

You may use the template below to notify parents/guardians of their student’s participation in the Winter 2017 paper-based NGSSS EOC assessment administration(s). Please customize this letter, as applicable, by modifying the red fields and placing the letter on school or district letterhead prior to sending. You may also use this language to post to your school or district website or distribute to parents/guardians via email.

Dear Parent/Guardian,

The purpose of this letter is to inform you that your student will take a paper-based form of the [(**Biology 1/Civics/U.S. History**) **Next Generation Sunshine State Standards (NGSSS) End-of-Course (EOC) Assessment(s)**], as an accommodation per his or her Individual Education Plan (IEP) or Section 504 Plan, on [administration day(s)/date(s)]. Each NGSSS EOC assessment is administered in one 160-minute session, but students may work up to the length of a typical school day.

If you or your student would like to gain familiarity with the item types and response formats your student will see on the paper-based test, sample test questions and answer keys are available at <http://www.fldoe.org/accountability/assessments/k-12-student-assessment/end-of-course-eoc-assessments> and <http://www.fldoe.org/accountability/assessments/k-12-student-assessment/fcat2.stml>.

Please review the following policies with your student before testing:

- **Electronic Devices**—Students are not permitted to have any electronic devices, including, but not limited to, cell phones, smartphones, and smartwatches, at any time during testing **or** during breaks (e.g., restroom), **even if they are turned off or students do not use them**. If your student is found with an electronic device, his or her test will be invalidated.
- **Calculators**—For Biology 1 EOC assessments, students may use a handheld four-function calculator. Students who will test using paper-based accommodations must be provided handheld four-function calculators. **No other calculators may be used**.
- **Testing Rules Acknowledgment**—All NGSSS tests include a Testing Rules Acknowledgment that reads: “I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.” Prior to testing, test administrators read the rules to students, and students acknowledge that they understand the testing rules by signing below the statement in their test and answer books.
- **Discussing Test Content after Testing**— The last portion of the testing rules read to students before they sign/check the Testing Rules Acknowledgment reads: “Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on Facebook, Twitter, Snapchat, or Instagram.” Please make sure your student understands that “discussing” test content includes any kind of electronic communication, such as texting, emailing, or posting to blogs or social media websites, etc. **While students may not share information about secure test content after testing, this policy is not intended to prevent students from discussing their testing experiences with their parents/families**.
- **Working Independently**—Students are responsible for doing their own work during the test and for protecting their answers from being seen by others. If students are caught cheating during testing, their tests will be invalidated. In addition, the Florida Department of Education (FDOE) employs Caveon Test Security to analyze student test results to detect unusually similar answer patterns. Student tests within a school that are found to have extremely similar answer patterns will be invalidated.
- **Leaving Campus**— If your student leaves campus before completing the test (for lunch, an appointment or illness, etc.), he or she **will not** be allowed to return to the test. If your student does not feel well on the day of testing, it may be best for him or her to wait to be tested on a make-up day. Please remember not to schedule appointments on testing days.
- **Testing Accommodations**—Please contact the school to discuss any other testing accommodations that will be provided for your student.

If you have any questions related to this test administration, you may contact [**School Contact**] at [**Contact Info**]. For more information about the statewide assessment program, visit the FDOE website at <http://www.fldoe.org/accountability/assessments/k-12-student-assessment>.

Thank you for supporting your student and encouraging him or her to do his or her best during this test administration.

Sincerely,

[Principal's Name]