

SUMMER 2018

**Florida Standards Assessments (FSA) and
Next Generation Sunshine State Standards (NGSSS)
End-of-Course (EOC) Test Administrations**

**SCHOOL ASSESSMENT COORDINATOR
TRAINING PACKET**



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

Miami-Dade County Public Schools

Summer 2018
Florida Standards Assessments (FSA) Algebra 1 and Geometry End-of-Course (EOC) and
Next Generation Sunshine State Standards (NGSSS) Biology 1 and US History EOC

	School Assessment Coordinator	Technology Coordinator
June 8	Alternative and ESE centers and Charter Schools that want to test eligible students must complete the Summer 2018 EOC administration form accessible at https://www.surveymonkey.com/r/7HXYJ32 .	-
June 11-28	Eligible students must register for the Summer 2018 FSA and NGSSS EOC test administrations at the open summer site where they will test. (Students enrolled in an EOC course at an open summer site do NOT need to complete the test registration form).	-
June 18 - July 9	View Summer 2018 FSA and NGSSS EOC Assessments Screencast Training (mandatory for new school assessment coordinators). School assessment coordinators must complete the Summer 2018 EOC Screencast Verification Form located at: https://www.surveymonkey.com/r/SUM18EOC Create accounts and reset passwords for test administrators in TIDE and PearsonAccess Next (optional).	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 (PA) Next: Install proctor cache software and Configure browser settings for the Proctor Cache computer.
July 5	Deadline for school assessment coordinators at open sites to submit list of registered students from closed sites to SAET, mugando@dadeschools.net . For NGSSS EOC tests, listed students will be placed in a test session in Pearson Access (PA) Next under the open site. For FSA EOC tests, the login CBT tickets will be emailed to the test chairperson at the open summer site.	-
July 9-10	Comet Delivery Services will deliver FSA and NGSSS EOC test documents (for students with eligible accommodations regular print, Large Print, Braille, and One-item-per-page) and CBT work folders to open summer sites.	-
July 10	School assessment coordinators train test administrators for administration of the Summer 2018 EOC Assessments.	-
July 9-20	FSA 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. NGSSS EOC CBT: In PearsonAccess (PA) Next, school assessment coordinators will manually PREPARE, START test sessions, monitor test sessions, resume students as needed (optional for TA), and stop the test session.	Assist test administrators and school assessment coordinator during testing. For PearsonAccess (PA) Next: Run Proctor Caching during testing.
July 16-17	FSA Algebra 1 EOC CBT: Only for students taking the Algebra 1 course at an Adult Center. 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.	-
July 18-19	Make-up testing, as needed.	-
July 20*	For FSA EOC CBT Administrations: In TIDE, invalidate student results, if applicable. Test Administrators and School Assessment Coordinators complete the appropriate comment form online. For NGSSS EOC CBT Administrations: In PearsonAccess (PA) Next, mark tests complete, as applicable. 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. Hand-deliver to TDC "To Be Scored" and "Not to Be Scored" paper-based accommodations (regular print, Large Print, Braille, and One-item-per-page) for FSA and NGSSS EOC Assessments. Also, hand-deliver the District Assessment Coordinator Only Box .	Purge NGSSS EOC test content from Proctor Caching station after testing. Complete the School Technology Coordinator Comment Form online.

*On the scheduled return dates, schools must hand-deliver test materials to the Test Distribution Center (TDC), 13135 SW 26 Street, Miami, FL, 33175, by 2:00 pm. Refer to the Friendly Reminder from TDC for details.

MIAMI-DADE COUNTY PUBLIC SCHOOLS **Summary of Summer 2018 FSA and NGSSS EOC Test Administration Procedures**

Note: This material does not cover every aspect of the Summer 2018 FSA and NGSSS EOC administrations; it highlights procedures that are specific to the test administration in Miami-Dade County Public Schools. School assessment coordinators are responsible for following the administration procedures specified in the Test Administration Manual.

The Summer 2018 Florida Standards Assessments (FSA) Algebra 1 and Geometry End-of-Course (EOC) and the Next Generation Sunshine State Standards (NGSSS) Biology 1 and US History EOC computer-based (CBT) assessments will be administered at selected senior high schools, charter schools, alternative/ESE centers, and adult centers to eligible students during **July 9-20, 2018** (No testing on Fridays, July 13 or 20). **However, students taking the Algebra 1 course at an open summer sites will take the FSA Algebra 1 EOC on July 16-17; including students with paper-based accommodations. Make-up testing for these students will be scheduled on July 18-19, as needed.**

EOC Assessments	Testing Window
Algebra 1 and Geometry, Biology 1 and US History	July 9-20; no testing on July 13 or 20
Algebra 1 EOC (for students enrolled in the Algebra course via the adult program)	July 16-17 (Makeups on July 18-19)

The FSA Geometry and NGSSS Biology 1 and US History EOC assessments may be administered in any order, by school, based on technology and staff resources and needs of students within a school. However, testing must be completed by the last day of the testing window.

EOC Assessments	Duration
Algebra 1 and Geometry	Two-90 minutes* sessions, over 2 days
Biology 1 and US History	One-160 minutes** session

*FSA EOC Assessments are comprised of two, 90-minute sessions, over two days. However, students may have up to one-half of a regular school day to complete the test.

**NGSSS EOC Assessments are comprised of one, 160-minute session. Students testing may be dismissed from testing room at the 10-minute break as they complete testing. Any student not finished by the end of the allotted time may continue working; however, testing must be completed within the same school day.

The FSA Algebra 1 and Geometry EOC are computer-based tests (CBT), 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 during this administration. In addition, all eligible students must participate in a Practice Test session for the specific FSA EOC test(s) they are scheduled to take, conducted at their school to familiarize students 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 with the text-to-speech accommodation during this administration. **Students who have previously participated in a FSA Practice Test for the EOC subject test 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 on their own.**

The NGSSS Biology 1 and US History EOC Assessments are computer-based tests (CBT), and all eligible students will be participating using the TestNav8 platform. Please go to <http://florida.pearsonaccessnext.com/> for technical specifications and resources for this 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 during this administration.

Additionally, all students eligible for a CBT NGSSS EOC tests must participate in an electronic practice test (ePAT) session via PearsonAccess (PA) Next for each of the EOC subject tests they will take at their school, to familiarize themselves with the different features of the TestNav8 testing platform prior to the administration of the operational tests. **Students who have previously participated in an ePAT test for the EOC 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 Summer 2018 FSA Algebra 1 EOC administration, students who are currently enrolled in the summer session 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.

All other test takers (non-enrolled senior high school students, Credit Acceleration Program (CAP) and Adult Education students) needing to take the FSA Algebra 1 and Geometry, and/or NGSSS Biology 1 and US History EOCs must pre-register at an open summer site by **Thursday, June 28** to participate in the Summer 2018 EOC

administrations to ensure that sufficient materials and proctors are available for the test administration.

Pre-registration is critical because it facilitates:

- confirming students' eligibility to participate in the test administration (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 CBT practice tests for FSA and NGSSS Assessments.

Adult education centers must test any of their enrolled students who need to take the respective EOC 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 Educational Identification Number (FLEID) 12-digit 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 regarding 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) after testing is complete, 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 <http://florida.pearsonaccessnext.com/technology-resources/> 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 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 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 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 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

Who may serve as test administrators? 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.

Who may serve as proctors? 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. **For paper-based test administrations, proctors are required to assist in classrooms with 26 students or more. However, for CBT the ratio of student per adult is smaller (i.e., 25 students to 1 test administrator).**

Required Ratio for All FSA and NGSSS Assessments Administrations

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

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

Use of Non-School Personnel as Proctors

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

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

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

All test administrators and proctors must be informed of their duties and all applicable security procedures and policies. The *Test Administrators’ Responsibilities: Maintaining Test Security Before, During, and After Test Administration* (Attachment D) is provided for use in training test administrators and proctors in maintaining test security, as well as 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

To ensure that the FSA and NGSSS 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 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 Summer 2018 test administrations, schools will need to generate a list of eligible students for each assessment, as applicable. **Please note, non-enrolled students and students taking a summer course at a school that is not their home school must be identified by school staff at the open summer site. Completed registration rosters must be sent via email to Mara Ugando at mugando@dadeschools.net by Thursday, July 5.**

Eligible students to test for the FSA Algebra 1 EOC assessment include the following:

- Students who failed the FSA Algebra 1 EOC and have not earned a comparative score;
- 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.

Eligible students to test for the FSA Algebra 1 and Geometry, and NGSSS Biology 1 and US History EOC assessments include the following:

- 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 in a credit acceleration program (CAP) who wish to take the assessment to earn course credit.

Additionally, for the Geometry, Biology 1, and US History EOC assessments, students may retake the EOC to be eligible for a standard diploma with a scholar designation.

Important Note: Students from the closed senior high schools will be identified in PA Next by district staff and placed in district-created test sessions in PA Next under the assigned testing sites, based on the Parent Registration Forms (Attachment G). For the FSA EOC, the test tickets will be sent via email to the school assessment coordinator at the open summer site. This way, students from closed sites may be tested at their assigned sites and test results are reported accurately to their home schools.

PREPARING ANSWER DOCUMENTS AND PRE-IDENTIFIED STUDENT LABELS

Please note that eligible students with paper based test (PBT) accommodations for the Summer 2018 EOC administrations will NOT receive pre-identified student labels. For FSA EOC PBT administrations, school assessment coordinators must print PreID labels from TIDE on the blank On Demand PreID labels provided in shipment (*TIDE User Guide*,

page 51-52) and affix to the FSA Algebra 1 and Geometry EOC test documents before the students take the paper-based test.

For NGSSS EOC tests, for students with eligible paper based test accommodations, school assessment coordinators may hand-grid student demographic information for the NGSSS Biology 1 and US History EOC on test documents according to the instructions in the *Spring/Summer 2018 NGSSS EOC and Retake Test Administration Manual* or may print PreID labels from PA Next on the blank On Demand PreID labels provided in shipment (*PearsonAccess Next User Guide*, pages 44) and affix to the NGSSS Biology 1 and US History EOC test documents before the students take the paper-based test.

SCHEDULING STUDENTS FOR CBT

School assessment coordinators will view and verify student information online for CBT administrations. Schools will have pre-identified student information available in TIDE (FSA EOC) and PA Next (NGSSS EOC) for students that were enrolled at the school.

Platform	EOC	PreID Date
PA Next (Blue site)	NGSSS Biology 1 and US History	June 22, 2018
TIDE	FSA Algebra 1 and Geometry	

New students who register at the school **after the PreID dates** will not be included in TIDE or PA Next. Schools must add new students who are eligible for the FSA and/or NGSSS EOCs based on the students to be tested requirements for each assessment as noted in the test administration manuals. Refer to the *TIDE User Guide*, pages 38-39 and to the *PearsonAccess Next User Guide*, pages 30 for directions on adding students. School assessment coordinators from opened summer sites must complete the Registration Roster for students testing from closed sites only and send the completed list via email to mugando@dadeschools.net by **July 5**. Students from closed sites will be placed into test sessions in PA Next and for the FSA tests, test tickets will be forwarded to the school assessment coordinator at open sites, so that results are reported to the home school of enrollment.

Verify the information on the computer (TIDE and PA Next) against your lists generated from the student information database. If the Florida Educational Identification (FLEID) 12-digit number is incorrect in TIDE for the FSA EOCs, the student record must be re-entered with the correct information. Refer to the *TIDE User Guide*, pages 38-39 to add the new student record. If any other student information is incorrect (i.e. date of birth,

grade level) in TIDE, the student record must be corrected, but can be used, refer to the *TIDE User Guide*, pages 33-37 for directions on editing student records.

Similarly, if the FLEID number is incorrect in PearsonAccess Next for the NGSSS EOCs, the student record must be deleted and reentered with the correct information for in PA Next. Refer to the *Florida PearsonAccess Next Online User Guide*, pages 30-31, 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 PA Next.

After verifying student information in PA Next for the NGSSS EOCs, school assessment coordinators can create new test sessions in PA Next based on testing schedules or keep the original test sessions created via the PreID file upload, refer to the *Florida PearsonAccess Next Online User Guide*, pages 2-28. Maintain a list of all test sessions to be able to complete the caching of test content. 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. Ensure the test sessions are marked Prepared before caching the test content and starting the test sessions, refer to the *Florida PearsonAccess Next Online User Guide*, pages 38-39.

For the FSA CBT assessments, school assessment coordinators will need to generate class lists to provide to the test administrator to capture all required administration information for all FSA tests (see Security Checklist in Appendix D of the FSA CBT Manual). 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 (FSA) for CBT. 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 class rosters are secure documents and must be placed in a secure limited access location.**

On the morning of the FSA CBT, 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 the 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 NGSSS EOC computer-based assessments, 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 after the test sessions are marked Prepared. School assessment coordinators can use the Advanced Session Roster (list of students tested in the same test session) generated in PA Next to capture required administration information. In addition, the school assessment coordinators will need to print the Student Authorization Tickets (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. **The student authorization tickets and rosters 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. Test sessions can be prepared and proctor cached a week before testing. In addition, the sessions must be marked started the day before or the morning of the test administration. Each morning of testing, the Proctor Cache computer must be turned on and running during the scheduled test sessions.

SPECIAL PROGRAM STUDENTS

Students from the Special Programs (Florida Virtual School Program: Full Time 6-12 (71/0400); Miami-Dade Online Academy K-12 (13/7001); and Florida Home Education Program (13/9998) will test at their assigned school for the Summer 2018 EOC administrations, as eligible. A list of students assigned to your school will be sent via email to select principals and school assessment coordinators.

School assessment coordinators will assign a testing room and distribute the test and answer books (for eligible students with PBT accommodations in the IEP or Section 504 Plan), CBT work folders (Algebra and Geometry, Biology), and CBT worksheets (optional for US History), approved calculators, as applicable to the registered Special Program students.

Special Program students from the Miami-Dade Online Academy K-12 and Florida Home Education who are eligible for any of the FSA or NGSSS CBT tests will be added to TIDE or PA Next by District staff; any Florida Virtual Academy Full Time 9-12 - 71/0400 students eligible for any FSA or NGSSS CBT tests will be set up in TIDE or PA Next by FLVS staff.

For the FSA CBT, District staff will forward the CBT test tickets to the principal and school assessment coordinator at the assigned open summer site. The school assessment coordinator must assign the special program student to a testing room and provide the test ticket and CBT work folder, CBT worksheet, approved calculators, as applicable.

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 EOCs, 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 CBT, District staff will add the students to a DISTRICT test session in PA Next (**DISTRICT BIO** for the Biology 1 EOC and **DISTRICT HIS** for the US History EOC). School staff will prepare and start the test session and print the Student Authorization Tickets for eligible students taking an NGSSS EOCs.

For the NGSSS EOC 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 rosters emailed to the school assessment coordinator at the assigned summer site.

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

REQUESTING ADDITIONAL TEST MATERIALS

Selected senior high schools, charter schools, and alternative education and adult centers will be receiving allocations of Summer 2018 EOC test materials based on the number of students enrolled at the school as of **June 22, 2018 for the FSA and NGSSS**.

Comet Delivery Services will deliver test materials to selected senior high schools and alternative education centers on July 9-10, 2018. Adult Centers and charter schools that opt to administer the EOC tests will pick-up the test materials at the Test Distribution Center (TDC) by July 10.

Schools will need to plan 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 the TDC Documents site via <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**.
- 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 non-secure FSA and NGSSS materials (CBT work folders, CBT worksheets, and four-function calculators) place order online at <http://oada.dadeschools.net/TDC/TDC.asp>.
 - If you need additional secure paper based test accommodations (Regular Print, Large Print, Braille, One-Item-Per-Page, or audio passage transcripts) for eligible students with the accommodations listed on the IEP or Section 504 Plan, place an additional order via the **PBT Accommodations** application accessible from your [M-DCPS Employee Portal](#), under the Apps|Services|Sites tab. Principals can provide access via QUAD-A, select WPBS.
- Maintain the **Test Materials Chain of Custody Form** (found in the test administration manuals) to track secure paper based test materials all times when materials are handled.
 - **Shrink-wrapped packages of secure materials may be opened no sooner than one (1) day prior to the administration of each subject test for FSA and NGSSS assessments. NO EARLIER.**
 - 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 paper based test accommodations, CBT work folders and CBT worksheets (if applicable), 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 tests and computer based tests 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 Reminder*” provides a quick reference guide for packing and returning your test materials. School assessment coordinators are encouraged to review this document to assist with the process of packing and returning of materials. For your convenience, the Friendly Reminder for the Summer 2018 FSA and NGSSS EOC assessments is posted to the TDC Documents website available at <http://oada.dadeschools.net/TDC/TDC.asp>.

For the Summer 2018 EOC test administrations, **schools are to hand-deliver all TO BE SCORED and NOT TO BE SCORED** paper based test materials, including Regular Print, Large Print, One-Item-Per-Page, and Braille accommodations, **and the DISTRICT ASSESSMENT COORDINATOR ONLY BOXES** to TDC, on the scheduled dates and times, refer to the Friendly Reminder posted at <http://oada.dadeschools.net/TDC/TDC.asp>.

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 D of the FSA and NGSSS CBT Manuals) must be used to capture all required administration information for paper-based and computer-based administrations; and to maintain a list of the security 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**, including any of the following as applicable: regular print, large print, braille, one-item-per-page, and/or audio passage transcripts. These materials are secure and must be accounted for all times (Appendix D of the FSA and NGSSS CBT Manuals).
- 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 D of the FSA and NGSSS CBT Manuals).
- *Test Administrator Prohibited Activities Agreement* affirming that test administrators understand prohibited activities during the test administration and possible consequences of inappropriate behavior (Appendix D of the FSA and NGSSS CBT Manuals).

- The Security Log must be completed during testing by personnel (test administrators, proctors, relief staff, etc.) assigned to monitor a testing room for any length of time (Appendix D of the FSA and NGSSS CBT Manuals).
- 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 test groups for the Summer 2018 FSA; and both paper based and computer based NGSSS administrations. However, for the FSA computer based test 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 Summer 2018 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/TDC/TDC.asp> (TDC Documents website).
- 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 Florida Home Education Program (FHEP) Students (13/9998)
Participating in the Summer 2018 FSA and NGSSS EOC Assessments**

FHEP Student Registration

1. To participate in the Summer 2018 FSA Algebra 1 and Geometry EOC; and NGSSS Biology 1 and US History EOC administrations, parents and guardians of Florida Home Education Program (FHEP) students must register at the Division of Attendance Services.
2. For the EOC Assessments, assignment of specific testing date/make-ups is at the school's discretion. **Parents will contact the school assessment coordinator at the assigned open summer 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. Yolie Busquet, Home Education**

Scheduling FHEP Students for CBT

4. Eligible, registered FHEP student will take the following tests, as applicable.

Tests	Eligible Students	Mode of Administration
FSA Algebra 1 and Geometry EOCs	Enrolled, grades 9-12	Computer- based tests (CBT) Only
NGSSS Biology 1 and US History EOCs		

5. Students from the FHEP will test at their assigned school for the Summer 2018 EOC Assessment administrations. All FHEP students who are eligible for the CBT will be set up in TIDE for the FSA assessments and in PA Next for the NGSSS assessments.
 - **For the FSA EOC CBT assessments, do NOT enter Home Education Program students in TIDE under your school.** The test tickets from TIDE will be emailed to the principal and school assessment coordinator at the assigned open summer 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 NGSSS EOC CBT assessments, do NOT enter Home Education students in PearsonAccess Next under your school.** District staff will create and place eligible students in test session called "DISTRICT BIO" for Biology 1 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 FHEP student.
 - ii. Students will use their Authorization Ticket with the unique USERNAME and PASSWORD to log into TestNav8 from their assigned school.
6. School assessment coordinators will need to assign a testing room and distribute Student Authorization Tickets (for TestNav8), test tickets (for FSA Secure Browser), worksheets (optional for US History), and work folders (Algebra 1, Geometry, and Biology 1) as applicable to registered students taking the CBT tests.

FHEP Individual Student Reports

7. If **all** 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 Virtual Full-Time (FLVS-FT) Program Students
Participating in the Summer 2018 FSA and NGSSS End-of-Course (EOC) Assessments**

FLVS-FT Program Student Registration

1. Students enrolled in the **Florida Virtual School Program Full-Time [FLVS-FT (71/0400)] (FLVS-FT)** must participate in the Summer 2018 FSA Algebra 1 and Geometry EOC; and NGSSS Biology 1 and US History EOC administrations, as eligible. For the Summer 2018 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 CBT

2. FLVSFT will take the following tests, as eligible:

Tests	Eligible Students	Mode of Administration
FSA Algebra 1 and Geometry EOCs	Enrolled, grades 9-12	Computer- based tests (CBT) Only
NGSSS Biology 1 and US History EOCs		

3. Students from FLVS-FT will test at their assigned school for the Summer 2018 EOC Assessment administrations. All FLVSFT students who are eligible for the CBT will be set up in TIDE for the FSA assessments and in PA Next for the NGSSS assessments.
 - a. **For the FSA EOC CBT assessments, do NOT enter FLVS-FT students in TIDE under your school.** The test tickets from TIDE will be emailed to the principal and school assessment coordinator at the assigned open summer site. 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. **For NGSSS EOC CBT assessments, do NOT enter FLVS-FT students in PearsonAccess Next under your school.** FLVS-FT staff will set up students in PA 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 CBT session, the school assessment coordinator must contact the FLVS-FT Office for assistance. Please have the student's first and last name to enable FLVS-FT staff to resume a student's test.**

- i. Student Authorization Tickets must be provided to the appropriate FLVSFT student.
 - ii. Students will use their Authorization Ticket with the unique USERNAME and PASSWORD to log into TestNav8 from their assigned school.
4. School assessment coordinators will need to assign a testing room and distribute Student Authorization Tickets (for TestNav8), test tickets (for FSA Secure Browser), worksheets (optional for US History), and work folders (Algebra 1, Geometry, and Biology 1) as applicable to registered students taking the CBT tests.

Florida Virtual School Program Individual Student Reports

5. If **all** 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 Miami-Dade Online Academy K-12 (MDOA) Program Students (13/7001)
Participating in the Summer 2018 FSA and NGSSS End-of-Course (EOC) Assessments**

MDOA K-12 Program Student Registration

1. Students enrolled in the **Miami-Dade Online Academy K-12 (MDOA) Program** must participate in the Summer 2018 FSA Algebra 1 and Geometry EOC; and NGSSS Biology 1 and US History EOC administrations, as eligible. For the 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 CBT

2. MDOA student will take the following tests, as eligible:

Tests	Eligible Students	Mode of Administration
FSA Algebra 1 and Geometry EOCs	Enrolled, grades 9-12	Computer- based tests (CBT) Only
NGSSS Biology 1 and US History EOCs		

3. Students from the MDOA will test at an assigned school for the Summer 2018 EOC Assessment administrations. All MDOA students who are eligible for the CBT will be set up in TIDE for the FSA assessments and in PA Next for the NGSSS assessments.
 - a. **For the FSA CBT assessments, do NOT enter MDOA student in TIDE under your school.** The test tickets from TIDE will be emailed to the principal and school assessment coordinator at the assigned open summer school. The school assessment coordinator must assign the student to a testing room and provide the test ticket. The test administrator in the assigned room will log into the TA Interface, create a test session, provide the Session ID# to the students, and approve the students to test. The student will log in to test by opening the FSA Secure Browser, entering the First Name (as it appears on the test ticket), the Username, and the Session ID# that was provided by the test administrator (after the test session is created). Note, if a student is logged out during testing, the student can log back into the test session with the test ticket and Session ID, and the test administrator must approve the student to test, as applicable. Note that the test tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents.
 - i. Test Tickets must be provided to the appropriate MDOA student.
 - ii. Students will use their test ticket with their FIRST NAME and USERNAME and the SESSION ID# to log into the FSA Secure Browser from their assigned school.
 - b. **For NGSSS EOC CBT assessments, do NOT enter MDOA students in PearsonAccess Next under your school.** District staff will create and place eligible students in a test session called "DISTRICT BIO" for Biology 1, 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 MDOA student.
 - ii. Students will use their Student Authorization Ticket with the unique USERNAME and PASSWORD to log into TestNav8 from their assigned school.
4. School assessment coordinators will need to assign a testing room and distribute Student Authorization Tickets (for TestNav8), test tickets (for FSA Secure Browser), worksheets (optional for US History), and work folders (Algebra 1, Geometry, and Biology 1) as applicable to registered students taking the CBT tests.

MDOA K-12 Program Individual Student Reports

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

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

Computer Based Test (CBT) Administrations [Select eligible test(s)]:

FSA* Assessments:

_____ English/Language Arts (ELA) Retake (Writing and Reading)
 _____ Algebra 1 End-of Course (EOC)
 _____ Geometry EOC

NGSSS Assessments:**

_____ Biology 1 EOC
 _____ US History EOC

STEP 1: STUDENT DETAILS

1. Complete all Identification #s known:

FLEID #

F	L												
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M-DCPS 7 Digit Student ID #

--	--	--	--	--	--	--	--

FOCUS ID #

--	--	--	--	--	--	--	--

VACS ID #

--	--	--	--	--	--	--	--

2. Student Last Name (All caps)

3. Student First Name (All caps)

4. Student Middle Initial

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

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 Native Hawaiian / Pacific Islander _____Yes _____No White
 _____Yes _____No Asian _____Yes _____No Black or African American

5. Gender: _____ Male _____ Female

6. Grade: (check one) _____10 _____11 _____12 _____30 (ADULT) Other grade: _____

7. Are you an ACTIVE ADULT student? (Required) _____YES or _____NO

8. Are you a first-time test taker? _____ Yes _____ No

9. 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 Name

(_____) _____ - _____
 Student Phone Number

Student Email Address

* FSA EOC and ELA Retake CBT Practice Tests are available at www.FSAssessments.org.

** NGSSS EOC and FCAT 2.0 Reading Retake CBT [ePATs \(Practice Tests\) \(linked\)](#)

FM-7276 (10-17)

ATTACHMENT B

MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL PROCEDURAL CHECKLIST

Summer 2018 Florida Standards Assessments (FSA) and Next Generation Sunshine State Standards (NGSSS) End-of-Course (EOC) Assessments TESTING PROGRAMS

Documentation that the **Summer 2018 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 **Summer 2018 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 <u>Summer 2018 FSA AND NGSSS EOC</u> 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 <u>Summer 2018 FSA AND NGSSS EOC</u> materials to conduct testing. |
| _____ | _____ | Prior to the test administration, all staff involved in the <u>Summer 2018 FSA AND NGSSS EOC</u> 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 <u>Summer 2018 FSA AND NGSSS EOC</u> 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 <u>Summer 2018 FSA AND NGSSS EOC</u> 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 <u>Summer 2018 FSA AND NGSSS EOC</u> manuals. |
| _____ | _____ | 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 <u>or</u> delivery to the Test Distribution Center, according to the program guidelines. |

Principal's Signature

Date

School Assessment Coordinator's Signature

Date

School Name

School Number

ATTACHMENT C

VOLUNTEER RESPONSIBILITIES WHILE ASSISTING WITH THE FLORIDA STANDARDS 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 and resources as appropriate to administer the test(s):**
 - Spring/Summer 2018 FSA Computer Based Test Administration Manual
 - FSA EOC Accommodated (PBT and CBT) scripts can be found in the Spring/Summer 2018 FSA Accommodations Manual, available on the FSA Portal at www.fsassessments.org. Accommodated scripts for CBT and PBT are also posted separately under FSA Resources, Script tab.
 - Spring/Summer 2018 End-of-Course & Reading Retake Test Administration Manual
 - NGSSS EOC CBT Scripts are printed separately, also available in at <http://avocet.pearson.com/FL/Home> via Avocet
 - NGSSS EOC accommodated (CBT and PBT) scripts are posted on Avocet available at <http://avocet.pearson.com/FL/Home>.
2. Test administrators and/or proctors **must not** have access to the test booklets until the day of testing.
3. For paper-based and computer-based administrations, there **must** be one adult (test administrator) for every 25 students (1:25).
4. Test administrators **must not** look at or review any test content (i.e., prompt, passages, test items, mathematics problems, etc.) before, during, or after the test session.
5. The test booklet **must not** be opened or the seals removed before testing begins.

6. All classroom materials that might provide clues to students (e.g., maps, math formulas, word walls, multiplication charts) **must** be removed from the test room, or covered, prior to testing.
7. Test materials **must** be readily available, inventoried, and organized for easy test administration. Test administrators **must** ensure that they have sufficient materials to test their assigned students.
8. Seating should be adequately arranged and spaced to discourage cheating. The use of seating charts to plan and record student seat assignments **is required**. All seating charts must indicate the front and back of the room, as well as the direction the students are facing. For CBT, the seating chart should also indicate laptop/mobile device assignments, if applicable.
9. For a CBT test session, ensure that all software applications, including Internet browsers, are closed on all student workstations before the test session begins.

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

Conducting the Assessment

10. Test administrators and/or proctors **must** have a roster of students assigned to their room for the test administration. Test administrators and/or proctors **must not** admit students into the testing room unless their names are on the roster of students for that room. The test administrator or proctor **will** check unfamiliar student photo identification (e.g., driver's license or school identification) as students enter and exit the testing room.
11. The test administrator will take roll on each day of testing by writing the date tested next to each student's name or by placing a check mark under the appropriate date and subtest column on the student roster. The school assessment coordinator at your school will have instructed you on the use of the roster at your training session.
12. For paper-based and computer-based testing, the test administrator will ensure that students read and sign below the *Testing Rules Acknowledgement* prior to testing, as directed to do so on the script.

13. For paper-based testing, the test administrator and/or proctor **will** assign a test and answer booklet number to each student and check off each student's name on the roster as he/she is given a test booklet, and will record the assigned booklet number for documents with security numbers.
14. Students are to be allowed access to test booklets (test questions) **only** during the actual administration of the test. Please be reminded that under no circumstances are students to be permitted to handle any test materials before or after the test administration. Students are not permitted to assist in carrying or distributing any test materials.
15. All testing materials (as applicable), including test and answer books, planning sheets, Reading and Writing Passage Booklets, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and periodic tables must be handed to and collected from each student individually. **No test materials may be handed out in groups or passed along from student to student.**
16. All testing materials should be secured immediately, out of reach of students. **Do not leave** testing materials (as applicable), including test and answer books, planning sheets, Reading and Writing Passage Booklets, Audio Passage Transcripts, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and periodic tables on **top of a desk or table or anywhere that is accessible to students (even if test administrators and/or proctors are in the room).**
17. Test administrators **must** read the appropriate script for administering each respective assessment as it is presented in the appropriate test administration manual.
18. 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 (FSA and NGSSS) and NGSSS computer based test administrations:

<p><i>Security measures implemented for computer-based testing parallel those for paper-based administration. Test Administrators and/or proctors must actively monitor the testing room.</i></p>
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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. After 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 FLEID. 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 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, and periodic 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, and periodic tables that were assigned to him/her for that test session, as applicable. Any discrepancies must be reported to the school assessment coordinator **immediately**.
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, and periodic tables have been returned to the test administrator. Administrators must verify that each student returned each type of secure testing document on the Administration Record/Security Checklist and/or Session Roster by checking the appropriate fields. This may be done by crossing or checking off each student's name from a student list or roster as the test materials are collected.

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 a violation of testing standards.

ATTACHMENT E

FSA CBT Student Ticket

Spring 2018	
DEMO DIST 99 (99)	
DEMO SCHOOL 9009 (99-9009)	
LASTNAME: Student	USERNAME: SAIF0
FIRSTNAME: Demo	GRADE: 10
DOB: 07/15/2001	ID: FL012345678901


FSA On-Demand PREID Label

Fall 2017 FSA Algebra 1		
FSAUAT, PMUAT		
DIST/SCH: 99-9009		
Demo School 9009		
GRD: 10	GENDER: M	DOB: 01/01/2000
ID: FL997771238965	RACE:	HISP/LATINO: Y
On-Demand		
		
P 519746	41730969	9

TestNav8 Test Ticket (NGSSS CBT)

STUDENT AUTHORIZATION TICKET	
Student Name:	TEST, MORE A
Student ID:	FL123456789012
Session:	TEST SESSION
DOB:	01/01/2001
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 monitor before proceeding.	
Select Florida in the application or go to http://fl.testnav.com	
Username:	6220006554
Password:	91894a
Student Signature:	_____

NGSSS On-Demand PreID Label

LABEL, PREID.			
GRD: 08	ID: 1231231231	GEN: F	DOB: 2003-11-01
ESE: S504:	ELL:	LP:	BR: OIPP:
RACE:	HISP/LATINO: null		
			
BARCODE: 0000000035			
DIST/SCH: 03-0000		SAMPLE NON-PUBLIC SCHOOL	

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.

ATTACHMENT G

SAMPLE PARENT REGISTRATION FORM (ENGLISH VERSION)

[Insert School/District Letterhead]

[Date]

Dear Parent/Guardian,

The Florida Department of Education (FDOE) will offer a summer administration of the Florida Standards Assessments (FSA) and Next Generation Sunshine State Standards (NGSSS) End-of-Course (EOC) Assessments, administered in selected Miami-Dade County Public Schools **on July 9-20, 2018**. Prior to the administration of the FSA and NGSSS EOC tests, courses will be provided at opened summer school locations to students who did not pass the course during a prior administration. [Home school] will/will not be opened for the test administration during Summer 2018. [If home school will be closed.] Your student is eligible to attend [Summer feeder school] to take the EOC test this summer.

If your child will participate in the FSA and/or NGSSS EOC Assessment(s), **please fill out the information below and return it to the school where you will test this summer no later than Thursday, June 28, 2018**. You will receive notification of your student's testing date and time at a later date via email or phone after you register with the school.

For more information about FSA and NGSSS EOC Assessments, you may visit the FDOE's website at <http://www.fldoe.org/accountability/assessments/k-12-student-assessment/end-of-course-eoc-assessments>. Please contact [name] at [contact information] if you have any questions.

Thank you,

[name]

Cut Here

Summer 2018 FSA and NGSSS EOC Assessments Student Registration Form

This form must be returned between June 11-28, 2018 to the open summer site where your student will test. Testing will be held during July 9-20, 2018. Your student will be notified of the day and time scheduled to take the test.

Student Name: _____ Grade Level: _____

M-DCPS ID#: _____ FLIED#: _____ Date of Birth: _____

Home School Name: _____ Home School Location #: _____

Student Address: _____

Phone #: _____ Email: _____

Parent/Guardian Name: _____ Parent Signature: _____

Complete the information below:

☐ Yes My student **will** take the following Summer 2018 EOC Assessment:

☐ FSA Algebra 1

☐ Other, specify _____

SAMPLE PARENT REGISTRATION FORM (SPANISH VERSION)

[Insert School/District Letterhead]

[Date]

Estimados padres de familia / tutores:

El Departamento de Educación de la Florida (*FDOE*) ofrecerá durante el verano la administración de las pruebas de Fin de Curso (*End of Course, EOC*) en las evaluaciones de la Próxima Generación de los Estándares del Estado del Sol (*Next Generation Sunshine State Standards, NGSSS*) y en las Evaluaciones de los Estándares de la Florida (*Florida Standards Assessment, FSA*), del **9 al 20 de julio del 2018** en algunas escuelas públicas del Condado Miami-Dade. Antes de la administración de las pruebas de *EOC* en las evaluaciones *NGSSS* y *FSA*, se proporcionarán asignaturas en escuelas abiertas para cursos de verano, para los estudiantes que no aprobaron el curso durante una administración previa. La escuela de su vecindario [*Home school*] **estará / no estará** abierta para la administración de la prueba durante el verano del 2018. [*If home school will be closed.*] **Su estudiante es elegible para asistir** a la escuela de verano de la red [*Summer feeder school*] **para tomar la prueba EOC este verano.**

Si su hijo participará en las pruebas de *EOC* en las evaluaciones de *NGSSS* y *FSA*, **por favor, llene la información que se encuentra a continuación y devuélvala a más tardar el jueves, 28 de junio del 2018, a la escuela donde su hijo tomará las pruebas este verano.** Una vez que se inscriba con la escuela, recibirá notificación de la fecha y hora de la administración de la prueba de su hijo por medio de un correo electrónico o de una llamada telefónica.

Para más información acerca de las pruebas de *EOC* en las evaluaciones *NGSSS* y *FSA*, usted puede visitar el sitio web del *FDOE* en <http://www.fldoe.org/accountability/assessments/k-12-student-assessment/end-of-course-eoc-assessments>. Si ha de tener preguntas, por favor, comuníquese con [*name*] al [*contact information*].

Muchas gracias,

[*name*]

Cortar Aquí

Formulario de matrícula para la administración de las evaluaciones de *EOC* en las pruebas *NGSSS* y *FSA* durante el verano del 2018

Este formulario debe ser devuelto entre el 11 y el 28 de junio del 2018, a la escuela donde su estudiante tomará las pruebas. Las pruebas se efectuarán del 9 al 20 de julio del 2018. Su estudiante será notificado de la fecha y la hora en la que se habrá programado la administración de las pruebas.

Nombre del estudiante: _____ Nivel de grado: _____

No. del *ID* de las *M-DCPS*: _____ *FLIED*#: _____ Fecha de nacimiento: _____

Nombre escuela de vecindario: _____ No. de ubicación escuela de vecindario: _____

Dirección del estudiante: _____

No. de teléfono: _____ Correo electrónico: _____

Nombre del padre/madre/tutor: _____ Firma del padre/madre/tutor: _____

Por favor, llene la información a continuación:

☐ Sí Mi estudiante **tomará** la siguiente evaluación de *EOC* del verano 2018:

☐ *FSA* Álgebra 1

☐ Otro, especifique _____

SAMPLE PARENT REGISTRATION FORM (HAITIAN-CREOLE VERSION)

[Insert School/District Letterhead]

[Date]

Chè Paran/Gadyen,

“Florida Department of Education (FDOE)” (Depatman Edikasyon Florid) pral ofri administrasyon ete Evalyasyon “Florida Standards Assessments (FSA)” (Evalyasyon Estanda Florid) ak Evalyasyon “End-of-Course (EOC)” (Fen Kou) “Next Generation Sunshine State Standards (NGSSS)” (Pwochen Jenerasyon Estanda nan Eta ‘Sunshine’), yo administre nan lekòl yo chwazi nan Lekòl Leta Miami-Dade County **9-20 jiyè 2018**. Anvan yo administre egzamen FSA ak NGSSS EOC yo, yo pral ofri kou nan lekòl ki ouvri pou ete a pou elèv ki pa t pase kou a lè yo te administre li anvan an. [Home school] ap/pap ouvè pou administre egzamen an pandan ete 2018 la [If home school will be closed.] Pitit ou a elijib pou l ale nan [Summer feeder school] pou li ka pran egzamen EOC nan ete sa a.

Si pitit ou a ap patisipe nan Evalyasyon FSA e/oubyen NGSSS EOC yo, **silvouplè ranpli enfòmasyon anba a e retounen li nan lekòl li ap pran egzamen an pou ete a pa pi ta pase jedi 28 jen 2018**. Ou pral resevwa notifikasyon dat ak lè pou pitit ou a pran egzamen an atravè lèt elektwonik oubyen nan telefòn aprè ou fin enskri nan lekòl la.

Pou plis enfòmasyon sou Evalyasyon FSA ak NGSSS EOC yo, ou ka vizite paj Entènèt FDOE a nan <http://www.fldoe.org/accountability/assessments/k-12-student-assessment/end-of-course-eoc-assessments>. Silvouplè kontakte [name] nan [contact information] si ou gen nenpòt kesyon.

Mèsi,

[name]

Koupe La

Fòm Enskripsyon pou Evalyasyon FSA ak NGSSS EOC Ete 2018

Ou dwe retounen fòm nan ant 11-28 jen 2018 nan lekòl ete ki ouvè kote pitit ou a pral pran egzamen an. Yo ap bay egzamen yo ant 9-20 jiyè 2018; N ap voye fè w konnen jou ak lè nou pwograme elèv la pou l pran egzamen an.

Non Elèv la: _____ Nivo Ane Eskolè: _____

#ID: M-DCPS _____ #FLIED: _____ Dat Nesans: _____

Non Lekòl Li ye a: _____ # Lokal Lekòl Li ye a: _____

Adrès Elèv la: _____

Telefòn: _____ Adrès Elektwonik: _____

Non Paran/Gadyen: _____ Siyati Paran an: _____

Ranpli Enfòmasyon anba a:

☐ Wi Elèv mwen an **pral** pran Evalyasyon EOC Ete 2018 la:

☐ FSA Aljèb 1

☐ Lòt, espesifye _____

ATTACHMENT H

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

Training Requirements for Administering and Proctoring the Statewide Assessments, 2015

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

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

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

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

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

Rule 6A-10.042

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

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

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

TESTING CONTACT INFORMATION

ASSESSMENT, RESEARCH, AND DATA ANALYSIS (ARDA)

Ms. Gisela Feild, Administrative Director

STUDENT ASSESSMENT AND EDUCATIONAL TESTING (SAET)

1450 NE 2nd Avenue, Suite 208, Miami, FL 33132

Office Hours: 7:30 a.m. to 4:30 p.m.

Telephone Number: 305-995-7520

Fax Number: 305-995-7522

Procedural Questions:

Dr. Sally A. Shay, District Director

sshay@dadeschools.net

Ms. Maria C. Bruguera, Director I

mbruguera@dadeschools.net

Ms. Mara Ugando, Staff Specialist

mugando@dadeschools.net

Kathleen Sierra, Supervisor

ksierra@dadeschools.net

TEST DISTRIBUTION CENTER (TDC)

13135 S.W. 26 Street, Miami, FL 33175

Center Hours: 7:30 a.m. to 4:00 p.m.

Telephone Number: 305-995-3743

Fax Number: 305-995-3963

Testing Materials/Delivery/Return:

Ms. Darma Rodriguez,

District Coordinator

darमारodriguez@dadeschools.net

Ms. Maria Vargas,

Administrative Assistant II

mhvargas@dadeschools.net

INFORMATION TECHNOLOGY SERVICES (ITS)

Infrastructure and System Support:

Mr. Armando J. Machado, Supervisor

arm@dadeschools.net

Telephone Number: 305-995-3348

ITS Technical Support Hotline: 305-995-3377

Email: TestTechSupport@dadeschools.net

FSA Help Desk:

fsahelpdesk@air.org

866-815-7246

Pearson Technical Support:

Florida@support.pearson.com

877-847-3043