

**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
ASSESSMENT, RESEARCH, AND DATA ANALYSIS  
DIVISION OF STUDENT ASSESSMENT AND EDUCATIONAL TESTING**

**Spring 2020 Training Meetings for School Assessment Coordinators**

**Agenda**

***Florida Department of Education (FDOE) Statewide and Districtwide Policies and Procedures***

- Test Security Policies and Procedures
- Test Irregularities and Security Breaches
- Test Invalidation Policies and Procedures
- Paper-Based Materials Policies and Procedures
- Communicate Testing Policies to Parents/Guardians and Students

***FSA Grades 4-6 ELA Writing, Grades 3-6 ELA Reading, Grades 3-6 Mathematics; and Grades 5 and 8 Science PBT Assessments***

**Paper-Based Test (PBT) Administration**

- Students to be Tested
- Test Administration Manuals and Resources
- Test Administration Schedules and Session Lengths
- FSA Calibration Schools
- Accommodations
- Test Materials
- Student Demographic Information and PreID Labels
- Test Invalidations/Defective Materials Policies and Procedures
- School Assessment Coordinator Responsibilities Before, During, and After Testing

***FSA Retakes, Grades 7-10 FSA ELA Reading, Writing, Mathematics, FSA End-of-Course (EOC); and Next Generation Sunshine State Standards (NGSSS) EOC CBT Assessments***

**Computer-Based Test (CBT) Administration**

- Students to be Tested
- Test Administration Manuals and Resources
- Test Administration Schedules and Session Lengths
- FSA Calibration Schools
- Accommodations
- Test Materials
- Student Demographic Information and Verifying/Managing Student Information
- School Assessment Coordinator Responsibilities Before, During, and After Testing

***Test Distribution Center (TDC)***

- TDC Resources
- How to Order Additional Materials
- Prepare Materials for Returns
- Common Packing Errors to Avoid
- Packing and Returning DAC AR and SWR Boxes