SUMMER 2015

FLORIDA STANDARDS ASSESSMENTS (FSA) AND NEXT GENERATION SUNSHINE STATE STANDARDS (NGSSS) END-OF-COURSE (EOC) ASSESSMENTS

SCHOOL ASSESSMENT COORDINATOR TRAINING PACKET

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

Miami-Dade County Public Schools

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

	School Assessment Coordinator	Technology Coordinator
June 8 – July 10	Eligible students must register for the Summer 2015 FSA and NGSSS EOC test administrations at the school where they will test (unless already enrolled in a Summer EOC course).	-
July 10 & 13	Comet Services delivery of 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 10-14	View Summer 2015 FSA and NGSSS EOC Assessments Screencast Training (mandatory for new school assessment coordinators).	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: Install and Configure browser settings for the Proctor Cache computer.
	New school assessment coordinators must complete the Summer 2015 EOC Screencast Verification Form located at: https://www.surveymonkey.com/s/LW2GS3X	
	Create accounts and reset passwords for test administrators in TIDE and Pearson (optional).	
July 13	Deadline for school assessment coordinators to submit list of only students from closed sites to SAET, mugando@dadeschools.net to place in a test session in Pearson under open site for the NGSSS EOC and/or to provide login tickets for the FSA EOCs.	-
July 14	School assessment coordinators train test administrators for EOC Assessments.	-
July 15-16	**FSA and NGSSS EOC Assessments PBT:** (eligible students with accommodations)	-
July 20-23 **(No Testing on Friday, July 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.	Run Proctor Caching during testing. Assist test administrators and school assessment coordinator during testing.
	NGSSS Algebra 1 EOC CBT: **Only for students taking the Algebra 1 course at an Adult Center**. In PearsonAccess, school assessment coordinators will manually START test sessions, monitor test sessions, resume students as needed (optional for TA), and stop the test session.	
July 20*	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.	-
July 24*	**For FSA EOC CBT Administrations:** Invalidate student results, if applicable. Test Administrators and School Assessment Coordinators complete the appropriate comment form online.	Purge NGSSS EOC test content from Proctor Caching station after testing. Complete the School Technology Coordinator Comment Form online.
	For NGSSS EOC CBT Administrations: In PearsonAccess, mark tests complete and STOP test sessions. Invalidate student results, if applicable. Delete PDF copies of Student Authorization Tickets and Session Rosters from computer. Complete the School Assessment Coordinator Comment Form online.	
	Hand-deliver to TDC the District Assessment Coordinator Only Box.	

*On the scheduled return dates, schools must hand-deliver all materials to the Test Distribution Center (TDC), 13135 SW 26 Street,

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Summary of Summer 2015 Florida Standards Assessments (FSA) and Next Generation Sunshine State Standards (NGSSS) End-of-Course (EOC) Assessments Test Administration Procedures

Note: This material does not cover every aspect of the Summer 2015 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 2015 Florida Standards Assessments (Algebra 1, Geometry, and Algebra 2) and Next Generation Sunshine State Standards (NGSSS) (Algebra 1 Retake, Biology 1, and US History) End-of-Course (EOC) Assessments will be administered at selected senior high schools, charter schools, alternative/ESE centers, and adult centers to eligible students during **July 15-23, 2015 (No testing on Friday, July 17)**. **Note, for students taking the Algebra 1 course at an adult center, the FSA and NGSSS Algebra 1 EOC tests must be administered on July 20-21, with a make-up administration on July 22-23**.

The FSA Algebra 1, Geometry, and Algebra 2, and the NGSSS Algebra 1 Retake, Biology 1, and US History tests may be administered in any order, by school, based on the needs of students within a school. One subject does not need to be completed before another begins, and subject tests may be administered concurrently. **Paper-based accommodations (Regular Print, Large Print, Braille, or One-item-per-page) for eligible students must be administered on July 15-16, while the computer-based test administrations may be scheduled anytime during the testing window but must be completed by the last date of the testing window.**

EOC Assessments	Duration
FSA Algebra 1, Geometry and Algebra 2	Two-90 minutes* sessions, over 2 days
NGSSS Algebra 1 Retake, 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, Geometry, and Algebra 2 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 new platform. Note that FSA 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 the FSA Secure Browser for all FSA CBT assessments during this administration. In addition, all eligible students must participate in an EOC Mathematics Training Test session conducted at their school to familiarize themselves with the different features of the FSA Secure Browser prior to the administration of the operational test(s). Note students who have previously participated in the Training Test for the EOC subject test they will take are NOT required to participate in the Training Test session for this administration; however, these students should be encouraged to access the Training Test and practice on their own. However, all students who will use the CBT accommodations of text-to-speech, via the FSA Secure Browser platform, must participate in a training test with the text-to-speech accommodation during this administration.

The NGSSS Algebra 1 Retake, Biology 1, and US History EOC are Computer-Based Tests (CBT), and all eligible students will be participating using the TestNav 8 platform. Please go to **www.FLAssessments.com/TestNav8** for technical specifications and resources for this new platform. Note that EOC paper-based administrations will be available for 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 TestNav 8 for all EOC assessments during this administration. In addition, all eligible students must participate in an ePAT session via PearsonAccess for the specific test(s) they are scheduled to take (Algebra 1 Retake, Biology 1, and US History) conducted at their school to familiarize themselves with the different features of the TestNav 8 testing platform prior to the administration of the operational test(s). Students who have previously participated in an ePAT for the EOC subject test they will take are NOT required to participate in an ePAT session for this administration; however, these students should be encouraged to access the ePAT and practice on their own.

STUDENT ENROLLMENT

For the Summer 2015 administration of the EOC Assessments, summer enrolled senior high school and alternative education center students are not required to pre-register to take the test. School staff is responsible for identifying their enrolled students who need to participate in the EOC test administration, 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) must pre-register at an open summer site by **Friday, July 10** to participate in the Summer 2015 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 FCAT/FCAT 2.0 Retake and End-of-Course (EOC) Registration Form (FM-7276),* provided in Attachment A, can be used for student registration. This form may be obtained electronically from Records and Forms Management (http://forms.dadeschools.net/search.asp) and may be duplicated as needed. Please note that students are required to show valid picture identification at registration and again at the entrance to testing. Students should be informed of the test format (computer-based administration) at the time of registration, and should be given information regarding the computer-based testing practice tests (Training Test for FSA EOC and the ePAT for NGSSS EOC tests).

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 identification number. Students' photo identification must be checked photo identification, before unfamiliar students are admitted to a testing room. Only those students who are on the pre-assigned list for a testing room and who have photo identification will be admitted to a test session.

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

ROLES AND RESPONSIBILITIES FOR IMPLEMENTING TESTING PROGRAMS AT SCHOOL SITES

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

Principal

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

School Assessment Coordinator

The school assessment coordinator is responsible for organizing and monitoring testing programs at the school level in accordance with the procedures outlined for each program. 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 *NGSSS CBT EOC and Retakes Test Administration Manual and available on the FSA Portal.*

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 at [FSA CBT Technology Resources and Secure Browser (linked)](#) and PearsonAccess at www.FLAssessments.com/TestNav8 provide instructions and* information that technology coordinators will need to prepare schools for FSA and NGSSS computer-based testing. The technology coordinator is responsible for reading and becoming familiar with all of the information provided in the resources prior to each test administration. Primary responsibilities include: ensuring that all computers meet the minimum system requirements; downloading the FSA Secure Browser to student workstations for FSA test administrations; downloading and installing the proctor cache software on the proctor cache computer for the PearsonAccess NGSSS tests; configuring browser settings to cache test content in PearsonAccess for NGSSS tests; assisting test administration staff during the administration sessions to assist with any technical difficulties that may develop; monitoring system usage during the administration; purging test content from the proctor caching computer(s) on for the PearsonAccess NGSSS tests; and completing the Technology Coordinator Checklist as stated in *NGSSS CBT EOC and Retakes Test Administration Manual and available on the FSA Portal.*

Test Administrator

The test administrator is responsible for directing and conducting student testing sessions, as specified in the test administration manual and training packet. Only certificated administrative and instructional employees (e.g., teachers, counselors, media specialists) who have received appropriate training for a particular test may serve as test administrators. Primary responsibilities include: attending required training sessions; creating a password for FSA Interface access; creating or resetting the PearsonAccess password (optional to resume students as needed); establishing appropriate conditions in the testing room that include installing visual barriers for computer-based testing, distributing 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 *NGSSS CBT EOC and Retakes Test Administration Manual and available on the FSA Portal.*

Proctor

The proctor is responsible for actively monitoring the testing session and for assisting the test administrator in managing the session and maintaining test security. Administrative, instructional, non-instructional, and paraprofessional employees who

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

Relief Staff

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

ASSIGNMENT AND TRAINING OF TEST ADMINISTRATORS AND PROCTORS

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

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

Required Ratio for EOC Administrations

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

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

Use of Non-School Personnel as Proctors

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

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

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

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

DISTRICT MONITORING OF EOC ADMINISTRATIONS

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

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

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

GENERATING STUDENT LISTS FOR EOC ASSESSMENTS

Eligible students to test for the Summer 2015 EOC assessments include students that are currently enrolled or completed an eligible course during the 2014-15 school year, and have not yet tested for the respective EOC assessment and students who failed the Algebra 1 EOC, required for graduation. In addition, students in the credit acceleration program (CAP) wishing to "test for credit" may also take any of the EOC assessments.

Please note that 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@dadeschoools.net by Monday, July 13.

Important Note: Students from the closed senior high schools will be identified in PearsonAccess by district staff and placed in district-created test sessions in PearsonAccess under the testing sites, based on the Parent Registration Forms (Attachment G). For the FSA EOC, the test tickets will be sent via email to the test chairperson 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.

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

PREPARING ANSWER DOCUMENTS AND PREIDENTIFIED STUDENT LABELS

Please note that students using paper test documents for the paper-based test administrations should not be listed as taking a CBT in TIDE or in PearsonAccess. Schools will NOT receive pre-identified student labels for eligible students with paper-based accommodations.

For paper-based FSA EOC test administrations, school assessment coordinators must print PreID labels from TIDE on the blank On Demand PreID labels (see TIDE User Guide page 33) provided and affix to the FSA Algebra 1, Geometry, and Algebra 2 EOC test documents before the students take the paper-based test.

For NGSSS EOC tests, for students with eligible paper-based accommodations, school assessment coordinators must hand-grid the documents for the NGSSS Algebra 1 Retake, Biology 1, and US History EOC test documents according to the instructions in the Test Administration Manual.

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 (for FSA EOC) and PearsonAccess (for NGSSS EOC) for students that were enrolled at the school.

Platform	EOC	PreID Date
TIDE	FSA Algebra 1, Geometry, and Algebra 2	June 12, 2015
PearsonAccess (Blue site)	NGSSS Algebra 1 Retake, Biology 1, and US History	

New students enrolled/registered at the school after these dates will not be included in TIDE or PearsonAccess. Schools must add any new students who enroll after June 12 for the FSA and NGSSS EOC Assessments and are eligible based on the students to be tested requirements for each assessment as noted in the test administration manuals. Refer to the *TIDE User Guide* page 35 for directions on adding students for an FSA EOC and to page 116-119 in the *CBT EOC and Retakes TAM* to add students in PearsonAccess for an NGSSS EOC test. Test chairpersons from opened summer sites must complete the Registration Roster for students from closed sites only and send via email to mugando@dadeschools.net by July 13. Students from closed sites will be placed into test sessions in PearsonAccess and/or FSA test tickets will be forwarded to the test chairperson at open sites for student testing, so that results are reported to the home school of enrollment.

Verify the information on the computer (TIDE and PearsonAccess) against your lists generated from the student information database. For the FSA tests, if the Student Florida ID Number is incorrect in TIDE, the student record must be deleted and re-entered with the correct information. Refer to the TIDE User Guide pages 40 to delete the student and page 35 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. In PearsonAccess, for the NGSSS EOC Assessments, if the Student Name or Student Florida ID Number is incorrect, student(s) must be deleted and reentered with the correct information, refer to pages 115-119 to delete and add a student record in PearsonAccess.

After verifying student information in PearsonAccess for the NGSSS EOC tests, school assessment coordinators must create test sessions in PearsonAccess and maintain a list of all test sessions. The technology coordinator must configure browser settings for the Proctor Cache computer to allow the school assessment coordinators to cache test content for all test sessions.

For the FSA EOC tests, school assessments will need to generate class lists to provide to the test administrator to capture all required administration information. For the NGSSS EOC tests, schools can use the Session Roster (Attachment F) (list of students tested in the same test session) generated in PearsonAccess to capture required administration information. In addition, the school assessment coordinator will need to

print the CBT test tickets (FSA tests) and Student Authorization Tickets (NGSSS tests) (Attachment F) which students use to log into the FSA Secure Browser (FSA EOC tests) or TestNav 8 (NGSSS EOC tests) for computer-based testing. Each ticket is a secure test document which contains the First Name and Username for students to log into the FSA Secure Browser; and the TestNav 8 URL, Username and a Password to log into TestNav 8 for the NGSSS EOC tests. **The tickets and rosters are secure documents and must be placed in a secure limited access location.**

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

Prior to beginning the **NGSSS EOC CBT** session each day of testing, the school assessment coordinators must ensure that the test session(s) are started and the Proctor Cache computer is turned on and running for the scheduled test sessions.

SPECIAL PROGRAM STUDENTS

Students from the Special Programs (Florida Virtual School Program: *Full Time 9-12* (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 2015 FSA and NGSSS EOC test administrations, as eligible. A list of students assigned to your school will be sent via email to selected principals and school assessment coordinators.

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

For the FSA assessments, District staff will forward the CBT test tickets to the principal and school assessment coordinator at the assigned school. For the NGSSS EOC assessments, District staff will add the students to a DISTRICT test session in PearsonAccess (DISTRICT ALG for Algebra 1 Retake, DISTRICT BIO for Biology 1, and DISTRICT HIS for US History EOC); school staff will print the Student Authorization Tickets for eligible students taking a NGSSS EOC test.

School assessment coordinators will assign a testing room and distribute the CBT work folders, CBT worksheets, as applicable, to the registered Special Program students. For the FSA EOC tests, 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 test, 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 an FSA EOC 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. To log into the NGSSS EOC test, the student enters the URL on the ticket in TestNav8 and enters the Username and Password as noted on the Student Authorization Ticket. If a student is logged out during an NGSSS EOC test session, the school assessment coordinator must contact FLVS staff to have the student resumed to continue testing. **Note that 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 2015 EOC test materials based on the number of students enrolled at the school as of **June 12, 2015.**

A courier delivery service will deliver test materials to selected senior high schools and alternative education centers on July 10-13, 2015. 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 13.

Schools will need to make arrangements to securely store these materials. If any additional materials are needed, school assessment coordinators must contact the Test TDC at 305-995-3743.

MATERIALS PROCEDURES

School assessment coordinators are to follow all materials handling procedures specified in the test administration manual 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 EOC and NGSSS EOC test materials are received, immediately **verify the counts** and sequence numbers of materials received against packing list.

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

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

- **Shrink-wrapped packages of secure materials may be opened no sooner than <u>one (1) day (on July 14, 2015)</u> prior to the administration of FSA and NGSSS EOC Assessments. <u>NO EARLIER</u>.**

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

- All test materials, including 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 **<u>required</u>** for paper-based and computer-based testing in all rooms, including make-up sessions. A sample seating chart is provided as Attachment E.

FSA AND NGSSS EOC MATERIALS RETURN TO THE TEST DISTRIBUTION CENTER

The "*Friendly Reminder*" provides a quick reference guide for packing and returning your FSA and NGSSS EOC test materials. School assessment coordinators are encouraged to review this document for each administration to assist with the process of packing and returning of materials for each administration.

For the Summer 2015 EOC test administrations, **schools are to hand deliver <u>all</u> 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 BOX** to TDC, by 3:30 pm on the scheduled dates, refer to Friendly Reminder.

STATE AND DISTRICT REQUIRED FORMS

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

- The *Administration Record/Security Checklist* (sample provided in Appendix D in the Manuals) must be used to capture all required administration information for paper-based and computer-based administrations and to maintain a list of the number of documents and range of security numbers assigned to each test administrator for every day of testing. Each school's prepopulated Security Checklist for the NGSSS EOC administration will be available in Excel and CVS format at www.PearsonAccess.com/fl. The school assessment coordinator must sign into the PearsonAccess Operational Site for the NGSSS EOC, using their unique username and password. However, the Security Checklist Excel file for the FSA EOC tests will be forwarded via email to school assessment coordinators if requested. Note, the test administrator must sign for receipt of the test materials when issued; the school assessment coordinators must sign for receipt of materials upon their return after testing.

- The *Test Materials Chain of Custody Form* must be maintained to document that **paper-based test materials** are secured and accounted for at all times (Appendix D in Test Administration 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 in the Test Administration 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 in the Test Administration 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 in the Test Administration 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 testing groups for the Summer 2015 FSA and NGSSS EOC assessments; and both paper-based and computer-based NGSSS EOC tests administrations; however, for the FSA EOC computer-based testing groups, the Session ID# will serve as the testing group identifier.** Additionally, the use of seating charts or recording of specific seat assignments is **required** for all testing rooms. A sample seating chart is

provided as Attachment E.

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

**Procedures for Florida Home Education Program (FHEP) Students (13/9998)
Participating in the Summer 2015 FSA and NGSSS EOC Assessments**

FHEP Student Registration

1. In order to participate in the Summer 2015 FSA Algebra 1, Geometry, and Algebra 2 EOC; and NGSSS Biology 1 and US History administrations**,** parents and guardians of Florida Home Education Program (FHEP) students must register at the Division of Attendance Services.

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

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

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

Scheduling FHEP Students for Computer-Based Testing

4. Eligible FHEP students taking FSA Algebra 1, Geometry, Algebra 2; and NGSSS Biology 1 and US History EOC will take the CBT version for each assessment.

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

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

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

    b. For PearsonAccess (TestNav8) CBT Assessments, 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 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), CBT worksheets (optional) and CBT work folders to registered students taking the computer-based tests.

Gridding FHEP Student Answer Documents

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

8. For NGSSS EOC paper-based test documents, the answer documents for all FHEP students **must** be coded as follows:

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

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

Packing FHEP Student Answer Documents

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

10. The NGSSS EOC Assessments packing for FHEP students' answer documents are found in the *2015 CBT EOC and Retakes Test Administration Manual* pages 143-153.

FHEP Individual Student Reports

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

Procedures for Florida Virtual School Program Students
Participating in the Summer 2015 FSA and NGSSS End-of-Course (EOC) Assessments

FLVS Florida Virtual School Program Student Registration

1. Students enrolled in the **Florida Virtual School Program Full-Time (FLVS-FT)** (High School (71/0400)) **must** participate in the Summer 2015 FSA Algebra 1, Geometry, and Algebra 2 EOC; and NGSSS Algebra 1 EOC Retake (students with a NGSSS Algebra 1 score who have not yet passed the graduation test), Biology 1, and US History administrations**.** For the Summer 2015 FSA and NGSSS EOC administrations, parents and guardians of Florida Virtual Program students will receive notification from the Florida Virtual Program Office advising them of the designated testing location. Student Assessment and Educational Testing (SAET) will notify these designated schools so that preparations can be made for these students.

Scheduling Florida Virtual School Program Students for Computer-Based Testing

2. Grades 9-12 FLVSFT students taking FSA Algebra 1, Geometry, Algebra 2 EOC; and NGSSS Algebra 1 Retake, Biology 1, and US History EOC will take the CBT version for each assessment.

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

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

    b. <u>For PearsonAccess (TestNav8) CBT Assessments</u>, the Student Authorization Tickets for the students will be emailed to the principal and school assessment coordinator at the assigned schools. **Please note if a FLVS-FT student is disconnected from the TestNav 8 computer-based test session, the school assessment coordinator must contact the FLVS-FT Office for assistance. Contact information is available on the test ticket. 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), CBT worksheets (optional), and CBT work folders to registered students taking the computer-based tests.

Gridding Florida Virtual School Program Student Answer Documents

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

6.	For NGSSS EOC paper-based test documents, the answer documents for all FHEP students **must** be hand-gridded and coded as follows:

FLORIDA VIRTUAL PROGRAM		
PROGRAM	DISTRICT NUMBER	SCHOOL NUMBER
FLVS Full-Time High School	71	0400

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

Packing Florida Virtual School Program Student Answer Documents

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

8.	NGSSS EOC Assessments packing instructions for FLVSFT students' answer documents are found in the *2015 CBT EOC and Retakes Test Administration Manual* pages 143-153.

Florida Virtual School Program Individual Student Reports

9.	If **all** of the above procedures are followed, FLVS-FT program Individual Student Reports will be mailed directly to the 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 2015 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 2015 FSA Algebra 1, Geometry, and Algebra 2 EOC; and NGSSS Algebra 1 EOC Retake (students with a NGSSS Algebra 1 score who have not yet passed the graduation test), Biology 1, and US History EOC administrations. For the FSA and NGSSS EOC Assessments, parents and guardians of Miami-Dade Online Academy K-12 students will receive notification from Miami-Dade Online Academy K-12 Program advising them of the designated testing location. Student Assessment and Educational Testing (SAET) will notify these designated schools so that preparations can be made for these students.

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

2. All MDOA students taking FSA Algebra 1, Geometry, Algebra 2 EOC; and NGSSS Algebra 1 Retake, Biology 1, and US History EOC will take the CBT version for each assessment.

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

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

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

    b. <u>For PearsonAccess (TestNav8) CBT Assessments</u>, district staff will create and place eligible students in test session called "DISTRICT ALG" for Algebra 1 Retake, "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 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), CBT worksheets (optional), and CBT work folders to registered students taking the computer-based tests.

Gridding MDOA K-12 Program Student Answer Documents

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

6.   For NGSSS EOC paper-based test documents, the answer documents for all MDOA students must be hand gridded and coded as follows:

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

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

Packing MDOA K-12 Program Student Answer Documents

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

8.   NGSSS EOC Assessments packing for MDOA students' answer documents are found in the *2015 CBT EOC and Retakes Test Administration Manual* pages 143-153.

MDOA K-12 Program Individual Student Reports

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

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

Computer Based Test (CBT) Administrations:

FCAT/FCAT 2.0 Retake*
_____ Reading
_____ Mathematics

NGSSS* End-of-Course Assessments (EOC)
_____Algebra 1 Retake
_____Biology 1
_____Civics
_____US History

FSA**
____English/Language Arts (ELA) Writing
____English Language Arts (ELA)
____Algebra 1 EOC
____Geometry EOC
____Algebra 2 EOC

STEP 1: STUDENT DETAILS

1. **Florida Student ID#** [| | | | | | | X]   **ISIS Student ID #** (if applicable) [1 | 3 | 0 | | | | | | |]

2. **Student Last Name** (All caps)

3. **Student First Name** (All caps)

4. **Student Middle Initial** (Cap)

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

STEP 2: TEST REGISTRATION DETAILS

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

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

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

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

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

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

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

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

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

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

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

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

*TestNav 8 CBT ePAT Practice Tests are available at www.FLAssessments.com/ePat.
**FSA CBT Training Tests are available at www.FSAssessments.org.   FM-7276 (01-15)

ATTACHMENT B
MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL PROCEDURAL CHECKLIST

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

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

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

Yes   **No**

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

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

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

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

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

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

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

_____   _____
Principal's Signature   Date

_____   _____
School Assessment Coordinator's Signature   Date

_____   _____
School Name   School Number

FM-6927 (08-11)

ATTACHMENT C

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

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

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

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

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

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

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

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

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

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

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

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

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

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

_____   _____
Volunteer's Signature   Date

_____
Volunteer's Name Printed

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

ATTACHMENT D

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

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

Preparing for the Assessment

1. Test administrators and proctors **must** be familiar with the test security procedures and administration directions prior to the actual test administration. Each test administrator **must** be provided the test manual containing the security procedures, the administration directions, and the script to be read to students. Test administrators **must use the following manuals as appropriate to administer the test(s):**
    *   **Spring 2015 FSA EOC CBT Assessments Test Manual (CBT)**
        i. **Scripts and instructions for administering accommodated CBT forms and paper-based accommodations for FSA EOCs are posted on the FSA Portal at www.fsassessments.org.**
    *   **Spring 2015 EOC and Retakes Computer-Based Test Manual (CBT)**
        i. **Scripts and instructions for administering accommodated CBT forms and paper-based accommodations for EOC and Retakes are posted at http://www.pearsonaccess.com/SummeEOC .**

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

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

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

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

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

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

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

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

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

Conducting the Assessment

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

11. The test administrator will take roll on each day of testing by writing the date tested next to each student's name or by placing a check mark under the appropriate date and subtest column on the student roster. The school assessment coordinator at your school will have instructed you on the use of the roster at your training session.

12. For paper-based and computer-based testing, the test administrator will ensure that students read and sign/confirm 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, 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, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and periodic tables, **on top of a desk or table or anywhere that is accessible to students (even if test administrators and/or proctors are in the room).**

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

18. For the FSA computer-based tests (FSA Algebra 1, Algebra 2, and Geometry EOC) test group codes will not be necessary. Instead, a Session ID will be generated when the test session is created by the test administrator in the FSA Portal (Test Administrator Interface). The Session ID will be unique and will identify the group of students testing together for a specific subject test and session. However, test group codes are required for all other paper and computer based test administrations (NGSSS Algebra 1 EOC Retake; Biology 1, and US History EOC).

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

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

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

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

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

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

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

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

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

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

28. Students may not go back to a session of the EOC 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 8 or FSA tools or answering test questions by anyone, including persons administering or proctoring the test.

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

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

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

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

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

37. If there is an extended break during a CBT test session (such as a lunch break), students must logout of TestNav 8 in Pearson or Pause the test in the FSA Secure Browser, but the student must be resumed or approved to continue testing once he/she returns. Students **MUST NOT** submit their responses for a break.

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

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

Concluding the Assessment

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

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

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

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

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

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

46. As soon as the last student has completed the assessment or when time is up, the test administrator should account for all EOC the testing materials (as applicable), including test and answer books, 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, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and/or periodic tables, have been returned to the test administrator. Administrators must verify that each student returned each type of secure testing document on the Administration

Record/Security Checklist and/or Session Roster by checking the appropriate fields. This may be done by crossing or checking off each student's name from a student list or roster as the test materials are collected.

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

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

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

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

ATTACHMENT E
Sample Seating Chart

School Name _____ School Location_____ Grade Level/Subject_____

Teacher _____Proctor _____ Room Name/Number_____ Date _____

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

Test Session Name (CBT only) _____

BACK OF THE ROOM*

FRONT OF THE ROOM*

*Indicate direction students are facing.

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

Student Assessment and Educational Testing

FSA EOC Student Ticket (TIDE)

TEST TICKET

DEMO DIST 99 (99)

DEMO SCHOOL 9000 (9000)

LASTNAME : Anna   USERNAME : 2ZBM8

FIRSTNAME : Rebekah   GRADE : 06

DOB : 09/09/1999   ID : XXXXX67899

NGSSS EOC Student Authorization Ticket (PearsonAccess)

Student Authorization Ticket
Florida

Session: SAMPLE SESSION
Test: Biology 1
Location:

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

Signature:_____

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

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

NGSSS EOC Test Session Roster (PearsonAccess)

Session Roster

Test Administration:	Spring 2015 EOC	Proctor Caching Computer:	188.182.123.98:1234
Test Session Status:	Not Started	Scheduled Start Date:	06/20/2015
Session Name:	Sample Session	Scheduled Start Time:	01:00 AM
School:	PEARSONACCESS PUBLIC SCHOOL (000002)	Actual Start Date:	
Test to be Administered:	Biology 1	Actual Start Time:	
Read Aloud by Test Examiner:	No	Location	Lab A
Form Group Type:	SEE BELOW		
Password:	F88EBA		

Results: 1

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

Results: 1

ATTACHMENT G

<div style="border:1px solid black; padding:10px; text-align:center">

SAMPLE PARENT REGISTRATION FORM
(ENGLISH VERSION)

</div>

[Insert School/District Letterhead]

[Date]

Dear Parent/Guardian,

The Florida Department of Education will offer a summer administration of the Next Generation Sunshine State Standards (NGSSS) and Florida Standards Assessments (FSA) End-of-Course (EOC) Assessments, administered in selected Miami-Dade County Public Schools **on July 15-23, 2015.** Prior to the administration of the NGSSS and FSA 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 2015. *[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 NGSSS and FSA EOC Assessment(s), please fill out the information below and return it to the school where you will test this summer no later than June 26. 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 NGSSS and FSA EOC Assessments, you may visit the Department of Education's website at http://fcat.fldoe.org/eoc/. Please contact [name] at [contact information] if you have any questions.

Thank you,

[name]

Cut Here

Summer 2015 NGSSS and FSA EOC Assessment(s) Registration Form

This form must be returned between June 8 and 26 to the school where you will test. Testing will be held between July 15 and 23; you will be notified of the day and time you are scheduled to take the test.

Student Name: _____ Grade Level: _____

M-DCPS ID#: _____ FLID#: _____ 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 2015 EOC Assessment:

      ☐ Algebra 1

          ☐ NGSSS

          ☐ FSA

      ☐ Other, specify _____

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┌─────────────────────────────────────────────────────┐
│         SAMPLE PARENT REGISTRATION FORM              │
│              (SPANISH VERSION)                       │
└─────────────────────────────────────────────────────┘
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[Insert School/District Letterhead]

[Date]

Estimados padres de familia/tutores:

El Departamento de Educación de la Florida brindará a los estudiantes la oportunidad de retomar durante el verano, las evaluaciones de Fin de Curso (*End of Course, EOC,* por sus siglas en inglés) en las pruebas de la Próxima Generación de los Estándares del Sol (*Next Generation Sunshine State Standards o NGSSS,* por sus siglas en inglés) y la Prueba de los Estándares de la Florida (*Florida Standards Assessment, FSA, por sus siglas en inglés*), que se administrarán del **15 al 23 de julio del 2015** en algunas Escuelas Públicas del Condado Miami-Dade. Antes de la administración de las evaluaciones de Fin de Curso *(EOC)* en las pruebas *NGSSS* y *FSA,* se proporcionarán cursos durante el verano, en escuelas que estén abiertas, para los estudiantes que no pudieron aprobar el curso durante una previa administración de la prueba. La escuela de su vecindario [Home school] estará/no estará] abierta para la administración de la prueba durante el verano del 2015. *[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 va a tomar las evaluaciones de Fin de Curso en las pruebas de *NGSS* y *FSA,* por favor, llene la información que se encuentra a continuación y devuélvala a más tardar para el 26 de junio, a la escuela donde su hijo tomará las pruebas este verano. Usted recibirá notificación de la fecha y hora de la administración de la prueba de su hijo por medio de un correo electrónico o una llamada después que usted se matricule con la escuela.

Para más información acerca de las pruebas *NGSSS* y *FSA EOC,* usted puede visitar el sitio web del Departamento de Educación en http://fcat.fldoe.org/eoc/. Si tiene cualquier pregunta, por favor, comuníquese con [name] al [contact information]

Muchas gracias.

[name]

<div align="center">Cortar Aquí</div>

Formulario de matrícula para la administración de las evaluaciones de Fin de Curso *(EOC)* de las pruebas *NGSSS* y *FSA* durante el verano del 2015

Este formulario debe ser devuelto del 8 al 26 de junio, a la escuela donde usted tomará las pruebas. Las pruebas se efectuarán del 15 al 23 de julio; usted será notificado de la fecha y la hora en que tomará las pruebas.

Nombre del estudiante: _____ Nivel de grado: _____

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

Nombre de la escuela de vecindario: _____

No. de ubicación de la escuela de su 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 prueba durante las **evaluaciones** de Fin de Curso (*EOC)* del verano 2015:

☐ Álgebra 1

☐ NGSSS

☐ FSA

☐ Otro, especifique _____

SAMPLE PARENT REGISTRATION FORM
(HAITIAN-CREOLE VERSION)

[Insert School/District Letterhead]

[Date]

Chè Paran/Gadyen,

Depatman Edikasyon Florid pral ofri pou bay nan ete a Evalyasyon "Next Generation Sunshine State Standards (NGSSS)" (Estanda Pwochen Jenerasyon Eta 'Sunshine') ak "Florida Standards Assessments (FSA)" (Evalyasyon Estanda Florid) "End-of-Course (EOC)" (Evalyasyon Fen Kou), nan lekòl yo chwazi nan Lekòl Leta Miami-Dade County **15-23 jiyè 2015.** Anvan yo bay egzamen NGSSS ak FSA EOC, yo ap ofri kou nan lokasyon lekòl ete ki ouvè pou elèv ki pa t pase kou a lè yo te bay li anvan.   [Home school] pral/pap ouvè lè y ap bay egzamen an pandan ete 2015 la. *[If home school will be closed.]* Elèv ou a elijib pou ale nan [Summer feeder school] pou pran egzamen EOC a pandan ete sa a.

Si pitit ou a pral patisipe nan evalyasyon NGSSS ak FSA EOC yo, ranpli enfòmasyon anba a e retounen li nan lekòl kote yo pral bay egzamen nan ete sa a pa pita pase 26 jen. Ou pral resevwa avi sou dat ak lè egzamen elèv la atravè lèt elektwonik oubyen telefòn aprè ou enskri avèk lekòl la.

Pou plis enfòmasyon sou evalyasyon NGSSS ak FSA EOC, ou ka vizite sit Entènèt Depatman Edikasyon an nan http://fcat.fldoe.org/eoc/. Silvouplè kontakte [name] nan [contact information] si w gen kesyon.

Mèsi,

[name]

Koupe La a

Fòm Enskripsyon Ete 2015 pou Evalyasyon NGSSS ak FSA EOC

Ou dwe retounen fòm sa a ant 8 ak 26 jen bay lekòl kote ou pral pran egzamen an. Yo pral bay egzamen an ant 15 ak 23 jiyè; yo pral fè w konnen jou ak lè yo pwograme w pou pran egzamen an.

Non Elèv: _____ Ane Eskolè: _____

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

Lekòl li a nan Katye w: _____ #Lokasyon Lekòl li a nan Katye w: _____

Adrès Elèv: _____

#Telefòn: _____ Lèt Elektwonik: _____

Non Paran/Gadyen: _____ Siyati Paran: _____

Ranpli enfòmasyon ki anba a:

☐ Wi   Elèv mwen an **pral** pran Evalyasyon EOC Ete 2015 la:

        ☐ Aljèb 1

            ☐ NGSSS

            ☐ FSA

        ☐ Lòt, Espesifye _____

TESTING CONTACT INFORMATION

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

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

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

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

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

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

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

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

INFORMATION TECHNOLOGY SERVICES (ITS)
Infrastructure and System Support:

Mr. Javier Perez, Executive Director
JPerez@dadeschools.net
Telephone Number: 305-995-3331

Mr. Roly Avila, Supervisor
RAvila@dadeschools.net
Telephone Number: 305-995-3334