WINTER 2013
FLORIDA ALGEBRA 1, BIOLOGY 1, GEOMETRY AND US HISTORY
END-OF-COURSE (EOC) ASSESSMENTS
COMPUTER-BASED TESTS (CBT)

TRAINING PACKET

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

Miami-Dade County Public Schools

WINTER 2013 FLORIDA EOC ADMINISTRATIONS
SCHEDULE OF ACTIVITIES

	School Assessment Coordinator	Technology Coordinator
November 8-22	View mandatory EOC School Assessment Coordinator Screencast Training.	-Ensure computer workstations have been identified that meet minimum specifications and the appropriate software applications are installed and running properly.
	Complete the Winter 2013 EOC screencast verification form located at http://www.surveymonkey.com/s/ZPJXXHW.	
	Complete training test administrators and proctors.	
	Create accounts and reset passwords for test administrators in Pearson operational site.	
November 12-27	Verify student information. Complete scheduling activities. Print Student Authorization Tickets and Session Rosters.	Configure browser setting for the Proctor Cache computer. Install visual barriers.
	Cache EOC test sessions and make-up sessions, as needed.	Assist school assessment coordinator with proctor caching as needed.
November 21-26	Delivery of EOC manuals, CBT Work Folders, and paper test materials, Pre-ID student labels, and rosters including VI materials (if applicable), via Comet Delivery Services. Verify shipment.	-
	Adult Centers: Pick up EOC test materials and calculators at TDC by 3:30 pm.	-
December 2-5	Paper-based testing for all four subjects (if applicable) must be completed on the first four days of the testing window.	-
December 2-20	**US History, Biology 1, Algebra 1, and Geometry CBT***: Manually start test sessions. Resume test sessions, as needed. Monitor test sessions. **(*EOC Assessments must be administered in this order.)**	Run Proctor Caching during testing. Assist test administrators and school assessment coordinator during testing.
December 10-11	**Return all "TO BE SCORED" and "NOT TO BE SCORED" US History, Biology 1, Algebra 1, and Geometry EOC paper-based test materials to TDC.**	-
December 20	Mark test sessions complete and stop test sessions. Invalidate student results, if applicable, and record accommodations. Delete PDF copies of the Student Authorization Tickets and Session Rosters from your computer.	Purge all test content from proctor caching computer(s).
	Complete School Assessment Coordinator Comment Form online.	Complete Technology Coordinator Comment Form online.
January 9-10	Return the "District Coordinator Only" Box for all EOC tests to TDC.	-

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

MIAMI-DADE COUNTY PUBLIC SCHOOLS
Summary of the Winter 2013
Algebra 1, Biology 1, Geometry, and US History
End-of-Course (EOC) Assessments
Computer-Based Test (CBT)
Administration Procedures

> *NOTE: THIS MATERIAL DOES NOT COVER EVERY ASPECT OF THE WINTER 2013 FLORIDA EOC ADMINISTRATIONS; IT HIGHLIGHTS PROCEDURES THAT ARE SPECIFIC TO THE TEST ADMINISTRATIONS IN MIAMI-DADE COUNTY PUBLIC SCHOOLS. SCHOOL ASSESSMENT COORDINATORS ARE RESPONSIBLE FOR FOLLOWING THE ADMINISTRATION PROCEDURES SPECIFIED IN THE TEST ADMINISTRATION MANUAL.*

WINTER 2013 FLORIDA END-OF-COURSE (EOC) ASSESSMENTS

The Winter 2013 Florida Algebra 1, Biology 1, Geometry, and US History End-of-Course (EOC) assessments will be administered at K-8 center, middle schools, senior high schools, alternative centers, and adult centers to eligible students on December 2-20, 2013. **Note that the tests must be administered in the designated order listed below. Testing for one subject must be completed in a school before testing for another subject may begin. Additionally, testing must begin on the first day of the testing window and testing should be completed within the least number of days possible.**

EOC Assessments	Testing Dates	Duration
US History Biology Algebra 1 Geometry	**December 2-20**	160 minutes each*

*Students 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 Algebra 1, Biology 1, Geometry, and US History EOC are Computer-Based Tests (CBT), and all eligible students will be participating using the CBT platforms. Note that EOC paper-based administrations will be available for ESE or Section 504 plan

students as documented on an IEP or Section 504 plan. Accommodated CBT test forms are available via TestHear for all EOC assessments during this administration.

All eligible students must complete a practice session for the specific test(s) they are scheduled to take (Algebra 1, Biology 1, Geometry, and US History) prior to the administration of the operational test(s). Students who have previously participated in an ePAT for the grade level/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.

EOC ASSESSMENTS REGISTRATION

For the Winter 2013 administration of the EOC Assessments, currently enrolled students are not required to pre-register to take the test. School staff is responsible for identifying their enrolled students who need to participate in the EOC test administration, notifying them about the test, and assigning them to testing rooms.

All other test takers (Credit Acceleration Program (CAP) and Adult Education students) must pre-register to participate in the Winter 2013 EOC Assessments administration to ensure that sufficient materials and proctors are available for the test administration.

Pre-registration is critical because it facilitates:

- confirming students' eligibility to participate in the test administration (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 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 test (ePat).

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.

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. Student's 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 may be admitted to a test session.

Tardy 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. Note, "walk in" or unregistered students are **not** to be admitted to a test session. They may only be assigned to a waiting list.

ROLES AND RESPONSIBILITIES FOR IMPLEMENTING THE FLORIDA EOC ASSESSMENT PROGRAM AT SCHOOL SITES

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

Principal

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

School Assessment Coordinator

The school assessment coordinator is responsible for organizing and monitoring testing programs at the school level in accordance with the procedures outlined for each program. Primary responsibilities include: attending district training sessions; planning and implementing test administrations; training test administrators and proctors; arranging for testing locations; verifying receipt of test materials; verifying and managing student information; scheduling students into test sessions and classes; organizing and distributing materials to the test administrators; printing Student Authorization Tickets and Session Rosters; maintaining the security of test materials in the schools; supervising test administration; starting and stopping test sessions, resuming students, scheduling make-up sessions, invalidating tests, and recording accommodations used by the students; 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 *2013-2014 Florida End-of-Course (EOC) Assessments Testing Administration Manual* (*EOC TAM, Appendix D*).

Technology Coordinator

The technology coordinator is responsible for assisting the school assessment coordinator in the implementation of the computer-based test administration. The Winter 2013 *EOC Technology Coordinator Guide* (http://www.pearsonaccess.com/cs/Satellite?c=Page&childpagename=Florida%2FflPAL PLayout&cid=1205461226841&p=1205461226841&pagename=flPALPWrapper&resour cecategory=Fall+EOC) provides instructions and information that technology coordinators will need to prepare schools for computer-based testing. The technology coordinator is responsible for reading and becoming familiar with all of the information in this guide prior to each test administration. Primary responsibilities include: ensuring that all computers meet the minimum system requirements; downloading and installing test content on a proctor cache computer; assisting test administration staff during the administration sessions to assist with any technical difficulties that may develop; monitoring system usage during the administration; and completing the Technology Coordinator Checklist as stated in the *2013-2014 Florida End-of-Course (EOC) Assessments Testing Administration Manual (EOC TAM, Appendix D).* At the conclusion of testing, the technology coordinator must purge test content from the proctor caching computer(s).

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; establishing appropriate conditions in the testing room that include installing visual barriers for computer-based testing; distributing and returning student test materials including Student Authorization Tickets, CBT Work Folders, CBT Worksheets, Reference Sheets, Periodic Table of Elements, and Session Rosters for computer-based testing; accounting for all assigned materials; strictly adhering to test scripts and directions; actively monitoring students during the testing session and resuming students on the computer, if applicable; following security procedures to ensure a standard administration; and completing the Test Administrator Checklist as stated in the *2013-2014 Florida End-of-Course (EOC) Assessments Testing Administration Manual* (*EOC TAM,* Appendix D).

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 certified 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

Who may serve as test administrators? Certified instructional staff (e.g., teachers, guidance counselors, media specialists) who have received appropriate training related to procedures for administering the EOC assessments, 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 EOC assessments, and the test security procedures may serve as proctors.

Required Ratio for EOC Assessments Administration

	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;
- 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 End-of-Course Assessments* (Attachment C) and the Florida *EOC Test Administration and Security Agreement* (EOC TAM, Appendix D).

All test administrators and proctors must be informed of their duties and all applicable security procedures and policies. The attached document, *Test Administrators' Responsibilities: Maintaining Test Security Before, During, and After the Florida EOC Assessments (*Attachment D) is provided for use in training test administrators and proctors in maintaining test security.

DISTRICT MONITORING OF FLORIDA EOC ASSESSMENTS 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 EOC 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

Eligible students to test for the Winter 2013 EOC assessments include students that are currently enrolled or completed an eligible course during the summer, 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. The EOC assessments are computer-based test (CBT) only; accommodated CBT forms 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 should not be listed as taking a CBT in PearsonAccess. Eligible paper-based accommodations include: regular print and Contracted and Uncontracted Braille. In addition, large print on paper is considered a Unique Accommodation and prior approval by the Florida Department of Education is required.

Schools will receive pre-identified student labels for use on the Winter 2013 paper-based test documents. A Pre-ID Roster, which lists the students for whom a Pre-ID label is provided, will be included in each school's shipment. The Pre-ID Roster should be verified against a school-generated list of eligible students.

The PreID file will be based on students enrolled at the schools as of **October 11, 2013**. Students new to the school after **October 11, 2013 must** be hand-gridded for paper-based tests according to the directions in the *2013-2014 Florida End-of-Course (EOC) Assessments Testing Administration Manual*.

SCHEDULING STUDENTS INTO CLASSES AND SESSIONS

For the EOC administrations, all eligible schools will have pre-identified student information available online for students that were enrolled in one of the eligible courses or who failed the Algebra 1 EOC test**.** Verify the information in Pearson against the school generated list. If the Student Name or Student Florida ID Number is incorrect in PearsonAccess, student(s) must be deleted and reentered with the correct information (EOC TAM, pages 3-7).

Schools should add any new students that are eligible based on the students to be tested requirements (EOC TAM, pages 104-107).

Schools that need to manually add students who are eligible to be tested and were not included in the PreID file, may use the *M-DCPS FCAT 2.0 Retake and End-of-Course (EOC) Registration Form* (Attachment A) to collect student registration information. Students must be added to the PearsonAccess operational BLUE site only according to directions in the *2013-2014 Florida End-of-Course (EOC) Assessments Testing Administration Manual*.

PREPARING CBT TEST SESSIONS AND PRINTING STUDENT AUTHORIZATION TICKETS AND SESSION ROSTERS

Computer-based testing activities including scheduling students and test sessions may be managed in PearsonAccess starting **October 28, 2013** once the PreID file has been uploaded.

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

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

SPECIAL PROGRAM STUDENTS

Students from special programs (**Home Education** (HE 13/9998), **Miami-Dade Online Academy** (M-DOA 13/7001), and **Florida Virtual School Full-Time** (FLVS 71/0300 Middle School and 71/0400 High School) will test at their assigned school for the Winter 2013 EOC administration.

All HE and M-DOA students who are eligible for any of the EOC assessments will be set up in PearsonAccess by District staff. All HE and M-DOA students will be placed in district-created test sessions at the assigned schools. The test sessions will be named: **DISTRICT ALG** for the Algebra 1 Test Session, **DISTRICT BIO** for the Biology 1 Test Session, **DISTRICT GEO** for the Geometry Test Session, and/or **DISTRICT USH** for the US History Test Sessions. HE and M-DOA students may be moved out of the district-assigned sessions and managed along with all other students.

Full-time FLVS students will be handled differently. They will be set up in PearsonAccess by FLVS Full-Time Program Staff. The Student Authorization Tickets for the FLVS students assigned to your school will be sent via email to the principals and school assessment coordinator will be copied. The Student Authorization Ticket(s) will need to be printed. Students will use the provided ticket with the unique Login ID and test code (password) to log into TestNav from their assigned school.

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

Please note: If a HE or M-DOA student is disconnected during a computer-based test administration, the school assessment coordinator may resume the student, as needed. On the other hand, if a FLVS full-time student is disconnected during a computer-based test administration, the school assessment coordinator must contact the FLVS Office for assistance. Please have the student's first and last name to enable FLVS staff to resume a student's test.

REQUESTING ADDITIONAL TEST MATERIALS

Schools will be receiving test materials based on the number of eligible students enrolled at the school as of **October 11, 2013**.

Comet Delivery Services will deliver test administration manuals, CBT Work Folders, and paper tests for eligible students, to K-8 centers and middle schools (if applicable), and senior high schools on November 21-26, 2013. Schools will need to receive and securely store these materials. If any additional materials are needed, contact the Test Distribution Center (TDC) at 305-995-3743.

Adult education centers may pick-up test materials at TDC, 13135 SW 26 Street, Miami, Florida, on November 21-26, 2013, between the hours of 7:30 a.m. and 3:30 p.m.

MATERIALS PROCEDURES

School assessment coordinators are to follow all materials handling procedures specified in the *2013-2014 Florida End-of-Course (EOC) Assessments Testing Administration Manual* to ensure that the security of the test materials is maintained. In addition, procedures specific to Miami-Dade County Public Schools are set forth below.

- When the EOC test materials are received, immediately **verify the counts** and sequence numbers of materials received against the packing slip or *Winter 2013 EOC Administration Record/Security Checklists (*available online at **www.PearsonAccess.com/fl, using the school assessment coordinator's unique username and password).**

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

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

- **Shrink-wrapped packages of secure materials (paper test materials) may be opened no sooner than <u>three (3) days</u> prior to the scheduled EOC testing date for each subtest, <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. **Schools may complete a *District-Level Certification Form* (Attachment H) for approval in cases in which a non-certified school employee will assist the school assessment coordinator in handling secure materials for statewide assessments.** Students are **not** permitted to assist in this process or to handle test materials before or after testing.

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

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

- The use of seating charts or recording of specific seat assignments is **<u>required</u>** for paper-based and computer-based testing in all rooms, including make-up

sessions. A sample seating chart is provided as Attachment F.

EOC MATERIALS RETURN TO THE TEST DISTRIBUTION CENTER

The "*Friendly Reminder" (*Attachment G) provides a quick reference guide for packing and returning your EOC paper test materials. School assessment coordinators are encouraged to review this document to assist with the process of packing and returning of materials.

For the Winter 2013 Florida EOC Assessment test administration, all schools are to hand-deliver **"To Be Scored"** materials **and "Not To Be Scored"** materials **(if applicable), and the "District Assessment Coordinator Only" Box,** including materials for visually impaired students and VI calculators to the Test Distribution Center (TDC), 13135 S.W. 26th Street, Miami, FL **by 3:30 p.m. as noted in the Friendly Reminder (Attachment G).**

CBT Materials Return

The Session Rosters, Chain of Custody Form (PBT only), seating chart, Security Logs, CBT Work Folders (used and unused), CBT Worksheets (used and unused), Reference Sheets (used and unused), Periodic Table of Elements (used and unused), and School Procedural Checklist (FM-6927) will be returned in the District Assessment Coordinator Only Box for all EOC assessments.

The Student Authorization Tickets will remain at the schools for one calendar school year. The *2013-2014 Florida EOC Assessments Test Administration Manuals* must be retained for use during the school year. The *2013-2014 Florida EOC Assessments Test Administration Manuals* will be used again in the Spring and Summer 2014 EOC administrations.

Hand-held Scientific calculators and headset adaptors (splitters), if provided by the FLDOE for the Geometry TestHear accommodated forms and paper-based administrations must be returned back to the TDC in the manila envelope.

STATE AND DISTRICT REQUIRED FORMS

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

- The *Administration Record / Security Checklist* (sample provided, Appendix D in EOC TAM) must be used to capture all required administration information and maintain a list of the number of documents and range of security numbers assigned to each test administrator for every day of testing. The Winter 2013

EOC Administration Record/Security Checklist will be available in Excel format from www.PearsonAccess.com/fl. The test administrators must sign for receipt of the test materials when issued; the school assessment coordinators must sign for receipt of materials upon their return after testing.

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

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

- The *EOC 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 EOC TAM).

- *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 EOC TAM).

- The *Non-Certified School Personnel District-Level Certification Form* (Attachment H) will be used if there are instances in which a non-certified person will assist the test chairperson in handling secure materials for statewide assessments (FCAT2.0/EOC). The form must be submitted to Student Assessment and Educational Testing for approval by the established deadline.

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

- Attendance rosters, seating charts, and test group codes define groups tested together and help to maintain a record of student room assignments. Test group codes must be used for **all testing groups for the Winter 2013 EOC test administrations.** Additionally, the use of seating charts or recording of specific seat assignments is **required** for all testing rooms. A sample seating chart is provided as Attachment F.

- 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.

ATTACHMENT A

MIAMI-DADE COUNTY PUBLIC SCHOOLS
FCAT 2.0 RETAKE AND EOC REGISTRATION FORM

Administration: **FCAT 2.0 RETAKE** (Computer-based)
_____FCAT 2.0 READING

END-OF-COURSE (Computer-based)
_____ALGEBRA 1   _____BIOLOGY 1
_____GEOMETRY   _____US HISTORY

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

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(s) Assessments 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 EOC assessment and who have a diagnosed disability may also be entitled to certain test modifications. 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
*ePat Practice Tests are available at www.FLAssessments.com/ePat.   FM-7276 (07-13)

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ATTACHMENT B

MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL PROCEDURAL CHECKLIST
Winter 2013 Florida End-Of-Course (EOC) Algebra 1, Biology 1, Geometry, and US History Testing Program

Documentation that the **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 **2013-2014 Florida End-Of-Course Assessments Test Administration Manual** for computer-based and / or paper-based administrations have been strictly adhered to at this school, and that each of the following specific processes have taken place as prescribed; as noted below:

Yes	No	
___	___	All **Winter 2013 Florida EOC** testing materials were received and counted, and any discrepancies were reported and reconciled with the Test Distribution Center prior to the test administration. After reconciliations, if any, our school had sufficient quantities of **Winter 2013 Florida EOC** materials to conduct testing.
___	___	Prior to the test administration, all staff involved in the **Winter 2013 Florida EOC** administration were trained on appropriate test administration and security procedures. The Test Security Guidelines / Procedures were reviewed with all persons administering or having access to test items and / or content of paper-based and / or computer-based tests, either in a faculty meeting, a grade group or department meeting, or individually, if absent from scheduled group meetings.
___	___	The **Winter 2013 Florida EOC** was administered following the explicit directions stated in the appropriate test administration manual to assure test standardization (computer-based testing, paper-based testing, testing with accommodations).
___	___	Following testing, all test materials were accounted for according to the guidelines in the **2013-2014 Florida EOC Test Administration Manual**. Any missing materials were reported, by telephone and in writing, to Student Assessment and Educational Testing.
___	___	Following computer-based testing, all content was purged from the Proctor Caching computer(s) according to the guidelines in the **2013-2014 Florida EOC Test Administration 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)

16

ATTACHMENT C

VOLUNTEER RESPONSIBILITIES WHILE ASSISTING WITH THE FLORIDA COMPREHENSIVE ASSESSMENT TEST (FCAT / 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 for not more than 90 days, or both.

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 Florida Comprehensive Assessment Test (FCAT / FCAT 2.0) and Florida End-of-Course (EOC) Assessments.

_____   _____
Volunteer's Signature   Date

_____
Name Printed

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

ATTACHMENT D

**TEST ADMINISTRATORS' RESPONSIBILITIES
MAINTAINING TEST SECURITY BEFORE, DURING, AND AFTER THE FLORIDA
EOC ASSESSMENTS ADMINISTRATION**

This material does not cover every aspect of the EOC Assessments administration. Rather, it highlights procedures to be followed in order to maintain test security during a testing session. Persons serving as test administrators or proctors for the EOC Assessments **must** attend a training session conducted at their school or center and must review the *EOC Assessments 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 with a test manual containing the security procedures, the administration directions, and the script to be read to students. Test administrators **must use the manual** to administer the test.

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 seal broken (if seal is present) 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. The seating should reflect the actual seating assignments for each student in the classroom.

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 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. Approved four-function and scientific calculators are the only devices students may use during the test. 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 testing, the test administrator will ensure that students read and sign the Testing Rule Acknowledgment prior to testing. Students taking a computer-based test must read and click a checkbox (TestNav) or circle (TestHear) beside the Testing Rules Acknowledgement before testing begins.

13. For paper-based testing, the test administrator and/or proctor **will** assign a test booklet and/or 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 including paper test booklets, CBT Work Folders, Reference Sheets, Periodic Table of Elements, CBT Worksheets (optional), Student Authorization Tickets, and approved four-function and scientific calculators, 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, including approved four-function and scientific calculators, should be secured immediately, out of reach of students. **Do not leave test booklets, Student Authorization Tickets, and Session Rosters, 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 as it is presented in the test administration manual. One manual (2013-14 EOC Manual) is provided for the Winter 2013, Spring 2014, and Summer 2014 EOC administrations. It should be noted that the EOC manual no longer includes scripts and instructions for paper-based accommodations (regular print, large print, and Braille) or TestHear accommodated computer-based test forms.

   ➢ Winter 2013 EOC CBT scripts are presented in the *2013-2014 End-of-Course Assessments Test Administration Manual,* pages 39-91.
   ➢ Paper-based accommodations (regular print, large print, and Braille) and TestHear accommodated CBT forms scripts are posted at www.FLAssessments.com/EOC.
   ➢ EOC ePat scripts are posted at www.pearsonaccess.com/fl under the ePat tab.

18. For all subjects, the FLDOE requires a test group code. The school assessment coordinators must create and assign test group codes. Test administrators must ensure that students mark the appropriate class test group code on the test document (paper-based) or enter the test group code after the "Welcome" screen (CBT), as directed.

Security measures implemented for Computer-Based Testing parallel those for paper-based administration. Test Administrators and/or proctors must actively monitor the testing session.

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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 Student Authorization Tickets.

21. Student Authorization Tickets and Session Rosters are secure test documents, and must be kept in locked, limited access location.

22. During test sessions, unused 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.

24. If test administrators are given access to PearsonAccess to resume 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 the test session.

26. Remember, the EOC is a secure test. 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 are encouraged to review items within the current EOC 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 PearsonAccess 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); according to the guidelines set forth in Appendix A of the Test Administration Manual. Proctors should check these books to ensure that there are no notes or other materials inside them.

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

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

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

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33. If a student needs to leave the room during a paper-based test session, all testing materials including approved four-function and scientific 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. 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.

36. If there is an extended break during a CBT test session (such as a lunch break), students must exit the TestNav system by clicking the X or the red circle in the top corner of the screen and clicking Yes, exit the test, then clicking Yes once more. If the student exits the system, he or she must be authorized to resume testing. Students **MUST NOT** submit their responses for a break, or the test session cannot be resumed.

37. 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.

38. If students are moved to a different location during testing, a new seating chart must be created and maintained for this location with the date and time.

Concluding the Assessment

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

40. 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.

41. The test administrator should also verify that students have signed their Testing Rule Acknowledgment.

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

43. The test administrator should verify that students have signed their Student Authorization Tickets and individually collect any CBT Work Folders, CBT Worksheets, Student Authorization Tickets, Reference Sheets, Periodic Tables of Elements, and approved four-function or scientific calculators.

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

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

46. As soon as the last student has completed the assessment or when time is up, the test administrator should account for all the testing materials EOC test booklets, CBT Work Folders, CBT Worksheets, Student Authorization Tickets, Reference Sheets, Periodic Table of Elements, approved four-function and/or scientific calculators that were assigned to him/her for that test session. 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 have been returned to the test administrator. Test 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 all accommodations **actually used** by each student are included in your required administration information. These accommodations will be added to the student profiles in the computer or 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

Student Authorization Ticket

Student Authorization Ticket
Florida

Session: Test Session
Test: Algebra 1
Location: Lab A

STUDENT, SAMPLE
DOB: 07/23/1998 | **ID:** XXXXX13518

Signature:_____

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

URL: http://www9.etest.pearson.com/FL
Login ID: 8432078132
Test Code: 6L8RWD

Session Roster

Session Roster

Test Administration:	Winter 2013 EOC	Scheduled Start Date:	12/02/2013
Test Session Status:	**Not Started**	Scheduled Start Time:	**08:00 AM**
Session Name:	**Smith - Algebra**	Actual Start Date:	
School:	**PEARSONACCESS PUBLIC SCHOOL (000002)**	Actual Start Time:	
		Location:	Lab A
Test to be Administered:	**Algebra 1**		
Read Aloud by Test Examiner:	**No**		
Form Group Type:	**SEE BELOW**		
Test Code:	**884452**		

Results: 2

Student Name	Student ID	Date of Birth	Class	Form/Form Group Type	Login ID	*Attend.	Accommodations
STUDENT, SAMPLE	0123456789	07/23/1997	FL CLASS	Scr Rdr (ALG1 S3W)	9964572575		
STUDENT, SAMPLE	5432109876	10/04/1997	FL CLASS	Algebra 1 Winter EOC - 1013W	9075581053		

Results: 2

ATTACHMENT F

Sample Seating Chart

School _____   Location_____   Test/Subject_____

Teacher _____   Proctor _____

Test Group Code _____   Room # _____   Date _____   Start Time_____

Stop Time _____   Session Name (CBT only) _____

FRONT OF THE ROOM

☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐

BACK OF THE ROOM

Student Assessment and Educational Testing

ATTACHMENT G
"FRIENDLY REMINDER"
FROM THE TEST DISTRIBUTION CENTER (TDC)
WINTER 2013 EOC RETURN SCHEDULE

ALL PAPER-BASED ACCOMMODATIONS TEST MATERIALS, LARGE KEY/LARGE DISPLAY TALKING CALCULATORS AND SCIENTIFIC TALKING CALCULATORS MUST BE HAND-DELIVERED TO THE TEST DISTRIBUTION CENTER ON THE DESIGNATED DATES, <u>NO EXCEPTIONS</u>.

Hand-deliver "TO BE SCORED & NOT TO BE SCORED" materials to the Test Distribution Center (TDC) by 3:30 pm on
Tuesday or Wednesday, December 10 or 11, 2013.

TO BE SCORED	NOT TO BE SCORED
U. S. HISTORY (BROWN LABEL) **BIOLOGY 1 (ORANGE LABEL)** **ALGEBRA 1 (PURPLE LABEL)** **GEOMETRY (GREEN LABEL)** **BRAILLE (PINK LABEL)** **LARGE PRINT Unique Accommodation Only (WHITE LABEL)**	<u>**ALL** Not To Be Scored EOC Assessments (Yellow Label)</u>
Remember to place the completed *Document Count Form* <u>under</u> the paper band, on top of the first banded stack labeled 1 of n, of corresponding answer documents. Do not copy *blank* document count forms. Detailed instructions regarding the packaging and return of EOC Assessment materials are available in the *2013-14 Florida End-of-Course Assessments Test Administration Manual (TAM).*	Unused test and answer books and defective documents with the DNS bubbles gridded. Include unused special document (Braille and large print) materials and any special documents with DNS bubble gridded.

Hand-deliver the *"DISTRICT ASSESSMENT COORDINATOR ONLY BOX"* to TDC
by 3:30 pm on Thursday or Friday, January 9 or 10, 2014.

- **Original Administration Record/Security Checklist** or school's developed form with all the required information,
- **Session Rosters** (CBT only),
- Original **Chain of Custody Form** (PBT Only),
- Original **Seating Chart** (Training Packet)
- Original **Security Logs**,
- **CBT Work Folders** (used and unused)
- **CBT Worksheets** (used and unused)
- **Algebra/Geometry Reference Sheets** (used and unused)
- **Periodic Tables** (used and unused)
- Original **School Procedural Checklist** (FM-6927), (Training Packet)
- Headset Adaptors (splitters), if applicable

Note: The Student Authorization Tickets will remain at the school for one calendar school year. Please retain copies of all of the required administration information for one year. Do not make copies of the CBT work folders or worksheets.

Write *District Assessment Coordinator Only* on this box and number the box 1 of 1. <u>Do not place a colored label on the box or pack any test materials.</u> This box will be retained for our records at TDC.

ATTACHMENT H

2013-14 Non-Certified School Personnel
District-Level Certification Form

The Florida Department of Education (FDOE) requires that secure statewide assessment (FCAT 2.0 and EOC) materials be handled by, or under the direct supervision of, certified educators. This requirement applies to school-level personnel only. Certified and non-certified district-level staff are authorized to handle secure materials, as appropriate.

If you have identified sites or circumstances in which it would be appropriate for non-certified school personnel to handle secure materials without the direct supervision of a certified educator, complete this form, ensure it is signed by the district assessment coordinator and the school district superintendent, have the individuals listed read and sign the appropriate test administration and security agreement(s), and submit the completed form and copies of the signed agreements to the Bureau of K-12 Student Assessment, as indicated below, to obtain approval for these individuals to handle secure materials at the specified schools. You must submit the form and obtain approval no later than two weeks prior to the first day of the test administration for which you wish to certify these individuals to provide unsupervised assistance in handling materials. Once an individual is certified by FDOE, they are authorized to perform the listed tasks for all 2013-14 administrations.

For each individual you wish to certify, please provide the person's name, the school where he/she will serve, his/her title or occupation, and the task he/she will be performing (applying labels, etc.). You may add rows to the table as necessary.

Name	School	Title/Occupation	Task

I certify that the individuals listed above have received thorough training regarding the duties they will perform, have been provided with a test administration manual for each test administration (as appropriate), and have been informed of all test security policies and procedures.

If any individual certified through this process is involved in a situation that requires an investigation (e.g., inappropriate handling of materials, materials left unsecured or exposed, or any inappropriate action that could endanger the security of materials or the validity of student results), I affirm that our district has measures in place to take disciplinary actions, up to and including termination of employment, against the individuals listed above and that we will notify the FDOE immediately if such situations are reported.

District Name:

District Assessment Coordinator

_____   _____
(print name)   *(signature and date)*

School District Superintendent

_____   _____
(print name)   *(signature and date)*

Submit completed forms to Kara Leeds at Kara.Leeds@fldoe.org or 850.245.0771 (fax).

Bureau of K-12 Student Assessment
Updated: September 6, 2013

<u>TESTING CONTACT INFORMATION</u>

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