procedures and policies. The *Test Administrators' Responsibilities: Maintaining Test Security Before, During, and After Test Administration* (Attachment D) is provided for use in training test administrators and proctors in maintaining test security, as well as, as well as a screencast that may be accessed at http://oada.dadeschools.net/Screencasts/TestSecurity/TestSecurity.html and played as part of the training session.

DISTRICT MONITORING OF FSA, FCAT/FCAT 2.0, AND EOC ADMINISTRATIONS

In order to ensure that the FSA, FCAT/FCAT 2.0, and EOC Assessments are administered in accordance with the required procedures regarding uniformity and security, district staff will visit randomly selected school sites on test and/or make up dates, as well as during the time period in which materials are stored at the schools.

Activities to be monitored include: the storage location of testing materials; procedures used to distribute/collect materials to and from test administrators and students; procedures used to admit students to testing rooms; and adherence to directions for administering the assessments.

The person assigned to monitor your school will need to speak to the school assessment coordinator, may sit in on a testing session, and will also have to be shown different areas of your school to make observations. These activities will not interfere with your school's testing schedule.

GENERATING STUDENT LISTS FOR THE RETAKE ASSESSMENTS

For the Spring 2015 FCAT/FCAT 2.0 Retake and/or NGSSS Algebra 1 EOC Retake test administrations, schools will need to generate a final list of eligible students. The FCAT/FCAT 2.0 and NGSSS Algebra 1 EOC pass/fail flags are available in File Download Manager (FDM) to identify students that are eligible to participate in the Retake administrations. Additionally, Grade 11 and 12 students, that have earned a

concordant score in ACT or SAT, do not have to participate in the FCAT/FCAT 2.0 Retake administration. And students, who have tested for the Algebra 1 EOC at least once and have earned a passing PERT Algebra score, do not have to participate in the NGSSS Algebra 1 EOC Retake administration. FDM should be used to generate a report of students with their highest ACT and/or SAT and/or PERT scores to help identify students that have obtained a concordant/comparative score.

The FCAT SSS Reading Retake was discontinued in the 2012-13 school year; therefore, all eligible students who have not earned a Reading passing score must participate in the FCAT 2.0 Reading Retake computer-based test. Accommodated paper forms are available when documented on the student's IEP or Section 504 Plan. In addition, FCAT Mathematics Retake will be administered for the last time in the Spring 2015. Students who still need to pass Grade 10 FCAT Mathematics must earn a concordant score on the ACT or SAT. Please note that Grade 9 students who entered in 2009-10 school year are the last cohort to be required to pass the Grade 10 FCAT Mathematics graduation test.

PREPARING ANSWER DOCUMENTS AND PREIDENTIFIED STUDENT LABELS

Schools will receive pre-identified student labels for paper-based accommodation administrations based on students enrolled at the schools as of **January 30 for FCAT/FCAT 2.0 Reading and Mathematics Retake and NGSSS Algebra 1 EOC Retake; and as of April 3 for the NGSSS Biology 1, Civics, and US History EOC Assessments**. A Pre-ID Roster, which lists the students for whom a Pre-ID label is provided, will be included in each school's shipment. The Pre-ID Roster should be verified against a school-generated list of eligible students.

Please note that students using paper-based test documents should not be listed as taking a CBT in PearsonAccess. Eligible paper-based accommodations include: Regular Print, Large Print, One-Item-Per-Page (OIPP), and Braille (Contracted and Uncontracted).

Pre-identified (PreID) student labels will be provided for students who were enrolled at the school during the wave 1 as of **the following dates for each assessment:**

Test	PreID Date	
	Wave 1	**Wave 2**
FCAT/FCAT 2.0 Retake Reading and Mathematics	January 30	February 27
NGSSS EOC Algebra 1 Retake	January 30	February 27
NGSSS EOC Biology 1, Civics, US History	February 27	April 3

For student with eligible paper-based accommodations, school assessment

coordinators must hand-grid the documents for students new to the school, after **January 30** for the FCAT/FCAT 2.0 Reading and Mathematics Retake and/or NGSSS Algebra 1 EOC Retake; and after **February 27** for the NGSSS EOC Biology 1, Civics, and US History according to the instructions in the Test Administration Manuals.

SCHEDULING STUDENTS INTO CBT TEST SESSIONS

For the computer-based (CBT) administrations, all eligible schools, will have pre-identified student information available online for students that were enrolled at the school as of **the Wave 2 PreID dates (see above for each assessment).** Verify the information on the computer against your lists generated from the student information database. For the FCAT/FCAT 2.0 Retake and NGSSS EOC Assessments, if the Student Name or Student Florida ID Number is incorrect in PearsonAccess, student(s) must be deleted and reentered with the correct information.

In PearsonAccess, schools should manually add any new students who enrolled after **February 27 for the FCAT/FCAT 2.0 Retake and NGSSS Algebra 1 EOC Retake; and after April 3 for the NGSSS Biology 1, Civics, and US History EOC**, and are eligible based on the students to be tested requirements for each assessment as noted in the Test Administration Manuals.

Schools that need to manually add students who are eligible to be tested and were not included in the PreID file, may use the *M-DCPS FCAT/FCAT 2.0 Retake and NGSSS End-of-Course (EOC) Registration Form* (Attachment A) to collect student registration information. Students must be added to the PearsonAccess operational BLUE site only according to directions in the *2015 CBT EOC and Retakes Test Administration Manual*.

PREPARING CBT TEST SESSIONS IN PEARSONACCESS

Computer-based testing (CBT) activities including scheduling students in test sessions will be managed on PearsonAccess starting on **March 9** for the FCAT/FCAT 2.0 Retake and NGSSS Algebra 1 EOC Retake; and starting on **April 13** for the NGSSS Biology, Civics, and US History EOC Assessments, **once the Wave 2 PreID files have been uploaded, see above mentioned dates.**

School assessment coordinators will view and verify student information using the online session rosters for CBT administrations. In addition, school assessment coordinators must create test sessions in PearsonAccess and maintain a list of all test sessions. The technology coordinator must configure browser settings for the Proctor Cache computer to allow the school assessment coordinators to cache test content for all test sessions. The school assessment coordinators must also ensure that the Proctor Cache computer is turned on and running for these sessions prior to beginning the test session each day of testing.

School assessment coordinators will print Student Authorization Tickets (see sample

Attachment E) for every student which will enable the student to log into a test. Each authorization ticket is a secure test document which contains the TestNav 8 URL, the student's unique Username and a Password. The school assessment coordinators must also print Session Rosters (see Attachment F) (list of students tested in the same test session) which may be used to collect the required administration information. **The tickets and rosters are secure documents and must be placed in a secure limited access location.**

SPECIAL PROGRAM STUDENTS

Students from the Special Programs (Florida Virtual School Program: *Full-Time K-8* (71/0300), *Full Time 9-12* (71/0400), and Florida K-8 Virtual School Continuity Program [Formerly Florida Virtual Academy] (50/7079)); Miami-Dade Online Academy K-12 (13/7001); Florida Home Education Program (13/9998); McKay Scholarship (private school) (13/3518); Florida Tax Credit Scholarship (FTC) (97/9999); and Hospital/Homebound (13/9732)) will test at their assigned school for the Spring 2015 FCAT/FCAT 2.0 Retake, NGSSS Algebra 1 EOC Retake, and NGSSS Biology 1, Civics, and US History EOC administrations, as eligible. A list of students assigned to your school will be sent via email to selected principals and school assessment coordinators.

Special Program students from the Miami-Dade Online Academy K-12, Florida Home Education, McKay Scholarship (Private school), Florida Tax Credit (FTC), and Hospital/Homebound who are eligible for any of the CBT assessments will be set up in PearsonAccess by District staff. These students will be placed in district-created test sessions at the assigned schools. The test sessions will be named: **DISTRICT ALG RET** for the Algebra 1 Retake, **DISTRICT BIO** for the Biology 1, **DISTRICT CIV** for the Civics, and **DISTRICT HIS** for the US History. MDOA, FHEP, McKay Scholarship, FTC, and HHIP students may be moved out of the district-assigned sessions and managed along with all other students.

Full-time FLVS students will be handled differently. They will be set up in PearsonAccess by FLVS Full-Time Program Staff. The Student Authorization Tickets for the FLVS students assigned to your school will be sent via email to the principal and the school assessment coordinator will be copied. The Student Authorization Tickets will need to be printed. Students will use the provided ticket with the unique Username and Password to log into TestNav 8 from their assigned school.

School assessment coordinators will need to assign a testing room and distribute test materials and Student Authorization Tickets to registered FHEP, M-DOA, and/or FLVSFT students. Please note that Student Authorization Tickets are secure documents and must be kept in a locked, limited access location as with any secure test documents.

<u>**Please note:**</u> **If a MDOA, FHEP, McKay Scholarship, FTC, and HHIP student is**

disconnected during a computer-based test administration, the school assessment coordinators may resume the student, as needed. On the other hand, if a FLVSFT student is disconnected during a computer-based test administration, the school assessment coordinators must contact FLVS staff for assistance. FLVS contact information is printed on the Student Authorization Tickets. Please have the student's first and last name to enable FLVS staff to resume a student's test.

REQUESTING ADDITIONAL TEST MATERIALS

For students with eligible accommodations, schools will be receiving FCAT/FCAT 2.0 Retake and NGSSS Algebra 1 EOC Retake paper-based materials based on students enrolled at the school as of January 30; and based on students enrollment as of February 27 for the NGSSS Biology 1, Civics, and US History EOC test.

Comet Delivery Services will deliver CBT Work Folders and paper tests for eligible students (as applicable) to K-8 centers, middle schools, and senior high schools on **March 2-11** for the FCAT/FCAT 2.0 Retake and NGSSS Algebra 1 EOC Retake; and on **April 13-17** for the NGSSS Biology 1, Civics, and US History EOC Assessments. Schools will need to receive and securely store these materials. If any additional materials are needed, contact the Test Distribution Center (TDC) at 305-995-3743.

Adult education centers may pick-up test materials at TDC, 13135 SW 26 Street, Miami, Florida, on March 3-4 for the FCAT/FCAT 2.0 Retake and NGSSS Algebra 1 EOC Retake; and on April 13-17 for the NGSSS Biology 1 and US History EOC, between the hours of 7:30 a.m. and 3:30 p.m.

MATERIALS PROCEDURES

School assessment coordinators are to follow all materials handling procedures specified in the test administration manuals to ensure that the security of the test content is maintained. In addition, procedures specific to Miami-Dade County Public Schools are set forth below.

- When the FCAT/FCAT 2.0 Retake, NGSSS Algebra 1 EOC Retake, and NGSSS Biology 1, Civics, and US History EOC test materials are received, immediately **verify the counts** and sequence numbers of materials received against the packing slip or *Administration Record/Security Checklists (*available online at www.PearsonAccess.com/fl, select the appropriate test administration, using the school assessment coordinator's unique Username and Password.

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

- Maintain the *Test Materials Chain of Custody Form*, if applicable (Appendix D in manual) to track secure paper-based materials at all times when materials are handled.

- **Shrink-wrapped packages of secure materials (paper test materials) may be opened no sooner than <u>five (5) days</u> prior to the scheduled FCAT/FCAT 2.0 Retake and NGSSS EOC testing date for each subject test, <u>NO EARLIER</u>.**

- Only the school test coordinator and persons designated by the school site administrator may prepare test materials. All handling, including affixing of labels and hand-gridding, must be done in a limited-access area. Students are **not** permitted to assist in this process or to handle test materials before or after testing.

- All test materials, including Student Authorization Tickets, Session Rosters, CBT Work Folders, CBT Worksheets (optional), Reference Sheets, Periodic Table of Elements, and approved calculators **must** be placed in locked storage immediately and remain there until the test date.

- Secure test materials must be stored in a locked location with strictly limited access (3 or fewer keys). Strict accounting of the keys to the secure location must be maintained; limited to the principal, assistant principal, and/or school assessment coordinator. No master key should open the storage area.

- The use of seating charts or recording of specific seat assignments is **<u>required</u>** for paper-based and computer-based testing in all rooms, including make-up sessions. A sample seating chart is provided as Attachment E.

FCAT/FCAT 2.0 RETAKE AND NGSSS EOC MATERIALS RETURN TO THE TEST DISTRIBUTION CENTER

The "*Friendly Reminder*" (Attachment G) provides a quick reference guide for packing and returning your FCAT/FCAT 2.0 Retake, NGSSS Algebra 1 EOC Retake, and NGSSS Biology 1, Civics, and US History EOC test materials. School assessment coordinators are encouraged to review this document to assist with the process of packing and returning of materials for each administration.

For the Spring 2015 FCAT/FCAT 2.0 Retake and NGSSS Algebra 1 EOC Retake, and NGSSS Biology 1, Civics, and US History EOC test administrations, **schools are to hand-deliver only the TO BE SCORED** test materials, including Regular Print, Large Print, One-Item-per-Page, and Braille test materials, to TDC, by 3:00 pm on the scheduled dates. Refer to the *Friendly Reminder* for details.

The Session Rosters, Chain of Custody Form (PBT only), seating charts, Security Logs,

CBT work folders (used and unused), CBT worksheets (used and unused), reference sheets (used), Periodic Table of Elements (used), and School Procedural Checklist (FM-6927) will be returned in the District Assessment Coordinator Only Box for all FCAT/FCAT 2.0 Retake, NGSSS Algebra 1 EOC Retake, and NGSSS Biology 1, Civics, and US History EOC assessments.

The Student Authorization Tickets, signed *EOC Administration and Security Agreement Forms, and signed Test Administrator Prohibited Activities Agreement Forms* will remain at the schools for one calendar school year. Retain the *Test Administration Manuals* until all scores of students tested are verified, and then they may be recycled.

STATE AND DISTRICT REQUIRED FORMS

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

- The *Administration Record/Security Checklist* (sample provided, Appendix D in Manual) must be used to capture all required administration information and maintain a list of the number of documents and range of security numbers assigned to each test administrator for every day of testing. The Administration Record/Security Checklist for each administration will be available in Excel format from www.PearsonAccess.com/fl). The test administrators must sign for receipt of the test materials when issued; the school assessment coordinators must sign for receipt of materials upon their return after testing.

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

- The *Session Rosters* (see Sample Attachment F) must be used to capture all required administration information for the CBT administrations. The Session Rosters are available at www.PearsonAccess.com/fl for each test session.

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

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

- The *Non-Certified School Personnel District-Level Certification Form* (Attachment I) will be used if there are instances in which a non-certified person will assist the

test chairperson in handling secure materials for statewide assessments (FCAT2.0/EOC/FSA). The form must be submitted to Student Assessment and Educational Testing for approval by the established deadline.

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

- Attendance rosters, seating charts, and test group codes define groups tested together and help to maintain a record of student room assignments. Test group codes must be used for **all testing groups for the Spring 2015 FCAT/FCAT 2.0 Retake, NGSSS Algebra 1 EOC Retake, and all NGSSS Biology 1, Civics, and US History EOC test administrations.** Additionally, the use of seating charts or recording of specific seat assignments is **required** for all testing rooms. A sample seating chart is provided as Attachment E.

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

> *The Hospital/Homebound Instructional Program (HHIP) is a District program administered through Brucie Ball Educational Center (9732). The procedures provided in this document apply to Miami-Dade County only, and are not referenced in any of the Florida Department of Education manuals or training materials for the Spring 2015 FSA, FCAT/FCAT 2.0, and EOC Assessments.*
> *Questions regarding gridding or handling of HHIP student documents, test administration or accommodation guidelines, or packing and return of HHIP students' materials should be directed to Student Assessment and Educational Testing at 305-995-7520.*

HHIP Student Participation

1. Students enrolled in the **Hospital/Homebound Instructional Program (HHIP)** may be referred back to their originating (home) school in order to participate in the Spring 2015 FSA ELA Writing; FSA English/Language Arts; FSA Mathematics; FCAT 2.0 Science; FCAT/FCAT 2.0 Reading and Mathematics Retake for students who have not yet passed the graduation tests; FSA Algebra 1, Geometry EOC, and/or Algebra 2; and/or NGSSS Algebra 1 EOC Retake (students with an Algebra 1 score earned in an earlier administration who have not yet passed the graduation test), Biology 1, Civics, and/or US History administrations. The schools that will be testing these students will receive a list with the student's demographic information and information regarding required testing accommodations to be provided for each student, as applicable.

2. All students in the HHIP programs who are unable to test at their home school will be tested on-site, in their homes, or at a designated remote location by HHIP test administrators.

Scheduling HHIP Students for Computer-Based Testing

3. Eligible Grades 4-7 students will take the paper-based FSA ELA Writing and Grades 8-11 students will take the computer-based (CBT) version of the FSA ELA Writing; Grades 3-4 will take the paper-based version of the FSA ELA and Mathematics tests; Grades 5-11 will take the CBT version of the FSA ELA; Grade 5-8 will take the CBT version of the FSA Mathematics test; and Grades 5 and 8 will take the paper-based FCAT 2.0 Science. All HHIP students taking FCAT/FCAT 2.0 Reading and Mathematics Retake; FSA Algebra 1, Geometry, Algebra 2 EOC and/or NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOC will take the CBT version for each assessment.

4. Students from the HHIP will test at their assigned school for the Spring 2015 FSA / FCAT 2.0 / EOC Assessment administrations. All HHIP students who are eligible for the computer-based testing will be set up in TIDE for the FSA assessments and in PearsonAccess for the NGSSS EOC Assessments.

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

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

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

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

5. School assessment coordinators will need to assign a testing room and distribute Student Authorization Tickets (for TestNav8), test tickets (for FSA Secure Browser), planning sheets, worksheets, work folders, reference sheets, and periodic tables, as applicable to registered students taking the computer-based tests.

Gridding HHIP Student Answer Documents for Paper, Large Print, and Braille Accommodations

6. The answer documents (i.e. answer books) for HHIP students must be hand-gridded.

7. <u>For FSA paper-based test documents</u>, schools must place a Brucie Ball Educational Center - School/District label on the HHIP student's FSA test and answer book and grid the student's demographic information for the scores to be reported to Brucie Ball Educational Center.

8. <u>For FCAT/FCAT 2.0 Retake, Science, and NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOC paper-based test documents</u>, the answer documents for all HHIP students **must** be coded as follows

HHIP		
SCHOOL NAME	**DISTRICT NUMBER**	**SCHOOL NUMBER**
Brucie Ball Educational Center	13	9732

If the correct school number for HHIP students is not on the answer documents, these students' scores will be included in your school's summary reports.

9. **Caution:** M-DCPS schools may receive PreID labels included in their regular school shipment for former students who have since withdrawn from the school and enrolled in HHIP. These labels must **not** be used, as the student's results would be incorrectly assigned to the school identified on the label, not the HHIP.

10. **Caution:** Do not confuse students in the HHIP with Florida Home Education Program (FHEP) students (school 9998). **If in doubt, call Student Assessment and Educational Testing (SAET) for clarification of the student's status.**

Packing HHIP Student Answer Documents for Paper, Large Print, and Braille Accommodations

11. FSA answer documents for all HHIP students may be packed and returned together with your school's TO BE SCORED materials, refer to the [FSA Paper-based Materials Return Instructions](#) posted on the FSA Portal.

12. FCAT/FCAT 2.0 Retake, Science, and NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOC paper-based test documents, for all Brucie Ball Educational Center students tested at a M-DCPS school site are to be returned along with the rest of the school's student answer documents, but must be banded separately (as a "school within a school"), under separate document count forms. The answer documents for all HHIP students **must** be coded as follows:

District Name	School Name	District Number	School Number
Miami-Dade	Brucie Ball Educational Center	13	9732

Packing directions for returning HHIP students' answer documents for scoring exactly parallel those for the school's regular students, for each program and grade level, but are coded as noted above.

HHIP Individual Student Reports

13. If **all** of the above procedures are followed, HHIP Individual Student Reports will be sent directly to the Brucie Ball Educational Center for distribution and these students' scores will not be included in your school summary report.

**Procedures for Florida Home Education Program (FHEP) Students (13/9998)
Participating in the Spring 2015 FSA, FCAT 2.0, and EOC Assessments**

FHEP Student Registration

1.   In order to participate in the Spring 2015 FSA ELA Writing; FSA English/Language Arts; FSA Mathematics; FCAT 2.0 Science; FSA Algebra 1, Geometry, and/or Algebra 2 EOC; and/or NGSSS Biology 1, Civics, and/or US History EOC administrations, parents and guardians of Florida Home Education Program (FHEP) students must register at the Division of Attendance Services.

2.   For the FSA, FCAT 2.0, and EOC Assessments, assignment of specific testing date/make-ups is at the school's discretion. **Parents will contact the test chairperson at the assigned school to request a date, time, and instructions for testing.**

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

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

Scheduling FHEP Students for Computer-Based Testing

4.   Eligible Grades 4-7 students will take the paper-based FSA ELA Writing and Grades 8-11 students will take the computer-based (CBT) version of the FSA ELA Writing; Grades 3-4 will take the paper-based version of the FSA ELA and Mathematics tests; Grades 5-11 will take the CBT version of the FSA ELA; Grade 5-8 will take the CBT version of the FSA Mathematics test; and Grades 5 and 8 will take the paper-based FCAT 2.0 Science. All FHEP students taking FSA Algebra 1, Geometry, Algebra 2 and/or NGSSS Biology 1, Civics, and US History EOC will take the CBT version for each assessment.

5.   Students from the FHEP will test at their assigned school for the Spring 2015 FSA / FCAT 2.0 / EOC Assessment administrations. All FHEP students who are eligible for the computer-based testing will be set up in TIDE for the FSA assessments and in PearsonAccess for the NGSSS EOC Assessments.

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

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

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

6. School assessment coordinators will need to assign a testing room and distribute Student Authorization Tickets (for TestNav8), test tickets (for FSA Secure Browser), planning sheets, worksheets, work folders, reference sheets, and periodic tables, as applicable to registered students taking the computer-based tests.

Gridding FHEP Student Answer Documents

7. FHEP students' test and answer documents (i.e. answer books) must be hand-gridded. (See instructions for gridding contained in the Test Administration Manuals.)

8. <u>For FSA paper-based test documents</u>, schools **must** place a Florida Home Education Program - School/District label on the FHEP student's FSA test and answer book and grid the student's demographic information for the scores to be reported to the Home Education Program Office.

9. <u>For FCAT 2.0 Science and NGSSS Biology 1, Civics, and US History EOC paper-based test documents</u>, the answer documents for all FHEP students **must** be coded as follows:

PROGRAM	DISTRICT NUMBER	SCHOOL NUMBER
Florida Home Education Program (FHEP)	13	9998

If this school number is not entered correctly on the answer documents for FHEP students, these students' scores will be included in your school summary reports.

Packing FHEP Student Answer Documents

10. The FSA answer documents for all FHEP students may be packed and returned together with your school's TO BE SCORED materials, refer to the FSA Paper-based Materials Return Instructions posted on the FSA Portal.

11. The NGSSS EOC Assessments packing for FHEP students' answer documents are found in the *2015 CBT EOC and Retakes Test Administration Manual* pages 143-152.

12. The FCAT 2.0 Science packing for FHEP students' answer documents are found in the *2015 FCAT 2.0 Science Grades 5 & 8 Test Administration Manual* p. 72-77.

FHEP Individual Student Reports

13. If **all** of the above procedures are followed, FHEP Individual Student Reports will be sent directly to the Home Education Office for distribution and these students' scores will not be included in your school summary report.

**Procedures for Florida Tax Credit (FTC) Scholarship Program Students (97/9999)
Participating in the Spring 2015 FSA, FCAT 2.0, and End-of-Course (EOC) Assessments**

FTC Scholarship Program Student Registration

1. Students enrolled in the **Florida Tax Credit (FTC) Scholarship Program may** participate in the Spring 2015 FSA ELA Writing; FSA English/Language Arts; FSA Mathematics; FCAT 2.0 Science; FSA Algebra 1, Geometry, and/or Algebra 2 EOC; and/or NGSSS Biology 1, Civics, and/or US History EOC administration programs as individual students. For the FSA, FCAT 2.0, and EOC Assessments administrations, parents and guardians of FTC Scholarship Program students may contact the Region Center to register for the assessments. FTC students will be assigned to schools by the Region Centers. Student Assessment and Educational Testing (SAET) will notify the assigned schools so that preparations can be made for these students.

Scheduling FTC Students for Computer-Based Testing

2. Eligible Grades 4-7 students will take the paper-based FSA ELA Writing and Grades 8-11 students will take the computer-based (CBT) version of the FSA ELA Writing; Grades 3-4 will take the paper-based version of the FSA ELA and Mathematics tests; Grades 5-11 will take the CBT version of the FSA ELA; Grade 5-8 will take the CBT version of the FSA Mathematics test; Grades 5 and 8 will take the paper-based FCAT 2.0 Science. All FTC students taking FSA Algebra 1, Geometry, Algebra 2 and/or NGSSS Biology 1, Civics, and US History EOC will take the CBT version for each assessment.

3. Students from FTC will test at their assigned school for the Spring 2015 FSA / FCAT 2.0 / EOC Assessment administrations. All FTC students who are eligible for the computer-based testing will be set up in TIDE for the FSA assessments and in PearsonAccess for the NGSSS EOC Assessments.

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

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

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

        i.   Student Authorization Tickets must be provided to the appropriate FTC student.

ii. Students will use their Authorization Ticket with the unique USERNAME and PASSWORD to log into TestNav8 from their assigned school.

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

Gridding FTC Scholarship Program Student Answer Documents for Paper, Large Print, and Braille Accommodations

5. FTC Scholarship Program students' answer documents (i.e. answer books) must be hand-gridded. (See instructions for gridding contained in the Test Administration Manuals.)

6. For FSA paper-based test documents, schools must place a Florida Tax Credit Program - School/District label on the FHEP student's FSA test and answer book and grid the student's demographic information for the scores to be reported to the FLDOE Office of Independent Education and Parental Choice.

7. For FCAT 2.0 Science and NGSSS Biology 1, Civics, and US History EOC paper-based test documents, the answer documents for all FTC students **must** be coded as follows:

PROGRAM	DISTRICT NUMBER	SCHOOL NUMBER
Florida Tax Credit (FTC) Scholarship Program	97	9999

If this school number is not entered correctly on the answer documents, FTC Scholarship Program students' scores will be included in your school summary reports.

Packing FTC Scholarship Program Student Answer Documents

8. The FSA answer documents for all FTC students may be packed and returned together with your school's TO BE SCORED materials, refer to the FSA Paper-based Materials Return Instructions posted on the FSA Portal.

9. NGSSS EOC Assessments packing for FTC students' answer documents are found in the *2015 CBT EOC and Retakes Test Administration Manual* pages 143-152.

10. FCAT 2.0 Science packing for FTC students' answer documents are found in the *2015 FCAT 2.0 Science Grades 5 & 8 Test Administration Manual* p. 72-77.

FTC Scholarships Individual Student Reports

11. If **all** of the above procedures are followed, FTC Individual Student Reports will be sent directly to the Florida Department of Education Office of Independent Education & Parental Choice for distribution and these students' scores will not be included in your school summary report.

Procedures for Florida Virtual School Program Students
Participating in the Spring 2015 FSA, FCAT 2.0, and End-of-Course (EOC) Assessments

FLVS Florida Virtual School Program Student Registration

1. Students enrolled in the **Florida Virtual School Program Full-Time** [Florida Virtual Academy (50/7079), FLVS-FT (71/0300 and (71/0400)] **(FLVS-FT) must** participate in the Spring 2015 FSA ELA Writing; FSA English/Language Arts; FSA Mathematics; FCAT 2.0 Science; FCAT 2.0 Reading Retake for students who have not yet passed the graduation test; FSA Algebra 1, Geometry, and/or Algebra 2 EOC; and/or NGSSS Algebra 1 EOC Retake (students with an Algebra 1 score from an earlier administration who have not yet passed the graduation test), Biology 1, Civics, and/or US History) administrations**.** For the Spring 2015 FSA, FCAT 2.0, and EOC administrations, parents and guardians of Florida Virtual Program students will receive notification from the Florida Virtual Program Office advising them of the designated testing location. Student Assessment and Educational Testing (SAET) will notify these designated schools so that preparations can be made for these students.

Scheduling Florida Virtual School Program Students for Computer-Based Testing

2. Grades 4-7 students will take the paper-based FSA ELA Writing and Grades 8-11 students will take the computer-based (CBT) version of the FSA ELA Writing; Grades 3-4 will take the paper-based version of the FSA ELA and Mathematics tests; Grades 5-11 will take the CBT version of the FSA ELA; Grade 5-8 will take the CBT version of the FSA Mathematics test; and Grades 5 and 8 will take the paper-based FCAT 2.0 Science. All FLVSFT students taking FCAT 2.0 Reading Retake; FSA Algebra 1, Geometry, Algebra 2 EOC; and NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOC will take the CBT version for each assessment.

3. Students from the Florida Virtual School Program will test at their assigned school for the Spring 2015 FSA/FCAT 2.0/EOC Assessment administrations. All FLVSFT students who are eligible for the computer-based testing will be set up in TIDE for the FSA assessments and in PearsonAccess for the NGSSS EOC Assessments.

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

    b. For PearsonAccess (TestNav8) CBT Assessments, FLVSFT staff will set up student in PearsonAccess. The Student Authorization Tickets for the students will be emailed to the principal and school assessment coordinator at the assigned schools. **Please note if a FLVS-FT student is disconnected from the TestNav 8 computer-based test session, the school assessment coordinator must contact the FLVS-FT Office for**

assistance. Please have the student's first and last name to enable FLVS-FT staff to resume a student's test

      i. Student Authorization Tickets must be provided to the appropriate FLVSFT student.

     ii. Students will use their Authorization Ticket with the unique USERNAME and PASSWORD to log into TestNav8 from their assigned school.

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

Gridding Florida Virtual School Program Student Answer Documents

5.   FLVS-FT students' preidentified labels will be sent to your school as soon as they are received and school assignments are finalized. If these labels do not arrive, the answer documents (i.e. answer books) must be hand-gridded. (See instructions for gridding contained in the Test Administration Manuals.)

6.   For FSA paper-based test documents, if a PreID label is not received, schools must place a FLVSFT - School/District label on the FLVSFT student's FSA test and answer book and grid the student's demographic information for the scores to be reported to the Florida Virtual School Program Office.

7.   For FCAT/FCAT 2.0 Retake, Science, and NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOC paper-based test documents, the answer documents for all FHEP students **must** be coded as follows:

FLORIDA VIRTUAL PROGRAM		
PROGRAM	**DISTRICT NUMBER**	**SCHOOL NUMBER**
Florida K–8 Virtual School Continuity Program [Formerly Florida Virtual Academy]	**50**	**7079**
FLVS Full-Time Middle School	**71**	**0300**
FLVS Full-Time High School	**71**	**0400**

If these school numbers are not entered correctly on the appropriate answer documents, FLVS-FT program students' scores will be included in your school summary reports.

Packing Florida Virtual School Program Student Answer Documents

8.   The FSA answer documents for all FLVSFT students may be packed and returned together with your school's TO BE SCORED materials, refer to the FSA Paper-based Materials Return Instructions posted on the FSA Portal.

9.   FCAT/FCAT 2.0 Retake and NGSSS EOC Assessments packing for FLVSFT students' answer documents are found in the *2015 CBT EOC and Retakes Test Administration Manual* pages 143-152.

10.   FCAT 2.0 Science packing for FLVSFT students' answer documents are found in the *2015 FCAT 2.0 Science Grades 5 & 8 Test Administration Manual* p. 72-77.

Florida Virtual School Program Individual Student Reports

11.   If **all** of the above procedures are followed, FLVS-FT program Individual Student Reports will be mailed directly to the appropriate Florida Virtual School Program Office for distribution and these students' scores will not be included in your school summary reports.

Procedures for McKay Scholarship Program Students (13 / 3518)
Participating in the Spring 2015 FSA, FCAT 2.0, and End-Of-Course (EOC) Assessments

McKay Student Registration

1. In order to participate in the administrations of the Spring 2015 FSA ELA Writing; FSA English/Language Arts; FSA Mathematics; FCAT 2.0 Science; FSA Algebra 1, Geometry, and/or Algebra 2 EOC; and/or NGSSS Biology 1, Civics, and/or US History EOC administrations, parents or guardians of **McKay Scholarship Program** students attending private schools **must register with the McKay District office** to take the FSA, FCAT 2.0, and EOC Assessments. You will be notified by staff from Student Assessment and Educational Testing (SAET) if any students have registered to take the test at your location and what accommodations are required for each student.

Scheduling McKay Students for Computer-Based Testing

2. Eligible McKay Scholarship Students in Grades 4-7 students will take the paper-based FSA ELA Writing and Grades 8-11 students will take the computer-based (CBT) version of the FSA ELA Writing; Grades 3-4 will take the paper-based version of the FSA ELA and Mathematics tests; Grades 5-11 will take the CBT version of the FSA ELA; Grade 5-8 will take the CBT version of the FSA Mathematics test; and Grades 5 and 8 will take the paper-based FCAT 2.0 Science. All McKay students taking FSA Algebra 1, Geometry, Algebra 2 EOC and/or NGSSS Biology 1, Civics, and US History EOC will take the CBT version for each assessment.

3. Students from McKay Scholarship will test at their assigned school for the Spring 2015 FSA / FCAT 2.0 / EOC Assessment administrations. All McKay students who are eligible for the computer-based testing will be set up in TIDE for the FSA assessments and in PearsonAccess for the NGSSS EOC Assessments.

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

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

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

     i. Student Authorization Tickets must be provided to the appropriate McKay Scholarship student.

     ii. Students will use their Authorization Ticket with the unique USERNAME and PASSWORD to log into TestNav8 from their assigned school.

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

Gridding McKay Student Answer Documents

5. McKay Scholarship Program students' answer documents (i.e. answer books) must be hand-gridded. (See instructions for gridding contained in the Test Administration Manuals

6. <u>For FSA paper-based test documents</u>, schools must place a McKay Scholarship Program - School/District label on the McKay student's FSA test and answer book and grid the student's demographic information for the scores to be reported to the McKay Scholarship Program Office.

7. <u>For FCAT 2.0 Science and NGSSS Biology 1, Civics, and US History EOC paper-based test documents</u>, the answer documents for all McKay Scholarship Program students **must** be coded as follows:

PROGRAM	DISTRICT NUMBER	SCHOOL NUMBER
McKay Scholarship Program	13	3518

If this school number is not entered correctly on the answer documents, McKay students' scores will be included in your school summary reports.

Packing McKay Student Answer Documents

8. The FSA answer documents for all McKay students may be packed and returned together with your school's TO BE SCORED materials, refer to the [FSA Paper-based Materials Return Instructions](#) posted on the FSA Portal.

9. NGSSS EOC Assessments packing for McKay students' answer documents are found in the *2015 CBT EOC and Retakes Test Administration Manual* pages 143-152.

10. FCAT 2.0 Science packing for McKay students' answer documents are found in the *2015 FCAT 2.0 Science Grades 5 & 8 Test Administration Manual* p. 72.

McKay Individual Student Reports

11. If **all** of the above procedures are followed, McKay Individual Student Reports will be sent directly to the McKay Scholarship Program Office for distribution and these students' scores will not be included in your school summary report.

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

MDOA K-12 Program Student Registration

1. Students enrolled in the **Miami-Dade Online Academy K-12 (MDOA) Program must** participate in the Spring 2015 FSA ELA Writing; FSA English/Language Arts; FSA Mathematics; FCAT 2.0 Science; FCAT 2.0 Reading Retake (students who have not yet passed the graduation test); FSA Algebra 1, Geometry, and/or Algebra 2 EOC; and/or NGSSS Algebra 1 EOC Retake (students with an Algebra 1 score earned in an earlier administration who have not yet passed the graduation test), Biology 1, Civics, and/or US History EOC administrations**.** For the FSA, FCAT/FCAT 2.0, and EOC Assessments, parents and guardians of Miami-Dade Online Academy K-12 students will receive notification from Miami-Dade Online Academy K-12 Program advising them of the designated testing location. Student Assessment and Educational Testing (SAET) will notify these designated schools so that preparations can be made for these students.

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

2. Grades 4-7 students will take the paper-based FSA ELA Writing and Grades 8-11 students will take the computer-based (CBT) version of the FSA ELA Writing; Grades 3-4 will take the paper-based version of the FSA ELA and Mathematics tests; Grades 5-11 will take the CBT version of the FSA ELA; Grade 5-8 will take the CBT version of the FSA Mathematics test; and Grades 5 and 8 will take the paper-based FCAT 2.0 Science. All MDOA students taking FCAT 2.0 Reading Retake, FSA Algebra 1, Geometry, Algebra 2 EOC, and/or NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOC will take the CBT version for each assessment.

3. Students from the MDOA will test at their assigned school for the Spring 2015 FSA / FCAT 2.0 / EOC Assessment administrations. All MDOA students who are eligible for the computer-based testing will be set up in TIDE for the FSA assessments and in PearsonAccess for the NGSSS EOC Assessments.

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

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

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

          ii.   Students will use their Student Authorization Ticket with the unique USERNAME and PASSWORD to log into TestNav8 from their assigned school.

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

Gridding MDOA K-12 Program Student Answer Documents

5.   Miami-Dade Online Academy K-12 Program students' answer documents (i.e. answer folders) must be hand-gridded. (See instructions for gridding contained in the Test Administration Manuals.)

6.   <u>For FSA paper-based test documents</u>, schools must place a MDOA - School/District label on the MDOA student's FSA test and answer book and grid the student's demographic information for the scores to be reported to Miami Dade Online Academy Program.

7.   <u>For FCAT/FCAT 2.0 Retake, Science, and NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOC paper-based test documents</u>, the answer documents for all MDOA students must be coded as follows:

PROGRAM	DISTRICT NUMBER	SCHOOL NUMBER
Miami-Dade Online Academy K-12	13	7001

If this school number is not entered correctly on the appropriate answer documents, Miami-Dade Online Academy K-12 Program students' scores will be included in your school summary reports.

Packing MDOA K-12 Program Student Answer Documents

8.   FSA answer documents for all MDOA students may be packed and returned together with your school's TO BE SCORED materials, refer to the FSA Paper-based Materials Return Instructions posted on the FSA Portal

9.   FCAT/FCAT 2.0 Retake and NGSSS EOC Assessments packing for MDOA students' answer documents are found in the *2015 CBT EOC and Retakes Test Administration Manual* pages 143-152

10.   FCAT 2.0 Science packing for MDOA students' answer documents are found in the *2015 FCAT 2.0 Science Grades 5 & 8 Test Administration Manual* p. 72

MDOA K-12 Program Individual Student Reports

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

ATTACHMENT A

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

Computer Based Test (CBT) Administrations:

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

STEP 1: STUDENT DETAILS

1.   **Florida Student ID#**

							X

ISIS Student ID #
(if applicable)

1	3	0						

2. Student Last Name (All caps)

3. Student First Name (All caps)

4. Student Middle Initial (Cap)

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

STEP 2: TEST REGISTRATION DETAILS

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

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

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

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

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

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

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

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

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

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

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

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

*TestNav 8 CBT ePAT Practice Tests are available at www.FLAssessments.com/ePat.
**FSA CBT Training Tests are available at www.FSAssessments.org.

FM-7276 (01-15)

ATTACHMENT B

MIAMI-DADE COUNTY PUBLIC SCHOOLS
SCHOOL PROCEDURAL CHECKLIST

<u>**2015 FCAT/FCAT 2.0 READING AND MATHEMATICS AND/OR NGSSS EOC ALGEBRA 1 RETAKES** TESTING
PROGRAM</u>

Documentation that the **2015 FCAT/FCAT 2.0 READING AND MATHEMATICS AND/OR NGSSS EOC ALGEBRA 1
RETAKES** at each school was supervised by the principal in accordance with the guidelines and procedures
established by Miami-Dade County Public School district is required. This form must be completed by the school
principal and the School Assessment Coordinator; include the original completed form in the District Assessment
Coordinator Only box and retain a copy at the school for one year following administration. If any item was marked
"No", a written report of any exceptions to the procedures below must be attached to this checklist when submitted.

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

Yes   No

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

___   ___   Prior to the test administration, all staff involved in the **2015 FCAT/FCAT 2.0/EOC RETAKES**
                      administration were trained on appropriate test administration and security procedures. The Test
                      Security Guidelines / Procedures were reviewed with all persons administering or having access to
                      test items and / or content of paper-based and / or computer-based tests, either in a faculty
                      meeting, a grade group or department meeting, or individually, if absent from scheduled group
                      meetings.

___   ___   The **2015 FCAT/FCAT 2.0/EOC RETAKES** was administered following the explicit directions
                      stated in the appropriate test administration manual to assure test standardization (computer-based
                      testing, paper-based testing, testing with accommodations).

___   ___   Following testing, all test materials were accounted for according to the guidelines in the **2015
                      FCAT/FCAT 2.0/EOC RETAKES** manual. Any missing materials were reported, by telephone and
                      in writing, to Student Assessment and Educational Testing.

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

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

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

_____   _____
Principal's Signature   Date

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

FM-6927 (08-11)

ATTACHMENT B
MIAMI-DADE COUNTY PUBLIC SCHOOLS
SCHOOL PROCEDURAL CHECKLIST

2015 FLORIDA STANDARDS ASSESSMENTS (FSA) AND NEXT GENERATION SUNSHINE STATE STANDARDS (NGSSS) EOC ASSESSMENT TESTING PROGRAM

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

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

Yes   **No**

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

___   ___   Prior to the test administration, all staff involved in the **2015 FSA AND NGSSS EOC ASSESSMENTS** administration were trained on appropriate test administration and security procedures. The Test Security Guidelines / Procedures were reviewed with all persons administering or having access to test items and / or content of paper-based and / or computer-based tests, either in a faculty meeting, a grade group or department meeting, or individually, if absent from scheduled group meetings.

___   ___   The **2015 FSA AND NGSSS EOC ASSESSMENTS** was administered following the explicit directions stated in the appropriate test administration manual to assure test standardization (computer-based testing, paper-based testing, testing with accommodations).

___   ___   Following testing, all test materials were accounted for according to the guidelines in the **2015 FSA AND NGSSS EOC ASSESSMENTS** manuals. Any missing materials were reported, by telephone and in writing, to Student Assessment and Educational Testing.

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

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

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

_____   _____
Principal's Signature   Date

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

ATTACHMENT C

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

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

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

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

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

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

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

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

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

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

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

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

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

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

_____   _____
Volunteer's Signature   Date

_____
Volunteer's Name Printed

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

FM-3956 (06-14)

ATTACHMENT D

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

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

Preparing for the Assessment

1. Test administrators and proctors **must** be familiar with the test security procedures and administration directions prior to the actual test administration. Each test administrator **must** be provided the test manual containing the security procedures, the administration directions, and the script to be read to students. Test administrators **must use the following manuals as appropriate to administer the test(s):**
   - **Spring 2015 FSA ELA Writing Test Administration Manual (PBT and CBT)**
   - **Spring 2015 FSA ELA and Mathematics Grades 3 and 4 Test Manual (PBT) (linked) posted ONLY Online at the FSA Portal**
   - **Spring 2015 FSA ELA Reading Grades 5-11, Mathematics Grades 5-8, and EOC Assessments Test Manual (CBT)**
     i. **Scripts and instructions for administering accommodated CBT forms and paper-based accommodations for FSA ELA, Mathematics, and EOCs are posted on the FSA Portal.**
   - **Spring 2015 Grades 5 and 8 Science Test Manual (PBT)**
   - **Spring 2015 End-of-Course and Retakes Computer-Based Test Manual (CBT)**
     i. **Scripts and instructions for administering accommodated CBT forms and paper-based accommodations for FCAT/FCAT 2.0/EOC Retakes are posted at www.FLAssessments.com/Spring2015**

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

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

4. Test administrators **must not** look at or review any test content (i.e., 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, Writing Passage Booklets, Reading 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, Writing Passage Booklets, Reading Passage Booklets, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and periodic tables, **on top of a desk or table or anywhere that is accessible to students (even if test administrators and/or proctors are in the room).**

17. Test administrators **must** read the appropriate script for administering the FSA, FCAT/FCAT 2.0, or EOC Assessment as it is presented in the appropriate *test administration manual.*

18. For the FSA computer-based tests (FSA ELA Writing, Grades 8-11; FSA ELA, Grades 5-11; FSA Mathematics, Grades 5-8; and FSA Algebra 1, Algebra 2, and Geometry EOC) test group codes will not be necessary. Instead, a Session ID will be generated when the test session is created by the test administrator in the FSA Portal (Test Administrator Interface). The Session ID will be unique and will identify the group of students testing together for a specific subject test and session. Test group codes are required for all other paper and computer based test administrations (FSA Grades 3 & 4; FSA ELA Writing Grades 4-7; FCAT 2.0

Science, FCAT/FCAT 2.0 Retake, and NGSSS Algebra 1 EOC Retake; Biology 1, Civics, and US History EOC).

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

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

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

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

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

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

24. If test administrators are given access to PearsonAccess to resume or approve test sessions, an additional proctor should be assigned to the testing room.

25. If a student must be excused for a short break, **it is permissible to turn off the monitor** so that the screen cannot be viewed, rather than exiting or pausing the test session.

26. Remember, the FSA, FCAT/FCAT 2.0, and all EOC Assessments are secure tests. Neither test administrators nor proctors may read the items in the test booklets before, during, or after the test administrations. The content of the test is not to be reviewed or discussed with students, staff, parents, or community members at any time before, during, or after the test.

27. The test items may not be copied or retained in any way for future use. Students are not to be questioned or "debriefed" on test content or test items at any time, nor may any test items or test content be reviewed with students after the test.

28. Students may not go back to a session of the FSA, FCAT/FCAT 2.0, and EOC Assessments which they have completed. Once a subtest concludes, a student cannot return to complete any blank items or change answers. However, students are encouraged to review items within the current session until they "submit" their responses, when finished, or at the end of the time allotted.

29.   Students must not be assisted in using the TestNav 8 or FSA tools or answering test questions by anyone, including persons administering or proctoring the test.

30.   Students are **NOT** permitted to use notes, electronic devices, or any other materials during the assessment. However, ELL students **should** have access to a heritage-language-to-English dictionary (no definitions) which can be an electronic translation dictionary that is a standalone device without the ability to access the Internet, according to the guidelines set forth in Appendix A of the Test Administration Manual. Proctors should check paper dictionaries to ensure that there are no notes or other materials inside them.

31.   Each ESE student **must** be provided with the appropriate and allowable accommodations delineated in his/her IEP. Only those accommodations delineated for each student may be provided for that student.

32.   The test administrators and/or proctors are **required** to walk around the room and maintain their attention on the students to prevent cheating and to ensure that students are working in the correct section.

In the event of a cheating invalidation, the test administrator and/or proctor is required to report the incident immediately to the school assessment coordinator and the school administration and to document the incident thoroughly.

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

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

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

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

37.   If there is an extended break during a CBT test session (such as a lunch break), students must logout of TestNav 8 in Pearson or Pause the test in the FSA Secure Browser, but the student must be resumed or approved to continue

testing once he/she returns. Students **MUST NOT** submit their responses for a break.

38. If an extended break, such as lunch, occurs for either paper-based or computer-based testing sessions, students **must** be closely monitored during the break to ensure that the content of the test is not discussed.

39. If students are moved to a different location during testing, a new seating chart must be created and maintained for this location. In addition, a new Session ID to log into the CBT FSA Secure Browser or a new test group code would have to be assigned.

Concluding the Assessment

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

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

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

43. The test administrator should also verify that students have signed the Testing Rules Acknowledgement, and individually collect any testing materials (as applicable), including test and answer books, planning sheets, Writing Passage Booklets, Reading Passage Booklets, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and periodic tables.

44. Make sure that each computer displays the desktop. Assist any students who needs help submitting the test.

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

46. As soon as the last student has completed the assessment or when time is up, the test administrator should account for all the testing materials FSA, FCAT/FCAT 2.0, or EOC (as applicable), including test and answer books, planning sheets, Writing Passage Booklets, Reading Passage Booklets, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and periodic tables. that was assigned to him/her for that test session, as applicable. Any discrepancies must be reported to the school assessment coordinator **immediately.**

47. No student should be permitted to leave the testing room until it has been verified and documented that all his/her testing materials (as applicable), including test and answer books, planning sheets, Writing Passage Booklets, Reading Passage Booklets, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and/or periodic tables, have been returned to the test administrator. Administrators must verify that each student returned each type of secure testing document on the Administration Record/Security Checklist and/or Session Roster by checking the appropriate fields. This may be done by crossing or checking off each student's name from a student list or roster as the test materials are collected.

48. Ensure that accommodations provided and accommodations used are recorded on the **Administration Record/Security Checklist for both paper and computer-based administrations**. For paper-based tests, accommodation used must be recorded on the student grid sheet.

49. Test administrators must record any absences or test invalidations and report them to the school assessment coordinator at the time the materials are returned. In the case of test invalidations, the test administrator must verify that the "DNS" bubble for that test session is completed appropriately.

50. All test materials must be returned to secure storage immediately after the conclusion of testing. Students **must not** assist school staff in carrying or transporting testing materials to and from the test room.

Please be reminded that, even after the conclusion of the assessment, the security of the test items and content must be maintained. Any review of test questions, test content, or test answers, whether after the test day or after the end of the testing window is prohibited. Such actions compromise the security of the test content and are considered to be a violation of testing standards.

ATTACHMENT E
Sample Seating Chart

School Name _____ School Location_____ Grade Level/Subject_____

Teacher _____Proctor _____ Room Name/Number_____ Date _____

Test Group Code or Session ID _____ Start Time_____ Stop Time _____

Test Session Name (CBT only) _____

BACK OF THE ROOM*

□	□	□	□	□
□	□	□	□	□
□	□	□	□	□
□	□	□	□	□
□	□	□	□	□
□	□	□	□	□

FRONT OF THE ROOM*

*Indicate direction students are facing.

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

Student Assessment and Educational Testing

ATTACHMENT F

Student Authorization Ticket

Student Authorization Ticket
Florida

Session: SAMPLE SESSION
Test: Biology 1
Location:

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

Signature:_____

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

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

Session Roster

Session Roster

Test Administration:	Spring 2015 EOC	Proctor Caching Computer:	199.182.123.99:1234
Test Session Status:	Not Started	Scheduled Start Date:	06/20/2015
Session Name:	Sample Session	Scheduled Start Time:	01:00 AM
School:	PEARSONACCESS PUBLIC SCHOOL (000002)	Actual Start Date:	
Test to be Administered:	Biology 1	Actual Start Time:	
Read Aloud by Test Examiner:	No	Location:	Lab A
Form Group Type:	SEE BELOW		
Password:	F866BA		

Results: 1

Student Name	Student ID	Date of Birth	Class	Form/Form Group Type	Username	*Attend.	Accomm. Provided	Accomm. Used
STUDENT, SAMPLE A	0123456789	07/24/1998	FL CLASS	Accommodations	5648846567			

Results: 1

TESTING CONTACT INFORMATION

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

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

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

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

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

TEST DISTRIBUTION CENTER (TDC)
13135 S.W. 26 Street, Miami, FL 33175
Center Hours: 7:30 a.m. to 4:00 p.m.
Telephone Number: 305-995-3743
Fax Number: 305-995-3963

Testing Materials/Delivery/Return:
Ms. Magaly Hernandez, Supervisor I
mrhernadez@dadeschools.net

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

INFORMATION TECHNOLOGY SERVICES (ITS)
Infrastructure and System Support:

Mr. Javier Perez, Executive Director
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