

Spring/Summer 2021 School Assessment Coordinator Training

Frequently Asked Questions

General – Grades 3 - 12

Q: Can teachers with a Statement of Eligibility serve as Test Administrators.

A: Yes.

Q: Can parents volunteer to serve as test proctors?

A: Parent volunteers may be trained as proctors and may perform non-school personnel duties, but not for their child(ren)'s assessment. Parent volunteers must be trained and informed of their duties and of the appropriate test security policies and procedures. Parent volunteers must also sign the [Test Administration and Security Agreement Form](#) and the [Security Log](#). Parent volunteers may assist test administrators during test administration; however, they may not participate in any of the test administration procedures. They may NOT assist in distributing and collecting secure materials, or providing accommodations. They can only be used as an "extra pair of eyes".

Q: Will 2-sessions-in-1-day be allowed for Spring testing.

A: Yes. Please refer to Weekly Briefing # 29437.

Q: How can we record on the Administration Record/Security Checklist that the parent chose not to bring their child in for testing?

A: The school should choose one consistent designation to be used on the Administration Record/Security Checklist to indicate that the parent chose not to bring their child in for testing (for example, "R" for refusal).

Q: Can TAs use pencil to fill in the Administrative Records (seating charts, security log, security checklist)?

A: All Administrative Records should be completed in pen.

Q: For the Security Checklists – does the TA have to sign every single line per student under Time Received, Time Returned, Date, and Signature?

A: It is acceptable for the TA to sign the first line and draw an arrow to the bottom for each column.

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Q: If a student took an EOC course last year and had the EOC test and 30% calculation waived but failed the course and is enrolled again this year for the same EOC course, will the student be required to take the EOC test this year and have it count as 30%?

A: If the student was enrolled in an EOC course during Spring 2020, did not earn credit last year (received a final grade of F), and is reenrolled again in the same EOC course, the student will be expected to take the EOC and it will count as 30% of the final grade.

Q: Should documentation be kept of a parent's refusal to bring their child in to test?

A: Yes. Parental choice has not yet been approved by the FDOE for the FSA or EOCs. However, if a parent decides to advise the school of their refusal to bring their child in, a record should be kept (e.g. parent's email, call/communication log). It is the school's decision on how that record will be kept.

Q: Is it still expected to distance the students by 6 feet for testing?

A: Six feet is the official recommendation from Center for Disease Control (CDC) and school operations. If you cannot manage 6 feet separation for students, confer with your principal about using any closer separation (e.g. a meter as per the World Health Organization).

Q: What are the ELL exit cut-off dates to receive accommodations during the Spring 2021 testing window.

A: For Spring Retakes, the ELL cut-off date is 2/8/2019. For all other testing, the ELL cut-off date is 4/5/2019.

Q: How do I obtain more four-function calculators for my school and do they need to be returned?

A: If your school needs four-function calculators, please order them from the [TDC Documents website](#) under the heading "Order Forms" or access the form directly by clicking here: [Calculators \(basic 4-function, Large Low Vision Calculators and Talking Calculators\)](#). They will be ordered and delivered to TDC to be picked up. Four-function calculators do not need to be returned and should be used for future administrations. **Please note:** Four-function calculators for visually-impaired students are also available at TDC, however, those must be returned after testing.

Q: Can grade levels be combined for testing, for example, Grades 4 & 5 FSA ELA?

A: Yes, grade levels can be combined if the timing for the assessments is the same. The TA must make sure to state the grade levels testing when prompted in the script. Similarly, grade levels can also be combined when testing students with accommodations, considering that the accommodations are the same for all students in the room (e.g. Small group testing, extended time, verbal encouragement, etc.). **Please note:** Students testing with Oral Presentation on paper-based tests cannot be tested with students who do not have this accommodation, as it is an unfair advantage to those without the accommodation. Students testing with Text-to-Speech on computer-based tests may be combined with students with other accommodations since they will be using headphones/earbuds during the assessment.

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Q: Are practice tests mandatory?

A: For the 2020 – 2021 school year, no practice tests are mandatory, however, they are highly encouraged. Every effort should be made to schedule a practice test session for both in-person and remote learners. The Practice Test link should be provided to remote learners and their parent/guardian so they can practice on their own. Remote learners who do not participate in a practice test should not be turned away when they report for testing. For more information on practice tests, please visit the [portal](#) and click on [Practice Tests](#).

Q: Can the TA move ahead to the next session if all students are done before time is up?

A: No. The minimum amount of time designated per session must be provided to all students. If it is not provided, it can be considered that we are encouraging the student to rush.

Q: Would we be allowed to administer a morning group and an afternoon group on the same day?

A: Back-to-back sessions with different groups of students are not recommended for "exposure" purposes. If you MUST do it, the room must be sanitized between sessions. Also, if you are only using every other computer to meet social distancing requirements, use even for the morning session and odd for the afternoon session.

Q: If students eat lunch between Session 1 and Session 2, can they get their electronic devices back?

A: Students cannot have their electronic devices during breaks, which will include the lunch break between 2 sessions, even if they are turned off. They should remain stored during the entire test.

Q: If the same group of students are tested, can they test Reading Session 1 in the morning and Math Session 1 in the afternoon?

A: While 2-sessions-in-1-day is allowed for Spring testing, this must be limited to the same test. For example, if a student tests Reading Session 1 in the morning, they can only be scheduled to test Reading Session 2 in the afternoon.

Q: How can we identify if students are MSO or PHY in File Download Manager?

A: You will select the following to identify students' delivery model:

Demographics → Student Basic → Delivery Model (1 = PHY & 2 = MSO)

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My School Online (MSO) and Physical (PHY) Student Testing – Grades 3 - 12

Q: Is lunch required to be provided to MSO students?

A: It is not required, however, can be considered for students who will be completing 2-sessions-in-1-day. That being said, it is a school-based decision whether or not lunch will be provided.

Q: Do MSO students and PHY students have to be scheduled to test separately?

A: It is highly recommended that MSO students be tested in a separate room and if possible in a separate area of the building. Also, scheduling students to a staggered arrival/dismissal time is also good practice to limit the number of students congregating before and after testing. Saturday and evening testing (briefing #29324) is also another option for MSO students because there will be fewer students and school staff in school during these sessions.

Q: Is testing 2-sessions-in-1-day an option for PHY students as well, or only MSO students?

A: Testing 2-sessions-in-1-day is optional for all students. Please refer to Weekly Briefing # 29437 for further guidance.

Saturday and Evening Testing – Grades 3 - 12

Q: What happens if we are administering tests during evening hours or on Saturdays and we run into an issue (e.g. Test needs to be re-opened, invalidation, testing irregularity, etc.)

A: Our staff will be available to provide assistance during all scheduled evening and Saturday administrations. Please be reminded that all testing that will be conducted outside of regular school hours must be approved by our office **prior** to test day. Please refer to Weekly Briefing # 29324 for further guidance.

Q: Will a Testing Plan have to be submitted to the SAET if our school will not participate in a Saturday and/or evening testing?

A: No, a Testing Plan is only required to be submitted if your school intends to test any time outside of regular school hours.

Q: Will funds be provided to schools in order to administer assessments in the evening and/or on Saturdays?

A: No funding is available through the Assessment office.

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Q: If we schedule Saturday testing to accommodate MSO students, will they be allowed to take Session 1 one Saturday and Session 2 the following Saturday (1 week between sessions?)

A: Yes, as long as it still falls within the testing window. Please refer to Weekly Briefing # 29437 for updates on the Spring schedule.

Q: Are 2-sessions-in-1-day allowed to be administered on Saturdays?

A: Yes. Please make sure to refer to Weekly Briefing # 29324 for further guidance. **Please note:** When a student begins Session 2, they must complete it that same day.

Paper-Based Testing (includes accommodations) – Grades 3 - 12

Q: What happens if we place a Pre-ID label on a test/answer book and the student does not show up to test?

A: If the student does not show up to test during the entire testing window, the Do Not Score (DNS) bubble should NOT be filled in on their test/answer book and it should be returned with all Not To Be Scored (NTBS) materials. Also, please keep in mind that the DNS bubble will not need to be filled in if there is no Pre-ID label on the test/answer book.

Q: Will there be exact dates for testing paper-based assessments?

A: No, there will not be exact dates. However, we do recommend you begin testing as soon as the window opens, starting with Reading for students in the Schoolhouse, and followed by Mathematics and Science. MSO students should be scheduled as early as possible. Please refer to Weekly Briefing # 29437.

Computer-Based Testing – Grades 7 - 12

Q: How can we administer the Infrastructure Trial if there are not many students physically in the school?

A: The Infrastructure Trial can be conducted with staff and/or those participating in the trial can complete it on multiple computers at a time.

Q: Which computers/devices must be included in the Infrastructure Trial?

A: All computers/devices that are intended to be used concordantly for testing must participate in the Infrastructure Trial. The purpose of the trial is to test the capacity of the bandwidth when all computers/devices are being used simultaneously. While it is not recommended to use deployed devices, if they are to be used an equivalent number of devices in the rooms MUST be included in the Infrastructure Trial.

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Q: Does the Material Verification Form need to be completed for computer-based tests?

A: No. The Material Verification Form only needs to be completed for paper-based tests before these materials are shipped to the vendor. Keep in mind that any paper-based accommodations must be counted on the Material Verification Form.

Graduation Implications – Grades 9 - 12

Q: Can students who are still pending an assessment for Scholar Designation sit for that test during the Spring window?

A: Yes. Any student pending the Geometry EOC, Biology 1 EOC, and/or US History EOC in order to receive Scholar Designation may test in the Spring window.

Q: Can a student who needs to take the Algebra 1 EOC Retake participate during the Spring window if they did not test during the Spring Retake window?

A: Yes.

Test Distribution Center

Q: Are TDC cards required this year?

A: TDC Cards are being waived this year. If you have a card from a previous year, it will be accepted. Otherwise, we are requesting a photo ID (DL or School ID) to check against the School Assessment Team chart to ensure that you are authorized to pick-up/drop-off secure testing materials.

Q: What barcode scanner can be used to scan test books for accounting purposes?

A: Any barcode scanner can be used to scan test materials and shipping labels. The one referenced during training can be found at https://www.amazon.com/gp/product/B01GDJ2BH6/ref=ppx_yo_dt_b_search_asin_title?ie=UTF8&psc=1. Please keep in mind that the barcode scanner is only recommended, not required. We are also not endorsing any particular scanner.