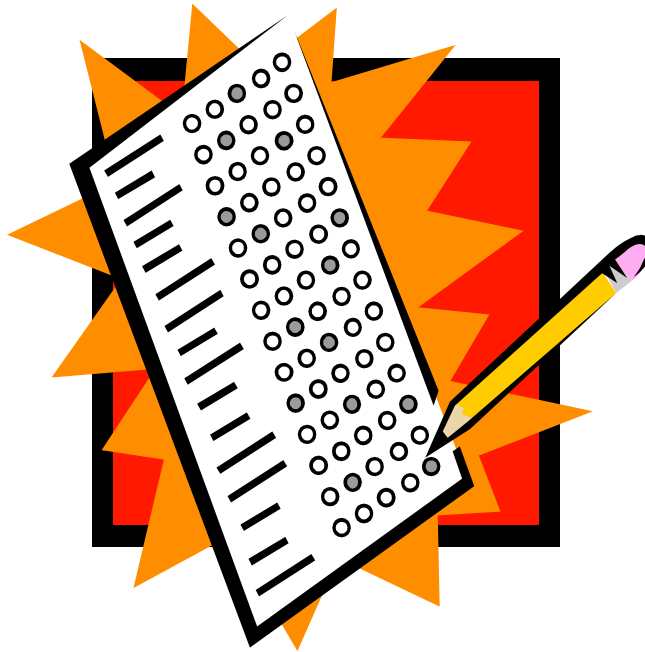


FALL 2008 FCAT RETAKE TEST CHAIRPERSON'S TRAINING PACKET



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

Miami-Dade County Public Schools

FALL 2008 FCAT RETAKE GRADUATION TEST

SCHEDULE OF ACTIVITIES

September 9	Mandatory training meeting for test chairpersons.
September 25	Adult Education Centers: deadline for eligible adult education center students to register for the Fall 2008 FCAT Retake Administration. Adult Education Centers: contact the Test Distribution Center (TDC) with counts of FCAT materials needed.
September 29 and 30	Senior High Schools and Alternative Education Centers: delivery of FCAT training materials, manuals, test booklets, answer documents, and pre-id student labels via Comet Delivery Service. Adult Education Centers: pick up FCAT test materials at TDC.
September 29 – October 13	Extended testing window for Visually Impaired (VI) and Hospital Homebound (HHIP) students only.
October 6	Administration of FCAT Reading Retake for eligible students.
October 7	Administration of FCAT Mathematics Retake for eligible students.
October 8 - 13	Make-up sessions for FCAT Reading and Mathematics Retake, if needed.
October 9	Teacher Planning Day, No testing.
October 15	Return "To Be Scored", "Not To Be Scored", and "District Coordinator Only" box to the Test Distribution Center (TDC) by 3:30 P.M. (Adult Education Centers must also return calculators.)

**ELECTRONIC DEVICES SAMPLE PARENT LETTER
(ENGLISH VERSION)**

Dear Parent/Guardian:

After each FCAT administration, the Florida Department of Education evaluates assessment policies and procedures and implements changes when necessary. Parent awareness and support is a crucial part of the assessment process, and we would like to inform you of an important change that will be in effect during all FCAT administrations, beginning in the 2007-08 school year.

Students have not historically been permitted to have electronic devices in their possession during testing. However, there has previously been some flexibility regarding the policy, which stated that violation **may** result in test invalidation. Due to concerns based on recent security violations involving camera phones, the policy has been revised to state that violation **will** result in test invalidation. If your child is found with an electronic device that reproduces, transmits, calculates, or records (e.g., a cell phone, camera, or pager) in his or her pocket, at his or her desk, or within his or her reach during testing, the test **will** be invalidated.

It is not our intention to restrict student privileges or alter existing district policies but to work within the framework of existing laws to maintain the security of the FCAT. When addressing the issue of cell phones, it should be noted that while Section 1006.07(2), Florida Statutes, states that “a student may possess wireless communication devices while on school property or at school functions,” it also states that “the regulation of when and how such devices may be used during such times may still be determined by the district school board.”

As always, it is our goal to keep you well informed as to how you can best support your students to maximize their performance on the FCAT. If you have any questions or concerns, please contact your school’s guidance office.

ELECTRONIC DEVICES SAMPLE PARENT LETTER (SPANISH VERSION)

Estimado padre de familia/tutor o tutora:

Después de cada una de las aplicaciones de la FCAT (Prueba de Evaluación Integral de la Florida), el Departamento de Educación de la Florida evalúa la política oficial y los procedimientos de las evaluaciones e implementa cambios cuando es necesario. El conocimiento y apoyo de los padres de familia es una parte crucial del proceso evaluativo y me gustaría informarles de un cambio importante que entrará en vigor para las aplicaciones de la FCAT a partir del curso escolar de 2007-08.

Históricamente, no se ha permitido a los estudiantes tener dispositivos electrónicos en su posesión durante la prueba. Sin embargo, anteriormente ha habido alguna flexibilidad en cuanto a la política oficial, que establecía que las infracciones **podieran** resultar en la invalidación de la prueba. Debido a inquietudes basadas en infracciones de seguridad recientes que involucran teléfonos con cámaras fotográficas, dicha política oficial se ha enmendado a fin de que establezca que las infracciones **resultarán** en la invalidación de la prueba. Si a su hijo o hija se le encuentra con un dispositivo electrónico que reproduzca, transmita, calcule o grabe (o sea, un teléfono celular, una cámara o un localizador de personas o “pager”) en su bolsillo, en su pupitre o a su alcance durante la prueba, **se invalidará** la prueba.

No es nuestra intención restringir los privilegios de los estudiantes o alterar las políticas oficiales del distrito existentes, sino trabajar en el marco de las leyes vigentes con el objeto de mantener la seguridad de la FCAT. Cuando se trata la cuestión de los teléfonos celulares, debe advertirse que en tanto la Sección 1006.07(2) de los Estatutos de la Florida establece que “el/la estudiante puede estar en posesión de dispositivos de comunicación inalámbricos mientras se encuentra dentro de los límites del recinto escolar o en actividades de la escuela”, también establece que “la junta escolar del distrito aún puede determinar la regulación en cuanto a cuándo y dónde podrán usarse dichos dispositivos en tales momentos. “

Como de costumbre, nuestra meta es mantenerlos informados sobre cómo pueden apoyar mejor a sus estudiantes a fin de elevar al máximo su desempeño en la FCAT. Si tuviesen alguna pregunta o inquietud, por favor, comuníquense con el/la consejero/a de orientación de su escuela.

ELECTRONIC DEVICES SAMPLE PARENT LETTER (HAITIAN-CREOLE VERSION)

Chè Paran/Gadyen:

Chak fwa Depatman Edikasyon Florid la fin bay egzamen FCAT la, li evalye règleman ak pwosedi sou evalyasyon yo e li aplike chanjman lè sa nesesè. Sansibilizasyon ak sipò paran enpòtan anpil nan pwosesis evalyasyon an, e nou ta renmen enfòmè w sou yon gwo chanjman ki pral fèt lè nou bay egzamen FCAT yo, kòmanse nan ane eskolè 2007-08 la.

Istorikman, elèv pa konn gen pèmision pou yo gen aparèy elektwonik nan men yo lè y ap konpoze. Sepandan, nan tan pase yo te gen kèk fleksibilite nan règleman an, ki di vyolasyon règleman yo **kapab** lakoz anilasyon egzamen an. Akoz enkyetid ki baze sou vyolasyon sekirite ki te rive dènyèman kote telefòn kamera te enplike, yo te revize règleman yo ki di kounye a vyolasyon **ap** lakoz anilasyon egzamen an. Si yo jwenn pitit ou avèk yon aparèy elektwonik ki ka repwodui, transmèt, kalkile, oubyen anrejistre (egz., telefòn pòtab, kamera, oubyen bipè) nan pòch li, sou biwo l, oubyen alapòte l pandan l ap konpoze, y **ap** anile egzamen an.

Sa pa nan entansyon nou pou nou mete restriksyon sou privilèj elèv yo oubyen pou nou chanje règleman distri a ki egziste deja, men nou vle travay nan kad lwa ki deja egziste yo pou nou kab kenbe sekirite FCAT la. Lè nou adrese kesyon telefòn pòtab la, fò nou note pandan Seksyon 1006.07 (2), Lwa Florid la di “yon elèv kapab gen aparèy kominikasyon pòtab pandan li sou pwopriyete lekòl la oubyen nan fonksyon lekòl la,” li di tou “komisyon konsèy distri a gen pou li detèmine règ sou kilè e kijan moun kab itilize aparèy sa yo nan moman sa yo.”

Depi toutan, objektif nou se kenbe w enfòmè sou fason ou kab sipòte elèv yo pi byen pou yo kab bay pèfòmans maksimòm nan FCAT. Si ou gen nenpòt kesyon, silvouplè kontakte biwo konseye lekòl ou a.

**MIAMI DADE COUNTY PUBLIC SCHOOLS
SUMMARY OF FALL 2008 FCAT RETAKE ADMINISTRATION PROCEDURES
FOR SENIOR HIGH SCHOOLS, ALTERNATIVE EDUCATION CENTERS,
AND ADULT EDUCATION CENTERS**

NOTE: THIS MATERIAL DOES NOT COVER EVERY ASPECT OF THE FALL 2008 FCAT RETAKE ADMINISTRATION; IT HIGHLIGHTS PROCEDURES THAT ARE SPECIFIC TO THE TEST ADMINISTRATION IN MIAMI-DADE COUNTY PUBLIC SCHOOLS. TEST CHAIRPERSONS ARE RESPONSIBLE FOR FOLLOWING THE ADMINISTRATION PROCEDURES SPECIFIED IN THE TEST ADMINISTRATION MANUAL.

The Fall 2008 FCAT Retake test administration is scheduled for October 6 through 13, 2008, in senior high schools, alternative education centers, and adult education centers. All testing, including make-up testing, must be completed within the designated testing window. All eligible students who have not yet passed one or both parts of the FCAT, as required for graduation, should be encouraged to take the test during this fall administration.

REGISTRATION PROCEDURES

For the Fall 2008 administration of the Florida Comprehensive Assessment Test (FCAT) Retake, currently 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 graduation test administration, notifying them about the test, and assigning them to testing rooms. School staff **may** choose to use the *Miami-Dade County Public Schools HSCT/FCAT Registration Form FM-2975 Rev. (12-04)* provided as Attachment A or another alternative method for documenting that students have been advised regarding their graduation test status and the testing dates.

All other test takers (i.e., thirteenth year, Certificate of Completion, Adult Education students, and non-enrolled community members) must pre-register to participate in the Fall 2008 FCAT Retake 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 (number of credits earned 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 HSCT/FCAT Registration Form (FM-2975)*, provided in Attachment A, is 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.

Thirteenth year and Certificate of Completion students must register at the school or center in which they are planning to take the test. These students may register to test in **either** their senior high school or an adult education center, but may test at only **one** location for each administration. Schools or centers must inform these students about the registration procedures and about the registration deadline.

Adult education centers must test any of their enrolled students who need to take the FCAT. In addition, non-enrolled community members and former students who were in a graduating class prior to 2008 may take the FCAT at an adult education center. All students must register in advance, by **Friday, September 25, 2008**, in order to ensure that they can be accommodated and that sufficient materials are available.

Students may be permitted to register after this date 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. The student’s identification must be checked when the students are admitted to the testing room. Only those students who are on the pre-assigned list for a testing room and who have 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.

For the Fall 2008 FCAT Retake, “walk in” or unregistered students are **not** to be admitted to a test session. They may only be assigned to a waiting list. Clearance to test unregistered students must be obtained from Student Assessment and Educational Testing prior to scheduling them for a test 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, test chairperson, 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 test chairperson and ensures that the test chairperson attends all mandatory district training sessions and follows established procedures. Although the principal may delegate the coordination of specific testing programs to the test chairperson 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.

Test Chairperson

The test chairperson 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; organizing, and distributing materials to the test administrators; maintaining the security of test materials in the schools; supervising test administration; maintaining all required records and documentation; returning test materials for scoring; and maintaining the confidentiality of student test records.

Test Administrator

The test administrator is responsible for directing and conducting student testing sessions, as specified in the test administration manuals and training packets. Primary responsibilities include: attending required training sessions; establishing appropriate conditions in the testing room; distributing and returning student test materials; accounting for all assigned materials; strictly adhering to test scripts and directions; actively monitoring students during the testing session; and following security procedures to ensure a standard administration. 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.

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

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

Proctors are **required** to assist in classrooms with 31 students or more.

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. Volunteers must sign the *Volunteer Responsibilities While Assisting with the Florida Comprehensive Assessment Test (FCAT)* (Attachment C); a copy is included in this packet.

All test administrators and proctors must be informed of their duties and all applicable security procedures and policies. The attached document, *Fall 2008 FCAT Retake Test Administrators’ Responsibilities: Maintaining Test Security Before, During, and After the FCAT Administration* (Attachment D) is provided for use in training test administrators and proctors in maintaining test security.

DISTRICT MONITORING OF FCAT ADMINISTRATION

In order to ensure that the FCAT is 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 FCAT.

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

GENERATING STUDENT LISTS

For the Fall 2008 FCAT Retake test administration, schools will need to generate their own lists of eligible students. Student results from the Summer 2008 FCAT Retake graduation tests are already on-line on both ISIS and VACS.

PREPARING ANSWER DOCUMENTS AND PREIDENTIFIED STUDENT LABELS

Schools will receive pre-identified student labels for use on the Fall 2008 FCAT Retake test-and-answer booklets. 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 the school-generated list of eligible students.

Preidentified student labels will be provided for students who were tested at each high

school in grades 11 or 12 as of August 22, 2008 and who did not previously pass. Test-and-answer booklets for students who are new to the school after August 22, 2008, must be hand-gridded according to the directions in the test administration manual. FCAT test-and-answer booklets for all students testing at adult education centers will need to be hand-gridded according to the directions in the test administration manual.

REQUESTING ADDITIONAL TEST MATERIALS

Senior high schools and selected alternative centers will be receiving allocations of Fall 2008 FCAT Retake materials based on the number of students tested in the Spring 2008 FCAT administration in grades 11 and 12 who did not pass the FCAT. The list provided in Attachment E provides counts of Fall 2007 FCAT Retake Reading and Mathematics test materials allocated for each school. If any additional materials are needed, school test chairpersons must contact the Testing Distribution Center (TDC), at 305-995-3743, no later than Friday, September 25, 2008.

These materials will be delivered to senior high schools and selected alternative education centers via Comet Delivery Service on Monday, and Tuesday, September 29, and 30, 2008. Schools will need to make arrangements to receive and securely store these materials. If any additional materials are needed, school test chairpersons must contact Ms. Magaly Hernandez, Supervisor, TDC, at 305-995-3743.

Adult education centers must call Ms. Magaly Hernandez, Supervisor, TDC, at 305-995-3743, on or before Friday, September 25, 2008, to report the number of FCAT test materials needed. These materials will be available for pick-up at TDC at 13135 SW 26 Street, Miami, Florida, on Monday, or Tuesday, September 29, or 30, 2008, between the hours of 7:30 a.m. and 3:30 p.m.

MATERIALS PROCEDURES

Test chairpersons 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 FCAT test materials are received, immediately **verify the counts** and sequence numbers of materials received against the **Security Checklist and packing list**.
- Call **Student Assessment and Educational Testing at 305-995-7520** immediately, if there are any irregularities or discrepancies in your shipments or if you need additional materials.
- Only the school test coordinator and persons designated by the school site administrators may prepare test materials. All handling, including affixing of labels and hand-gridding, must be done in a limited-access area, supervised at all times. Students are **not** permitted to assist in this process or to handle test

materials before or after testing.

- All test materials, including FCAT calculators, must be placed in locked storage immediately and remain there until the test date.
- LOCKED storage must have access limited to the principal, assistant principal, and/or test chairperson. No master key should open the storage area.

STATE AND DISTRICT REQUIRED FORMS

The following district and state forms must be completed and placed in the District Coordinator Only box and returned at the end of testing. Keep copies of each at your school site for a minimum of one calendar year after the test results have been released.

- Maintain a list of the number of documents and range of security numbers assigned to each test administrator for every day of testing. The *Fall 2008 FCAT SSS Security Checklist* (Test Administration Manual, page 13), FCAT Administration Record, or similar document may be used for this purpose. The test administrator must sign for receipt of the test materials when issued; the test chairperson must sign for receipt of materials upon their return after testing. The forms which are noted above can be downloaded from www.ctb.com/fcat.
- *The FCAT Administration and Security Agreement Form* (Test Administration Manual, page 89) 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.
- The *Test Administration Security Log* (Test Administration Manual, page 91) must be used during testing to document anyone entering a testing room during testing for any length of time.
- 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 the Fall 2008 FCAT Retake test administration. Additionally, the use of seating charts or recording of specific seat assignments is strongly recommended. A sample seating chart is provided as Attachment F.
- *Accounting for All FCAT Retake Secure Documents* (Attachment G) is a district document designed to help schools keep track of test documents and ensure that no materials inadvertently remain behind at the school. This form will be useful in responding to missing materials reports generated by the state vendor.
- After the conclusion of the test administration, the school test chairperson and principal must complete the *Miami–Dade County Public Schools School*

Procedural Checklist (Attachment B), certifying that the test administration was supervised by the school principal in accordance with the District's established guidelines and procedures. A copy of this form is also available online from Forms Management (FM-6927).

Preparing FCAT Retake Materials for Return to TDC

The "Friendly Reminder" (Attachment H) provides a quick reference guide for packing and returning your FCAT Retake test materials. Test chairpersons are encouraged to review this document to assist with the process of packing and returning of materials.

For the Fall 2008 FCAT Retake test administration, all schools are to hand-deliver all "To Be Scored" and "Not To Be Scored" materials, and the "District Coordinator Only" box to the Test Distribution Center, 13135 S.W. 26th Street, Miami, FL by 3:30 p.m. on Wednesday, October 15, 2008.

ATTACHMENT A



MIAMI-DADE COUNTY PUBLIC SCHOOLS
HSCT/FCAT REGISTRATION FORM

HSCT ADMINISTRATION June YEAR _____

FCAT ADMINISTRATION Fall Spring Summer YEAR _____

Check one: Paper Computer-based Grade (check one) 10 11 12 13TH Yr. Adult

Student Florida ID Number

ISIS ID Number (If Applicable)

Name: Last First MI

Phone () _____

Primary Center _____ Number _____

Notes/Comments

This student has met all the requi _____ D-5 _____ dent is required to take the FCAT

Portions to be administered are: ___ Mathematics ___ Communications/Reading

Are you a first time taker? ___ Yes ___ No

Individuals other than regularly enrolled students who intend to take the HSCT or FCAT 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 your answer is yes, you need to submit to your school an official document that records the disability. For further information, please contact your school 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 will be furnished by the student at the time of testing as follows:

Check one: Florida Driver's License Photo attached to this form Other (specify) _____

Student Signature at Registration Date Counselor or Test Chairperson

Student Signature at Entrance to Reading Session Date Counselor or Test Chairperson

Student Signature at Entrance to Mathematics Session Date Counselor or Test Chairperson

ATTACHMENT B

MIAMI-DADE COUNTY PUBLIC SCHOOLS SCHOOL PROCEDURAL CHECKLIST

Fall 2008 FCAT Retake TESTING PROGRAM

Documentation that the FCAT Testing Program 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 test chairperson; include the original completed form in the District Coordinator Only box and retain a copy at the school for 1 year following administration. If any item was marked "No", a written report of any exceptions to the above procedures must be attached to this checklist when submitted.

We certify that, to our knowledge, all guidelines and procedures outlined in the Fall 2008 FCAT Retake Program Guide/Test Administration Manual have been strictly adhered to at this school, and that each of the following specific processes has taken place as prescribed; as noted below:

- | Yes | No | |
|-----|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ___ | ___ | All <u>Fall 2008 FCAT Retake</u> testing materials were received and counted, and any discrepancies were reported and reconciled with the Test Distribution Center prior to the test administration. After reconciliations, if any, our school had sufficient quantities of <u>Fall 2008 FCAT Retake</u> materials to conduct testing. |
| ___ | ___ | Prior to the test administration, all staff involved in the <u>Fall 2008 FCAT Retake</u> administration were trained on appropriate test administration and security procedures. The Test Security Guidelines/Procedures were reviewed with all persons administering or having access to test booklets either in a faculty meeting, a grade group or department meeting, or individually, if absent from scheduled group meetings. |
| ___ | ___ | The <u>Fall 2008 FCAT Retake</u> was administered following the explicit directions stated in the appropriate grade level test administration manual to assure test standardization. |
| ___ | ___ | Following testing, all test materials were accounted for according to the guidelines in the <u>Fall 2008 FCAT Retake</u> manual. Any missing materials reported, by telephone and in writing, to Student Assessment and Educational Testing. |
| ___ | ___ | 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

Test Chairperson's Signature

Date

School Name

School Number

FM-6927 (05-08)

ATTACHMENT C

VOLUNTEER RESPONSIBILITIES WHILE ASSISTING WITH THE FLORIDA COMPREHENSIVE ASSESSMENT TEST (FCAT) AND 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.

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.

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 FCAT RETAKE TEST ADMINISTRATION

This material does not cover every aspect of the FCAT 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 FCAT assessment **must** attend a training session conducted at their school or center and must review the appropriate *FCAT 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. If students are tested in a large group setting, there **must** be one adult (test administrator or proctor) for every 30 students.
4. Test administrators **must not** look at or review any test content (i.e., 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 strongly recommended.

****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. FCAT 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

9. 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 student identification (e.g., driver's license or school identification) as students enter and exit the testing room.
10. 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 test chairperson at your school will have instructed you on the use of the roster at your training session.
11. 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.
12. 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.
13. Test booklets and FCAT calculators **must** be handed to, and collected from, each student **individually**. **Test booklets and FCAT calculators are not to be handed out in groups or passed along from student to student.** Test administrators are to record the test booklet number assigned to each student as they are handed out to each student.
14. Unused test booklets and FCAT calculators should be secured immediately, out of reach of students. **Do not leave test booklets or FCAT calculators 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).**

15. Test administrators **must** read the script for administering the FCAT as it is presented in the *Test Administration Manual*. For grades and subjects for which the FLDOE provides a test group code, test administrators must ensure that students mark the appropriate class code on the test document, as directed.
16. Remember, the FCAT 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.
17. 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.
18. Students may not go back to a section of the FCAT which they have completed. Once a subtest concludes, a student cannot return to complete any blank items or change answers.
19. Students must not be assisted in answering test questions by persons administering or proctoring the test.
20. Students are **NOT** permitted to use notes, electronic devices, or any other materials during the assessment. However, LEP students **must** have access to a heritage language to English dictionary (no definitions), according to the guidelines set forth in Appendix A of the FCAT Test Administration Manual. Proctors should check these books to ensure that there are no notes or other materials inside them.
21. 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.
22. 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 test chairperson and the school administration and to document the incident thoroughly.

23. If a student needs to leave the room during the test, his/her test-and-answer booklet and FCAT calculator must be collected by the test administrator and/or proctor and held until the student returns.

24. 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).
25. If there is an extended break during testing (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.
26. If an extended break, such as lunch, occurs, students **must** be closely monitored during the break to ensure that the content of the test is not discussed.
27. Do not merge small testing groups with assigned test group codes if extended time is allowed.

Concluding the Assessment

28. At the conclusion of testing, all test materials are to be collected from each student **individually**. The test administrator should make sure the student's name appears on the test-and-answer booklet and that the correct booklet number has been recorded for that student. The student name must be identical to the one on his/her student ID. At this time, the test administrator **must** verify that **the student** has completed the student name, school name, district box, 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 test chairperson at the time the materials are returned after testing.
29. No student should be permitted to leave the testing room until it has been verified and documented that his/her test and answer booklet and FCAT calculator (if applicable) have been returned to the test administrator. 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.
30. **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.**
31. As soon as the last student has completed the assessment or when time is up, the test administrator should account for all the FCAT calculators and test booklets (used and unused) that were assigned to him/her for that test session. Any discrepancies must be reported to the test chairperson **immediately**.
32. Test administrators must record any absences or test invalidations and report them to the test chairperson 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.

33. 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
FALL 2008 FCAT RETAKE MATERIALS COUNTS**

*School Number	*School Name	Mathematics	Math LP	Math BR Cnt	Math BR Unct	Reading	Reading LP	Read BR Cnt	Read BR Unct
2861	JRE LEE ED CTR	10				10			
6040	MIAMI SHORES-BARRY UNIV	15				30			
7007	INTERNAT'L STUDNT CHRTR H	15				35			
7009	DORAL PERFORMING ARTS and ENTERTAINMENT ACADEMY	15				15			
7011	AMERICAN SENIOR HIGH	350	1			735	1		
7012	AMERICAN ADULT	20				20			
7014	Mater Performing Arts	15				30			
7015	Lifeskills Center of Miami-Dade	75				105			
7017	Like Skills OpaLocka	95				125			
7018	Mater Acad. Lakes High School	25				50			
7019	LIFE SKILLS CTR LIBERTY CITY	15				15			
7020	DORAL ACADEMY HIGH SCHOOL	40				160			
7022	ACADEMY OF ARTS AND MINDS	15				40			
7030	SCH. OF INTGRTD ACDM and TECH	175				265	1		
7037	Mater Academy East Charter High School	5				10			
7041	SCH ADV STUDIES-WOLFSON	10				10			
7049	WESTLAND HIALEAH SR HS	80				180			
7051	G HOLMES BRADDOCK SR HIGH	425				840	2		
7055	Young Women's Prep. Acad.	5				10			
7061	SCH ADV STUDIES	5				5			
7071	CORAL GABLES SENIOR HIGH	365				825			
7072	CORAL GABLES ADULT	10				30			
7081	DESIGN and ARCHITECTURAL	5				20			
7091	SCH ADV STUDIES-S	20				20			

FALL 2008 FCAT RETAKE MATERIALS COUNTS

*School Number	*School Name	Mathematics	Math LP	Math BR Cnt	Math BR Unct	Reading	Reading LP	Read BR Cnt	Read BR Unct
7101	CORAL REEF SENIOR	45				195			
7111	HIALEAH SENIOR HIGH	615	1			1260	1		
7112	HIALEAH ADULT	20				30			
7121	JOHN A FERGUSON SENIOR	245				670			
7131	HIALEAH-MIAMI LKS SR HIGH	495	4	1		865	4	1	
7132	HIALEAH MIAMI LAKES ADULT	10				20			
7141	MICHAEL M. KROP SR. HIGH	240		1		650		1	
7151	HOMESTEAD SENIOR HIGH	420	1			700	1		
7160	MATER ACADEMY CHARTER HS	70				295			
7161	MAST ACADEMY	10				10			
7201	MIAMI BEACH SENIOR HIGH	200	1			450	1		
7202	MIAMI BEACH ADULT	10				30			
7231	MIAMI CAROL CITY SR HIGH	500				750			
7241	Ronald Reagan / Doral Senior	55				160			
7251	MIAMI CENTRAL SENIOR HIGH	520	1			880	2		
7254	MIAMI D. MACARTHUR NORTH	45				60			
7271	MIAMI CORAL PARK SR HIGH	255	1			785	1		
7272	MIAMI CORAL PARK ADULT	5				5			
7301	MIAMI EDISON SENIOR HIGH	250				450			
7341	MIAMI JACKSON SENIOR HIGH	375				600			
7342	MIAMI JACKSON ADULT	10				10			
7361	MIAMI KILLIAN SENIOR HIGH	290	3			590	3		
7371	ROBERT MORGAN EDUC CNT-HS	165				375			
7381	MIAMI NORLAND SENIOR HIGH	325				635			
7391	MIAMI LAKES ED CENTER	75	1			190	1		
7411	MIAMI NW SR HIGH	430				675			

FALL 2008 FCAT RETAKE MATERIALS COUNTS

*School Number	*School Name	Mathematics	Math LP	Math BR Cnt	Math BR Unct	Reading	Reading LP	Read BR Cnt	Read BR Unct
7431	MIAMI PALMETTO SR HIGH	195				425			
7432	MIAMI PALMETTO ADULT	10				22			
7461	MIAMI SENIOR HIGH	360				800			
7462	MIAMI SENIOR ADULT	21				64			
7511	MIAMI SPRINGS SENIOR HIGH	370	1			850	1		
7512	MIAMI SPRINGS ADULT	10				20			
7531	MIAMI SUNSET SR HIGH	320	1			675	1		
7532	MIAMI SUNSET ADULT	20				50			
7541	NORTH MIAMI BEACH SR HIGH	350				700			
7551	SCHOOL FOR ADVANCED STUDIES - HOMESTEAD	10				15			
7591	NORTH MIAMI SENIOR HIGH	475	2			875	2		
7592	NORTH MIAMI ADULT	40				76			
7601	WILLIAM TURNER TECH ARTS	115				250			
7602	TURNER TECH ADULT	30				30			
7631	MIAMI D. MACARTHUR SOUTH	30				60			
7701	SOUTH DADE SENIOR HIGH	400				650			
7702	SOUTH DADE ADULT	30				70			
7721	SOUTH MIAMI SENIOR HIGH	290				610			
7731	MIAMI SOUTHRIDGE SR HIGH	525	1	3		920	1	3	
7741	SOUTHWEST MIAMI SR HIGH	300				600			
7742	SOUTHWEST MIAMI ADULT	5				15			
7751	BARBARA GOLEMAN SR HIGH	420				920			
7781	VARELA, FELIX HIGH	345	1			700	1		
7791	BOOKER T WASHINGTON	245				460			
7804	DADE MARINE INSTITUTE-SOUTH	5				5			

FALL 2008 FCAT RETAKE MATERIALS COUNTS

*School Number	*School Name	Mathematics	Math LP	Math BR Cnt	Math BR Unct	Reading	Reading LP	Read BR Cnt	Read BR Unct
7805	DADE MARINE INSTITUTE-NORTH	5				10			
7806	EVERGLADES ACADEMY	15				15			
7807	SOUTHERN GLADES YOUTH CAMP	5				5			
7808	ICARE - BAYPOINT SCHOOLS INC.	40				40			
7809	ICARE - NORTH	5				5			
7811	ICARE-BAYPOINT SCHOOLS INC.	5				5			
7813	P.A.C.E. CENTER FOR GIRLS	5				5			
7814	WOMEN IN NEED OF GREATER STREN	5				5			
7828	FLORIDA CITY YOUTH CENTER	5				5			
7901	NEW WORLD SCH OF THE ARTS	10				20			
8014	ALTERNATIVE OUTREACH EXT	30				35			
8017	EDUCATIONAL OUTREACH	285				440			
8019	ACADEMY FOR COMMUNITY ED	30				40			
8022	Highway to Success School	15				15			
8101	JAN MANN OPPORTUNITY	10				10			
8121	C.O.P.E. CENTER, NORTH	35				65			
8131	C.O.P.E. CENTER, SOUTH	25				45			
8139	DORSEY ADULT	35				60			
8141	JUVENILE JUSTICE CENTER	30				35			
8151	ROBERT RENICK EDUC. CNTR	10				10			
8161	CORPORATE ACADEMY NORTH	55				75			
8171	SCH APPLD TECH	20				40			
8181	RUTH KRUSE ALTVE CTR	5				5			
8201	CORPORATE ACADEMY SOUTH	15				30			
9732	MERRICK EDUCATIONAL CTR.	20	1			30	1		

ATTACHMENT F

Sample Seating Chart

School _____ Teacher _____

Room # _____ Test _____ Date _____

ATTACHMENT G

MIAMI-DADE COUNTY PUBLIC SCHOOLS FALL 2008 FCAT RETAKE

ACCOUNTING FOR ALL SECURE DOCUMENTS

INSTRUCTIONS

This form was designed to help schools keep track of test documents and ensure that no materials inadvertently remain behind at the school. Please complete the following steps on the attached tables to account for the return of all FCAT Retake documents with security numbers.

1. Enter the number of documents reported to the Assessment Department as being missing, lost, or destroyed, if applicable.
2. Enter the number of documents returned in the "To Be Scored" shipment. To obtain this information use your copies of the Answer Document Return Summary for your school.
3. Enter the number of documents returned in the "Not To Be Scored" shipment.
4. Enter the sum of columns 1 through 3.
5. Enter the total number of documents indicated on packing lists, including additional orders.
6. Initial to verify that the numbers of documents entered in columns 4 and 5 agree.
7. Place the completed original form in the District Coordinator Only box and retain a copy for your records.

FALL 2008 FCAT RETAKE

ACCOUNTING FOR ALL SECURE DOCUMENTS

School Name: _____

School Number: _____

		1 +	2 +	3 +	4 =	5	6 Verification
Grade Level	Item Description SSS	# Reported missing, lost, or destroyed	# Returned "To Be Scored"	# Returned "Not To Be Scored"	Sum of columns 1 through 3	Total indicated on packing lists	Columns 4 and 5 agree
Retake	Fall Reading Retake Test and Answer Book						
Retake	Fall Mathematics Retake Test and Answer Book						

Place the completed original form in the District Coordinator Only box. Retain a copy for your records.

(Print) Name of person completing form

Signature

Title

Date

ATTACHMENT H

“FRIENDLY REMINDER” **FROM THE TEST DISTRIBUTION CENTER (TDC)** **FALL 2008 FCAT RETAKE TEST MATERIALS RETURN**

TO BE SCORED

RED RETURN LABEL BOXES

- Answer Document Return Summary Fall 2008 Retake
- TO BE SCORED Test and Answer Books

Remember to place the completed Retake Document Count Form on top of the answer documents in the banded stack labeled 1 of N. A separate form must be completed for each grade level/document type.

WHITE RETURN LABEL BOXES

- Large Print and Braille Answer Document Return Summary
- All materials received for Visually Impaired (VI) used and unused

Pack talking calculators in manila envelope separately, from Visually Impaired test materials and return on the scheduled date.

NOT TO BE SCORED

YELLOW RETURN LABEL BOXES

- Unused Test and Answer Books
- Used Test and Answer Books with the **DNS bubble gridded**. Before packing, verify that it was intended for the student's document to be invalidated.

DISTRICT COORDINATOR ONLY BOX

- The original Security Checklist (retain a copy)
- The original FCAT Administration Record, found online at www.ctb.com/fcat. (click on 2008 Fall FCAT) or school's developed form with all the required information (retain a copy)
- The original Fall 2008 Retake FCAT Security Log(s) (retain a copy)
- A copy of the Answer Document Return Summary Fall 2008 FCAT Retake
- A copy of the Large Print and Braille Answer Document Return Summary, if applicable
- The original Accounting For All SSS Secure Documents (retain a copy)
- Original School Procedural Checklist

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

TESTING CONTACT INFORMATION

ASSESSMENT, RESEARCH, AND DATA ANALYSIS

Ms. Gisela Feild, Administrative Director

STUDENT ASSESSMENT AND EDUCATIONAL TESTING

1500 Biscayne Boulevard, Suite 225
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

Ms. Maria Vargas, Administrative Assistant II