SPRING 2010 FCAT WRITING TEST CHAIRPERSON'S TRAINING PACKET

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

Miami-Dade County Public Schools

M-DCPS 2010 FCAT WRITING ADMINISTRATION SCHEDULE*

	Day 1 Tuesday, February 9	Day 2 Wednesday, February 10	Day 3 Thursday, February 11
Grade 4	Writing Prompt (45 Minutes)	Make-up Testing	Make-up Testing
Grade 8	Writing Prompt (45 Minutes)	Make-up Testing	Make-up Testing
Grade 10	Writing Prompt (45 Minutes)	Make-up Testing	Make-up Testing

*The 2010 FCAT Writing extended testing window for the Visually Impaired (VI) and Hospital/Homebound students is February 9 - February 17, 2010.

M-DCPS SPRING 2010 FCAT SSS AND SAT-10 ADMINISTRATION SCHEDULE*

Grade Level	Day 1 Tuesday, March 9	Day 2 Wednesday, March 10	Day 3 Thursday, March 11	Day 4 Friday, March 12	Day 5 Monday, March 15	Day 6 Tuesday, March 16	Day 7 Wednesday, March 17	Day 8 Thursday, March 18	Day 9 Friday, March 19
1						**SAT -10 Reading** Session 1	**SAT-10 Mathematics** Session 2		
2						**SAT -10 Reading** Session 1	**SAT-10 Mathematics** Session 2		
3	**SSS Reading** Session 1 (60 minutes)	**SSS Reading** Session 2 (60 minutes)	**SSS Mathematics** Sessions 3 & 4 (60 minutes each)						
4	**SSS Reading** Session 1 (80 minutes)	**SSS Reading** Session 2 (80 minutes)	**SSS Mathematics** Sessions 3 & 4 (70 minutes each)						
5	**SSS Mathematics** Session 1 (80 minutes)	**SSS Mathematics** Session 2 (80 minutes)	**SSS Reading** Sessions 3 & 4 (60 minutes each)			**SSS Science** Session 5 (55 minutes)	**SSS Science** Session 6 (55 minutes)		
6	**SSS Reading** Sessions 1 & 2 (60 minutes each)	**SSS Mathematics** Sessions 3 & 4 (60 minutes each)							
7	**SSS Reading** Sessions 1 & 2 (60 minutes each)	**SSS Mathematics** Sessions 3 & 4 (60 minutes each)							
8	**SSS Reading** Sessions 1 & 2 (80 minutes each)	**SSS Mathematics** Sessions 3 & 4 (80 minutes each)				**SSS Science** Sessions 5 & 6 (55 minutes each)			

*The Spring 2010 FCAT extended testing window for the Visually Impaired (VI) and Hospital/Homebound Program students is March 2 - March 19, 2010.

M-DCPS SPRING 2010 FCAT SSS AND SAT-10 ADMINISTRATION SCHEDULE*

Grade Level	Day 1 Tuesday, March 9	Day 2 Wednesday, March 10	Day 3 Thursday, March 11	Day 4 Friday, March 12	Day 5 Monday, March 15	Day 6 Tuesday, March 16	Day 7 Wednesday, March 17	Day 8 Thursday, March 18	Day 9 Friday, March 19
9	**SSS** **Reading** Sessions 1 & 2 (60 minutes each)	**SSS** **Mathematics** Sessions 3 & 4 (60 minutes each)							
10	**SSS** **Reading** Sessions 1 & 2 (80 minutes each)	**SSS** **Mathematics** Sessions 3 & 4 (90 minutes each)							
11						**SSS** **Science** Sessions 1 & 2 (65 minutes each)			
10+-Adult**	**SSS** **Reading** **Retake** Untimed	**SSS** **Mathematics** **Retake** Untimed							

Note:
*The Spring 2010 FCAT extended testing window for the Visually Impaired (VI) and Hospital/Homebound Program students is March 2 - March 19, 2010.
**All SSS Reading and Mathematics Retake testing in Adult Education Centers, including make-up testing, must be completed the first five days of the testing window, March 9 through March 15, 2010.

SPRING 2010 FCAT WRITING
M-DCPS ADMINISTRATION PROCEDURES
FOR ELEMENTARY, MIDDLE, SENIOR HIGH SCHOOLS, AND ALTERNATIVE EDUCATION CENTERS

SCHEDULE OF ACTIVITIES

December 14 – 17, 2009	Delivery of 2010 FCAT Writing Administration Manuals.
January 12 or 14, 2010	Mandatory training meetings for test chairpersons.
January 13 – 26, 2010	Delivery of 2010 FCAT SSS Reading, Mathematics, and Science Sample Test Materials.
January 15 –29, 2010	Test chairpersons appoint and train test administrators and proctors for FCAT Writing.
January 19 – February 5, 2010	Notify parents of FCAT Writing test administration.
January 27 – February 2, 2010	Delivery of 2010 FCAT Writing test booklets, pre-ID labels, and 2010 FCAT SSS Reading, Mathematics, and Science Test Administration Manuals to schools.
February 9, 2010	Administration of FCAT Writing to **all** eligible grades 4, 8, and 10 students.
February 9 – 17, 2010	Extended testing window for Visually Impaired and Hospital/Homebound students only.
February 10 – 11, 2010	Conduct make-up testing for grades 4, 8, and 10, as needed.
February 16, 2010	**Middle Schools** and **Senior High Schools** hand deliver all FCAT Writing materials to TDC before 3:30 P.M.
February 17 – 18, 2010	**Elementary schools**, **K-8 Centers**, and **Alternative Education Centers** hand deliver all FCAT Writing materials to TDC before 3:30 P.M.

```
┌─────────────────────────────────────────────────────────┐
│                                                           │
│          FCAT WRITING SAMPLE PARENT LETTER                │
│                  (ENGLISH VERSION)                        │
│                                                           │
│                                                           │
└─────────────────────────────────────────────────────────┘
```

Dear Parents:

During the month of February, your child will be taking the Florida Comprehensive Assessment Test (FCAT) Writing assessment. FCAT Writing is a statewide assessment that measures students' writing skills in grades 4, 8, and 10.

The FCAT Writing testing date is **February 9, 2010** for all students in grades 4, 8, and 10. It is important for your child to be present for the testing session. Therefore, this notice is being sent home so that you can note this date and avoid making appointments for your child that might conflict with testing.

In addition, we would like to inform you of an important policy that is in effect for all FCAT administrations. Students are not permitted to have electronic devices in their possession during testing. Due to security violations involving camera phones, Florida Department of Education policy now specifies that possession of any cell phone or other electronic device during FCAT administration ***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.

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.

Thank you for your cooperation. If you have any questions or concerns, please contact the school.

Sincerely,

FCAT WRITING SAMPLE PARENT LETTER
(SPANISH VERSION)

Estimados padres de familia:

Durante el mes de febrero, su hijo o hija tomará la Prueba de Evaluación Integral de la Florida (Florida Comprehensive Assessment Test o FCAT, por sus siglas en inglés) de Composición. La FCAT de Composición es una evaluación que se aplica a todo lo largo y ancho del estado, la cual mide las destrezas de composición de los estudiantes de 4°, 8° y 10° grados.

La fecha de la FCAT de Composición es **del 9 de febrero de 2010** para todos los estudiantes de 4°, 8° y 10° grados. Es importante que su hijo o hija esté presente en esta sesión de la prueba. Por lo tanto, enviamos este aviso a sus hogares a fin de que anote dicha fecha y evite concertar citas para su hijo o hija que pudieran estar en conflicto con la prueba.

Además, aprovechamos la oportunidad para informarles acerca de una norma que está en vigor para todas las aplicaciones de la FCAT. No se permite que los estudiantes tengan dispositivos electrónicos en su poder durante la prueba. Debido a violaciones de seguridad relacionadas con teléfonos con cámaras, la norma del Departamento de Educación de la Florida especifica ahora que la posesión de cualquier teléfono celular u otro dispositivo electrónico durante la aplicación de la FCAT **resultará** en la invalidación de la prueba. Si se encuentra a su hijo o hija con un dispositivo electrónico que reproduzca, transmita, calcule o grabe (por ejemplo, un teléfono celular, una cámara o un localizador electrónico o "pager") en su bolsillo, en su pupitre o a su alcance mientras toma la prueba, se le invalidará la prueba.

Como siempre, es nuestra meta mantenerlos bien informados de cómo pueden apoyar a los estudiantes para mejorar lo más posible su desempeño en la FCAT.

Agradecemos su cooperación. Si tuviesen alguna pregunta o inquietud, por favor, comuníquense con la escuela.

Atentamente,

FCAT WRITING SAMPLE PARENT LETTER
(HAITIAN CREOLE VERSION)

Chè Paran:

Pandan mwa fevriye a, pitit ou a pral pran evalyasyon Redaksyon "Florida Comprehensive Assessment Test (FCAT)" (Egzamen Evalyasyon Konpreyansif nan Florid). "FCAT Writing" (Redaksyon FCAT) se yon egzamen atravè eta a ki mezire ladrès elèv yo nan redaksyon nan 4yèm, 8yèm, ak 10yèm ane eskolè.

Dat egzamen Radaksyon FCAT la se **9 fevriye 2010** pou tout elèv 4yèm, 8yèm, ak 10yèm ane eskolè. Li enpòtan pou pitit ou a prezan nan sesyon egzamen an. Se poutèt sa nou voye nòt sa a lakay ou pou w ka note dat la e evite pran rendevou pou pitit ou a ki ka kreye konfli ak egzamen an.

Epitou, nou ta renmen enfòme w sou yon règleman nou ap aplike pou tout egzamen FCAT yo. Elèv pa gen dwa genyen aparèy Elektwonik nan men yo lè y ap konpoze. Akoz vyolasyon sekirite ki konn fèt ak telefòn ki gen kamera, règleman Depatman Edikasyon Florid la deklare kounye a posesyon nenpòt telefòn pòtab oubyen lòt aparèy Elektwonik pandan egzamen FCAT la *ap* lakoz yo anile 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.

Kòm toujou, objektif nou se kenbe w enfòme sou fason ou kab sipòte elèv yo pi byen pou yo kab bay pèfòmans maksimòm nan FCAT la.

Mèsi pou kolaborasyon ou. Si ou gen nenpòt kesyon oubyen enkyetid, silvouplè kontakte lekòl la.

Sensèman,

FCAT ELL ACCOMMODATIONS SAMPLE PARENT LETTER

Dear Parents:

On _____, your child will be participating in the administration of the Florida Comprehensive Assessment Test (FCAT).

Because your child is receiving English for Speakers of Other Languages (ESOL) services, he/she is entitled to certain testing accommodations when taking the FCAT. Your child will be provided with the testing accommodation(s) that are most appropriate for his/her needs.

The following English Language Learners (ELLs) accommodations apply to the FCAT:

1. Students may be given additional time as necessary to complete the test. However, students must complete each session of the FCAT in one school day. Students must not be permitted to continue testing within a session from one day to another.

2. Students may be given access to an English-to-heritage language/heritage language-to-English dictionary. Such a dictionary would be familiar to ELLs because of its regular availability in instructional settings. A dictionary written exclusively in the heritage language or English shall not be provided.

3. Students may be offered the opportunity to be tested in a separate room with the ESOL or heritage language teacher acting as a test administrator.

4. The ESOL or heritage language teacher may answer student questions about the general test directions in their heritage language.

5. For the mathematics and science tests, the ESOL or heritage language teacher may answer specific questions about a word or phrase that may be confusing to the student because of limited English proficiency but is prohibited from giving assistance that will help the student solve mathematics and science test questions.

6. For the reading test, the ESOL or heritage language teacher is prohibited from answering student questions about reading passages, the question stems, or answer alternatives.

7. For the writing test, the ESOL or heritage language teacher the ESOL may answer specific questions about a word or phrase in a writing assessment prompt that is confusing the student because of limited English proficiency but is prohibited from reading the entire prompt to the student.

If you have any questions about the test or these accommodations, please contact the school.

Sincerely,

MODELO DE CARTA PARA PADRES DE FAMILIA EN CUANTO A LOS AJUSTES PARA LOS ESTUDIANTES CON DOMINIO LIMITADO DEL INGLÉS EN LA FCAT

Estimados padres de familia:

El día _____, su hijo/a tomará una prueba de gran importancia. La *Prueba de Evaluación Integral de la Florida (FCAT).*

Debido a que su hijo/a está recibiendo clases de Inglés para personas cuyo idioma materno es otro (ESOL, English for Speakers of Other Languages, por sus siglas en inglés) califica para ciertos ajustes cuando tome dicha prueba. A sus hijos, se les proporcionarán ajustes adecuados a sus necesidades durante dicha prueba.

Los siguientes ajustes para los estudiantes con dominio limitado del inglés (ELL) aplican a la FCAT:

1. A los estudiantes ELL, se les pudiera otorgar tiempo adicional para terminar la prueba según sea necesario. Sin embargo, los estudiantes deben terminar cada una de las sesiones de la FCAT durante la misma jornada escolar. A los estudiantes no se les permitirá continuar con una sesión de la prueba al día siguiente.

2. A los estudiantes ELL, se les facilitará el acceso a un diccionario bilingüe de inglés a la lengua materna/de la lengua materna al inglés. Dicho diccionario sería familiar a los estudiantes ELL ya que está disponible regularmente en el aula. No se les proporcionará un diccionario escrito exclusivamente en la lengua materna o en inglés.

3. A los estudiantes ELL, se les ofrecerá la oportunidad de que examinen en un aula separada con el maestro de ESOL o el maestro de su lengua materna que estará actuando como administrador de dicha prueba.

4. El maestro de ESOL o de la lengua materna responderá en el idioma materno a las preguntas del estudiante acerca de las instrucciones generales de la prueba.

5. En las pruebas de matemáticas y ciencias, el maestro de ESOL o de la lengua materna responderá en el idioma materno del estudiante cualquier pregunta específica sobre una palabra o frase que pudiera confundir al estudiante por su dominio limitado del inglés, pero al maestro se le prohíbe prestar asistencia que ayude al estudiante a solucionar las respuestas a las preguntas de las pruebas de matemáticas o ciencias.

6. En la prueba de lectura, se le prohíbe al maestro de ESOL o de la lengua materna responder las preguntas a los estudiantes sobre pasajes de la lectura, de dónde proviene una pregunta o alternativas en cuanto a las respuestas.

7. En la prueba de composición, se le prohíbe al maestro de ESOL o de la lengua materna leer al estudiante el tema presentado.

Si tuviesen alguna pregunta sobre esta prueba o dichos ajustes, por favor, comuníquense con la escuela.

Atentamente,

FCAT LEP ACCOMMODATIONS SAMPLE PARENT LETTER HAITIAN CREOLE

Chè Paran:

Nan dat _____, pitit ou a pral patisipe nan "Florida Comprehensive Assessment Test (FCAT)" (Egzamen Evalyasyon Konpreyansif nan Florid).

Akoz pitit ou a ap resevwa sèvis "English for Speakers of Other Languages (ESOL)" (Anglè pou Moun ki Pale Lòt Lang), li gen dwa pou li jwenn kèk akomodasyon le li ap pran FCAT la. Yo ap bay pitit ou a akomodasyon ki apwopriye a bezwen li lè l ap pran egzamen FCAT la.

Akomodasyon pou "English Language Learners (ELLs)" (Moun ki ap Aprann Anglè) ki anba yo aplike pou FCAT:

1.   Si sa nesesè, yo ka bay elèv yo plis tan pou yo fini egzamen an. Sepandan, elèv yo dwe fini chak sesyon FCAT la nan yon jounen lekòl. Yo pa dwe pèmèt elèv yo kòmanse yon sesyon egzamen nan yon jou pou fini l nan yon lòt jou.

2.   Yo ka pèmèt elèv yo sèvi ak diksyonè Anglè - lang matènèl e lang matènèl - Anglè. Yon diksyonè konsa ka pi fasil pou ELL yo itilize paske yo òdinèman disponib nan anviwònman enstriksyonèl yo. Yo pa dwe bay elèv yo yon diksyonè ki ekri nan lang matènèl yo oubyen nan lang Anglè sèlman.

3.   Yo ka ofri elèv yo opòtinite pou yo pran egzamen an nan yon chanm separe avèk pwofesè ESOL oubyen pwofesè lang matènèl la ki ap sèvi kòm yon administratè egzamen.

4.   Pwofesè ESOL oubyen lang matènèl la ka reponn kesyon elèv yo konsènan enstriksyon jeneral sou egzamen an nan lang matènèl yo.

5.   Pou egzamen matematik ak syans, pwofesè ESOL oubyen pwofesè lang matènèl la ka reponn kesyon espesifik konsènan yon mo oubyen yon gwoup mo ki ka twouble elèv la akoz limit li nan lang Anglè, men yo entèdi li bay elèv la yon asistans ki ka ede l reponn kesyon matematik ak syans.

6.   Pou egzamen lekti a, yo entèdi pwofesè ESOL oubyen lang matènèl la pou li reponn kesyon elèv konsènan pasaj lekti, orijin kesyon yo, oubyen repons altènatif yo.

7.   Pou egzamen redaksyon an, pwofesè ESOL oubyen pwofesè lang matènèl la ka reponn kesyon espesifik konsènan yon mo oubyen yon gwoup mo ki nan pasaj yon egzamen redaksyon ki twouble elèv la akoz limit li nan lang Anglè, men yo entèdi pwofesè a pou l li tout tèks la pou elèv la.

Si ou gen nenpòt kesyon konsènan egzamen an oubyen akomodasyon sa yo, silvouplè kontakte lekòl la.

Sensèman,

**Procedures for Florida Home Education Program (FHEP) Students
Participating in the Spring 2010 FCAT SSS**

FHEP Student Registration

1. In order to participate in the Spring 2010 **FCAT SSS Writing, Reading, Mathematics, and Science** administrations, parents and guardians of FHEP students must present an original official registration form with a stamp of approval from the Division of Attendance Services to the school where the student will take the assessments, no later than **January 15, 2010**, for the FCAT SSS Writing and no later than **February 12, 2010,** for the FCAT SSS Reading, Mathematics, and/or Science. **Note that Grade 11 and 12 Home Education students are NOT permitted to participate in the FCAT SSS Retake. However, Grade 11 Home Education students may participate in the Grade 11 FCAT SSS Science test.**

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

    **Mail code: 9028, Attendance Services
    Attention: Amanda Pavon, Home Education Registrar**

Gridding FHEP Student Answer Documents

3. FHEP students' answer documents (i.e. answer books) must be hand-gridded.

4. The answer documents for all FHEP students **must** be coded as follows:

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

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

5. In the space provided for students to print their name, school name, and district name, students should be instructed to write **"Miami-Dade"** for the district name and **"Home Education Program"** for the school name.

Identifying Home Education Program Students Tested at Your School Site

6. At the end of each testing window, school test chairpersons will submit a report of the testing status of each Home Education Program student assigned to test at their school site, indicating: ***tested, absent all sessions**,* or ***invalidated,*** for each subtest. This may be done by faxing the original list provided to the school, with the requested information added, to Student Assessment and Educational Testing at 305-995-7522.

Packing FHEP Student Answer Documents

7. The answer documents for all FHEP students must be banded together, but **separately** from your school's students.

8. Packing instructions for Florida Home Education Program (FHEP) students' answer documents are found in the test administration manuals, as follow:

    - 2010 FCAT SSS Writing Test Administration Manual page 38-39; diagram, page 43.
    - 2010 FCAT SSS Reading, Mathematics, and Science Test Administration Manual, pages 237-238; diagram, page 244.

FHEP Individual Student Reports

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

Procedures for McKay Scholarship Program Students
Participating in the Spring 2010 FCAT SSS

McKay Student Registration

1. In order to participate in the administrations of the Spring 2010 **FCAT SSS Writing, Reading, Mathematics, and Science**, parents or guardians of McKay Scholarship Program students attending private schools **must register with the district office** to take the FCAT. You will be notified by staff from Student Assessment and Educational Testing if any students have registered to take the test at your location and what accommodations are required for each student. **Note that Grade 11 and 12 McKay Scholarship Program students are NOT permitted to participate in the FCAT SSS Retake. However, Grade 11 McKay Scholarship Program students may participate in the Grade 11 FCAT SSS Science test.**

Gridding McKay Student Answer Documents

2. McKay students' answer documents (i.e. answer books) must be hand-gridded. (See instructions for gridding contained in the FCAT Test Administration Manual.)

3. The answer documents for all McKay Scholarship Program students **must** be coded as follows:

PROGRAM	DISTRICT NUMBER	SCHOOL NUMBER
McKay Scholarship Program	**13**	**3518**

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

4. In the space provided for students to print their name, school name, and district name, students should be instructed to write **"McKay Scholarship Program"** for the <u>school name</u> and **"Miami-Dade"** for the <u>district name</u>.

Identifying McKay Scholarship Program Students Tested at Your School Site

5. At the end of each testing window, school test chairpersons will submit a report of the testing status of each McKay Scholarship Program student assigned to test at their school site, indicating: ***tested, absent all sessions***, or ***invalidated,*** for each subtest. This may be done by faxing the original list provided to the school, with the requested information added, to Student Assessment and Educational Testing at 305-995-7522.

Packing McKay Student Answer Documents

6. The answer documents for all McKay students must be banded together, but **separately** from your school's students.

7. Packing instructions for McKay students' answer documents are found in the test administration manual, as follow:

   - 2010 FCAT SSS Writing Test Administration Manual page 39-40; diagram, page 43.
   - 2010 FCAT SSS Reading, Mathematics, and Science Test Administration Manual, pages 238-239; diagram, page 244.

McKay Individual Student Reports

8. If **all** of the above procedures are followed, McKay Individual Student Reports will be sent directly to the ESE Office for distribution and these students' scores will not be included in your school summary reports.

**Procedures for Corporate Tax Credit (CTC) Scholarship Program Students
Participating in the Spring 2010 FCAT SSS**

Corporate Tax Credit (CTC) Scholarship Program Student Registration

1. Students enrolled in the Corporate Tax Credit (CTC) Scholarship Program **may** participate in the FCAT SSS state assessment program as individual students.   For the Spring 2010 **FCAT SSS Writing, Reading, Mathematics, and Science** administrations, parents and guardians of CTC Scholarship Program students may contact the regional office to register for the assessments. CTC students will be assigned to schools by the Regional Offices. Student Assessment and Educational Testing (SAET) will notify the assigned schools so that preparations can be made for these students. **Note that Grade 11 and 12 Corporate Tax Credit (CTC) Scholarship Program students are NOT permitted to participate in the FCAT SSS Retake. However, Grade 11 CTC Scholarship Program students may participate in the Grade 11 FCAT SSS Science test.**

Gridding Corporate Tax Credit (CTC) Scholarship Program Student Answer Documents

2. CTC Scholarship Program students' answer documents (i.e. answer books) must be hand-gridded. (See instructions for gridding contained in the FCAT Test Administration Manual.)

3. The answer documents for all CTC Scholarship Program students must be coded as follows:

PROGRAM	DISTRICT NUMBER	SCHOOL NUMBER
Corporate Tax Credit (CTC) Scholarship Program	**97**	**9999**

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

4. In the space provided for students to print their name, school name, and district name, students should be instructed to write **"Corporate Tax Credit (CTC) Scholarship Program"** for the school name and **"Corporate Tax Credit (CTC) Scholarship Program"** for the district name.

Identifying Corporate Tax Credit (CTC) Scholarship Program Students Tested at Your School Site

5. At the end of each testing window, school test chairpersons will submit a report of the testing status of each Corporate Tax Credit (CTC) Scholarship Program student assigned to test at their school site, indicating: *tested, absent all sessions*, or *invalidated,* for each subtest. This may be done by faxing the original list provided to the school, with the requested information added, to SAET at 305-995-7522.

Packing Corporate Tax Credit (CTC) Scholarship Program Student Answer Documents

6. The answer documents for CTC Scholarship Program students must be banded together, but **separately** from your school's students.

7. Packing instructions for CTC Scholarship Program student's answer documents are found in the test administration manual, as follow:

    - 2010 FCAT SSS Writing Test Administration Manual, page 40-41; diagram, page 43.
    - 2010 FCAT SSS Reading, Mathematics, and Science Test Administration Manual, pages 239-240; diagram, page 244.

Corporate Tax Credit (CTC) Scholarships Individual Student Reports

8. If **all** of the above procedures are followed, CTC Individual Student Reports will be sent directly to Florida Department of Education Office of Independent Education and Parental Choice for distribution and these students' scores will not be included in your school summary reports.

Procedures for Miami-Dade Online Academy Program Students
Participating in the Spring 2010 FCAT SSS

Miami-Dade Online Academy Program Student Registration

1. Students enrolled in the K-12 Miami-Dade Online Academy Program **must** participate in the state assessment programs. For the Spring 2010 administrations of the **FCAT SSS Writing, Reading, Mathematics, and Science**, parents and guardians of Miami-Dade Online Academy students will receive notification from the Miami-Dade Online Academy advising them of the designated testing location. Student Assessment and Educational Testing (SAET) will notify these designated schools so that preparations can be made for these students.

Gridding Miami-Dade Online Academy Program Student Answer Documents

2. Miami-Dade Online Academy Program students' answer documents (i.e. answer folders) must be hand-gridded. (See instructions for gridding contained in the FCAT Test Administration Manual.)

3. The answer documents for Miami-Dade Online Academy students must be coded as follows:

PROGRAM	DISTRICT NUMBER	SCHOOL NUMBER
Miami-Dade Online Academy	**13**	**7001**

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

4. In the space provided for students to print their name, school name, and district name, students should be instructed to write **"Miami-Dade Online Academy"** for the school name and **"Miami-Dade"** for district name.

Identifying Miami-Dade Online Academy Students Tested at Your School Site

5. At the end of each testing window, school test chairpersons will submit a report of the testing status of each Miami-Dade Online Academy student assigned to test at their school site, indicating: *tested, absent all sessions*, or *invalidated*, for each subtest. This may be done by faxing the original list provided to the school, with the requested information added, to SAET at 305-995-7522.

Packing Miami-Dade Online Academy Program Student Answer Documents

6. The answer documents for all Miami-Dade Online Academy Program students must be banded together, but **separately** from your school's students.

7.   Packing instructions for Miami-Dade Online Academy students' answer documents are found in the test administration manuals, as follows:

   - 2010 FCAT SSS Writing Test Administration Manual page 41; diagram, page 43.
   - 2010 FCAT SSS Reading, Mathematics, and Science Test Administration Manual page 240; diagram on page 244.

Miami-Dade Online Academy Program Individual Student Reports

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

**Procedures for Florida K-8 Virtual Continuity Program Students
Participating in the Spring 2010 FCAT SSS**

Florida K-8 Virtual Continuity Program Student Registration

1. Students enrolled in the Florida K-8 Virtual Continuity Program **must** participate in the state assessment programs. For the Spring 2010 **FCAT SSS Writing, Reading, Mathematics, and Science** administrations, parents and guardians of K-8 Virtual Continuity Program students will receive notification from the K-8 Virtual Academy advising them of the designated testing location. Student Assessment and Educational Testing (SAET) will notify these designated schools so that preparations can be made for these students.

Gridding K-8 Virtual Continuity Program Student Answer Documents

2. K-8 Virtual Continuity Program students' preidentified labels will be sent to your school as soon as they are received and school assignments are finalized. Should these labels not arrive, the answer documents (i.e. answer books) must be hand-gridded. The answer documents for K-8 Virtual Continuity students must be coded as follows:

FLORIDA K-8 VIRTUAL CONTINUITY PROGRAM		
PROGRAM	DISTRICT NUMBER	SCHOOL NUMBER
Connections Academy	**71**	**7078**
Florida Virtual Academy	**50**	**7079**

If these school numbers are not entered correctly on the appropriate answer documents, K-8 Virtual Continuity Program students' scores will be included in your school summary reports.

3. In the space provided for students to print their name, school name, and district name, students should be instructed to write **"Connections Academy or Florida Virtual Academy",** as appropriate, for the school name and **"K-8 Virtual Continuity Program"** for the district name.

Identifying K-8 Virtual Continuity Program Students Tested at Your School Site

4. At the end of each testing window, school test chairpersons will submit a report of the testing status of each K-8 Virtual Continuity Program student assigned to test at their school site, indicating: *tested, absent all sessions,* or *invalidated,* for each subtest. This may be done by faxing the original list provided to the school, with the requested information added, to SAET at 305-995-7522.

Packing K-8 Virtual Continuity Program Student Answer Documents

5. The answer documents for K-8 Virtual Continuity Program students will be separated by *Connections Academy* or *Florida Virtual Academy*. These TO BE SCORED documents should then be placed in the appropriate labeled envelope and sealed.

6. It is not necessary to complete any paper bands for the K-8 Virtual Continuity Programs, as noted in the test administration manual:

    *   2010 FCAT SSS Writing Test Administration Manual page 42; diagram, page 43.
    *   2010 FCAT SSS Reading, Mathematics, and Science Test Administration Manual, page 240; diagram, page 244.

7. Return K-8 Virtual Continuity Program students' answer documents in their sealed envelope in Box 1 of the "To Be Scored" answer documents for your school's students.

K-8 Virtual Continuity Program Individual Student Reports

8. If **all** of the above procedures are followed, K-8 Virtual Continuity Program Individual Student Reports will be mailed directly to the appropriate K-8 Virtual Continuity Program Offices for distribution and these students' scores will not be included in your school summary reports.

Procedures for Hospital/Homebound (HHIP) Students
Participating in the Spring 2010 FCAT SSS

> *The Hospital/Homebound Instructional Program (HHIP) is a District program administered through Merrick Educational Center (9732). The procedures provided in this document apply to Miami-Dade County only, and are not referenced in any of the Florida Department of Education manuals or training materials for the Spring 2010 FCAT.*
> *Questions regarding gridding or handling of HHIP student documents, test administration or accommodation guidelines, or packing and return of HHIP students' materials should be directed to Student Assessment and Educational Testing FCAT program staff at 305-995-7520.*

HHIP Student Participation

1. Students enrolled in the Merrick Hospital/Homebound Instructional Program (HHIP) may be referred back to their originating (home) school in order to participate in the Spring 2010 **FCAT SSS Writing, Reading, Mathematics, and Science** administrations. The schools that will be testing these students will receive a list with the student's demographic information and information regarding required testing accommodations to be provided for each student, as applicable.

2. All students in the Merrick HHIP programs who are unable to test at their home school will be tested on-site, in their homes, or at a designated remote location by HHIP test administrators.

Gridding HHIP Student Answer Documents

3. If pregridded labels are available for HHIP students correctly identifying the HHIP provider, they will be sent to the M-DCPS testing school or provided to the HHIP administrator for use on the students' documents. If no label is available, or if the label is incorrect, the HHIP students' answer documents must be hand-gridded with the correct demographic information.

4. The answer documents for all Hospital/Homebound Instructional Program students **must** be coded as follows:

HHIP		
SCHOOL NAME	**DISTRICT NUMBER**	**SCHOOL NUMBER**
Merrick Educational Center	**13**	**9732**

If the correct school number for HHIP students is not on the answer documents, these students' scores will be included in your school's summary reports.

5. In the space provided for students to print their name, district name, and school name, students should be instructed to write **"Miami-Dade"** for the district name and "**Merrick Educational Center**" for the applicable school name.

6. **Caution:** M-DCPC schools may receive pregridded labels included in their regular school shipment for former students who have since withdrawn from the school and enrolled in HHIP. These labels must **not** be used, as the student's results would be incorrectly assigned to the school identified on the label, not the HHIP.

7. **Caution:** Do not confuse students in the Hospital/Homebound Instructional Program (HHIP) with Florida Home Education Program (FHEP) students, (school 9998). If in doubt, call Student Assessment and Educational Testing for clarification of the student's status.

Identifying HHIP Students Tested at Your School Site

8. At the end of each testing window, school test chairpersons will submit a report of the testing status of each HHIP student assigned to test at their school site, indicating: ***tested, absent all sessions,*** or ***invalidated,*** for each subtest. This may be done by faxing the original list provided to the school, with the requested information added, to Student Assessment and Educational Testing at 305-995-7522.

Packing HHIP Student Answer Documents

9. Merrick Educational Center will process answer documents for students tested on-site at HHIP locations according to standard directions for schools.

10. The answer documents for all Merrick Educational Center students tested at a M-DCPS school site are to be returned along with the rest of the school's student answer documents, but must be banded separately (as "schools within a school"), under separate document count forms. The document count forms for returning HHIP students' answer documents must be hand-gridded and completed with the following information:

District Name	School Name	District Number	School Number
Miami-Dade	**Merrick Educational Center**	**13**	**9732**

Packing directions for returning HHIP students' answer documents for scoring exactly parallel those for the school's regular students, for each program and grade level, but are coded as noted above.

The FCAT SSS Test Administration Manuals **do not** include any directions about the HHIP packing. Pack the HHIP students' answer documents, banded and gridded as noted above**, after** any CTC Scholarship documents, and **before the first banded stack for your school**, in box 1 of your "To Be Scored." The applicable packing instructions are found in the test administration manual, as follows:

- 2010 FCAT SSS Writing Test Administration Manual, diagram, page 43.
- 2010 FCAT SSS Reading, Mathematics, and Science Test Administration Manual, diagram, page 244.

HHIP Individual Student Reports

11. If **all** of the above procedures are followed, HHIP Individual Student Reports will be sent directly to Merrick Educational Center for distribution and these students' scores will not be included in your school summary reports.

MIAMI-DADE COUNTY PUBLIC SCHOOLS
SUMMARY OF SPRING 2010 FCAT WRITING ADMINISTRATION PROCEDURES
FOR ELEMENTARY SCHOOLS, MIDDLE SCHOOLS, SENIOR HIGH SCHOOLS,
K-8 CENTERS, AND ALTERNATIVE EDUCATION CENTERS

> *Note: This material does not cover every aspect of the FCAT Writing test 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.*

STUDENT ELIGIBILITY

The Spring 2010 FCAT Writing test administration is scheduled for February 9 – 11, 2010. In general, all students enrolled in the tested grade levels (grades 4, 8, and 10) should participate in the FCAT Writing. Students must take the test appropriate for the grade level in which they are enrolled. All grade 10 students, including retained Grade 10 students are expected to participate in FCAT Writing.

TEST ADMINISTRATION AND TEST SECURITY PROCEDURES

The Miami-Dade County Public Schools: Standards, Guidelines, and Procedures for Test Administration and Test Security have been established to ensure the integrity of the testing process and the accuracy and validity of all test scores. These general standards apply to all personnel involved with any aspect of the testing process, and are in effect for district, state, and national assessment programs.

The Miami-Dade County Public Schools: Standards, Guidelines, and Procedures for Test Administration and Test Security can be viewed and downloaded from the Student Assessment and Educational Testing website at: http://oada.dadeschools.net/TestChairInfo/InfoForTestChair.asp.

Test administrators, proctors, and any other school or district staff involved with assessment programs are required to abide by state policies established in statue and rule, specifically, the Florida Test Security Statue, section 1008.24, and the Florida Board of Education Administrative Rule, 6A-10.042, as well as in district policy, specifically School Board Rule of Miami-Dade Public Schools, 6Gx13-6A-1.392 regarding test security. Violations of test security provisions shall be subject to the established penalties and/or administrative actions.

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 A) 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

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

<u>Who may serve as proctors?</u> Instructional, non-instructional, and paraprofessional employees who have received appropriate training related to procedures for proctoring the 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. 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 Comprehensive Assessment Test (FCAT)* (Attachment B) and the *FCAT Administration and Security Agreement* Form (TAM, page 77).

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 FCAT* (Attachment C) 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.

PREPARING ANSWER DOCUMENTS AND PRE-IDENTIFIED STUDENT LABELS

Schools will receive pre-identified student labels and rosters for use on the Spring 2010 FCAT Writing SSS Grade 4, 8, and 10 answer folders. 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.

Pre-identified student labels will be provided for students who were enrolled at each school in grades 4, 8, and 10 as of October 16, 2009. Answer folders for students who are new to the school after October 16, 2009 must be hand-gridded according to the

directions in the test administration manual.

School staff will need to verify that the information on the Pre-ID Roster is correct. If all of the following information on the Roster is correct regardless of whether any other information is incorrect, the student label **should still be used:**

1. Student's last name, **and**
2. Student's Florida ID Number - Social Security Number (preferred) ending in X OR the complete Florida Student Number (10 digits), **and**
3. District Number, **and**
4. School Number, **and**
5. **Grade Level.**

If the last name, student Florida ID number, or district or school number information, **or grade level** is **incorrect**, the label must **not** be used. Because the labels contain confidential student information, the **unused** labels must be destroyed in a secure manner.

Note: If any of the other pre-identified information on the student label is incorrect, the information should be corrected in the school's student information database so that correct labels will be generated for the next FCAT administration.

REQUESTING ADDITIONAL MATERIALS

Elementary, middle, K-8 centers, senior high schools, and alternative education centers will be receiving allocations of Spring 2010 FCAT Writing materials based on the number of students enrolled at the school as of October 16, 2009.

These materials will be delivered to elementary, middle, K-8 centers, senior high schools, and alternative education centers via ZAP Courier Service during the weeks of January 27 – February 2, 2010. Schools will need to make arrangements to receive and securely store these materials. If any additional materials are needed, school test chairpersons must contact the Test Distribution Center, at 305-995-3743.

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.

- Shrink-wrapped packages of secure materials may be opened no sooner than three (3) days prior to the scheduled testing date.

- 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 and FCAT rulers, 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.

Please keep in mind that, for the Spring 2010 FCAT Writing, all folders are **secure test documents**. In addition, folders will not have seals in order to facilitate the scanning process. School coordinators must stress to test administrators and proctors that the folders should not be opened before testing begins.

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.

- The *Spring 2010 FCAT Writing Administration Record/Security Checklist* (Test Administration Manual, pages 14 and 81) 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 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 FCAT Administration and Security Agreement* (Test Administration Manual, page 77) 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 *Security Log* (Test Administration Manual, page 79) must be completed during testing by personnel (test administrators, proctors, relief staff, etc.) assigned to monitor a testing room 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 will not be used for the Spring 2010 FCAT Writing instead a Group Identifier will be used.** Test administrators must log a Group Identifier on their record of required administration information. A Group Identifier is similar to a Test Group Code, but is NOT gridded on the test document. Note that the use of seating charts or recording of specific seat assignments is strongly recommended. A sample seating chart is provided as Attachment D.

- *2010 FCAT Writing Accounting for All Secure Documents* (Attachment E) 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* (FM-6927) (Attachment A), 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 at Forms Management.

PREPARING FCAT MATERIALS FOR RETURN TO TDC

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

For the Spring 2010 FCAT Writing administration, all middle and senior high schools are to hand deliver all "To Be Scored" and "Not To Be Scored" materials, and the "District Coordinator Only" box on Tuesday, February 16, 2010 and all elementary, K-8 centers, and alternative education centers are to hand deliver all "To Be Scored" and "Not To Be Scored" materials, and the "District Assessment Coordinator Only" box on Wednesday, February 17 or Thursday, February 18, 2010, to the Test Distribution Center, 13135 S.W. 26th Street, Miami, Florida, by 3:30 P.M.

ATTACHMENT A

MIAMI-DADE COUNTY PUBLIC SCHOOLS
SCHOOL PROCEDURAL CHECKLIST

Spring 2010 FCAT Writing TESTING PROGRAM

Documentation that the FCAT Writing 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 **Spring 2010 FCAT Writing** 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 **Spring 2010 FCAT Writing** 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 **Spring 2010 FCAT Writing** materials to conduct testing.

___   ___   Prior to the test administration, all staff involved in the **Spring 2010 FCAT Writing** 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 **Spring 2010 FCAT Writing** 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 **Spring 2010 FCAT Writing** manual. Any missing materials were reported, by telephone and in writing, to Student Assessment and Educational Testing.

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

___   ___   All "Not To Be Scored" materials and District Assessment Coordinator Only box were delivered to their prescribed destination on the designated date(s).

_____   _____
Principal's Signature   Date

_____   _____
Test Chairperson's Signature   Date

_____   _____
School Name   School Number

If any item was marked "No", a written report of any exceptions to the above procedures must be attached to this checklist when submitted.   FM-6927 (09-05)

ATTACHMENT B

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.
- 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.

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 C

TEST ADMINISTRATORS' RESPONSIBILITIES
MAINTAINING TEST SECURITY BEFORE, DURING, AND AFTER THE FCAT

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) 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 photo 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, FCAT calculators, or FCAT rulers **must** be handed to, and collected from, each student **individually**. **Test booklets, FCAT calculators, or FCAT rulers 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, FCAT calculators, and FCAT rulers should be secured immediately, out of reach of students. **Do not leave test booklets, FCAT calculators, or FCAT rulers 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 requires a test group code, the test administrators must create and assign test group codes and 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, ELL 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, FCAT calculator, and FCAT ruler (as eligible) 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 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 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, FCAT calculator or FCAT ruler (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 test booklets (used and unused), FCAT calculators, or FCAT rulers 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 D

Sample Seating Chart

School _____   Teacher _____

Room # _____   Test _____   Date _____

Group Identifier _____

ATTACHMENT E

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2010 FCAT WRITING

ACCOUNTING FOR ALL SECURE DOCUMENTS

School Name: _____   School Number: _____

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 to account for the return of all 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.
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. Indicate with your initials if the number of documents entered in columns 4 and 5 agree.

Grade Level	Item Description	1 + _# Reported missing, lost, or destroyed_	2 + _# Returned in the "To Be Scored" shipment_	3 + _# Returned in the "Not To Be Scored" shipment_	4 = _Sum of columns 1 through 3_	5 Total indicated on packing lists (include additional orders)	6 Verification Initial here to indicate that columns 4 and 5 agree
4	Writing SSS Folder						
8	Writing SSS Folder						
10	Writing SSS Folder						

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

_____   _____   _____   _____
Name of person completing form (Print)   Signature   Title   Date

ATTACHMENT F

"FRIENDLY REMINDER"
FROM THE TEST DISTRIBUTION CENTER (TDC)
2010 FCAT WRITING TEST MATERIALS RETURN

Schools must hand deliver <u>all</u> of the 2010 FCAT Writing test materials to the Test Distribution Center (TDC), as follows:

February 16, 2010   Return date for all Middle and Senior High schools.
February 17-18, 2010   Return date for all Elementary schools, K-8 Centers, and Alternative Education Centers.

RED LABELS (To Be Scored)
- <u>Florida K-8 Virtual Continuity Program: Connections Academy (71-7078) and Florida Virtual Academy (50-7079)</u>: Place writing folders in the corresponding envelopes provided for each school.
- <u>Miami-Dade Online Academy (13-7001), Home Education (13-9998), McKay (13-3518), CTC Scholarship (97-9999), and Hospital/Homebound (13-9732)</u> writing folders. Complete one Document Count Form for each program grade level, if applicable, and place it on stack 1 of n, for the specific program grade level.
- <u>Your school's</u> writing folders.

<u>Note</u>: Place <u>invalidated</u> writing folders on top of your school's TO BE SCORED writing folders, under the Document Count Form.   Reasons for invalidations are listed on the TAM, pages 15-16.

Remember to place the completed "Document Count Form" <u>*under*</u> the paper band on top of the writing folders of the first stack labeled 1 of *n*. A separate form must be completed for each grade level, if applicable.

YELLOW LABELS (Not To Be Scored)
- All **unused** writing folders (preidentified and non-preidentified).
- <u>Defective</u> writing folders with the DNS bubble gridded.

WHITE LABELS (Visually Impaired)
- All materials received for Visually Impaired (VI) students (used and unused). Refer to the Writing Test Administration Manual packaging diagram, page 61.

DISTRICT ASSESSMENT COORDINATOR ONLY BOX
- **All planning sheets (used and unused).**
- The original *Administration Record / Security Checklist*, (included in the test materials shipment) or school's developed form with all the required information, (TAM, pages 14 and 81, sample provided).
- The original *Security Logs*, (TAM, page 79).
- The original *Accounting for All Secure Documents*, (FCAT Training Packet, Attachment E).
- The original *School Procedural Checklist (*FM-6927), (FCAT Training Packet, Attachment A).

<u>Note</u>: **Please retain copies of all of the above documents for your records for one year.**

- 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 writing folders</u>. This box will be retained 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
mrhernadez@dadeschools.net

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