SPRING 2017

Florida Standards Assessments (FSA) and Next Generation Sunshine State Standards (NGSSS) Test Administrations

SCHOOL ASSESSMENT COORDINATOR TRAINING PACKET

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

Miami-Dade County Public Schools

Spring 2017 Florida Standards Assessment (FSA) English/Language Arts (ELA) Writing
Grades 4-10 and Retake
Schedule of Activities

	School Assessment Coordinator	Technology Coordinator
January 24-February 3	Delivery of Spring 2017 FSA ELA Writing Test Administration Manuals, planning sheets, CBT worksheets and work folders, and FSA Practice Tests for the Visually Impaired (Large Print and Braille).	-
January 24 – February 24	Administration of PBT and CBT Practice Tests: FSA ELA Writing Grades 4-10 and Retake.	-
January 30-31	**Adult Education Centers:** Pick up FSA and NGSSS test administration manuals and materials at TDC.	-
February 3, 6, 8, or 10	Attend **mandatory** Spring 2017 School Assessment Coordinators live training.	-
February 13-17	Delivery of FSA ELA Writing paper test materials (all Grades 4-7 and for eligible students with paper based accommodations in Grade 8-10 and Retakes), rosters and VI materials (if applicable), via Comet Delivery Service. Verify shipment.	-
February 13-24	Complete training test administrators and proctors.	Ensure computer workstations have been identified that meet minimum specifications and the appropriate software applications (i.e., FSA Secure Browser) are installed and running properly.
	Create accounts for test administrators in TIDE.	
February 15	For FSA Computer-Based Testing: All schools carry out district-wide Spring 2017 FSA Infrastructure Trial**.**	Carry out school-wide Infrastructure Trial.
February 17	Complete the FSA Infrastructure Trial Survey is available at https://www.surveymonkey.com/r/FSATrial.	
February 21-24	Verify student information. Complete scheduling activities.	Install visual barriers.
February 27 – March 10	**FSA ELA Writing CBT* (Grades 8-10 and Retakes)**: 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.
February 28- March 3	**FSA ELA Writing PBT (Grades 4-7; and Grade 8-10 and Retake students with eligible paper accommodations).** All PBT must be scheduled on Tuesday, February 28 with makeup testing up to March 3, as needed.	-
March 2-6*	Return **ONLY "TO BE SCORED"** FSA ELA Writing boxes to TDC.	-
March 10	School assessment coordinators will invalidate student results, if applicable. Delete PDF copies of the test tickets from your computer.	-
	Test Administrators and School Assessment Coordinators complete the appropriate comment form online.	Complete Technology Coordinator Comment Form online.
April 3-7	Make-up Window #1: FSA ELA Writing (Grades 4-10 and Retake)	-
April 5-6*	Return **ONLY "TO BE SCORED"** FSA ELA Writing Makeup boxes to TDC.	
May 8-12	Make-up Window #2: FSA ELA Writing (Grades 4-10) *No Retake Make up.*	-
May 11-12*	Return **ONLY "TO BE SCORED"** FSA ELA Writing Makeup boxes to TDC.	
May 19-26	Comet Delivery Service will pick up at all schools all "NOT TO BE SCORED" WHITE-labeled boxes at all schools.	-
May 30-June 5	Comet Delivery Service will pick up the DISTRICT ASSESSMENT COORDINATOR ONLY BOXES at all schools.	-

*On the scheduled return dates, schools must hand-deliver TO BE SCORED materials to TDC by 2 p.m. daily, EXCEPTION is on Wednesdays, return by 1 PM. TDC is at 13135 S.W. 26 Street, Miami, FL 33175. Refer to the Friendly Reminders from TDC for details on packing your materials for return.

Spring 2017 FSA ELA Reading Grades 3-10; FSA Mathematics Grades 3-8; FCAT 2.0 Science Grades 5 and 8;
FSA ELA Reading Retake and FSA Algebra 1 Retake End-of-Course (EOC); FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake EOC (Grades 8+ - Adult)
Schedule of Activities

	School Assessment Coordinator	Technology Coordinator
January 24-February 3	Delivery of FSA ELA (Writing and Reading) and Mathematics Visually Impaired Practice Tests (Large Print and Braille).	-
	Delivery of FSA CBT (ELA Writing, ELA Reading, Mathematics, and EOCs) test administration manuals, CBT worksheets and work folders, and FSA PBT ELA Writing Grades 4-7 and Reading Grade 3 test administration manuals.	
January 24- March 23	Grade 3 FSA ELA Reading: Required Administration of FSA PBT Test Item Practice Test.	-
January 24- April 7	CBT Practice Tests Administrations: Required for Grades 4-10 FSA ELA Reading, Grades 3-8 FSA Mathematics; (Grades 4-10 Writing is Optional) FSA PBT Test Item Practice Test: Required for all PBT Accommodations, as applicable.	-
January 30-31	**Adult education centers**: Pick up FSA and NGSSS test administration manuals and materials at TDC.	-
February 3, 6, 8, <u>or</u> 10	Attend **mandatory** Spring 2017 School Assessment Coordinators training meetings.	-
February 6-10	Delivery of NGSSS CBT test administration manuals, scripts, and CBT work folders; and FCAT 2.0 Science test administration manuals.	**-**
February 10	Deadline for eligible adult education students to register for the Spring 2017 Retake test administrations.	-
February 13- March 23	School assessment coordinators appoint and train test administrators for Grade 3 FSA ELA Reading PBT; FSA ELA Reading Retake, FSA Algebra 1 Retake EOC, FCAT 2.0 Reading Retake, and NGSSS Algebra 1 Retake EOC CBT test administrations.	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 Next: Configure browser settings for the Proctor Cache computer.
February 13- April 7	School assessment coordinators appoint and train test administrators for Grades 4-10 FSA ELA Reading and Grades 3 – 8 FSA Mathematics CBT test administrations.	
February 13-April 28	School assessment coordinators appoint and train test administrators for Grades 5 and 8 FCAT 2.0 Science test administrations.	
February 15	For FSA Computer-Based Testing: All schools carry out district-wide Spring 2017 FSA Infrastructure Trial**.**	Carry out district-wide Spring 2017 FSA Infrastructure Trial.
February 17	Complete the FSA Infrastructure Trial Survey available at https://www.surveymonkey.com/r/FSATrial.	
March 13 – 17	Delivery of Grade 3 FSA ELA Reading paper based tests and PreID labels and rosters; and FSA ELA Reading Retake, FCAT 2.0 Reading Retake, FSA Algebra 1 Retake EOC, and NGSSS Algebra 1 Retake EOC paper based accommodations, if applicable.	-
	For PearsonAccess Next TestNav8 CBT: Complete the TestNav8 Infrastructure Trial and complete the TestNav8 Infrastructure Trial Survey available at https://www.surveymonkey.com/r/NGSSSTrial.	Carry out school-wide Spring 2017 PearsonAccess Next TestNav8 Infrastructure Trial.
March 17	Deadline for eligible adult education students to register for the Spring 2017 Retake test administrations.	-
March 22-28	Delivery of Grades 4-10 FSA ELA Reading and Grades 3-8 FSA Mathematics paper-based accommodations (Regular print, Large Print, Braille, and One-item-per-page), including PreID labels and rosters to schools.	-
March 27-31	**PBT: FSA ELA Reading Retake and FSA Algebra 1 Retake EOC Grades 8+ - AD:** For eligible students (see specific administration schedule).	-
	PBT: FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake EOC Grades 10+ - AD: For eligible students (see specific administration schedule).	
March 27-April 7	**CBT: FSA ELA Retake Reading and FSA Algebra 1 Retake EOC Grades 8+ - AD:** 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 coordinators. Run proctor cache.
	CBT: FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake EOC Grades 10+ - AD: In PearsonAccess Next, manually PREPARE and START test sessions. Resume students as required. Monitor test sessions.	
March 28-April 6	**PBT: Grade 3 FSA ELA Reading**: (see specific daily test administration schedule).	-
March 30-31*	**Grade 3 FSA ELA Reading CALIBRATION Schools**: Hand-deliver to TDC **only** Grade 3 FSA ELA Reading **ONLY "TO BE SCORED"** calibration materials.	-
	Senior High Schools: Hand-deliver to TDC **ONLY "TO BE SCORED"** FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake EOC paper based accommodations, including **all** Special Documents (Large Print, Braille, and One-item-per-page), if applicable.	-
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Spring 2017 FSA ELA Reading Grades 3-10; FSA Mathematics Grades 3-8; FCAT 2.0 Science Grades 5 and 8;
FSA ELA Reading Retake and FSA Algebra 1 Retake End-of-Course (EOC); FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake EOC (Grades 8+ - Adult)
Schedule of Activities

	School Assessment Coordinator	Technology Coordinator
April 3-5*	**Grades 3 FSA ELA Reading NON CALIBRATION Schools:** Hand-deliver to TDC **ONLY "TO BE SCORED"** boxes for Grades 3 FSA ELA Reading (non-calibration schools), including **all** Special Documents (Large Print, Braille, and One-item-per-page).	-
April 3 – 5*	**Senior High Schools:** Hand-deliver to TDC **ONLY "TO BE SCORED"** FSA ELA Reading Retake and FSA Algebra 1 Retake EOC paper based accommodations, including **all** Special Documents (Large Print, Braille, and One-item-per-page) paper based accommodations, if applicable.	-
April 7	**Middle and Senior High Schools: FSA ELA Reading Retake and FSA Algebra 1 Retake EOC CBT:** In TIDE, 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. **Senior High Schools: FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake EOC CBT:** In PearsonAccess Next mark tests complete and STOP test sessions. Invalidate student results, if applicable. Delete PDF copies of Student Authorization Tickets and Session Rosters from computer. Complete the School Assessment Coordinator Comment Form online.	Purge FCAT 2.0 and NGSSS EOC Retake test content from Proctor Caching station after testing.
April 17-21	Delivery of Grades 5 and 8 FCAT 2.0 Science test materials, including PreID labels.	-
April 17-May 12	**Grades 4-10 FSA ELA Reading and Grades 3-8 FSA Mathematics CBT Administration**: 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 19-20	**Adult Education Centers:** Hand-deliver to TDC the District Assessment Coordinator Only Box for Retake administrations.	-
April 27 – May 1*	**Elementary, K-8 Centers, Middle, Senior High, and Alternative Centers**: Hand-deliver to TDC **ONLY "TO BE SCORED"** Grades 4-10 FSA ELA Reading and Grades 3-8 FSA Mathematics paper based accommodations, as applicable.	
May 2-5	**Grades 5 and 8 FCAT 2.0 Science PBT Administration:** (see specific daily test administration schedule).	-
May 4-5*	**Elementary, K-8 Centers, Middle, and Alternative Centers**: Hand-deliver to TDC **ONLY "TO BE SCORED"** FCAT 2.0 Science (Grades 5 & 8) boxes.	
May 12	**For FSA ELA Grades 4-10 and FSA Mathematics Grades 3-8 CBT:** In TIDE, 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 Technology Coordinator Comment Form online.
May 19-26	Comet Delivery Service will pick up at all schools the "NOT TO BE SCORED" WHITE-labeled boxes.	-
May 30-June 5	Comet Delivery Service will pick up at all schools the DISTRICT ASSESSMENT COORDINATOR ONLY BOXES.	-

*On the scheduled return dates, schools must hand- deliver TO BE SCORED materials to TDC by 2 p.m. daily, EXCEPTION is on Wednesdays, return by 1 PM. TDC is at 13135 SW 26 Street, Miami, FL, 33175, by 3:30 pm. Refer to the Friendly Reminder s from TDC for details on packing your materials for return.

Spring 2017 FSA Algebra 1, Geometry, and Algebra 2 EOC and
Next Generation Sunshine State Standards (NGSSS) Biology 1, Civics, and US History EOC
Schedule of Activities

	School Assessment Coordinator	Technology Coordinator
January 24-February 3	Delivery of FSA (ELA Writing and Reading, Math and EOC) CBT test administration manuals, CBT work folders and worksheets and FSA PBT (ELA Writing Grades 4-7 and Grade 3 Reading) test administration manuals.	-
January 24 – April 7	Administration of FSA EOC Practice Tests available at www.FSAssessments.org and/or NGSSS EOC ePAT (Practice Tests) available at www.fl.pearsonaccessnext.com/ via Practice Test (ePAT) link.	-
January 30-31	**Adult education centers**: Pick up FSA and NGSSS test administration manuals and materials at TDC.	-
February 3, 6, 8, <u>or</u> 10	Attend **mandatory** Spring 2017 School Assessment Coordinators training meetings.	-
February 6-10	Delivery of NGSSS CBT test administration manuals, scripts, and CBT work folders; and FCAT 2.0 Science test administration manuals to schools.	-
February 13 - April 7	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 Next: Configure browser settings for the Proctor Cache computer.
February 15	For FSA Computer-Based Testing (CBT): All schools carry out district-wide Spring 2017 FSA Infrastructure Trial**.** Complete the FSA Infrastructure Trial Survey available at https://www.surveymonkey.com/r/FSATrial.	Carry out district-wide Spring 2017 FSA Infrastructure Trial.
March 13-17	For PearsonAccess Next TestNav8 CBT: Complete the TestNav8 Infrastructure Trial and complete the TestNav8 Infrastructure Trial Survey available at https://www.surveymonkey.com/r/NGSSSTrial. .	Carry out school-wide Spring 2017 PearsonAccess Next Infrastructure Trial.
March 29-April 4	Delivery of FSA and NGSSS EOC paper based documents for students with eligible accommodations (regular print, Large Print, Braille, and One-item-per-page), and PreID labels.	-
April 7	Deadline for eligible adult education students to register for the Spring 2017 FSA and NGSSS EOC test administrations.	-
April 17-28	**FSA EOC PBT Accommodations:** (eligible students with accommodations) (see specific administration schedule).	-
April 17-May 5	**NGSSS EOC PBT Accommodations:** (eligible students with accommodations) (see specific administration schedule).	
April 17 – May 12	**FSA Algebra 1, Geometry, and Algebra 2 EOC CBT:** In the FSA TA Interface, test administrators will create and start the test session, approve students to test, monitor test sessions, pause students as needed, and stop the test session.	Assist test administrators and school assessment coordinator during testing.
April 17 – May 19	**NGSSS Biology 1, Civics, and US History EOC CBT**: In PearsonAccess Next, manually PREPARE and 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 27-May 1*	**K-8 Centers, Middle Schools, Senior High Schools and Alternative Centers:** Hand-deliver to TDC **ONLY "TO BE SCORED"** FSA EOC paper-based accommodations (regular print, Large Print, Braille, and One-item-per-page), as applicable.	-
May 9-11*	**K-8 Centers, Middle Schools, Senior High Schools and Alternative Centers:** Hand-deliver to TDC **ONLY** "**TO BE SCORED**" NGSSS EOC paper-based accommodations (regular print, Large Print, Braille, and One-item-per-page), as applicable.	-
May 12	**For FSA EOC CBT Administrations:** In TIDE, 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 19	**For NGSSS EOC CBT Administrations:** In PearsonAccess Next mark tests complete and STOP test sessions. Invalidate student results, if applicable. Delete PDF copies of Student Authorization Tickets and Session Rosters from computer. Complete the School Assessment Coordinator Comment Form online.	Purge NGSSS EOC test content from Proctor Caching station after testing. Complete the School Technology Coordinator Comment Form online.
May 19-26	Comet Delivery Service will pick up at all schools the "NOT TO BE SCORED" WHITE-labeled boxes.	-
May 24 – 25*	<u>Adult Education Centers:</u> Hand-deliver to TDC the EOC District Assessment Coordinator Only Box	-
May 30 – June 5	Comet Delivery Service will pick up at all schools the DISTRICT ASSESSMENT COORDINATOR ONLY BOXES.	-

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Refer to the Friendly Reminder s from TDC for details on packing your materials for return.**

MIAMI-DADE COUNTY PUBLIC SCHOOLS

**Summary of Spring 2017 FSA and NGSSS Assessments
Test Administration Procedures**

Note: This material does not cover every aspect of the Spring 2017 FSA and NGSSS 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 2017 Florida Standards Assessment (FSA) English/Language Arts (ELA) Writing for all Grades 4-7 paper-based tests (PBT) is scheduled on February 28 with makeup testing until March 3, 2017, as needed. In Grades 8-10 and Retakes the FSA ELA Writing computer-based tests (CBT) is scheduled on February 27- March 10, 2017, with paper-based accommodations for all eligible students scheduled on February 28, with makeup testing until March 10, as needed, refer to the Daily Test Administration Schedule for days tested. Grades 4-7 students will be administered the FSA ELA Writing as a paper-based administration. On the other hand, Grades 8 – 10 will be administered the FSA ELA Writing as a computer-based test, with paper-based administrations only available as an accommodation for eligible students. Note two additional make up windows have been scheduled for the FSA ELA Writing PBT and CBT administrations: Grades 4-7 PBT and Grades 8-10 and Retake CBT on April 3 – 7; and Grades 4-7 PBT, and Grades 8-10 CBT on May 8-12, as needed. **Please note that students must complete both components (Writing and Reading) to receive a FSA ELA score.**

The Spring 2017 Grade 3 FSA ELA Reading PBT is scheduled on March 28-29, with make-up testing until April 6. The Grades 4-10 FSA ELA Reading CBT and Grades 3-8 FSA Mathematics CBT is scheduled on April 17 – May 12; refer to the Daily Test Administration Schedule for specific days and subjects tested. In general, all students enrolled in the tested grade levels (Grades 3-10 for ELA Reading and Grades 3-8 for Mathematics) should participate in the FSA administrations. Students must take the test appropriate for the grade level in which they are enrolled. Grade 3 FSA ELA Reading will be administered as a paper-based administration. On the other hand, Grades 4 – 10 for ELA Reading and Grades 3 – 8 for Mathematics will be administered the FSA on the computer, with paper-based administrations only available as an accommodation for eligible students.

The Spring 2017 Florida Comprehensive Assessment Test (FCAT 2.0) Science PBT is scheduled for May 2-3; with make-up testing until May 5, 2017 (refer to the Daily Test Administration Schedule for days and grade levels tested). In general, all students enrolled in the tested grade levels (Grades 5 and 8) should participate in the FCAT 2.0 Science. Grades 5 and 8 students will be administered the Science as a paper-based administration.

The Spring 2017 FSA ELA Writing and Reading Retake and FSA Algebra 1 Retake End-of-Course (EOC) assessments will be administered at senior high school and alternative/ESE centers to eligible students during <u>February 27 – March 10</u> for the Writing Retake; and <u>March 27 – April 7</u> for the Reading Retake. The FSA Algebra 1 Retake EOC will be administered at selected middle schools and senior high school and alternative/ESE centers to eligible students during <u>March 27 – April 7</u>; refer to the Daily Test Administration Schedule for days tested. The FSA ELA Writing and Reading Retake and FSA Algebra 1 Retake EOC are administered as computer-based tests, with paper-based administrations only available as an accommodation for eligible students. **Please note that students must complete both (Writing and Reading) to receive an FSA ELA Retake score.**

The Spring 2017 FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake EOC assessments will be administered at senior high schools, alternative/ESE centers, and adult centers to eligible students during <u>March 27 – April 7</u>; refer to the Daily Test Administration Schedule for days tested. The FCAT 2.0 Reading Retake and the NGSSS Algebra 1 Retake EOC are administered as computer-based tests, with paper-based administrations only available as an accommodation for eligible students.

The Spring 2017 FSA Algebra 1, Geometry, and Algebra 2 EOC and the Next Generation Sunshine State Standards (NGSSS) Biology 1, Civics, and US History EOC assessments will be administered at selected K-8 centers, middle schools, senior high schools, alternative/ESE centers, and adult centers to eligible students during the following testing windows:

EOC Testing Program	Testing Window
FSA Algebra 1, Algebra 2, and Geometry PBT Accommodations	April 17-28
NGSSS Biology 1, Civics, and US History PBT Accommodations	April 17 – May 5
FSA Algebra 1, Algebra 2, and Geometry CBT	April 17 – May 12
NGSSS Biology 1, Civics, and US History CBT	April 17 – May 19

All paper-based (PBT) accommodations for the FSA (Regular Print, Large Print, Braille, or One-item-per-page) for eligible students must be administered on <u>April 17 – 28</u>; and on <u>April 17-May 5</u> for NGSSS EOC assessments. However, the computer-based test administrations may be scheduled anytime during the CBT testing window but must be completed by the last day of the window for each assessment.

Note that all computer-based tests (FSA ELA Writing Grades 8-10 and Retake; ELA Reading Grades 4-10 and Retake; FSA Algebra 1 Retake EOC; FSA Mathematics Grades 3-8; FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake EOC; FSA Algebra 1 (first time testers), Algebra 2, and Geometry EOC; and NGSSS Biology 1, Civics, and US History EOC) 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. However, all paper based administrations must be administered on the scheduled dates as noted on the Daily Test Administration Schedule. Additionally, testing should 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 for respective testing window. Note: A list of the CBT and PBT testing windows for each FSA and NGSSS assessment has been provided for your convenience (see Attachment G).

The FSA programs are computer-based tests (CBT), with the exception of the Grade 3 FSA ELA Reading test and Grades 4-7 FSA ELA Writing, and all eligible students will be participating using the FSA Secure Browser. Please go to **http://www.fsassessments.org/** for technical specifications and resources for this platform. Note that FSA 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 the FSA Secure Browser for all FSA CBT assessments during this administration. Reading and Writing Passage Booklets are available to eligible students taking the computer-based FSA ELA Writing and Reading who have accommodations requiring their use identified in IEPs or Section 504 plans. Deaf/Hard of Hearing students will be able to access videos that present listening items in American Sign Language and Closed-Captioning. Audio passage transcripts are also available to eligible Department of Corrections and Hospital/Homebound students taking paper-based assessments who have no access to computers or the Internet. All eligible students must participate in a CBT Practice Test session for the specific test(s) they are scheduled conducted at their school to familiarize themselves with the different features of the FSA Secure Browser prior to the administration of the operational test(s).

All students who will use the CBT accommodations of text-to-speech, via the FSA Secure Browser platform, must participate in a Practice test session with the text-to-speech accommodation during this administration. Students who have previously participated in a FSA Practice Test for the subject test/grade level they will take are NOT required to participate in a Practice Test session for this administration; however, these students should be encouraged to access the Practice Test and practice on their own. **Please note: All Grade 3 ELA Reading students and students with paper-based accommodations (regular print and One-item-per-page) who will take a FSA paper-based test (PBT) are required** to participate in a test item practice session prior to the operational test session at the school, to familiarize themselves with the various item types they may encounter on the assessments. The *Directions for Completing Paper Based Test Item Practice* handouts containing sample items and associated scripts for administering test item practice sessions are posted on the FSA Portal. Schools may choose to use these in connection with the paper-based practice tests but are not required to do so. Students with Braille and Large Print PBT accommodations are required to participate in a paper-based practice test using the appropriate materials; these materials will be ordered by district staff.

The FCAT 2.0 Reading Retake and the NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOC Assessments are computer-based tests (CBT), and all eligible students will be participating using the TestNav8 platform. Please go to **www.FLAssessments.com/TestNav8** for technical specifications and resources for

this new platform. Note that paper-based administrations will be available for eligible students as documented on an IEP or Section 504 plan and accommodated CBT test forms (e.g., text-to-speech and masking) are also available via TestNav8 for all FCAT 2.0 and NGSSS EOC computer-based assessments during this administration. Reading Passage Booklets are also available for eligible students taking the computer-based FCAT 2.0 Reading Retake who have accommodations requiring their use identified in IEPs or Section 504 plans.

Additionally, all students eligible for a CBT NGSSS test must participate in an ePAT session via PearsonAccess Next for each of the subject tests they will take at their school to familiarize themselves with the different features of the new TestNav8 testing platform prior to the administration of the operational tests. Students who have previously participated in an ePAT test for the subject test they will take are NOT required to participate in a practice session for this administration; however, these students should be encouraged to access the ePAT test and practice on their own.

STUDENT ENROLLMENT

For the Spring 2017 test administrations, 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 test administrations, notifying them about the test, and assigning them to testing rooms.

Adult education centers must test any of their enrolled students who need to take the FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake EOC; FSA ELA Writing and Reading Retake and FSA Algebra 1 Retake EOC; FSA Algebra 1 (first time testers), Algebra 2, and Geometry; and NGSSS Biology 1 and US History EOC assessments. Non-enrolled students, Credit Acceleration Program (CAP), and Adult Education students must preregister in advance, by **February 10 for the FSA and NGSSS Retakes; and by April 7 for the FSA and NGSSS EOC Assessments** in order to ensure that they can be accommodated and that sufficient materials and proctors are available.

Pre-registration is critical because it facilitates:

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

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

The *Miami-Dade County Public Schools FSA, FCAT 2.0, AND EOC ASSESSMENTS Registration Form (FM-7276),* provided in Attachment A, can be used for student registration. This form may be obtained electronically from Records and Forms Management (http://forms.dadeschools.net/search.asp) and may be duplicated as needed. Please note that students are required to show valid picture identification at registration and again at the entrance to testing. Students should be informed of the test format (computer-based administration) at the time of registration, and should be given information regarding the computer-based testing practice tests for FSA and NGSSS Assessments.

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

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

ADMISSION OF STUDENTS TO TESTING

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

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

ROLES AND RESPONSIBILITIES FOR IMPLEMENTING TESTING PROGRAMS AT SCHOOL SITES

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

Principal

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

School Assessment Coordinator

The school assessment coordinator is responsible for organizing and monitoring testing programs at the school level in accordance with the procedures outlined for each program.   Additionally, Attachments D and H in this training packet provide test administration and security procedures that should be used when training test administrators and proctors.   Primary responsibilities for the CBT administrations include: attending and/or viewing district training sessions; planning and implementing test administrations; creating FSA test administrator accounts in TIDE; creating test administrator accounts in Pearson to resume tests (optional); training test administrators and proctors; arranging for testing locations; verifying receipt of test materials; verifying and managing student information in TIDE and Pearson; scheduling students into testing groups; organizing, and distributing materials to the test administrators; maintaining the security of test materials in the schools; supervising test administration; scheduling make-up sessions; invalidating tests in TIDE and Pearson; maintaining all required records and documentation; returning test materials for scoring; maintaining the confidentiality of student test records; and completing the School Assessment Coordinator Checklist as stated in the test administration manuals and available online.

Technology Coordinator

The technology coordinator is responsible for assisting the school assessment coordinator in the implementation of the computer-based test administration. The FSA Portal accessed at http://fsassessments.org/technology-resources/ and PearsonAccess Next accessed at www.FLAssessments.com/TestNav8 provide instructions and information that technology coordinators will need to prepare schools for FSA and NGSSS computer-based testing. The technology coordinator is responsible for reading and becoming familiar with all of the information provided in the resources prior to each test administration. Primary responsibilities include: ensuring that all computers meet the minimum system requirements; downloading the FSA Secure Browser to student

workstations for FSA test administrations; downloading and installing the proctor cache software on the proctor cache computers and configuring browser settings to cache test content in PearsonAccess Next for NGSSS tests; assisting test administration staff during the administration sessions with any technical difficulties that may develop; monitoring system usage during the administration; purging test content from the proctor caching computer(s) for the PearsonAccess Next NGSSS tests; and completing the Technology Coordinator Checklist as stated in the test administration manuals and available online.

Test Administrator

The test administrator is responsible for directing and conducting student testing sessions, as specified in the test administration manuals and training packet.   Only certificated administrative and instructional employees (e.g., teachers, counselors, media specialists) who have received appropriate training for a particular test may serve as test administrators.   Primary responsibilities include: attending required training sessions; creating a password for FSA TA Interface access; creating or resetting the PearsonAccess Next password (optional to resume students as needed); establishing appropriate conditions in the testing room that include installing visual barriers for computer-based testing, distributing planning sheets, CBT work folders and CBT worksheets (if applicable), and returning student test materials. For FSA CBT tests, creating test sessions, approving students, pausing students for breaks, monitoring test sessions, and stopping the test session. For NGSSS CBT tests, monitoring and resuming students, if applicable. In addition, accounting for all assigned materials; strictly adhering to test scripts and directions; actively monitoring students during the testing session; following security procedures to ensure a standard administration; and completing the Test Administrator Checklist as stated in the test administration manuals *and* available online.

Proctor

The proctor is responsible for actively monitoring the testing session and for assisting the test administrator in managing the session and maintaining test security. Administrative, instructional, non-instructional, and paraprofessional employees who have received appropriate training for a particular test may serve as proctors. However, non-certificated employees may only assist in distributing and collecting student test materials under the direct supervision of a certificated test administrator, and may not administer the test, read test scripts, or have sole responsibility for the test materials. In addition, parents or other community volunteers who are trained in proctoring and test security may serve as test proctors, but **proctors who are not employees may not handle any test materials or be left alone with students or test materials at any time.**   Note that proctors may not be assigned to proctor in a family member's classroom or at the same grade level as the family member.

Relief Staff

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

ASSIGNMENT AND TRAINING OF TEST ADMINISTRATORS AND PROCTORS

<u>Who may serve as test administrators?</u>   Certified instructional staff (e.g., teachers, counselors, media specialists) who has received appropriate training related to procedures for the FSA and NGSSS administrations 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 FSA and NGSSS administrations and the test security procedures may serve as proctors. FDOE has updated the proctor requirements.

For paper-based and computer-based test administrations, the ratio of student per adult is 25 students to 1 test administrator. For a room with 26-50 students, a test administrator and 1 proctor must be present. For a room with 51-75 students, a test administrator and 2 proctors must be present.

Required Ratio for FSA and NGSSS Administrations

Mode of Administration	Ratio*
Paper-based and Computer-based	1:25

*Adult (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 2.0), and EOC Assessments and Security Agreement* (Attachment C) and the *Test Administration and Security Agreement* (test administration manuals).

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

DISTRICT MONITORING OF FSA and NGSSS ADMINISTRATIONS

In order to ensure that the FSA, 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 Spring 2017 test administrations, schools will need to generate a final list of eligible students for each assessment as applicable. File Download Manager (FDM) may be used to identify students that are eligible to participate in the FSA and NGSSS administrations.

Eligible students to test for the Spring 2017 FSA ELA (Writing and Reading) Retake and FCAT 2.0 Reading Retake, include students that are currently enrolled who failed their cohort's Grade 10 FSA ELA or FCAT 2.0 Reading requirement for graduation, as applicable.

Eligible students to test for the FSA Algebra 1 Retake EOC and NGSSS Algebra 1 Retake EOC assessments include the following:
- Students who failed the FSA Algebra 1 EOC and have not yet met the Algebra 1 graduation test requirement; eligible students earned Algebra 1 course credit during the 2014-15 school year and beyond.
- Students who failed the NGSSS Algebra 1 EOC and have not yet met the Algebra 1 graduation test requirement; eligible students earned Algebra 1 course credit before Fall 2014.

Eligible students to test for the FSA Algebra 1 (first time testers, no previous score in file), Geometry, and Algebra 2 and NGSSS Biology 1, Civics, and US History EOC assessments include the following:

- Students who are new to the district, (private school, out of state/country) and have Algebra 1 course credit, but have not yet met the Algebra 1 graduation test requirement.
- Students who have an NG reported for the EOC course because they did not receive a valid EOC test score.
- Students who have completed an eligible EOC course (or completed at least 80% of the course content) through a virtual program (ex., Florida Virtual School).
- Students who wish to retake an EOC to be eligible for a standard diploma with a scholar designation.
- Students in a credit acceleration program (CAP) who wish to take the assessment to earn course credit.

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

PREPARING ANSWER DOCUMENTS AND PRE-IDENTIFIED STUDENT LABELS

Students using paper test documents should not be listed as taking a CBT in TIDE. Schools will receive pre-identified student labels for use on all Grades 4-7 FSA ELA Writing, Grade 3 FSA ELA Reading, Grades 5 and 8 FCAT 2.0 Science, and for preidentified eligible students with paper-based accommodations for the CBT test administrations (FSA ELA Writing, Grades 8-10; FSA ELA Reading, Grades 4-10; FSA Mathematics, Grades 3-8; FSA Algebra 1, Algebra 2, and Geometry EOC, and NGSSS Biology 1, Civics, and US History EOC Assessments). However, a PreID Roster and labels will NOT be generated for the Retake administrations including, FSA ELA

(Writing and Reading) Retake and FSA Algebra 1 Retake EOC; and FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake EOC Assessments for students that have paper-based accommodations. A Pre-ID Roster, which lists the students for whom a Pre-ID label is provided, will be included in each school's shipment, if applicable. The Pre-ID Roster should be verified against a school-generated list of eligible students for each assessment.

Preidentified student information was submitted via PreID files for the FSA and NGSSS assessments. A PreID roster and labels will be generated for paper-based administrations **Wave 1 for the FSA ELA (Writing Reading) and Math and FCAT 2.0 Science;** and for paper accommodations for eligible students for the **FSA EOC and NGSSS EOC** computer-based administrations as of the following dates:

Test	PREID Dates	
	Wave 1	Wave 2
FSA ELA Writing/Reading and Mathematics	December 2	January 20
FSA ELA (Writing and Reading) Retake	January 20	N/A
FSA Algebra 1, Algebra 2, and Geometry	January 27	N/A
FSA Algebra 1 Retake EOC	January 27	N/A
FCAT 2.0 Reading Retake	February 24	N/A
NGSSS Algebra 1 Retake EOC	February 24	N/A
NGSSS Biology 1, Civics, and US History	March 3	N/A
NGSSS FCAT 2.0 Science	March 10	N/A

Please note that there will NOT be PreID labels generated for the Retake administrations. Therefore, school assessment coordinators must print PreID labels for FSA ELA (Writing and Reading) Retake and FSA Algebra 1 Retake EOC; and NGSSS FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake EOC paper-based accommodations. To print FSA On-Demand PreID labels in TIDE see the *TIDE User Guide* on pages 47-48 and refer to the *Florida PearsonAccess Next Online User Guide* for instructions to print NGSSS PreID labels in PearsonAccess Next.

SCHEDULING STUDENTS FOR CBT

School assessment coordinators will view and verify student information online (TIDE or PearsonAccess Next) for computer-based (CBT) administrations. Schools will have pre-identified student information available in TIDE for students that were enrolled at the school as of **January 20** for the FSA ELA and Mathematics; as of **January 20** for the FSA ELA Retake; and as of **January 27** for the FSA Algebra 1 Retake EOC and the FSA Algebra 1 (first time testers), Algebra 2, and Geometry EOC assessments.

Schools will have pre-identified student information available in PearsonAccess Next for students that were enrolled at the school as of **February 24** for the FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake EOC; and as of **March 3** for the NGSSS Biology 1, Civics, and US History EOC assessments.

New students enrolled at the school after **the PreID dates** will not be included in TIDE or PearsonAccess Next. Schools must add any new students who enroll after the PreID dates and are eligible based on the students to be tested requirements for each assessment as noted in the test administration manuals. For directions on adding students to TIDE and PearsonAccess Next, refer to the *TIDE User Guide* page 37-39 and to the *Florida Online PearsonAccessNext User Guide*, click **Manage Student**, then click **Create and Edit Student Records**.

For the FSA computer-based assessments, school assessment coordinator must first verify the information in TIDE against the school generated lists from the student information database (File Download Manager). For the FSA tests, if the Student Florida ID Number is incorrect in TIDE, the student record must be deleted (see page 44 in *TIDE User Guide*) and re-entered with the correct information. If any other student information is incorrect (i.e. date of birth, grade level) in TIDE, the student record must be corrected in TIDE but the record and PreID label can be used. School assessments will need to generate class lists to provide to the test administrator to capture all required administration information for all FSA tests. In addition, school assessment coordinators will need to print the CBT test tickets (FSA tests) (Attachment E) which students use to log into the FSA Secure Browser for computer-based testing. Each ticket is a secure test document which contains the First Name and Username for students to log into the FSA Secure Browser. **The tickets and rosters are secure documents and must be placed in a secure limited access location.**

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

For the FCAT 2.0 and NGSSS EOC computer-based assessments, school assessment coordinators will verify student PreID information in PearsonAccess Next. For the NGSSS CBT assessments, the Student Name and Student Florida ID Number must be correct in PearsonAccess Next. If this information is incorrect, the student record must be deleted and reentered with the correct information, refer to the *Florida PearsonAccess Next Online User Guide,* click **Manage Students**, then **Delete Student Records** to delete the student, and then select **Manage Student, Create and Edit Student Records** to add a student record in PearsonAccess Next. After verifying student information in PearsonAccess Next for the FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake, Biology 1, Civics, and US History EOC tests, school assessment coordinators must create test sessions and maintain a list of all test sessions. The technology coordinator must configure browser settings for the Proctor Cache computer to allow the school assessment coordinators to cache test content for

all test sessions. School assessment coordinators can use the Advanced Session Roster (list of students tested in the same test session) generated in PearsonAccess Next to capture required administration information. In addition, the school assessment coordinators will need to print the Student Authorization Tickets (FCAT 2.0 Retake and NGSSS EOC tests) (Attachment E) which students use to log into TestNav8 for computer-based testing. Each ticket is a secure test document which contains the TestNav8 URL, Username and a Password to log into TestNav8. Furthermore, for the FCAT 2.0 Reading Retake, the school assessments will provide the Seal Code for students to access Session 2 of the FCAT 2.0 Reading Retake on Day 2. **The student authorization tickets, rosters, and seal codes are secure documents and must be placed in a secure limited access location.**

Prior to beginning the NGSSS computer-based test session each day of testing, the school assessment coordinators must ensure that the test session(s) are marked prepared before proctor caching and starting the session. Also, the Proctor Cache computer must be turned on and running for the scheduled test sessions.

SPECIAL PROGRAM STUDENTS

Students from the Special Programs (Florida Virtual School Program: *Full-Time K-8* (71/0300), *Full Time 9-12* (71/0400), and 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 2017 test administrations, as eligible. A list of students assigned to your school will be sent via email to selected principals and school assessment coordinators.

School assessment coordinators will assign a testing room and distribute the test and answer books, planning sheets, CBT work folders, and CBT worksheets, calculators, as applicable to the registered Special Program students.

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 the FSA and/or NGSSS CBT tests will be added to TIDE or PearsonAccess Next by District staff. Florida Virtual School Program: Full-Time students and Florida Virtual Academy students eligible for the FSA and/or NGSSS CBT tests will be set up in TIDE or PearsonAccess Next by FLVS staff.

For the FSA computer-based tests, District staff will forward the CBT test tickets to the principal and school assessment coordinator at the assigned school. The school assessment coordinator must assign the special program 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 student, and approve the student to test. To log

into the FSA CBT tests, the student opens the FSA Secure Browser, enters the First Name (as it appears on the test ticket), the Username, and the Session ID that was provided by the test administrator (after the test session is created). If a student is logged out during a FSA CBT test session, the student can log back into the session with the same test ticket and Session ID, and the test administrator must approve the student to test, as applicable.

For the NGSSS computer-based tests, District staff will add the students to a DISTRICT test session in PearsonAccess Next (**DISTRICT READ** for the FCAT 2.0 Reading Retake; **DISTRICT ALG** for NGSSS Algebra 1 Retake EOC; **DISTIRCT BIO** for the Biology 1 EOC; **DISTRICT CIV** for the Civics EOC; and **DISTRICT HIS** for the US History EOC). School staff will print the Student Authorization Tickets for eligible students taking an NGSSS CBT.

The student types the URL on the ticket to access the TestNav8 Sign in screen and enters the Username and Password as noted on the Student Authorization Ticket to log into the test. If a student is logged out during the NGSSS test session, the school assessment coordinator may resume the student to test. However, if a FLVSFT student is logged out of the test, the school assessment coordinator must contact FLVS staff to have the student resumed to continue testing. The FLVS contact information is printed on the Student Authorization Tickets. **Students will also need the seal code to log into session 2 of the FCAT 2.0 Reading Retake on day 2.**

Note that the test tickets and seal codes are secure documents and must be kept in a locked, limited access location along with all secure test.

REQUESTING ADDITIONAL TEST MATERIALS

Elementary, middle, K-8 centers, senior high schools, and alternative education centers will be receiving allocations of materials based on the number of students enrolled at the school as of the following dates:
- **January 20**: FSA ELA Writing, ELA Reading, and Mathematics
- **January 20**: FSA ELA Retake (Writing and Reading)
- **January 27**: FSA Algebra 1 Retake EOC and FSA Algebra 1, Algebra 2, and Geometry EOC
- **February 24**: FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake EOC
- **March 3:** NGSSS Biology 1, Civics, and US History EOC
- **March 10:** FCAT 2.0 Science

Comet Delivery Service will deliver test materials to elementary, K-8 centers, middle and senior high schools, and alternative education centers, refer to the Schedule of Activities for the delivery dates for each assessment. Adult Centers will pick-up the test materials at the Test Distribution Center (TDC) on **January 30-31** for the FSA and NGSSS Assessments.

Schools will need to make arrangements to receive and securely store these materials. If any additional test administration manuals and non-secure materials are needed, school assessment coordinators can order online at http://oada.dadeschools.net/TDC/TDC.asp.

MATERIALS PROCEDURES

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

- When the FSA and NGSSS secure test materials are received, immediately **verify the counts** and sequence numbers of materials received against the **packing list**. For the FSA and NGSSS paper-based secure materials, a prepopulated *Security Checklists* available online in TIDE and PearsonAccess Next (using the school assessment coordinator's unique username and password) can also be used.

- Call **Student Assessment and Educational Testing (SAET) at 305-995-7520** immediately, if there are any irregularities or discrepancies in your shipments. If you need additional materials, place order online at http://oada.dadeschools.net/TDC/TDC.asp.

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

- **Shrink-wrapped packages of secure materials may be opened no sooner than <u>five (5) days</u> prior to the administration of each subject test for FSA and NGSSS assessments. <u>NO EARLIER</u>.**

- Only the school assessment 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 secure test materials, including planning sheets, CBT work folders, CBT worksheets, Reading and Writing Passage booklets, and audio passage transcripts must be placed in locked storage immediately and remain there until the test date.

- Secure test materials must be stored in a locked location with strictly limited access (3 or fewer keys). Strict accounting of the keys to the secure location

must be maintained; limited to the principal, assistant principal, and/or school assessment coordinator. No master key should open the storage area.

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

MATERIALS RETURN TO THE TEST DISTRIBUTION CENTER

The "*Friendly Reminders*" provides a quick reference guide for packing and returning your test materials. School assessment coordinators are encouraged to review this document for each administration to assist with the process of packing and returning of materials for each administration. For your convenience, the Friendly Reminders for the Spring 2017 FSA and NGSSS assessments will be posted on the Test Chairperson website available at http://oada.dadeschools.net/TestChairInfo/InfoForTestChair.asp before the testing window for each administration begins.

For the Spring 2017 FSA and NGSSS test administrations, **schools are to hand deliver TO BE SCORED ONLY** paper-based test materials (including Regular Print, Large Print, One-Item-Per-Page, and Braille accommodations) to TDC by 2 p.m. daily, EXCEPTION is on Wednesdays, return by 1 p.m. on the scheduled dates. The **NOT TO BE SCORED** boxes and the District Coordinator Only Boxes will be picked up at the schools by Comet Delivery Service on the scheduled dates, refer to Friendly Reminders.

STATE AND DISTRICT REQUIRED FORMS

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

- The *Administration Record/Security Checklist* (Appendix E in the FSA PBT Manuals; Appendix D of the FSA and NGSSS CBT Manuals; Appendix C of the FCAT 2.0 Science Manual) must be used to capture all required administration information for paper-based and computer-based administrations; and to maintain a list of the number of documents and range of security numbers assigned to each test administrator for every day of testing. Note, 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 E in the FSA PBT Manuals; Appendix D of the FSA and NGSSS CBT

Manuals; Appendix C of the FCAT 2.0 Science Manual).

- The *Test Administration and Security Agreement* must be read and signed by district and school staff certifying that test administration and security procedures will be followed as outlined in the Florida Test Security Statute and Rule (Appendix E in the FSA PBT Manuals; Appendix D of the FSA and NGSSS CBT Manuals; Appendix C of the FCAT 2.0 Science Manual).

- *Test Administrator Prohibited Activities Agreement* affirming that test administrators understand prohibited activities during the test administration and possible consequences of inappropriate behavior (Appendix E in the FSA PBT Manuals; Appendix D of the FSA and NGSSS CBT Manuals; Appendix C of the FCAT 2.0 Science Manual).

- The *Security Log* must be completed during testing by personnel (test administrators, proctors, relief staff, etc.) assigned to monitor a testing room for any length of time (Appendix E in the FSA PBT Manuals; Appendix D of the FSA and NGSSS CBT Manuals; Appendix C of the FCAT 2.0 Science 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 paper-based testing groups for the Spring 2017 FSA; and both paper-based and computer-based NGSSS tests administrations. However, for the FSA computer-based testing groups, the Session ID# will serve as the testing group identifier.** Additionally, the use of seating charts or recording of specific seat assignments is **required** for all testing rooms. A sample seating chart is provided as Attachment F.

- *M-DCPS Spring 2017 Accounting for All Secure Documents* is a district form designed to help schools keep track of secure test documents and ensure that no materials inadvertently remain behind at the school. This form will be useful in responding to missing materials reports generated by the test vendor. It will be posted to http://oada.dadeschools.net/TestChairInfo/InfoForTestChair.asp (Test Chairperson website) before the testing window for each administration begins.

- 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 each test administration was supervised by the school principal in accordance with the District's established guidelines and procedures.

Procedures for Hospital/Homebound (HHIP) Students (13/9732)
Participating in the Spring 2017 Assessments

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 2017 FSA, 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 2017 FSA ELA (Writing and Reading); FSA Mathematics; FCAT 2.0 Science; FSA Algebra 1, Geometry, and Algebra 2 EOC; and NGSSS Biology 1, Civics, and US History EOC administrations. The schools that will be testing these students will receive a list with the student's demographic information and required testing accommodations to be provided for each student, as applicable. Note, HHIP will test their eligible Retake students for the FSA ELA (Writing and Reading) Retake, FSA Algebra 1 Retake EOC, FCAT 2.0 Reading Retake, and NGSSS Algebra 1 Retake EOC administrations.

2. All students in the HHIP program 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 Testing

3. HHIP students will take the following tests, as eligible:

Tests	Eligible Students	Mode of Administration*
FSA ELA Writing	Grades 4-10	PBT 4-7; CBT 8-10
FSA ELA Reading	Grades 3-10	PBT 3; CBT 4-10
FSA Mathematics	Grades 3-8	CBT 3-8
FCAT 2.0 Science	Grades 5 and 8	PBT 5 & 8
FSA Algebra 1, Geometry, and Algebra 2 EOC	Enrolled	CBT
NGSSS Biology 1, Civics, and US History EOC	Enrolled	CBT

 *Paper-based (PBT); Computer-based (CBT)

4. Paper based tests will be ordered for all HHIP students and delivered to the assigned school. However, school staff at the assigned school may consult with parents to consider administering a CBT test as eligible. If parental approval is granted, the student can test via CBT and the unused PBT can be returned in the NOT TO BE SCORED box.

5. Students from the HHIP will test at their home school for the Spring 2017 administrations. For eligible students whose parents grant approval to test via CBT, the school assessment coordinator at the assigned school must contact Student Assessment at 305-995-7520 to request the test tickets for the student. HHIP students eligible for CBT will be set up in TIDE for the FSA and in PearsonAccess Next for the NGSSS.

    •   For the FSA CBT assessments, the test tickets from TIDE will be emailed to the 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.

- For PearsonAccess Next 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 PREPARE, 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.

6. School assessment coordinators will need to assign a testing room and distribute test tickets (for FSA Secure Browser), Student Authorization Tickets (for TestNav8), 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

7. A PreID label must be placed on test and answer books for the FSA and NGSSS documents.

8. For FSA paper-based test documents, the District will email the electronic PreID label to the schools where the student will test. Schools must print and place an On-Demand PreID student label on the HHIP student's FSA test and answer book for the scores to be reported to Brucie Ball Educational Center (See instructions for printing an On Demand PreID label in the *TIDE User Guide*, page 39-40).

9. For NGSSS paper-based test documents, the District will email the electronic PreID label to the schools where the student will test. Schools must print and place a PreID student label on the HHIP student's NGSSS test and answer book for the scores to be reported to Brucie Ball Educational Center (See instructions for printing a PreID label in *Florida PearsonAccess Next User Guide* available at PearsonAccess Next). However, the answer documents for HHIP students **may** be hand-gridded and coded as follows (See instructions for gridding contained in the test administration manual):

| District | HHIP | | |
	SCHOOL NAME	DISTRICT NUMBER	SCHOOL NUMBER
Miami-Dade (13)	*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.

10.   **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.

11.   **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

12.   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* document, available on the FSA Portal or in the Spring 2017 FSA Paper Based TAM, Appendix C, pages 84-90.

13.   NGSSS paper-based test documents, for all HHIP 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.
   - Spring/Summer 2017 CBT EOC and FCAT 2.0 TAM pages 54-66.
   - Spring 2017 FCAT 2.0 Science TAM pages 68-80.

   The answer documents for all HHIP students **must** be hand-gridded coded as follows:

   - 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

14.   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 2017 Assessments

FHEP Student Registration

1. Students enrolled in the **Florida Home Education Program (FHEP) may** participate in the Spring 2017 FSA ELA Writing; FSA ELA Reading; FSA Mathematics; FCAT 2.0 Science; FSA Algebra 1, Geometry, and Algebra 2 EOC; and NGSSS Biology 1, Civics, and US History EOC administrations. For the FSA, FCAT 2.0, and EOC Assessments administrations, parents and guardians of FHEP students must contact the Division of Attendance Services to register students for the assessments. Student Assessment and Educational Testing (SAET) will notify the assigned schools so that preparations can be made for these students.

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 registered FHEP students will take the following tests, as applicable:

Tests	Eligible Students	Mode of Administration*
FSA ELA Writing	Grades 4-10	PBT 4-7; CBT 8-10
FSA ELA Reading	Grades 3-10	PBT 3; CBT 4-10
FSA Mathematics	Grades 3-8	CBT 3-8
FCAT 2.0 Science	Grades 5 and 8	PBT 5 & 8
FSA Algebra 1, Geometry, and Algebra 2 EOC	Enrolled	CBT
NGSSS Biology 1, Civics, and US History EOC	Enrolled	CBT

 *Paper-based (PBT); Computer-based (CBT)

5. Students from the FHEP will test at their assigned school for the Spring 2017 administrations. All FHEP students who are eligible for the computer-based testing (CBT) will be set up in TIDE for the FSA assessments and in PearsonAccess Next for the NGSSS Assessments.

- 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.

- For PearsonAccess Next CBT Assessments, the 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 test tickets (for FSA Secure Browser), Student Authorization Tickets (for TestNav8), 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. A PreID label must be placed on test and answer books for the FSA and NGSSS documents.

8. For FSA paper-based test documents, the District will email the electronic PreID label to the schools where the student will test. Schools must print and place an On-Demand PreID student label on the FHEP student's FSA test and answer book for the scores to be reported to Home Education Program (See instructions for printing an On Demand PreID label in the TIDE User Guide, page 47-48).

9. For NGSSS paper-based test documents, the District will email the electronic PreID label to the schools where the student will test. Schools must print and place a PreID student label on the FHEP student's NGSSS test and answer book for the scores to be reported to Home Education Program (See instructions for printing a PreID label in *Florida PearsonAccess Next User Guide* at PearsonAccess Next). However, the answer documents for FHEP students **may** be hand-gridded and coded as follows (See instructions for gridding contained in the test administration manual):

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* document, available on the FSA Portal or in the Spring 2017 FSA Paper Based TAM, Appendix C, pages 84-90.

11. NGSSS paper-based test documents, for all FHEP 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.
    - Spring/Summer 2017 CBT EOC and FCAT 2.0 TAM pages 54-66.
    - Spring 2017 FCAT 2.0 Science TAM pages 68-80.

FHEP Individual Student Reports

12. 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 2017 Assessments**

FTC Scholarship Program Student Registration

1. Students enrolled in the **Florida Tax Credit (FTC) Scholarship Program may** participate in the Spring 2017 FSA ELA Writing; FSA ELA Reading; FSA Mathematics; FCAT 2.0 Science; FSA Algebra 1, Geometry, and Algebra 2 EOC; and NGSSS Biology 1, Civics, and US History EOC administrations. 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 students 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 registered FTC students will take the following tests, as applicable:

Tests	Eligible Students	Mode of Administration*
FSA ELA Writing	Grades 4-10	PBT 4-7; CBT 8-10
FSA ELA Reading	Grades 3-10	PBT 3; CBT 4-10
FSA Mathematics	Grades 3-8	CBT 3-8
FCAT 2.0 Science	Grades 5 and 8	PBT 5 & 8
FSA Algebra 1, Geometry, and Algebra 2 EOC	Enrolled	CBT Only
NGSSS Biology 1, Civics, and US History EOC	Enrolled	CBT Only

*Paper-based (PBT); Computer-based (CBT)

3. Students from FTC will test at their assigned school for the Spring 2017 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 Next 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 Next 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 test tickets (for FSA Secure Browser), Student Authorization Tickets (for TestNav8), 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

5. A PreID label must be placed on test and answer books for the FSA and NGSSS documents.

6. <u>FSA paper-based test documents</u>, the District will email the electronic PreID label to the school where the student will test. The assigned school must print and place an On-Demand PreID student label on the student's FSA test and answer book for the scores to be reported to FLDOE Office of Independent Education and Parental Choice (See instructions for printing an On Demand PreID label in the *TIDE User Guide*, page 47-48).

7. <u>For NGSSS paper-based test documents</u>, District will email the electronic PreID label to the schools where the student will test. Schools must print and place a PreID student label on the FTC student's NGSSS test and answer book for the scores to be reported to Florida Tax Credit Scholarship Program (See instructions for printing a PreID label in *Florida PearsonAccess Next User Guide* at PearsonAccess Next). However, the answer documents for FTC students **may** be hand-gridded and coded as follows (See instructions for gridding contained in the test administration manual):

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* document, available on the FSA Portal or in the Spring 2017 FSA Paper Based TAM, Appendix C, pages 84-90.

9. NGSSS paper-based test documents, for all FTC 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.
   - Spring/Summer 2017 CBT EOC and FCAT 2.0 TAM pages 54-66.
   - Spring 2017 FCAT 2.0 Science TAM pages 68-80.

FTC Scholarships Individual Student Reports

10. 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 Full-Time (FLVS-FT) Program Students
Participating in the Spring 2017 Assessments**

FLVS-FT 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 2017 FSA ELA Writing; FSA ELA Reading; FSA Mathematics; FCAT 2.0 Science; FSA ELA Retakes (Writing and Reading) or FCAT 2.0 Reading Retake and/or FSA or NGSSS Algebra 1 EOC Retake required for graduation; FSA Algebra 1, Geometry, and Algebra 2 EOC; and NGSSS Biology 1, Civics, and US History EOC administrations**.** For the Spring 2017 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 FLVS-FT Students for Computer-Based Testing

2. FLVS-FT students will take the following tests, as eligible:

Tests	Eligible Students	Mode of Administration*
FSA ELA Writing	Grades 4-10	PBT 4-7; CBT 8-10
FSA ELA Reading	Grades 3-10	PBT 3; CBT 4-10
FSA Mathematics	Grades 3-8	CBT 3-8
FCAT 2.0 Science	Grades 5 and 8	PBT 5 & 8
FSA ELA (Writing and Reading) Retake	Grades 10+ - 12	CBT Only
FCAT 2.0 Reading Retake (NGSSS)	Grades 10+ - 12	CBT Only
NGSSS Algebra 1 Retake	Grades 10+ - 12	CBT Only
FSA Algebra 1, Geometry, and Algebra 2 EOC	Enrolled	CBT Only
NGSSS Biology 1, Civics, and US History EOC	Enrolled	CBT Only

  *Paper-based (PBT); Computer-based (CBT)

3. Students from FLVS-FT will test at their assigned school for the Spring 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 Next for the NGSSS 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 FLVS-FT student.
      ii. Students will use their test ticket with their FIRST NAME and USERNAME and the SESSION ID# to log into the FSA Secure Browser from their assigned school.

      b. <u>For PearsonAccess Next CBT Assessments</u>, FLVS-FT staff will set up students in PearsonAccess Next. The Student Authorization Tickets for the students will be emailed to the principal and school assessment coordinator at the assigned schools. **Please note if a FLVS-FT student is disconnected from the TestNav8 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 CBT test tickets (for FSA Secure Browser), Student Authorization Tickets (for TestNav8), 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.   A PreID label must be placed on test and answer books for the FSA and NGSSS documents.

6.   <u>For FSA paper-based test documents</u>, the District will email the electronic PreID label to the assigned school where the student will test. The school will print and place an On-Demand PreID label on the FLVS-FT student's FSA answer document for the scores to be reported to the Florida Virtual School Program Office (See instructions for printing an On Demand PreID label in the *TIDE User Guide*, page 47-48).

7.   <u>For NGSSS paper-based test documents</u>, the District will email the electronic PreID label to the schools where the student will test. Schools must print and place a PreID student label on the FLVS student's NGSSS test and answer book for the scores to be reported to Florida Virtual School Program (See instructions for printing a PreID label in *Florida PearsonAccess Next User Guide* at PearsonAccess Next). However, the answer documents for FLVS students **may** be hand-gridded and coded as follows (See instructions for gridding contained in the test administration manual):

FLORIDA VIRTUAL PROGRAM		
PROGRAM	**DISTRICT NUMBER**	**SCHOOL NUMBER**
Florida Virtual Academy (K-8)	**50**	**7079**
FLVS Full-Time (K-5)	**71**	**0300**
FLVS Full-Time Middle/High (6-12)	**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 FLVS-FT students may be packed and returned together with your school's TO BE SCORED materials, refer to the *FSA Paper-Based Materials Return Instructions* document, available on the FSA Portal or in the Spring 2017 FSA Paper Based TAM, Appendix C, pages 84-90.

9.   NGSSS paper-based test documents, for all FLVS-FT 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.

- Spring/Summer 2017 CBT EOC and FCAT 2.0 TAM pages 54-66.
- Spring 2017 FCAT 2.0 Science TAM pages 68-80.

Florida Virtual School Program Individual Student Reports

10.   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 2017 Assessments

McKay Student Registration

1. Students enrolled in the **McKay Scholarship Program may** participate in the Spring 2017 FSA ELA Writing; FSA ELA Reading; FSA Mathematics; FCAT 2.0 Science; FSA Algebra 1, Geometry, and Algebra 2 EOC; and NGSSS Biology 1, Civics, and US History EOC administrations. For the FSA, FCAT 2.0, and EOC Assessments administrations, parents or guardians of **McKay Scholarship Program** students attending private schools **must register with the McKay District office** to take the statewide assessment programs. 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 registered McKay students will take the following tests, as applicable:

Tests	Eligible Students	Mode of Administration*
FSA ELA Writing	Grades 4-10	PBT 4-7; CBT 8-10
FSA ELA Reading	Grades 3-10	PBT 3; CBT 4-10
FSA Mathematics	Grades 3-8	CBT 3-8
FCAT 2.0 Science	Grades 5 and 8	PBT 5 & 8
FSA Algebra 1, Geometry, and Algebra 2 EOC	Enrolled	CBT Only
NGSSS Biology 1, Civics, and US History EOC	Enrolled	CBT Only

*Paper-based (PBT); Computer-based (CBT)

3. Students from McKay Scholarship will test at their assigned school for the Spring administrations. All McKay students who are eligible for the computer-based testing will be set up in TIDE for the FSA and in PearsonAccess Next 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 Next 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 CBT test tickets (for FSA Secure Browser), Student Authorization Tickets (for TestNav8), 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. A PreID label must be placed on test and answer books for the FSA and NGSSS documents.

6. <u>For FSA paper-based test documents</u>, the District will email the electronic PreID label to the school where the student will test. The assigned school must print and place an On-Demand PreID student label on the student's FSA test and answer book for the scores to be reported to the McKay Scholarship Program Office (See instructions for printing an On Demand PreID label in the *TIDE User Guide*, page 47-48).

7. <u>For NGSSS paper-based test documents</u>, the District will email the electronic PreID label to the schools where the student will test. Schools must print and place a PreID student label on the McKay student's NGSSS test and answer book for the scores to be reported to McKay Scholarship Program (See instructions for printing a PreID label in *Florida PearsonAccess Next User Guide* at PearsonAccess Next. However, the answer documents for McKay students **may** be hand-gridded and coded as follows (See instructions for gridding contained in the test administration manual):

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* document, available on the FSA Portal or in the Spring 2017 FSA Paper Based TAM, Appendix C, pages 84-90.

9. NGSSS paper-based test documents, for all McKay 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.
- Spring/Summer 2017 CBT EOC and FCAT 2.0 TAM pages 54-66.
- Spring 2017 FCAT 2.0 Science TAM pages 68-80.

McKay Individual Student Reports

10.   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 2017 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 2017 FSA ELA Writing; FSA ELA Reading; FSA Mathematics; FCAT 2.0 Science; FSA ELA Retakes (Writing and Reading) or FCAT 2.0 Reading Retake and/or FSA or NGSSS Algebra 1 EOC Retake required for graduation; FSA Algebra 1, Geometry, and Algebra 2 EOC; and NGSSS Biology 1, Civics, and US History EOC administrations**.** For the FSA, 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. MDOA students will take the following tests, as eligible:

Tests	Eligible Students	Mode of Administration*
FSA ELA Writing	Grades 4-10	PBT 4-7; CBT 8-10
FSA ELA Reading	Grades 3-10	PBT 3; CBT 4-10
FSA Mathematics	Grades 3-8	CBT 3-8
FCAT 2.0 Science	Grades 5 and 8	PBT 5 & 8
FSA ELA (Writing and Reading) Retake	Grades 10+ - 12	CBT Only
FCAT 2.0 Reading Retake (NGSSS)	Grades 10+ - 12	CBT Only
NGSSS Algebra 1 Retake	Grades 10+ - 12	CBT Only
FSA Algebra 1, Geometry, and Algebra 2 EOC	Enrolled	CBT Only
NGSSS Biology 1, Civics, and US History EOC	Enrolled	CBT Only

   *Paper-based (PBT); Computer-based (CBT)

3. Students from the MDOA will test at their assigned school for the Spring 2017 administrations. All MDOA students who are eligible for the computer-based testing will be set up in TIDE for the FSA and in PearsonAccess Next for the NGSSS Assessments.

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

4. School assessment coordinators will need to assign a testing room and distribute CBT test tickets (for FSA Secure Browser), Student Authorization Tickets (for TestNav8), 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. A PreID label must be placed on test and answer books for the FSA and NGSSS documents.

6. <u>For FSA paper-based test documents</u>, the District will email the electronic PreID label to the school where the student will test. The assigned school must print and place an On-Demand PreID student label on the student's FSA test and answer book for the scores to be reported to Miami Dade Online Academy Program (See instructions for printing an On Demand PreID label in the *TIDE User Guide*, page 47-48).

7. <u>For NGSSS paper-based test documents</u>, the District will email the electronic PreID label to the schools where the student will test. Schools must print and place a PreID student label on the MDOA student's test and answer book for the scores to be reported to Miami-Dade Online Academy Program (See instructions for printing a PreID label in *Florida PearsonAccess Next User Guide* at PearsonAccess Next). However, the answer documents for MDOA students **may** be hand-gridded and coded as follows (See instructions for gridding contained in the test administration manual):

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* document, available on the FSA Portal or in the Spring 2017 FSA Paper Based TAM, Appendix C, pages 84-90.

9. NGSSS paper-based test documents, for all MDOA 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.
    • Spring/Summer 2017 CBT EOC and FCAT 2.0 TAM pages 54-66.
    • Spring 2017 FCAT 2.0 Science TAM pages 68-80.

MDOA K-12 Program Individual Student Reports

10.   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.

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

Computer Based Test (CBT) Administrations:

FCAT 2.0 Retake*	**FSA ELA Retake****	**NGSSS* End-of-Course Assessments (EOC)**	**FSA****
_____ Reading	_____ ELA (Writing and Reading)	_____Algebra 1 Retake	____English/Language Arts (ELA) (Writing and Reading)
		_____Biology 1	____Algebra 1 EOC
		_____Civics	____Geometry EOC
		_____US History	____Algebra 2 EOC

STEP 1: STUDENT DETAILS

1. **Florida Student ID#**

							X

ISIS Student ID # (if applicable)

1	3	0					

FLEID #

F	L												

2. Student Last Name (All caps)

3. Student First Name (All caps)

4. Student Middle Initial (Cap)

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

STEP 2: TEST REGISTRATION DETAILS

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

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

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

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

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

6. **Grade:** (check one) _____10   _____11   _____12   _____13th Yr. ____ADULT   Other grade: _____

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

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

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

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

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

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

*TestNav8 CBT ePAT (Practice Tests) are available at www.FLAssessments.com/ePAT.
**FSA CBT Practice Tests are available at www.FSAssessments.org.   FM-7276 (09-16)

ATTACHMENT B

MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL PROCEDURAL CHECKLIST

Spring 2017 FSA ELA WRITING (Grades 4-10 and Retakes) TESTING PROGRAM

Documentation that the **Spring 2017 FSA ELA WRITING** 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 **Spring 2017 FSA ELA WRITING** 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 **Spring 2017 FSA ELA WRITING** 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 **Spring 2017 FSA ELA WRITING** materials to conduct testing.

___   ___   Prior to the test administration, all staff involved in the **Spring 2017 FSA ELA WRITING** 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 **Spring 2017 FSA ELA WRITING** 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 **Spring 2017 FSA ELA WRITING** manual. Any missing materials were reported, by telephone and in writing, to Student Assessment and Educational Testing.

N/A   N/A   Following computer-based testing, all content was purged from the Proctor Caching computer(s) according to the guidelines in the _____ 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

MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL PROCEDURAL CHECKLIST

Spring 2017 FSA ELA Reading Retake, FSA Algebra 1 Retake EOC, FCAT 2.0 Reading Retake, and NGSSS Algebra 1 EOC Retake TESTING PROGRAM

Documentation that the **Spring 2017 FSA and NGSSS 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 **Spring 2017 FSA and NGSSS** 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 **Spring 2017 FSA ELA Reading Retake, FSA Algebra 1 Retake EOC, FCAT 2.0 Reading Retake, and NGSSS Algebra 1 Retake EOC** testing materials were received and counted, and any discrepancies were reported and reconciled with the Test Distribution Center prior to the test administration. After reconciliations, if any, our school had sufficient quantities of **Spring 2017 FSA ELA Reading Retake, FSA Algebra 1 Retake EOC, FCAT 2.0 Reading Retake, and NGSSS Algebra 1 Retake EOC** materials to conduct testing.

___   ___   Prior to the test administration, all staff involved in the **Spring 2017 FSA ELA Reading Retake, FSA Algebra 1 Retake EOC, FCAT 2.0 Reading Retake, and NGSSS Algebra 1 EOC Retake** 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 **Spring 2017 FSA ELA Reading Retake, FSA Algebra 1 Retake EOC, FCAT 2.0 Reading Retake, and NGSSS Algebra 1 Retake EOC** was administered following the explicit directions stated in the appropriate test administration manual to assure test standardization (computer-based testing, paper-based testing, testing with accommodations).

___   ___   Following testing, all test materials were accounted for according to the guidelines in the **Spring 2017 FSA AND NGSSS** test administration 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 **Spring 2017 NGSSS CBT manual**.

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

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

_____   _____
Principal's Signature   Date

_____   _____
School Assessment Coordinator's Signature   Date

_____   _____
School Name   School Number

FM-6927 (08-11)

MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL PROCEDURAL CHECKLIST

Spring 2017 FSA ELA Reading, Mathematics, and FCAT 2.0 Science (Grades 3-10) TESTING PROGRAM

Documentation that the **Spring 2017 FSA ELA Reading, Mathematics, and FCAT 2.0 Science (Grades 3-10)** 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 **Spring 2017 FSA ELA Reading, Mathematics, and FCAT 2.0 Science** 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 **Spring 2017 FSA ELA Reading, Mathematics, and FCAT 2.0 Science** 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 **Spring 2017 FSA ELA Reading, Mathematics, and FCAT 2.0 Science** materials to conduct testing.

___   ___   Prior to the test administration, all staff involved in the **Spring 2017 FSA ELA Reading, Mathematics, and FCAT 2.0 Science** 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 **Spring 2017 FSA ELA Reading, Mathematics, and FCAT 2.0 Science** 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 **Spring 2017 FSA ELA Reading, Mathematics, and FCAT 2.0 Science** manuals. Any missing materials were reported, by telephone and in writing, to Student Assessment and Educational Testing.

<u>N/A</u>   <u>N/A</u>   Following computer-based testing, all content was purged from the Proctor Caching computer(s) according to the guidelines in the _____**N/A**_____ 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)

MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL PROCEDURAL CHECKLIST

Spring 2017 Florida Standards Assessments (FSA) and Next Generation Sunshine State Standards (NGSSS) End-of-Course (EOC) Assessments TESTING PROGRAMS

Documentation that the **Spring 2017 FSA AND NGSSS EOC** 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 **Spring 2017 FSA AND NGSSS EOC** Program Guide / Test Administration Manuals for computer-based and / or paper-based administrations have been strictly adhered to at this school, and that each of the following specific processes have taken place as prescribed; as noted below:

Yes   **No**

___   ___   All **Spring 2017 FSA AND NGSSS EOC** testing materials were received and counted, and any discrepancies were reported and reconciled with the Test Distribution Center prior to the test administration. After reconciliations, if any, our school had sufficient quantities of **Spring 2017 FSA AND NGSSS EOC** materials to conduct testing.

___   ___   Prior to the test administration, all staff involved in the **Spring 2017 FSA AND NGSSS EOC** administration were trained on appropriate test administration and security procedures. The Test Security Guidelines / Procedures were reviewed with all persons administering or having access to test items and / or content of paper-based and / or computer-based tests, either in a faculty meeting, a grade group or department meeting, or individually, if absent from scheduled group meetings.

___   ___   The **Spring 2017 FSA AND NGSSS EOC** was administered following the explicit directions stated in the appropriate test administration manual to assure test standardization (computer-based testing, paper-based testing, testing with accommodations).

___   ___   Following testing, all test materials were accounted for according to the guidelines in the **Spring 2017 FSA AND NGSSS EOC** 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 **Spring 2017 NGSSS CBT manual**.

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

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

_____   _____
Principal's Signature   Date

_____   _____
School Assessment Coordinator's Signature   Date

_____   _____
School Name   School Number

FM-6927 (08-11)

ATTACHMENT C

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

SECURITY AGREEMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

_____   _____
               Volunteer's Signature   Date

_____
              Volunteer's Name Printed

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

FM-3956 (09-15)

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

This material does not cover every aspect of the test administrations. Rather, it highlights procedures to be followed 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 2017 Florida Standards Assessments (FSA) Paper-Based Test Administration Manual Grades 4-7 ELA Writing and Grade 3 ELA Reading**
   - **Spring/Summer 2017 FSA Computer-Based Test Administration Manual Grades 8-10 and Retake ELA Writing; Grades 4-10 and Retake ELA Reading; Grades 3-8 Mathematics; and EOC Assessments**
     - **Accommodated (PBT and CBT) Scripts can be found in the Spring/Summer 2017 FSA Accommodations Manual, available on the FSA Portal.**
   - **Spring 2017 Grades 5 & 8 Statewide Science Assessment Test Administration Manual**
   - **Spring/Summer 2017 Next Generation Sunshine State Standards (NGSSS) End-of-Course (EOC) and Retakes CBT Test Administration Manual**
     - **CBT Scripts are printed separately.**
     - **Accommodated (CBT and PBT) scripts are posted on Avocet available at PearsonAccess Next.**

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

3. For paper-based and computer-based administrations, there **must** be one adult (test administrator) for every 25 students (1:25).

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

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

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

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

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

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

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

Conducting the Assessment

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

11. The test administrator will take roll on each day of testing by writing the date tested next to each student's name or by placing a check mark under the appropriate date and subtest column on the student roster. The school

assessment coordinator at your school will have instructed you on the use of the roster at your training session.

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

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

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

15. All testing materials (as applicable), including test and answer books, planning sheets, Reading and Writing Passage Booklets, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, periodic tables, and z-tables must be handed to and collected from each student individually. **No test materials may be handed out in groups or passed along from student to student**.

16. All testing materials should be secured immediately, out of reach of students. **Do not leave** testing materials (as applicable), including test and answer books, planning sheets, Reading and Writing Passage Booklets, Audio Passage Transcripts, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, periodic tables, and z-tables on **top of a desk or table or anywhere that is accessible to students (even if test administrators and/or proctors are in the room).**

17. Test administrators **must** read the appropriate script for administering each respective assessment as it is presented in the appropriate test administration manual*.*

18. For the FSA computer-based tests, test group codes will not be necessary. Instead, a Session ID will be generated when the test session is created by the test administrator 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 ELA Reading, Grade 3; FSA ELA Writing, Grades 4-7; FCAT 2.0 Science, Grades 5 and 8; FCAT 2.0 Reading Retake, Grades 10+-AD; and NGSSS Algebra 1 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 approve test sessions and/or resume students, an additional proctor should be assigned to the testing room.

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

26. Remember, all statewide assessments are secure tests. Neither test administrators nor proctors may read the items in the test booklets or on the computer screen before, during, or after the test administrations. The content of the test is not to be reviewed or discussed with students, staff, parents, or community members at any time before, during, or after the test.

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

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

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

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

31. Each ESE student **must** be provided with the appropriate and allowable accommodations delineated in his/her IEP or Section 504 Plan. Only those accommodations delineated for each student may be provided for that student.

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

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

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

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

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

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

37. If there is an extended break during a CBT test session (such as a lunch break), students must logout of TestNav or Pause the test in the FSA Secure Browser,

but the student must be resumed or approved to continue testing once he/she returns. Students **MUST NOT** submit their responses for a break.

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

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

Concluding the Assessment

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

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

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

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

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

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

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

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

48. Ensure that accommodations provided and accommodations used are recorded on the **Administration Record/Security Checklist or Session Roster for both paper and computer-based administrations**.

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

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

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

ATTACHMENT E

FSA Student Ticket (FSA CBT)

TEST TICKET

DADE (13)

AMERICAN SENIOR HIGH SCHOOL (7011)

LASTNAME : GRANDE   USERNAME : 3QLQ2

FIRSTNAME : KEILA   GRADE : 09

DOB : 04/04/2000   ID : XXXXX6385X

TestNav8 Test Ticket (NGSSS CBT)

STUDENT AUTHORIZATION TICKET

Student Name	STUDENT, SAMPLE
Session	SAMPLE SESSION
DOB (YYYY-MM-DD)	2000-03-21
ID	XXXXX79254
Test	Biology 1

You are authorized to take the computer-based version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test administrator before proceeding.

IF TESTING IN A BROWSER: IF TESTING IN THE APPLICATION:
https://fl.testnav.com   Select **Florida** on the home page

Username   6719483890
Password   1a69a8
Student Signature: _____

TestNav8 Seal Code (FCAT 2.0 Reading Retake, Session 2 Only)

Seal Codes

Session Name	Smith - Reading Retake
Test	Reading Retake
Start Date	Mar 28, 2016 8:00 AM
Location	Lab A

Seal Codes are needed to unlock sections of a test. When a test section is sealed, students cannot proceed into the sealed section of the test.

Each sealed section requires a different Seal Code.

The number of Seal Codes you will use is determined by the number of sealed sections in the test. You must use the Seal Codes in the exact order in which they are listed below. For instance, if the table contains two sealed sections, use only the first two Seal Codes and ignore the remainder.

Order	Section Name	Seal Code
1	Section 1	Not sealed
2	Section 2	4783

ATTACHMENT F
Sample Seating Chart

School Name _____ School Location_____ Grade Level/Subject_____

Teacher _____Proctor _____ Room Name/Number_____ Date _____

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

Test Session Name (CBT only) _____

BACK OF THE ROOM*

FRONT OF THE ROOM*

*Indicate direction students are facing.
Note: If testing on laptops, record workstations students are using so that student responses can be recovered, if necessary.

Spring 2017 Test Administration Schedules

FSA ELA Writing and ELA Writing Retake
- Grades 4-7 (PBT): February 28 (Makeups to March 3)
- Grades 8-10 and Retakes (PBT Accommodations): February 28 – March 3
- Grades 8-10 and Retakes (CBT): February 27 – March 10
- Makeup Window 1: April 3-7 (Grades 4-7 PBT and Grades 8-10 and Retake CBT)
- Makeup Window 2: May 8-12 (Grades 4-7 PBT and Grades 8-10 CBT – *No Retake*)

FSA ELA Reading Retake and FSA Algebra 1 Retake EOC CBT
- PBT accommodations: March 27-31
- CBT: March 27-April 7

FCAT 2.0 Reading Retake and NGSSS Algebra 1 Retake EOC CBT
- PBT accommodations: March 27-31
- CBT: March 27-April 7

FSA ELA Reading Grade 3 PBT
- PBT: March 28-29 (Makeups to April 6)

FSA ELA Reading Grades 4-10 CBT
- PBT accommodations: April 17-28 for scores to be reported on time
- CBT: April 17-May 12

FSA Math Grades 3-8 CBT
- PBT accommodations: April 17-28 for scores to be reported on time
- CBT: April 17-May 12

FCAT 2.0 Science PBT
- Grade 5: May 2-3 (Makeups to May 5)
- Grade 8: May 2 (Makeups to May 5)

FSA EOC (Algebra 1, Algebra 2, Geometry) CBT
- PBT accommodations: April 17-28 for scores to be reported on time
- CBT: April 17-May 12

NGSSS EOC (Biology 1, Civics, US History) CBT
- PBT accommodations: April 17-May 5 for scores to be reported on time
- CBT: April 17-May 19

2/1/2017

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

Training Requirements for Administering and Proctoring the Statewide Assessments, 2015

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

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

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

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

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

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

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

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

TESTING CONTACT INFORMATION

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

STUDENT ASSESSMENT AND EDUCATIONAL TESTING (SAET)
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Office Hours: 7:30 a.m. to 4:30 p.m.
Telephone Number: 305-995-7520
Fax Number: 305-995-7522

Procedural Questions:

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Ms. Maria C. Bruguera, Director I
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Ms. Mara Ugando, Staff Specialist
mugando@dadeschools.net

TEST DISTRIBUTION CENTER (TDC)
13135 S.W. 26 Street, Miami, FL 33175
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Email: TestTechSupport@dadeschools.net

FSA Help Desk:
fsahelpdesk@air.org
866-815-7246

Pearson Technical Support:
Florida@support.pearson.com
877-847-3043