SPRING 2019

Florida Standards Assessments (FSA) and Next Generation Sunshine State Standards (NGSSS) Test Administrations

SCHOOL ASSESSMENT COORDINATOR TRAINING PACKET

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

Miami-Dade County Public Schools

Spring 2019 Florida Standards Assessment (FSA) Retake Assessments
English/Language Arts (ELA) Writing Retake, ELA Reading Retake and Algebra 1 EOC Retake
Schedule of Activities

	School Assessment Coordinator	Technology Coordinator
January 10-22*	Delivery to schools of all FSA CBT and PBT Test Administration Manuals, FSA CBT worksheets, CBT work folders, and planning sheets (CBT and PBT).	-
January 21– February 22	Required administration of CBT Practice Tests: FSA ELA Writing Retake, FSA ELA Reading Retake, and Algebra 1 EOC Retake.	Ensure computer workstations have been identified that meet minimum specifications and the appropriate software applications (i.e., FSA Secure Browser) are installed and running properly.
January 30-31	**Adult Education Centers:** Pick up FSA and NGSSS test administration manuals and materials at TDC.	-
January 31- February 8*	Delivery to schools of all NGSSS CBT and PBT Test Administration Manuals CBT work folders, and FSA/NGSSS Special Documents Practice Tests (Large Print and Braille).	-
February 5, 6, 8, or 11	Attend **mandatory** Spring 2019 FSA and NGSSS School Assessment Coordinators live training (Weekly Briefing #24063).	-
February 11-15	For FSA Computer-Based Testing: All schools select one day in the week to carry out school-wide Spring 2019 FSA Infrastructure Trial and complete the FSA Infrastructure Trial Survey is available at https://www.surveymonkey.com/r/FSA2019.	Carry out school-wide Spring 2019 FSA Infrastructure Trial.
February 11-22	Verify student information. Complete scheduling activities.	Install visual barriers.
	Complete training test administrators and proctors.	
	Create (TA) test administrators and AVA accounts in TIDE.	
February 13-20	Delivery of paper-based accommodations for eligible students taking FSA ELA Writing Retake, Reading Retake and Algebra 1 EOC Retake, rosters and Special Documents (if applicable), via Comet Delivery Services. Verify shipment.	-
February 25-March 8	**FSA Algebra 1 EOC Retake PBT Accommodations** (for on-time reporting).	-
February 25-March 15	**CBT (and PBT Accommodations): FSA ELA Writing Retake, ELA Reading Retake:** For FSA CBT: Test administrators will create and start the test session, approve students to test, monitor test sessions, pause students as needed, and stop the test session. **CBT: FSA Algebra 1 EOC Retake:** For FSA CBT: Test administrators will create and start the test session, approve students to test, monitor test sessions, pause students as needed, and stop the test session.	Assist test administrators and school assessment coordinator during testing.
March 8**	**K-8 Centers, Middle, High schools and Alternative Centers:** Schedule with UPS the return to DRC (FSA vendor) **ALL "TO BE SCORED" and "NOT TO BE SCORED" FSA Algebra 1 EOC Retake PBT Accommodations,** including **all** Special Documents (Large Print, Braille, and One-Item-Per-Page). Use the UPS return labels and the appropriate DRC PURPLE return labels.	-
March 15**	**High schools and Alternative Centers:** Schedule with UPS the return to DRC (FSA vendor) ALL **"TO BE SCORED" and "NOT TO BE SCORED" boxes for FSA ELA Writing Retake and Reading Retake PBT Accommodations,** including **all** Special Documents (Large Print, Braille, and One-Item-Per-Page). Use the UPS return labels and the appropriate DRC RED return labels.	-
**March 25-29** *Spring Break (No School)*	
May 30 – June 3*	Adult Education Centers: Hand-deliver DAC-AR and DAC-SWR box/envelope to TDC for the FSA Retakes and FSA/NGSSS EOC Assessments.	-
May 30-June 7*	Comet Delivery Services will pick up ONLY the DISTRICT ASSESSMENT COORDINATOR BOXES, (DAC-AR and DAC-SWR) at all schools.	-
May 31**	**K-8 Centers, Middle, High schools and Alternative Centers: (FINAL DAY)** Return to DRC (FSA vendor) ALL **"NOT TO BE SCORED" boxes,** including **all** Special Documents (Large Print, Braille, and One-item-per-page). Use the UPS return labels and the appropriate DRC WHITE return labels.	-

* The Delivery Details for School Assessments Coordinators (linked), provides detailed information about deliveries to schools, including dates and personnel who received materials.
****By the scheduled return dates, schools must schedule the pickup of the "TO BE SCORED" and "NOT TO BE SCORED" boxes with UPS to return to DRC.** Additional instructions on the packaging and return of testing materials including the DAC-AR and DAC-SWR Boxes are available via the Friendly Reminder Chart (linked).
***The TDC Documents page at http://oada.dadeschools.net/TDC/TDC.asp provides access to detailed packing instructions.

Spring 2019 ELA Reading (Grade 3) and ELA Writing (Grades 4-10)
Schedule of Activities

	School Assessment Coordinator	Technology Coordinator
January 10-22*	Delivery to schools of all FSA CBT and PBT Test Administration Manuals, FSA CBT worksheets, CBT work folders, and planning sheets (CBT and PBT).	-
January 21– March 22	RECOMMENDED administration of ITEM Practice test for FSA ELA Grade 3 Reading. Practice Tests for FSA Writing Grades 4-10 are optional.	Ensure computer workstations have been identified that meet minimum specifications and the appropriate software applications (i.e., FSA Secure Browser) are installed and running properly.
January 31- February 8*	Delivery to schools of all NGSSS CBT and PBT Test Administration Manuals CBT work folders, and FSA/NGSSS Special Documents Practice Tests (Large Print and Braille).	-
February 5, 6, 8, or 11	Attend **mandatory** Spring 2019 FSA and NGSSS School Assessment Coordinators live training (Weekly Briefing #24063).	-
February 11-15	For FSA Computer-Based Testing: All schools select one day in the week to carry out school-wide Spring 2019 FSA Infrastructure Trial and complete the FSA Infrastructure Trial Survey is available at https://www.surveymonkey.com/r/FSA2019.	Carry out school-wide Spring 2019 FSA Infrastructure Trial.
February 11 - March 22	Verify student information. Complete scheduling activities. Complete training test administrators and proctors. Create (TA) test administrators and Assessment Viewing Application (AVA) accounts in TIDE.	Install visual barriers.
March 12-19	Delivery of FSA ELA Reading (Grade 3) and Writing paper test materials (all Grades 4-6 and for eligible students with paper-based accommodations in Grade 7-10), PreID labels, rosters and Special Documents (if applicable), via Comet Delivery Services. Verify shipment.	-
**March 25-29** *Spring Break (No School)*	
April 1 – 12	**FSA ELA Writing CBT (and PBT Accommodations) (Grades 7-10)**: In TIDE, test administrators will create and start the test session, approve students to test, monitor test sessions, pause students as needed, and stop the test session.	Assist test administrators and school assessment coordinator during testing.
April 3 *(Make-up to April 12)*	**FSA ELA Writing PBT (Grades 4-6) PBT:** All PBT in grades 4-6 must be scheduled *districtwide* on Wednesday, April 3 with makeup testing up to April 12, as needed.	-
April 3 – 4 *(Make-up to April 12)*	**FSA ELA Reading Grade 3 PBT**: All grade 3 FSA ELA Reading must be scheduled *districtwide* on Wednesday, April 3 and Thursday, April 4 with makeup testing up to April 12, as needed.	
April 8*	**CALIBRATION SCHOOLS for Grade 3 FSA ELA Reading and Grades 4-6 ELA Writing:** Return to DRC (FSA vendor) ALL **"TO BE SCORED" boxes** for FSA ELA Reading (Grade 3) PBT and ELA Writing (Grades 4-6) PBT, including **all** Special Documents (Large Print, Braille, and One-item-per-page). Use the UPS return labels and the appropriate DRC STRIPED (GRAY AND/OR GREEN) return labels.	-
April 12	**FSA ELA Writing CBT (Grades 7-10):** In TIDE, school assessment coordinators will invalidate student results, if applicable. Delete PDF copies of the test tickets from your computer.	Assist test administrators and school assessment coordinator during testing.
April 15-17*	**NON-CALIBRATION:** **Elementary, K-8 Centers, Middle, High schools and Alternative Centers:** Schedule with UPS the return to DRC (FSA vendor) of ALL **TO BE SCORED and NOT TO BE SCORED FSA ELA Reading Grade 3,** including **all** Special Documents (Large Print, Braille, and One-item-per-page). Use the UPS return labels and the appropriate DRC GRAY return labels. **Elementary, K-8 Centers, Middle, High schools and Alternative Centers:** Schedule with UPS the return to DRC (FSA vendor) of only **TO BE SCORED ELA Writing Grades 4-6 and ELA Writing PBT Accommodations for Grades 7-10,** including **all** Special Documents (Large Print, Braille, and One-item-per-page). Use the UPS return labels and the appropriate DRC GREEN return labels. *However, RETAIN the NOT TO BE SCORED boxes for the FSA ELA Writing makeup administration windows.*	-
May 7-14	**Makeup Window**: FSA ELA Writing for Grades 4-6 PBT.	-
May 16*	**Elementary, K-8 Centers and Middle Schools:** (from Makeup window) Schedule with UPS the return to DRC (FSA vendor) of ALL **TO BE SCORED and NOT TO BE SCORED boxes for ELA Writing Grades 4-6,** including **all** Special Documents (Large Print, Braille, and One-item-per-page). Use the UPS return labels and the appropriate DRC color return labels.	-
May 20-29	**Makeup Window:** FSA ELA Writing for Grades 7-10 CBT and PBT Accommodations. In TIDE, test administrators will create and start the test session, approve students to test, monitor test sessions, pause students as needed, and stop the test session.	Assist test administrators and school assessment coordinator during testing.
May 29*	**K-8 Centers, Middle Schools, High Schools, and Alternative Centers:** (from Makeup window) Schedule with UPS the return to DRC (FSA vendor) of ALL **TO BE SCORED and NOT TO BE SCORED boxes for ELA Writing Grades 7-10 PBT Accommodations,** including **all** Special Documents (Large Print, Braille, and One-item-per-page). Use the UPS return labels and the appropriate DRC color return labels.	-
May 30-June 7*	Comet Delivery Services will pick up ONLY the DISTRICT ASSESSMENT COORDINATOR BOXES, (DAC-AR and DAC-SWR) at all schools.	-
May 31*	**K-8 Centers, Middle, High schools and Alternative Centers: (FINAL DAY)** Schedule with UPS the return to DRC (FSA vendor) of ALL **"NOT TO BE SCORED" boxes for FSA ELA Reading Grade 3, ELA Writing Grades 4-6 and ELA Writing PBT Accommodations for Grades 7-10,** including **all** Special Documents (Large Print, Braille, and One-item-per-page. Use the UPS return labels and the appropriate DRC WHITE return labels.	-

* Please refer to the Delivery Details for School Assessments Coordinators (linked), provides detailed information about deliveries to schools, including dates and personnel who received materials.
****By the scheduled return dates, schools must schedule the pickup of the "TO BE SCORED" and "NOT TO BE SCORED" boxes with UPS to return to DRC.** Additional instructions on the packaging and return of testing materials including the DAC-AR and DAC-SWR Boxes are available via the Friendly Reminder Chart (linked).
***The TDC Documents page at http://oada.dadeschools.net/TDC/TDC.asp provides access to detailed packing instructions.

Spring 2019 FSA ELA Reading (Gr 4-10), Mathematics (Gr 3-8), and FCAT 2.0 Science (Gr 5 & 8)
Schedule of Activities

	School Assessment Coordinator	Technology Coordinator
January 10-22*	Delivery to schools of all FSA CBT and PBT Test Administration Manuals, FSA CBT worksheets, CBT work folders, and planning sheets (CBT and PBT).	-
January 21- April 26	**CBT Practice Tests Administrations**: Required for Grades 7-10 FSA ELA Reading, Grades 7-8 FSA Mathematics, and (Grades 7-10 Writing is Optional) **PBT Test Item Practice Test Administration:** Required for FSA ELA Reading Grades 4-6, FSA Mathematics Grades 3-6, and all PBT Accommodations for Grades 7-10 ELA Reading and Grades 7-8 Mathematics, as applicable.	-
January 31- February 8*	Delivery to schools of all NGSSS CBT and PBT Test Administration Manuals CBT work folders, and FSA/NGSSS Special Documents Practice Tests (Large Print and Braille).	-
February 5, 6, 8, or 11	Attend **mandatory** Spring 2019 FSA and NGSSS School Assessment Coordinators live training (Weekly Briefing #24063).	-
February 11-15	For FSA Computer-Based Testing: All schools select one day in the week to carry out school-wide Spring 2019 FSA Infrastructure Trial and complete the FSA Infrastructure Trial Survey is available at https://www.surveymonkey.com/r/FSA2019.	Carry out school-wide Spring 2019 FSA Infrastructure Trial.
February 11- April 26	School assessment coordinators appoint and train test administrators for FSA ELA Reading (Grades 4-6, PBT and Grades 7-10, CBT), FSA Mathematics (Grades 3-6, PBT and Grades 7-8, CBT), and FCAT 2.0 Science (Grades 5 & 8, PBT) test administrations.	Attend school-based training.
March 25-29 ***Spring Break (No School)***		
April 9-19	Delivery of paper tests for FSA ELA Reading (Grades 4-6), FSA Mathematics (Grades 3-6), FCAT 2.0 Science (Grades 5 & 8); PreID labels and rosters, **and** PBT Accommodations for FSA ELA Reading (Grades 7-10 CBT) and FSA Mathematics (Grades 7-8 CBT) (Regular Print, Large Print, Braille, and One-Item-Per-Page), including PreID labels and rosters to schools.	-
May 1 – 2 *(Makeup to May 14)*	**Grades 4-6 FSA ELA Reading PBT:** All grades 4-6 FSA ELA Reading must be scheduled *DISTRICTWIDE* on Wednesday, May 1 and Thursday, May 2 with makeup testing up to May 14, as needed. See specific administration schedule.	-
May 3**	CALIBRATION: **Elementary, K-8 Centers, Middle Schools:** Schedule with UPS the return to DRC (FSA vendor) of ALL **TO BE SCORED** for **FSA ELA Reading Grades 4-6** including all Special Documents (Large Print, Braille, and One-item-per-page. Use the UPS return labels and the appropriate DRC STRIPED ORANGE return labels.	-
May 1- 17	**FSA ELA Grades 7-10 and FSA Mathematics Grades 7-8 & FSA Algebra 1 and Geometry EOC and NGSSS Biology 1, Civics and US History PBT Accommodations:** (See specific daily test administration schedule).	-
May 1-29	**FSA ELA Grades 7-10 and FSA Mathematics Grades 7-8 & FSA Algebra 1 and Geometry EOC and NGSSS Biology 1, Civics and US History CBT:** In the FSA TA Interface, test administrators will create and start the test session, approve students to test, monitor test sessions, pause students as needed, and stop the test session.	Assist test administrators and school assessment coordinator during testing.
May 6 – 7 *(Makeup to May 14)*	**Grades 3-6 FSA Mathematics PBT**: All grades 3-6 FSA Math must be scheduled *DISTRICTWIDE* on Monday, May 6 and Tuesday, May 7 with makeup testing up to May 14, as needed. (See specific administration schedule).	-
May 8 (Makeup to May 14)	**Grade 8 Science PBT Administration:** All Grade 8 Science must be administered *DISTRICTWIDE* on Wednesday, May 8 with makeup testing until May 14, as needed. (See specific daily test administration schedule).	-
May 8-9 (Makeup to May 14)	**Grades 5 Science PBT Administration:** All Grade 5 Science must be administered *DISTRICTWIDE* on Wednesday, May 8 and Thursday, May 9 with makeup testing until May 14, as needed. (See specific daily test administration schedule).	-
May 10**	CALIBRATION: **Elementary, K-8 Centers, and Middle Schools:** Schedule with UPS the return to DRC (FSA vendor) of **TO BE SCORED and NOT TO BE SCORED FSA Mathematics Grades 3-6,** including all Special Documents (Large Print, Braille, and One-item-per-page. Use the UPS return labels and the appropriate DRC STRIPED ORANGE return labels.	-
May 13-15**	NON-CALIBRATION: **Elementary, K-8 Centers, and Middle Schools:** Schedule with UPS the return to DRC (FSA vendor) of **TO BE SCORED and NOT TO BE SCORED FSA ELA Reading Grades 4-6 and FSA Mathematics Grades 3-6,** including all Special Documents (Large Print, Braille, and One-item-per-page. Use the UPS return labels and the appropriate DRC ORANGE return labels.	-
May 16**	**Elementary, K-8 Centers, and Middle Schools**: Schedule with UPS the return to Pearson (Science vendor) **TO BE SCORED and NOT TO BE SCORE Science Grades 5 & 8,** including all Special Documents (Large Print, Braille, and One-item-per-page. Use the UPS return labels and the appropriate Pearson RED return labels.	-
May 22**	**K-8 Centers, Middle, High Schools and Alternative Centers:** Schedule with UPS the return to DRC (FSA vendor) of **TO BE SCORED and NOT TO BE SCORED** PBT Accommodations for FSA ELA Reading Grades 7-10 and Mathematics Grades 7-8, including all Special Documents (Large Print, Braille, and One-item-per-page. Use the appropriate UPS return labels and the appropriate DRC (for FSA) ORANGE return labels.	-
May 29	**FSA ELA Reading Grades 7-10 and FSA Mathematics Grades 7-8 CBT AND FSA Algebra 1 and Geometry EOC CBT:** In TIDE, invalidate student results, if applicable. Delete PDF copies of test tickets from the computer.	-
May 30-June 7***	Comet Delivery Services will pick up ONLY the DISTRICT ASSESSMENT COORDINATOR BOXES, (DAC-AR and DAC-SWR) at all schools.	-
May 31**	**K-8 Centers, Middle, High Schools and Alternative Centers: (FINAL DAY)** Schedule with UPS the return to DRC (FSA vendor) ALL "NOT TO BE SCORED" boxes for FSA ELA Reading Grade 3-6, Mathematics Grades 4-6, and Science Grades 5 & 8, AND PBT Accommodations for Grades 7-10 ELA Reading, Grades 7-8 Math,** including all Special Documents (Large Print, Braille, and One-item-per-page. Use the appropriate UPS return labels and the appropriate DRC or Pearson WHITE return labels.	-

* Please refer to the Delivery Details for School Assessments Coordinators (linked), provides detailed information about deliveries to schools, including dates and personnel who received materials.
****By the scheduled return dates, schools must schedule the pickup of the "TO BE SCORED" and "NOT TO BE SCORED" boxes with UPS to return to DRC and to Pearson.** Additional instructions on the packaging and return of testing materials including the DAC-AR and DAC-SWR Boxes are available via the Friendly Reminder Chart (linked).
***The TDC Documents page at http://oada.dadeschools.net/TDC/TDC.asp provides access to detailed packing instructions.

Spring 2019 FSA Algebra 1, Geometry and NGSSS Biology 1, Civics, and US History EOC Assessments
Schedule of Activities

	School Assessment Coordinator	Technology Coordinator
January 10-22*	Delivery to schools of all FSA CBT and PBT Test Administration Manuals, FSA CBT worksheets, CBT work folders, and planning sheets (CBT and PBT).	-
January 21- April 26	**CBT Practice Tests Administrations**: Required for Algebra 1, Geometry, Biology 1, Civics and US History EOC. **PBT Test Item Practice Test Administration:** PBT Accommodations of Algebra 1, Geometry, Biology 1, Civics and US History EOC Assessments, as applicable.	-
January 30 – 31	**Adults Education Centers:** Pick up FSA and NGSSS test administration manuals and materials at TDC.	-
January 31- February 8*	Delivery to schools of all NGSSS CBT and PBT Test Administration Manuals CBT work folders, and FSA/NGSSS Special Documents Practice Tests (Large Print and Braille).	-
February 5, 6, 8, or 11	Attend **mandatory** Spring 2019 FSA and NGSSS School Assessment Coordinators live training (Weekly Briefing #24063).	-
February 11-15	For FSA Computer-Based Testing: All schools select one day in the week to carry out school-wide Spring 2019 FSA Infrastructure Trial and complete the FSA Infrastructure Trial Survey is available at https://www.surveymonkey.com/r/FSA2019.	Carry out school-wide Spring 2019 FSA Infrastructure Trial.
February 11- April 26	School assessment coordinators appoint and train test administrators for FSA and NGSSS EOC Assessments (Algebra 1, Geometry, Biology 1, Civics and US History) test administrations.	Attend school-based training.
	March 25-29 *Spring Break (No School)*	
April 9-19	Delivery of paper tests for FSA and NGSSS EOC (Algebra 1, Geometry, Biology 1, Civics and US History) (regular print, large print, braille, and one-item-per-page), including PreID labels and rosters to schools.	-
April 15-19	For NGSSS EOC (Biology 1, Civics, and US History) Computer-Based Testing: Schools carry out district-wide Spring 2019 NGSSS Infrastructure Trial **and** complete the NGSSS Infrastructure Trial Survey available at https://www.surveymonkey.com/r/NGSSS19.	Install TestNav 8 app (optional) and Configure browser settings for the Proctor Cache computer.
May 1-17	**FSA Algebra 1 and Geometry EOC and NGSSS Biology 1, Civics and US History PBT Accommodations:** (See specific daily test administration schedule).	-
Mat 1- 29	**FSA Algebra 1 and Geometry CBT:** In the FSA TA Interface, test administrators will create and start the test session, approve students to test, monitor test sessions, pause students as needed, and stop the test session. **NGSSS Biology 1, Civics, and US History CBT:** In PearsonAccess Next, school assessment coordinator must manually PREPARE and START test sessions. Resume students as needed. Monitor test sessions.	Assist test administrators and school assessment coordinator during testing.
May 22**	**K-8 Centers, Middle, High Schools, and Alternative Centers:** Schedule with UPS the return to DRC (FSA vendor) of **TO BE SCORED and NOT TO BE SCORED** PBT Accommodations for FSA EOC (Algebra 1, Geometry). Schedule with UPS the return to Pearson **TO BE SCORED and NOT TO BE SCORED** PBT Accommodations for NGSSS EOC (Biology 1, Civics, and US History). Include **all** Special Documents (Large Print, Braille, and One-item-per-page). Use the appropriate UPS return labels and the appropriate DRC (for FSA) PURPLE return labels and/or Pearson (for NGSSS) BROWN return labels.	-
May 29	**FSA Algebra 1 and Geometry EOC CBT:** In TIDE, invalidate student results, if applicable. Delete PDF copies of test tickets from the computer. **NGSSS EOC (Biology 1, Civics, and US History) CBT:** In (PA) Next, mark tests complete and STOP test sessions. Invalidate student results, if applicable. Delete PDF copies of Student Authorization Tickets and Excel/PDF copies of Session Rosters from computer.	Purge NGSSS EOC test content from Proctor Caching station after testing.
May 30 – June 3***	Adult Education Centers: Hand-deliver DAC-AR and DAC-SWR box/envelope to TDC for the EOC Assessments.	-
May 30-June 7***	Comet Delivery Service will pick up the DISTRICT ASSESSMENT COORDINATOR BOXES, (DAC-AR and DAC-SWR) at all schools.	-
May 31**	**K-8 Centers, Middle, High Schools, and Alternative Centers: (FINAL DAY)** Schedule with UPS the return to DRC (FSA vendor) ALL **"NOT TO BE SCORED"** boxes for PBT Accommodations for FSA **(Algebra 1 and Geometry).** Schedule with UPS the return to Pearson (NGSSS vendor) "**NOT TO BE SCORED"** boxes for PBT Accommodations for NGSSS (Biology 1, Civics, and US History). Include **all** Special Documents (Large Print, Braille, and One-item-per-page). Use the appropriate UPS return labels and the appropriate DRC (for FSA) or Pearson (for NGSSS) WHITE return labels.	-

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****By the scheduled return dates, schools must schedule the pickup of the "TO BE SCORED" and "NOT TO BE SCORED" boxes with UPS to return to DRC and to Pearson.** Additional instructions on the packaging and return of testing materials including the DAC-AR and DAC-SWR Boxes are available via the Friendly Reminder Chart (linked).
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MIAMI-DADE COUNTY PUBLIC SCHOOLS

Summary of Spring 2019 FSA and NGSSS Assessments
Test Administration Procedures

Note: This material does not cover every aspect of the Spring 2019 FSA and NGSSS administrations; it highlights procedures that are specific to the test administration in Miami-Dade County Public Schools. School assessment coordinators are responsible for following the administration procedures specified in the Test Administration Manual.

The Spring 2019 Florida Standards Assessment (FSA) English/Language Arts (ELA) Writing Retake, ELA Reading Retake, and Algebra 1 End-of-Course (EOC) Retake computer-based testing (CBT) window for eligible students is as follows:

Test	Grade	Testing Window*
FSA ELA Writing Retake	**Grades 10+ - Adult**	**CBT (and PBT Accommodations): February 25 - March 15**
FSA ELA Reading Retake		
FSA Algebra 1 EOC Retake	**Grades 7 - Adult**	**CBT: February 25 - March 15 (PBT Accommodations): February 25 - March 8**

*Refer to the Spring 2019 Daily Testing Calendar

The Spring 2019 FSA ELA Writing Retake, FSA ELA Reading Retake, and FSA Algebra 1 EOC Retake will be administered as computer-based tests, with paper-based administrations only available as an accommodation for eligible students. The FSA ELA (Writing and Reading) Retakes will be administered at senior high schools, alternative/ESE centers and adult centers to eligible students, as applicable. **Please note that students must complete both components (Writing and Reading) to receive an FSA ELA Retake score.** The FSA Algebra 1 EOC Retake will be administered at selected K-8 centers, middle schools, senior high school, alternative/ESE centers, and adult centers to eligible students.

The Spring 2019 Grades 4-10 FSA ELA Writing and Grade 3 FSA ELA Reading testing windows are as follows:

Test	Grade	Testing Window*
FSA ELA Writing	**Grades 4-6**	**PBT only: April 3** (*Makeup to April 12*)
	Grades 7-10	**CBT (and PBT Accommodations): April 1 – 12**
FSA ELA Reading	**Grade 3**	**PBT only: April 3 – 4** (*Makeup to April 12*)

* Refer to the Spring 2019 Daily Testing Calendar

Grade 3 FSA ELA Reading will be administered as a paper-based administration in early April to ensure test results are reported early to facilitate promotion decisions of students in Grade 3. Grades 4-6 students will be administered the FSA ELA Writing as a paper-based administration. On the other hand, Grades 7 – 10 will be administered the FSA ELA Writing as a computer-based test, with paper-based administrations only available as an accommodation for eligible students. Please note: One additional *make up window* has been scheduled for **FSA ELA Writing (Grades 4-10)**. Students that are new to your school or who were absent during the initial Writing window in April may participate. **Students whose ELA Writing tests were invalidated for any reason during the initial testing window in April may not participate again during the makeup window.** No makeup window will be available for the FSA ELA Writing Retake.

Test	Grade	Testing Window*
FSA ELA Writing Makeup Window	**Grades 4-6**	**PBT only: May 7 – 14**
	Grades 7-10	**CBT (and PBT Accommodations): May 20 – 29**

* Refer to the Spring 2019 Daily Testing Calendar

The Spring 2019 Grades 4-10 FSA ELA Reading, Grades 3-8 FSA Mathematics, and Grades 5 & 8 Statewide Science Assessment paper-based testing (PBT) windows are as follows:

Test	Grade	Testing Window*
FSA ELA Reading	Grades 4-6	PBT only: May 1 – 2 (*Makeup to May 14*)
FSA Mathematics	Grades 3-6	PBT only: May 6 – 7 (*Makeup to May 14*)
FCAT 2.0 Science	Grade 5	PBT only: May 8 – 9 (*Makeup to May 14*)
	Grade 8	PBT only: May 8 (*Makeup to May 14*)

*Refer to the Spring 2019 Daily Testing Calendar

The Spring 2019 Grades 7-10 FSA ELA Reading, Grades 7-8 FSA Mathematics computer-based testing (CBT) windows are as follows:

Test	Grade	Testing Window*
FSA ELA Reading	Grades 7-10	PBT Accommodations: May 1 – 17
FSA Mathematics	Grades 7-8	CBT: May 1 – 29

*Refer to the Spring 2019 Daily Testing Calendar

In general, all students enrolled in the tested grade levels (Grades 3-10 for ELA Reading, Grades 3-8 for Mathematics, and Grades 5 and 8 for Science) participate in the FSA and Statewide Science Assessments. Students must take the test appropriate for the grade level in which they are enrolled. Grade 3 FSA ELA Reading, Grades 4 – 6 ELA Reading, and Grades 3 – 6 Mathematics will be administered as a paper-based administration. In addition, Grades 5 and 8 students will be administered the Science as a paper-based administration. On the other hand, Grades 7 – 10 for ELA Reading and Grades 7 – 8 for Mathematics will be administered the FSA on the computer, with paper-based administrations only available as an accommodation for eligible students. It should be noted that students in Grades 4-10 must complete both components (Writing and Reading) to receive an FSA ELA score.

The Spring 2019 FSA Algebra 1, Geometry and Next Generation Sunshine State Standards (NGSSS) Biology 1, Civics, and US History EOC Assessments will be administered at selected K-8 centers, middle schools, senior high schools, alternative/ESE centers, and adult centers to eligible students during the following testing windows:

EOC Assessments	Testing Window*
FSA Algebra 1 and Geometry	PBT Accommodations: May 1 – 17
NGSSS Biology 1, Civics, and US History	CBT: May 1 – 29

*Refer to the Spring 2019 Daily Testing Calendar

Note that computer-based tests (FSA ELA Reading Grades 7-10; FSA Mathematics Grades 7-8; FSA Algebra 1, Geometry EOC; and NGSSS Biology 1, Civics, and US History EOC) may be administered in any order, by school, based on the needs of students within a school. One subject does not need to be completed before another begins, and subject tests may be administered concurrently. In addition, all paper-based (PBT) accommodations (Regular Print, Large Print, Braille, and One-item-per-page) for eligible students should be administered within the first 3 weeks of the testing window (May 1-17) to ensure timely reporting of results. Please note that computer-based test administrations may be scheduled anytime during the CBT testing window but must be completed by the last day of the window for each assessment.

All eligible students taking computer-based tests will be participating in a practice session at the school using the FSA Secure Browser or the link to the Practice Tests on the FSA portal to access the practice tests online. Please go to **http://www.fsassessments.org/** for technical specifications and resources for this platform. Note that FSA paper-based administrations will be available for ESE or Section 504 plan students as documented on an Individual Educational Plan (IEP) or Section 504 plan and accommodated CBT test forms (e.g., text-to-speech and masking) are also available via the FSA Secure Browser for all FSA CBT assessments during this administration. Reading and Writing Passage Booklets are available to eligible students taking the computer-based FSA ELA Writing and Reading who have accommodations requiring their use identified in IEPs or Section 504 plans. Deaf/Hard of Hearing students will be able to access videos that present listening items in American Sign Language (ASL) and Closed-Captioning. Audio passage transcripts are also available to eligible Department of Corrections and Hospital/Homebound students taking paper-based assessments who have no access to computers or the Internet. In addition, auditory presentation, by a trained human reader, of the FSA ELA Writing and Reading passages will be available to eligible students for both paper-based and computer-based assessments, who are severely visually disabled and meet additional criteria as required by the Florida Department of Education (FLDOE). Note, all eligible students must participate in a CBT Practice Test session for the specific test(s) they are scheduled for, conducted at their school, to familiarize themselves with the different features of the FSA Secure Browser prior to the administration of the operational test(s).

All students who will use the CBT accommodations of text-to-speech, via the FSA Secure Browser platform, must participate in a Practice test session with the text-to-speech accommodation during this administration. Students who have previously

participated in an FSA Practice Test for the subject test/grade level they will take are NOT required to participate in a Practice Test session for this administration; however, these students should be encouraged to access the Practice Tests and practice on their own. **Please note:** All Grade 3 – 6 ELA Reading, Grades 3-6 FSA Mathematics students and students with paper-based accommodations (regular print and one-item-per-page) who will take an FSA paper-based test (PBT) should participate in a test item practice session prior to the operational test session at the school, to familiarize themselves with the various item types they may encounter on the assessments. The *Directions for Completing Paper Based Test Item Practice* handouts containing sample items and associated scripts for administering test item practice sessions are posted on the FSA Portal. Schools may choose to use these along with the longer paper-based practice tests but are not required to do so. Students with Braille and Large Print PBT accommodations are required to participate in a paper-based practice test using the appropriate materials; these materials will be ordered by district staff.

The NGSSS Biology 1, Civics, and US History EOC Assessments are computer-based tests (CBT), and all eligible students will be participating using the TestNav8 platform. Please go to **http://florida.pearsonaccessnext.com/technology-resources/** for technical specifications and resources for this platform. Note that paper-based administrations will be available for eligible students as documented on an IEP or Section 504 plan and accommodated CBT test forms (e.g., text-to-speech and masking) are also available via TestNav8 for all NGSSS EOC computer-based assessments during this administration.

Additionally, all students eligible for a CBT NGSSS test must participate in a Practice Test session via PearsonAccess Next for each of the subject tests they will take at their school, to familiarize themselves with the different features of the TestNav8 testing platform prior to the administration of the operational tests.

STUDENT ENROLLMENT

For the Spring 2019 test administrations, currently enrolled students are not required to pre-register to take the test. School staff is responsible for identifying their enrolled students who need to participate in the test administration, notifying them about the test, and assigning them to testing rooms.

Adult education centers must test any of their enrolled students who need to take the FSA ELA (Writing and Reading) Retake, FSA Algebra 1 Retake EOC, FSA Algebra 1 (first time testers), Geometry, and NGSSS Biology 1 and US History EOC assessments. Non-enrolled students, Credit Acceleration Program (CAP), and Adult Education students must preregister in advance, by February 8 for the FSA ELA Retake (Writing and Reading) and Algebra 1 Retake EOC; and by April 12 for the FSA and NGSSS EOC Assessments (Algebra 1, first-time testers, Geometry, Biology 1, and US History) to ensure they can be accommodated, and that sufficient materials and proctors are available.

Pre-registration is critical because it facilitates:
- confirming students' eligibility to participate in the test administration (current enrollment and test sections needed);
- ensuring that students are informed about the test dates and the scheduling of test sessions;
- ensuring that students will have appropriate ID for the test session;
- ensuring that sufficient test administrators and proctors are scheduled;
- ensuring that sufficient test materials are available to meet the testing needs of pre-registered students;
- ensuring that students are advised that they may only test at one location during each testing window;
- assigning students to testing rooms and generating rosters of students to be tested; and
- maintaining test security.

The *Miami-Dade County Public Schools FSA and NGSSS EOC and Retake Assessments Registration Form (FM-7276)* *(linked) and* provided in Attachment A, can be used for student test registration. This form may also be obtained electronically from Records and Forms Management (http://forms.dadeschools.net/search.asp) and may be duplicated as needed. Please note that students are required to show valid picture identification at registration and again at the entrance to testing. Students should be informed of the test format (computer-based administration) at the time of registration and should be given information regarding the computer-based testing practice tests for FSA and NGSSS assessments.

Adult education centers must test any of their enrolled students who need to take the respective assessment and are NOT enrolled in a senior high school during day school.

Please note that non-enrolled students may be permitted to register 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 Education Identifier Number (FLEID). A blank Administration Record/Security Checklist that captures all the required administration information is accessible via the FSA Portal (linked) for the FSA assessments and at PearsonAccess Next, via Avocet (linked) for the NGSSS EOC assessments. Note, students' photo identification must be checked before unfamiliar students are admitted to a testing room. Only those students who are on the pre-assigned list for a testing room and who have photo identification 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.

ROLES AND RESPONSIBILITIES FOR IMPLEMENTING TESTING PROGRAMS AT SCHOOL SITES

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

Principal

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

School Assessment Coordinator

The school assessment coordinator is responsible for organizing and monitoring testing programs at the school level in accordance with the procedures outlined for each program. Additionally, Attachments D and H in this training packet provide test administration and security procedures that should be used when training test administrators and proctors. Primary responsibilities for the CBT administrations include: attending and/or viewing district training sessions; planning and implementing test administrations; creating FSA Test Administrator (TA) and Assessment Viewing Application (AVA) accounts in TIDE, as applicable; creating Test Administrator (TA) accounts in Pearson to resume student tests (optional); training test administrators and proctors; arranging for testing locations; verifying receipt of test materials; verifying and managing student information in TIDE and Pearson; scheduling students into testing groups; organizing, and distributing materials to the test administrators; maintaining the security of test materials in the schools; supervising test administration; scheduling make-up sessions; invalidating tests in TIDE and Pearson; maintaining all required

records and documentation; returning test materials for scoring; maintaining the confidentiality of student test records; and completing the **School Assessment Coordinator Checklist** (accessible from the [FSA Portal (linked)](#) and [PearsonAccess Next (linked)](#)) as stated in the test administration manuals and available online.

Technology Coordinator

The technology coordinator is responsible for assisting the school assessment coordinator in the implementation of the computer-based test administration. Technology resources are available via the FSA Portal accessed at http://fsassessments.org/technology-resources/ and via PearsonAccess Next accessed at http://florida.pearsonaccessnext.com/technology-resources/. Each link provides instructions and information that technology coordinators will need to prepare schools for FSA and NGSSS computer-based testing. The technology coordinator is responsible for reading and becoming familiar with all the information provided in the resources prior to each test administration. Primary responsibilities include: ensuring that all computers meet the minimum system requirements; downloading the new FSA Secure Browser to student workstations for FSA CBT test administrations; downloading and installing the proctor cache software on the proctor cache computers and configuring browser settings to cache test content in PearsonAccess Next for NGSSS CBT tests; assisting test administration staff during the CBT administration sessions with any technical difficulties that may develop; monitoring system usage during the administration; purging test content from the proctor caching computer(s) for the PearsonAccess Next NGSSS CBT tests; and completing the [Technology Coordinator Checklist for NGSSS EOCs (linked)](#) as stated in the [Spring/Summer 2019 NGSSS EOC CBT Test Administration Manual](#) and available online via Avocet.

Test Administrator

The test administrator is responsible for directing and conducting student testing sessions, as specified in the test administration manuals and training packet. Only certificated administrative and instructional employees (e.g., teachers, counselors, media specialists) who have received appropriate training for a test may serve as test administrators. Primary responsibilities include: attending required training sessions; creating a password for FSA TA Interface access; creating or resetting the PearsonAccess Next password (optional to resume students for the NGSSS CBT tests as needed); establishing appropriate conditions in the testing room that include installing visual barriers for computer-based testing, distributing planning sheets, CBT work folders and CBT worksheets (if applicable), and returning student test materials. For FSA CBT tests, creating test sessions, approving students, pausing students for breaks, monitoring test sessions, and stopping the test session. For the paper-based accommodations of FSA ELA Reading (Grades 7-10 and Retake), test administrators will need the AVA role added to their TIDE account, and a computer in the classroom during testing, to log into the [AVA card from the FSA Portal](#) and provide access to the listening items, animations, closed captioning, and ASL videos sections of the paper-based ELA Reading tests, as needed. For NGSSS CBT tests, monitoring and resuming

students, if applicable. In addition, accounting for all assigned materials; strictly adhering to test scripts and directions; actively monitoring students during the testing session; following security procedures to ensure a standard administration; and completing the Test Administrator Checklist as stated in the [FSA Portal (linked)](#) and [Pearson for NGSSS (linked)](#) test administration manuals and available online.

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 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 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 has received appropriate training related to procedures for the FSA and NGSSS administrations 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 FSA and NGSSS administrations and the test security procedures may serve as proctors.

For paper-based and computer-based test administrations, the ratio of student per adult is 25 students to 1 test administrator. For a room with 26-50 students, a test administrator and 1 proctor must be present. For a room with 51-75 students, a test administrator and 2 proctors must be present.

Required Ratio for FSA and NGSSS Administrations

Mode of Administration	Ratio*
Paper-based and Computer-based	1:25

*Adult (test administrator) to student ratio.

Use of Non-School Personnel as Proctors

Non-school system personnel may be used to assist test administrators during test administration. However, they may not participate in any of the test administration procedures.

- Non-school system personnel may not handle or distribute secure test materials;
- Non-school system personnel may not hand-grid student answer documents; and
- 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 FSA and NGSSS Assessments Security Agreement (FM-3956)* (Attachment C) *and the* 2018-2019 Test Administration and Security Agreement (linked) found in the test administration manuals.

All test administrators and proctors must be informed of their duties and all applicable security procedures and policies. The *Test Administrators' Responsibilities: Maintaining Test Security Before, During, and After Test Administration* (Attachment D) is provided for use in training test administrators and proctors in maintaining test security, as well as a Test Security Screencast (linked) (and the Test Security PowerPoint) that may be accessed and played as part of the training session.

DISTRICT MONITORING OF FSA and NGSSS ADMINISTRATIONS

To ensure that the statewide and districtwide standardized assessments are administered in accordance with the required procedures regarding uniformity and security, district and state monitors will visit randomly selected school sites on test and/or make up dates, as well as during the days 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 assessments.

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

GENERATING STUDENT LISTS

For the Spring 2019 test administrations, schools will need to generate a final list of eligible students for each assessment as applicable. The New File Download Manager (FDM) may be used to identify students that are eligible to participate in the FSA and NGSSS administrations.

- Eligible students to test for the Spring 2019 FSA ELA (Writing and Reading) Retake, include students who are currently enrolled and have failed their cohort's Grade 10 FSA ELA or FCAT 2.0 Reading requirement for graduation, as applicable.

- Eligible students to test for the FSA Algebra 1 Retake EOC assessments include the students who failed the Algebra 1 EOC and have not yet met the Algebra 1 EOC graduation test requirement.

- Eligible students to test for the FSA Algebra 1 (first time testers, no previous score in file), Geometry, and NGSSS Biology 1, Civics, and US History EOC assessments include the following:
    - Students who are new to the district, (private school, out of state/country) <u>and</u> have Algebra 1 course credit but have not yet met the Algebra 1 graduation test requirement.
    - Students who have an NG reported for the EOC course because they did not receive a valid EOC test score.
    - Students who have completed an eligible EOC course (or completed at least 80% of the course content) through a virtual program (ex., Florida Virtual School) or adult program.
    - Students who wish to retake an EOC to be eligible for a standard diploma with a scholar designation.
    - Students in a credit acceleration program (CAP) who wish to take the assessment to earn course credit.

PREPARING ANSWER DOCUMENTS AND PRE-IDENTIFIED STUDENT LABELS

Students using paper test documents should not be listed as taking a CBT in TIDE or Pearson. Schools will receive pre-identified student labels for use on Grades 4-6 FSA ELA Writing, Grades 3-6 FSA ELA Reading, Grades 3-6 FSA Mathematics, and Grades 5 and 8 Science PBT administrations for students who were included in the PreID files. Additionally, eligible students with paper-based accommodations for the CBT test administrations of ELA Writing, Grades 7-10; ELA Reading, Grades 7-10; Mathematics, Grades 7-8; Algebra 1, Geometry, Biology 1, Civics, and US History EOC Assessments will have pre-identified student labels if they were included in the PreID files. However, a PreID roster and labels will **NOT** be generated for the Retake administrations including, ELA (Writing and Reading) Retake and Algebra 1 EOC Retake for students that have paper-based accommodations. A Pre-ID roster, which lists the students for whom a Pre-ID label is provided, will be included in each school's shipment, if applicable. The Pre-ID roster should be verified against a school-generated list of eligible students for each assessment.

Preidentified student information is being submitted via PreID files for the FSA and NGSSS assessments for paper-based testing and computer-based testing. A PreID roster and labels will be generated for students taking a paper-based test and eligible students with paper accommodations as indicated in the table below.

Florida Standards Assessments (FSA) / TIDE			
Assessment	**PreID Cutoff Date**	**PreID Roster and Labels**	**Student Management**
ELA/Math (Wave 1)	1/7/2019	**1/7/2019** (GR 3 Reading, GR 4–6 Writing, and GR 7–10 ELA Writing PBT accommodations)	2/11/2019
Grade 10 ELA Retake (Reading and Writing)	1/11/2019	N/A	
ELA/Math (Wave 2)	1/25/2019	**1/25/2019** (GR 4–10 Reading and GR 3–8 Mathematics) Includes changes from first upload	
Algebra 1 Retake	1/25/2019	N/A	2/11/2019
EOCs (Algebra 1 First-Time & Geometry)	1/25/2019	**1/25/2019**	2/25/2019

Next Generation Sunshine State Standards (NGSSS) / PearsonAccess			
Assessment	PreID Cutoff Date	PreID Roster and Labels	Student Management
Science Grades 5 & 8	2/22/2019	**2/22/2019**	3/18/2019
EOCs (Biology 1, Civics, US History)	3/1/2019	**3/1/2019**	

Please note that there will NOT be PreID roster or labels generated for the Retake administrations. Therefore, school assessment coordinators must print PreID labels for FSA ELA (Writing and Reading) Retake and FSA Algebra 1 Retake EOC paper-based accommodations. To print On-Demand PreID labels (see sample Attachment E) in TIDE, refer to the *TIDE User Guide (linked)* on page 53, and refer to the *Florida PearsonAccess Next Online User Guide (linked)* on page 49 for instructions to print NGSSS PreID labels in PearsonAccess Next.

SCHEDULING STUDENTS FOR CBT

School assessment coordinators will view and verify student information online (TIDE and/or PearsonAccess Next) for computer-based (CBT) administrations beginning on or after the "Student Management" dates provided in the abovementioned table. Additionally, student demographic and eligibility information are based on student enrollment at the school as of the dates listed under "PreID Cutoff Dates" in the table on the preceding page.

New students enrolled at the school after the **PreID Cutoff Dates** will not be included in TIDE or PearsonAccess Next. Schools must add any new students who enroll after the PreID Cutoff Dates and are eligible based on the students to be tested requirements for each assessment as outlined in the test administration manuals. For directions on adding students to TIDE and PearsonAccess Next, refer to the *TIDE User Guide (linked)*, page 39 and to the *Florida PearsonAccess Next Online User Guide (linked),* page 34.

For the FSA computer-based assessments, school assessment coordinator must first verify the information in TIDE against the school generated lists downloaded from the New FDM. For the FSA tests, if the Florida Education Identifier Number (FLEID) is incorrect in TIDE, the student record must be deleted before the testing window opens (page 49 in *TIDE User Guide (linked)*, and re-entered with the correct information (page 39 in the *TIDE User Guide (linked)*. If any other student information is incorrect (i.e. date of birth, grade level) in TIDE, the student record must be corrected in TIDE (page 35 in *TIDE User Guide (linked)* but the record can be used. School assessment coordinators will need to generate class lists to provide to the test administrator to capture all

required administration information for all FSA tests (*Administration Record/Security Checklist (PDF and Excel) linked* and in Appendix D of the FSA CBT Manual). In addition, school assessment coordinators will need to print the test tickets for FSA CBT tests (page 69 in *TIDE User Guide (linked)* (sample Attachment E) which students use to log into the FSA Secure Browser for computer-based testing. Each ticket is a secure test document which contains the First Name and Username for students to log into the FSA Secure Browser. **The tickets and class rosters are secure documents and must be placed in a secure limited access location.**

On the morning of the FSA computer-based tests, test administrators must create a test session (for the test being administered) via Test Administrator (TA) Interface by clicking on Administer the FSA card in the FSA Portal and provide the Session ID# generated, to the students in the classroom. The students will log into the FSA Secure Browser and enter the Username and First Name exactly as recorded on the test ticket, along with the Session ID#. After students log into the FSA Secure Browser, the test administrator will approve students to test in the TA Interface. **Note the test administrator must write the Session ID# on the board for students to view and to log back into the test session, as needed.**

For the NGSSS EOC computer-based assessments, school assessment coordinators will verify student PreID information in PearsonAccess Next beginning on or after the "Student Management" dates provided in the table on page 17. For the NGSSS CBT assessments, the Student Name and Florida Education Identifier Number (FLEID) must be correct in PearsonAccess Next. If this information is incorrect, the student record must be edited with the correct information, refer to the *Florida PearsonAccess Next Online User Guide (linked),* page 36 to delete a student record, and page 34 to add a new student record in PearsonAccess Next, and page 38 to add student to a test session. After verifying student information in PearsonAccess Next for the Biology 1, Civics, and US History EOC tests, school assessment coordinators must create test sessions or use the district-created test sessions. A list of all test sessions must be maintained. The technology coordinator must configure browser settings for the Proctor Cache computer to allow the school assessment coordinators to cache test content for all NGSSS test sessions. School assessment coordinators can use the Advanced Session Roster (list of students tested in the same test session) generated in PearsonAccess Next to capture required administration information or a blank Administration Record/Security Checklist (linked) may be used. In addition, the school assessment coordinators will need to print the Student Authorization Tickets, refer to the *Florida PearsonAccess Next Online User Guide (linked),* page 45 (sample Attachment E) which students use to log into TestNav8 for computer-based testing. Each ticket is a secure test document which contains the TestNav8 URL, Username and a Password to log into TestNav8. **The Student Authorization Tickets and class rosters are secure documents and must be placed in a secure limited access location.**

Prior to beginning the NGSSS computer-based test session each day of testing, the school assessment coordinators must ensure that the test session(s) are marked

prepared before proctor caching and then start the session. Test sessions can be prepared, and proctor cached up to a week before testing. In addition, the Proctor Cache computer must be turned on and running during the scheduled test sessions.

SPECIAL PROGRAM STUDENTS

Students from the Special Programs (Florida Virtual School Program: *Full-Time K-5* (71/0300) and *Full Time 6-12* (71/0400); Miami-Dade Online Academy K-12 (13/7001); Florida Home Education Program (13/9998); McKay Scholarship (Private School) (13/3518); Florida Tax Credit (FTC) Scholarship (97/9999); and Hospital/Homebound (13/9732) will test at an assigned school for the Spring 2019 test administrations, as eligible. A list of students assigned to your school from each special program will be sent via email to select principals and school assessment coordinators.

School assessment coordinators will assign a testing room and distribute the test and answer books, planning sheets, CBT work folders, and CBT worksheets, four-function calculators, as applicable to the registered Special Program students.

Special Program students from the Miami-Dade Online Academy (M-DOA) K-12, Florida Home Education, McKay Scholarship (Private School), Florida Tax Credit (FTC), and Hospital/Homebound (HHIP) who are eligible for the FSA and NGSSS CBT tests will be added to TIDE and PearsonAccess Next by district staff. Florida Virtual School Program Full-Time (FLVS-FT) students eligible for the FSA and NGSSS CBT tests will be set up in TIDE and PearsonAccess Next by FLVS staff.

For the FSA computer-based tests, district staff will forward the CBT test tickets to the principal and school assessment coordinator at the assigned school. The school assessment coordinator must assign the special program student to a testing room and provide the test ticket and test materials, as applicable.

The test administrator in the assigned room will log into the TA Interface by clicking on [Administer the FSA](#) via the FSA Portal, create a test session, provide the Session ID# to the student, and approve the student to test. To log into the FSA CBT tests, the student opens the FSA Secure Browser, enters the First Name (as it appears on the test ticket), the Username, and the Session ID that was provided by the test administrator (after the test session is created). If a student is logged out during an FSA CBT test session, the student can log back into the session with the same test ticket and Session ID, and the test administrator must approve the student to test, as applicable.

For the NGSSS computer-based tests, district staff will add the students to a DISTRICT test session in PearsonAccess Next (**DISTIRCT BIO** for the Biology 1 EOC; **DISTRICT CIV** for the Civics EOC; and **DISTRICT HIS** for the US History EOC). School staff will print the Student Authorization Tickets for eligible students taking an NGSSS CBT.

The student types the URL on the ticket to access the TestNav8 Sign in screen and enters the Username and Password as noted on the Student Authorization Ticket to log into the test. If a student is logged out during the NGSSS test session, the school assessment coordinator may resume the student to test. However, if a FLVS-FT student is logged out of the test, the school assessment coordinator must contact FLVS staff to have the student resumed to continue testing. The FLVS contact information is printed on the Student Authorization Tickets emailed to the school assessment coordinators.

Note that the test tickets are secure documents and must be kept in a locked, limited access location along with all secure test materials.

REQUESTING ADDITIONAL TEST MATERIALS

Elementary, middle, K-8 centers, senior high schools, and alternative education centers will be receiving allocations of materials based on student enrollment captured via the PreID file Cutoff Dates listed in the table on page 17.

Comet Delivery Services will deliver test materials to elementary, K-8 centers, middle and senior high schools, and alternative education centers, refer to the linked Schedule of Activities for the delivery dates for each assessment. Adult Centers will pick-up the test materials at the Test Distribution Center (TDC) on **January 30 and 31** for the FSA and NGSSS assessments.

Schools will need to plan to receive and securely store these materials. If any additional test administration manuals and non-secure materials are needed, school assessment coordinators can order online at http://oada.dadeschools.net/TDC/TDC.asp. If additional secure paper-based test accommodations (Regular Print, Large Print, Braille, One-Item-Per-Page) passage booklets, or audio passage transcripts are needed for eligible students with the accommodations listed on the IEP or Section 504 Plan, place an additional order via the *Assessment Services* application accessible from your M-DCPS Employee Portal, under the Apps|Services|Sites tab, and select the PBT Accommodations link to complete an order form for each student, as applicable. Principals can provide access via QUAD-A, select WPBS.

MATERIALS PROCEDURES

School assessment coordinators are to follow all materials handling procedures specified in the test administration manuals 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 FSA and NGSSS secure test materials are received, immediately **verify the counts** and sequence numbers of materials received against the

packing lists. For the FSA and NGSSS paper-based secure materials, a **prepopulated *Security Checklist*** can be used to record the security numbers of the documents assigned to and returned by each test administrator. Instructions to access the FSA prepopulated Security Checklist in TIDE can be found on page 65 of the *TIDE User Guide (linked)*, and for instructions to access the NGSSS prepopulated Security Checklist in PearsonAccess, click here. School assessment coordinator's unique username (email) and password must be used to access both websites.

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

  - o If you need additional non-secure FSA and NGSSS materials (planning sheets, CBT work folders, CBT worksheets, and four-function calculators) place orders online at http://oada.dadeschools.net/TDC/TDC.asp.

  - o If you need additional secure PBT accommodations (Regular Print, Large Print, Braille, One-Item-Per-Page) Reading or Writing Passage Booklets, or audio passage transcripts for eligible students with the accommodations listed on the IEP or Section 504 Plan, place an additional order via the ***Assessment Services*** application accessible from your M-DCPS Employee Portal, under the Apps|Services|Sites tab, select the PBT Accommodations link to complete the order form for each student. Please track additional FSA orders placed in TIDE, refer to the *FSA Order Status (linked)* for detailed instructions on how to navigate FSA TIDE "Orders" menu.

- Maintain the *Test Materials Chain of Custody Form (linked)* (also found in the test administration manuals) to track secure paper-based materials at all times when materials are handled.

- **Shrink-wrapped packages of secure materials may be opened no sooner than <u>FIVE (5) days</u> prior to the administration of each subject test for FSA and NGSSS assessments. <u>NO EARLIER</u>.**

- Only the school assessment coordinator and persons designated by the school site administrator may prepare test materials. All handling, including affixing of labels and hand-gridding, must be done in a limited-access area. Students are **not** permitted to assist in this process or to handle test materials before or after testing.

- All secure test materials, including planning sheets, CBT work folders, CBT worksheets, Reading and Writing Passage Booklets, and audio passage transcripts must be placed in locked storage immediately and remain there until the test date.

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

- The use of seating charts or recording of specific seat assignments is **required** for paper-based and computer-based testing in all rooms, including make-up sessions. A sample seating chart (linked) with the required information is provided as Attachment F.

MATERIALS DELIVERY AND RETURN

The *Delivery Details for School Assessment Coordinators* provides the dates and times of TDC-delivered materials to your school and the *Friendly Reminder Chart* provides material delivery and return information for all assessments. School assessment coordinators are encouraged to review these documents to assist with the process of packing and return of materials for each administration. These documents are posted on the TDC Documents website available at http://oada.dadeschools.net/TDC/TDC.asp.

For the Spring 2019 FSA and NGSSS test administrations, **schools must schedule pickup with UPS for "TO BE SCORED" and "NOT TO BE SCORED"** boxes of paper-based test materials (including Regular Print, Large Print, One-Item-Per-Page, and Braille, Reading and Writing Passage Booklets, and audio passage transcripts). **Please be advised that for the FSA/DRC and NGSSS/Pearson shipments, ALL schools will receive UPS return labels, as well as color return labels in the school coordinator kits.** It is important that you carefully review all contents in the school coordinator kits as soon as the materials are delivered to your school. If you are missing labels, please be sure to order the UPS and/or color return labels at the TDC Documents website at http://oada.dadeschools.net/TDC/TDC.asp.

Secure test materials must be returned to each respective vendor (DRC and Pearson), please refer to the "Packing Instructions" for specific details available on the TDC Documents website and linked for the FSA/DRC return here and for the NGSSS/Pearson return here. Additionally, complete the PBT Accounting Form to ensure that you have accounted for all secure test materials before you begin to pack the materials for return. This form will be useful in responding to missing materials reports generated by the test vendor. Separate forms have been created for each subject test and grades.

School assessment coordinators must adhere to scheduled return dates as noted on the Schedule of Activities (linked) and on the Friendly Reminder Chart (linked) for each assessment program. The District Assessment Coordinator (DAC) Boxes (including the Administrative Records (DAC-AR) and Student Work Records (DAC-SWR) boxes) will be picked up at the schools by Comet Delivery Services on May 30-June 7, 2019.

School assessment coordinators will be notified at least 24 hours in advance of the scheduled pickup date. Please contact TDC for all questions pertaining to materials return at 305-995-3744.

STATE AND DISTRICT REQUIRED FORMS

The following district and state forms must be completed. **Keep copies of each at your school site for a minimum of one calendar school year.**

- The *FSA Administration Record/Security Checklist (linked)* and *NGSSS Administration Record/Security Checklist (linked)* *(available in PDF or Excel)* are also found in the test administration manuals, must be used to capture all required administration information for paper-based and computer-based administrations; and to maintain a list of the security number of documents and range of security numbers assigned to each test administrator for every day of testing. Note, the test administrators must sign for receipt of the test materials when issued; the school assessment coordinators must sign for receipt of materials upon their return after testing.

- The *Test Materials Chain of Custody Form (linked)* is found in the test administration manuals, and must be maintained to document handling of secure paper-based test materials, including: Regular Print, Large Print, Braille, One-Item-Per-Page, Reading and Writing Passage Booklets, and/or Audio Passage Transcripts. These materials are secure and must be accounted for at all times.

- The *Test Administration and Security Agreement (linked)* is found in the test administration manuals, and 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 Administrator Prohibited Activities Agreement (linked)* is found in the test administration manuals, which affirms that test administrators understand prohibited activities during the test administration and possible consequences of inappropriate behavior.

- The *Security Log (linked)* is found in the test administration manuals, and 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 must be used for **all paper-based testing groups for the Spring 2019 FSA; and both paper-based and computer-based Spring 2019 NGSSS tests administrations. However, for the FSA computer-based testing groups, the Session ID# will serve as the testing group identifier.** Additionally, the use of

seating charts or recording of specific seat assignments is **required** for all testing rooms. A sample seating chart (linked) is provided as Attachment F.

- *PBT Accounting Form (linked)* is a district created form designed to help schools keep track of secure 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 test vendor.

- After the conclusion of the test administration, the school assessment coordinator and principal must complete the linked *Miami-Dade County Public Schools School Procedural Checklist* (FM-6927) (Attachment B), certifying that each test administration was supervised by the school principal in accordance with the district's established guidelines and procedures.

Procedures for Hospital/Homebound (HHIP) Students (13/9732)
Participating in the Spring 2019 Assessments

> *The Hospital/Homebound Instructional Program (HHIP) is a district program administered through Brucie Ball 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 (FLDOE) manuals or training materials for the Spring 2019 FSA and NGSSS Assessments.*
> *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 at 305-995-7520.*

HHIP Program Student Participation

1. Students enrolled in the **Hospital/Homebound Instructional Program (HHIP) may** be assigned back to their originating (home) school to participate in the Spring 2019 FSA ELA (Writing and Reading); FSA Mathematics; FCAT 2.0 Science; FSA Algebra 1, Geometry EOC and NGSSS Biology 1, Civics, and US History EOC administrations. The schools that will be testing these students will receive a list with the student's demographic information and required testing accommodations to be provided for each student, as applicable. Note, HHIP will test their eligible Retake students for the FSA ELA (Writing and Reading) Retake, and FSA Algebra 1 Retake EOC.

2. All students in the HHIP program 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.

Scheduling HHIP Program Students for Testing

3. HHIP students will take the following tests, as eligible:

Tests	Eligible Students	Mode of Administration*
FSA ELA Writing	Grades 4-10	PBT 4-6; CBT 7-10
FSA ELA Reading	Grades 3-10	PBT 3-6; CBT 7-10
FSA Mathematics	Grades 3-8	PBT 3-6; CBT 7-8
FCAT 2.0 Science	Grades 5 and 8	PBT 5 & 8
FSA Algebra 1 and Geometry EOC	Enrolled	CBT
NGSSS Biology 1, Civics, US History EOC	Enrolled	CBT

   *Paper-based (PBT); Computer-based (CBT)

4. **Paper based tests accommodations (for CBT scheduled tests) will be ordered for all HHIP students and delivered to the assigned school.** However, school staff at the assigned school may consult with parents to consider administering a CBT test. If parental approval is granted, the student can test via CBT and the unused PBT can be returned in the NOT TO BE SCORED box.

5. For eligible students whose parents grant approval to test via CBT, the school assessment coordinator at the assigned school must contact Student Assessment and Educational Testing at 305-995-7520 to request the test tickets for the student. HHIP students eligible for CBT will be set up in TIDE for the FSA and in PearsonAccess Next for the NGSSS. **Do not enter HHIP students in TIDE or PearsonAccess Next under your school.**

    - For FSA CBT assessments, the test tickets from TIDE will be emailed to the principal and school assessment coordinator at the assigned school. The school assessment coordinator must assign the student to a testing room and provide the test ticket. The test

administrator in the assigned room will log into the TA Interface, create a test session, provide the Session ID# to the students, and approve the students to test. The student will log in to test by opening the FSA Secure Browser, entering the First Name (as it appears on the test ticket), the Username, and the Session ID# that was provided by the test administrator (after the test session is created). Note, if a student is logged out during testing, the student can log back into the test session with the test ticket and Session ID, and the test administrator must approve the student to test, as applicable. Note that the test tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents.

    i. Test Tickets must be provided to the appropriate HHIP student.
    ii. Students will use their test ticket with their FIRST NAME and USERNAME and the SESSION ID# to log into the FSA Secure Browser from their assigned school.

- For PearsonAccess Next CBT assessments, District staff will create and place eligible students in test session called "DISTRICT BIO" for Biology 1, "DISTRICT CIV" for Civics, and "DISTRICT HIS" for the US History, as applicable. School assessment coordinators will be able to print Student Authorization Tickets for the students and resume students, if needed. They will also be able to PREPARE, START and STOP the test session(s). Note that the Student Authorization tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents.

    i. Student Authorization Tickets must be provided to the appropriate HHIP student.
    ii. Students will use their Student Authorization Ticket with the unique USERNAME and PASSWORD to log into TestNav8 from their assigned school.

6. School assessment coordinators will need to assign a testing room and distribute test tickets (for FSA Secure Browser), Student Authorization Tickets (for TestNav8), planning sheets, worksheets, work folders, reference sheets, and periodic tables, as applicable to registered students taking the computer-based tests.

Gridding HHIP Program Student Answer Documents

7. A PreID label must be placed on test and answer books for the FSA and NGSSS documents.

8. For FSA paper-based test documents, district staff will email the electronic PreID label to the assigned schools. Schools must print and place an On-Demand PreID student label on the HHIP student's FSA test and answer book for the scores to be reported to Brucie Ball Educational Center (instructions for printing an On-Demand PreID label is in the *TIDE User Guide (linked)*, page 53).

9. For NGSSS paper-based test documents, district staff will email the electronic PreID label to the schools where the student will test. Schools must print and place an On-Demand PreID student label on the HHIP student's NGSSS test and answer book for the scores to be reported to Brucie Ball Educational Center (instructions for printing an On-Demand PreID label is in the *Florida PearsonAccess Next Online User Guide (linked)*, page 49). However, the NGSSS answer documents for HHIP students **may** be hand-gridded and coded as follows:

District	SCHOOL NAME	DISTRICT NUMBER	SCHOOL NUMBER
Miami-Dade (13)	*Brucie Ball 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 the assigned school's summary reports.

10.   **Caution:** M-DCPS schools may receive PreID 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.

11.   **Caution:** Do not confuse students in the HHIP with Florida Home Education Program (FHEP) students (school 9998). **If in doubt, call Student Assessment and Educational Testing (SAET) at 305-995-7520 for clarification of the student's status.**

Packing HHIP Program Student Answer Documents

12.   FSA paper-based test documents for all HHIP students may be packed and returned together with your school's TO BE SCORED materials, refer to the following documents as applicable:
- FSA Paper-Based Materials Return Instructions document available in the *2018–2019 FSA Accommodations Guide (linked)*
- Spring 2019 FSA Paper Based TAM, Appendix C

13.   NGSSS paper-based test documents for all HHIP students may be packed and returned together with your school's TO BE SCORED materials, refer to the following documents as applicable:
- Spring/Summer 2019 EOC Assessments TAM, pages 75-76
- Spring 2019 Grades 5 & 8 Statewide Science Assessment TAM, pages 68-69

HHIP Individual Student Reports

14.   If **all** of the above procedures are followed, HHIP Individual Student Reports will be sent directly to the Brucie Ball Educational Center (13/9732) for distribution and these students' scores will not be included in your school summary report.

**Procedures for Florida Home Education Program (FHEP) Students (13/9998)
Participating in the Spring 2019 Assessments**

FHEP Program Student Registration

1. Students enrolled in the **Florida Home Education Program (FHEP) may** participate in the Spring 2019 FSA ELA Writing; FSA ELA Reading; FSA Mathematics; FCAT 2.0 Science; FSA Algebra 1, Geometry EOC; and NGSSS Biology 1, Civics, and US History EOC administrations. For these test administrations, parents and guardians of FHEP students must contact the Division of Attendance Services to register students for the assessments. Student Assessment and Educational Testing (SAET) will notify the assigned schools so that preparations can be made for these students.

2. Please note that the assignment of specific testing date/make-ups is at the school's discretion. **Parents will contact the school assessment coordinator at the assigned school to request a date, time, and instructions for testing.**

3. 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, Federal and State Compliance Office**
> **Attention: Orlando Martinez-Fortun, Student Funding Specialist**

Scheduling FHEP Program Students for Computer-Based Testing

4. Eligible registered FHEP students will take the following tests, as applicable:

Tests	Eligible Students	Mode of Administration*
FSA ELA Writing	Grades 4-10	PBT 4-6; CBT 7-10
FSA ELA Reading	Grades 3-10	PBT 3-6; CBT 7-10
FSA Mathematics	Grades 3-8	PBT 3-6; CBT 7-8
FCAT 2.0 Science	Grades 5 and 8	PBT 5 & 8
FSA Algebra 1 and Geometry EOC	Enrolled	CBT
NGSSS Biology 1, Civics, US History EOC	Enrolled	CBT

 *Paper-based (PBT); Computer-based (CBT)

5. Students from the FHEP will test at their assigned school for the Spring 2019 administrations. All FHEP students who are eligible for the computer-based testing (CBT) will be set up in TIDE for the FSA assessments and in PearsonAccess Next for the NGSSS Assessments. **Do not enter FHEP students in TIDE or PearsonAccess Next under your school.**

   - For FSA CBT assessments, the test tickets from TIDE will be emailed to the principal and school assessment coordinator at the assigned school. The school assessment coordinator must assign the student to a testing room and provide the test ticket. The test administrator in the assigned room will log into the TA Interface, create a test session, provide the Session ID# to the students, and approve the students to test. The student will log in to test by opening the FSA Secure Browser, entering the First Name (as it appears on the test ticket), the Username, and the Session ID# that was provided by the test administrator (after the test session is created). Note, if a student is logged out during testing, the student can log back into the test session with the test ticket and Session ID, and the test administrator must approve the student to test, as applicable.

Note that the test tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents.

    i. Test Tickets must be provided to the appropriate FHEP student.
    ii. Students will use their test ticket with their FIRST NAME and USERNAME and the SESSION ID# to log into the FSA Secure Browser from their assigned school.

- For PearsonAccess Next CBT assessments, District staff will create and place eligible students in test session called "DISTRICT BIO" for Biology 1, "DISTRICT CIV" for Civics, and "DISTRICT HIS" for the US History, as applicable. School assessment coordinators will be able to print Student Authorization Tickets for the students and resume students, if needed. They will also be able to PREPARE, START and STOP the test session(s). Note that the Student Authorization tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents.

    i. Student Authorization Tickets must be provided to the appropriate FHEP student.
    ii. Students will use their Student Authorization Ticket with the unique USERNAME and PASSWORD to log into TestNav8 from their assigned school.

6. School assessment coordinators will need to assign a testing room and distribute test tickets (for FSA Secure Browser), Student Authorization Tickets (for TestNav8), planning sheets, worksheets, work folders, reference sheets, and periodic tables, as applicable to registered students taking the computer-based tests.

Gridding FHEP Program Student Answer Documents

7. A PreID label must be placed on test and answer books for the FSA and NGSSS documents.

8. For FSA paper-based test documents, District staff will email the electronic PreID label to the schools where the student will test. Schools must print and place an On-Demand PreID student label on the FHEP student's FSA test and answer book for the scores to be reported to Home Education Program (instructions for printing an On-Demand PreID label is in the *TIDE User Guide (linked)*, page 53).

9. For NGSSS paper-based test documents, District staff will email the electronic PreID label to the schools where the student will test. Schools must print and place an On-Demand PreID student label on the FHEP student's NGSSS test and answer book for the scores to be reported to Home Education Program (instructions for printing an On-Demand PreID label is in the *Florida PearsonAccess Next Online User Guide (linked)*, page 49). However, the NGSSS answer documents for FHEP students **may** be hand-gridded and coded as follows (instructions for gridding contained in the test administration manual):

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.

Packing FHEP Program Student Answer Documents

10.   FSA paper-based test documents for all FHEP students may be packed and returned together with your school's TO BE SCORED materials, refer to the following documents as applicable:
- FSA Paper-Based Materials Return Instructions document available in the *2018–2019 FSA Accommodations Guide (linked)*
- Spring 2019 FSA Paper Based TAM, Appendix C

11.   NGSSS paper-based test documents for all FHEP students may be packed and returned together with your school's TO BE SCORED materials, refer to the following documents as applicable:
- Spring/Summer 2019 EOC Assessments TAM, pages 75-76
- Spring 2019 Grades 5 & 8 Statewide Science Assessment TAM, pages 68-69

FHEP Individual Student Reports

12.   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 report.

**Procedures for Florida Tax Credit (FTC) Scholarship Program Students (97/9999)
Participating in the Spring 2019 Assessments**

FTC Scholarship Program Student Registration

1. Students enrolled in the **Florida Tax Credit (FTC) Scholarship Program may** participate in the Spring 2019 FSA ELA Writing; FSA ELA Reading; FSA Mathematics; FCAT 2.0 Science; FSA Algebra 1, Geometry EOC; and NGSSS Biology 1, Civics, and US History EOC administrations. For these test administrations, parents and guardians of FTC Scholarship Program students may contact Student Assessment and Educational Testing (SAET) to register students for the assessments. FTC students will be assigned to schools by SAET staff and notifications will be sent to the school assessment coordinators so that preparations can be made for these students.

Scheduling FTC Program Students for Computer-Based Testing

2. Eligible registered FTC students will take the following tests, as applicable:

Tests	Eligible Students	Mode of Administration*
FSA ELA Writing	Grades 4-10	PBT 4-6; CBT 7-10
FSA ELA Reading	Grades 3-10	PBT 3-6; CBT 7-10
FSA Mathematics	Grades 3-8	PBT 3-6; CBT 7-8
FCAT 2.0 Science	Grades 5 and 8	PBT 5 & 8
FSA Algebra 1 and Geometry EOC	Enrolled	CBT Only
NGSSS Biology 1, Civics, US History EOC	Enrolled	CBT Only

   *Paper-based (PBT); Computer-based (CBT)

3. Students from FTC will test at their assigned school for the Spring 2019 administrations. All FTC students who are eligible for the computer-based testing will be set up in TIDE for the FSA assessments and in PearsonAccess Next for the NGSSS Assessments. **Do not enter FTC students in TIDE or PearsonAccess Next under your school.**

    - For FSA CBT assessments, the test tickets from TIDE will be emailed to the principal and school assessment coordinator at the assigned school. The school assessment coordinator must assign the student to a testing room and provide the test ticket. The test administrator in the assigned room will log into the TA Interface, create a test session, provide the Session ID# to the students, and approve the students to test. The student will log in to test by opening the FSA Secure Browser, entering the First Name (as it appears on the test ticket), the Username, and the Session ID# that was provided by the test administrator (after the test session is created). Note, if a student is logged out during testing, the student can log back into the test session with the test ticket and Session ID, and the test administrator must approve the student to test, as applicable. Note that the test tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents.

        i. Test Tickets must be provided to the appropriate FTC student.
        ii. Students will use their test ticket with their FIRST NAME and USERNAME and the SESSION ID# to log into the FSA Secure Browser from their assigned school.

    - For PearsonAccess Next CBT assessments, District staff will create and place eligible students in test session called "DISTRICT BIO" for Biology 1, "DISTRICT CIV" for Civics, and "DISTRICT HIS" for the US History, as applicable. School assessment coordinators will be able to print Student Authorization Tickets for the students and resume students, if needed. They will also be able to PREPARE, START and STOP the test session(s).

Note that the Student Authorization tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents.

     i. Student Authorization Tickets must be provided to the appropriate FTC student.

    ii. Students will use their Student Authorization Ticket with the unique USERNAME and PASSWORD to log into TestNav8 from their assigned school.

4.   School assessment coordinators will need to assign a testing room and distribute test tickets (for FSA Secure Browser), Student Authorization Tickets (for TestNav8), planning sheets, worksheets, work folders, reference sheets, and periodic tables, as applicable to registered students taking the computer-based tests.

Gridding FTC Scholarship Program Student Answer Documents

5.   A PreID label must be placed on test and answer books for the FSA and NGSSS documents.

6.   <u>For FSA paper-based test documents</u>, District staff will email the electronic PreID label to the school where the student will test. The assigned school must print and place an On-Demand PreID student label on the student's FSA test and answer book for the scores to be reported to FLDOE Office of Independent Education and Parental Choice (instructions for printing an On-Demand PreID label is in the *TIDE User Guide (linked)*, page 53).

7.   <u>For NGSSS paper-based test documents</u>, District staff will email the electronic PreID label to the schools where the student will test. Schools must print and place an On-Demand PreID student label on the FTC student's NGSSS test and answer book for the scores to be reported to reported to FLDOE Office of Independent Education and Parental Choice (instructions for printing an On-Demand PreID label is in the *Florida PearsonAccess Next Online User Guide (linked),* page 49). However, the NGSSS answer documents for FTC students **may** be hand-gridded and coded as follows (instructions for gridding contained in the test administration manual):

PROGRAM	DISTRICT NUMBER	SCHOOL NUMBER
Florida Tax Credit (FTC) Scholarship Program	97	9999

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

Packing FTC Scholarship Program Student Answer Documents

8.   FSA paper-based test documents for all FTC students may be packed and returned together with your school's TO BE SCORED materials, refer to the following documents as applicable:
- FSA Paper-Based Materials Return Instructions document available in the *2018–2019 FSA Accommodations Guide (linked)*
- Spring 2019 FSA Paper Based TAM, Appendix C

9.   NGSSS paper-based test documents for all FTC students may be packed and returned together with your school's TO BE SCORED materials, refer to the following documents as applicable:
- Spring/Summer 2019 EOC Assessments TAM, pages 75-76
- Spring 2019 Grades 5 & 8 Statewide Science Assessment TAM, pages 68-69

FTC Scholarship Individual Student Reports

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

**Procedures for Florida Virtual Full-Time (FLVS-FT) Program Students
Participating in the Spring 2019 Assessments**

FLVS-FT Program Student Registration

1. Students enrolled in the **Florida Virtual School Program Full-Time (FLVS-FT) must** participate in the Spring 2019 FSA ELA Writing; FSA ELA Reading; FSA Mathematics; FCAT 2.0 Science; FSA ELA Retakes (Writing and Reading) and FSA Algebra 1 EOC Retake required for graduation; FSA Algebra 1, Geometry EOC; and NGSSS Biology 1, Civics, and US History EOC administrations**.** For these test administrations, parents and guardians of Florida Virtual Program will receive notification from the Florida Virtual Program Office 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.

Program	District Number	School Number
FLVS Full Time K–5 School	71	0300
FLVS Full Time 6–8 School	71	0801
FLVS Full Time 9–12 School	71	0400

Scheduling FLVS-FT Program Students for Computer-Based Testing

2. FLVS-FT students will take the following tests, as eligible:

Tests	Eligible Students	Mode of Administration*
FSA ELA Writing	Grades 4-10	PBT 4-6; CBT 7-10
FSA ELA Reading	Grades 3-10	PBT 3-6; CBT 7-10
FSA Mathematics	Grades 3-8	PBT 3-6; CBT 7-10
FCAT 2.0 Science	Grades 5 and 8	PBT 5 & 8
FSA ELA (Writing and Reading) Retake	Grades 10+ - 12	CBT Only
FSA Algebra 1 Retake EOC	Grades 10+ - 12	CBT Only
FSA Algebra 1 and Geometry EOC	Enrolled	CBT Only
NGSSS Biology 1, Civics, US History EOC	Enrolled	CBT Only

 *Paper-based (PBT); Computer-based (CBT)

3. Students from FLVS-FT will test at their assigned school for the Spring administrations. All FLVSFT students who are eligible for the computer-based testing will be set up in TIDE for the FSA assessments and in PearsonAccess Next for the NGSSS Assessments. **Do not enter FLVS-FT students in TIDE or PearsonAccess Next under your school.**

    -   For FSA CBT assessments, the test tickets from TIDE will be emailed to the principal and school assessment coordinator at the assigned school. The school assessment coordinator must assign the student to a testing room and provide the test ticket. The test administrator in the assigned room will log into the TA Interface, create a test session, provide the Session ID# to the students, and approve the students to test. The student will log in to test by opening the FSA Secure Browser, entering the First Name (as it appears on the test ticket), the Username, and the Session ID# that was provided by the test administrator (after the test session is created). Note, if a student is logged out during testing, the student can log back into the test session with the test ticket and Session ID, and the test administrator must approve the student to test, as applicable.

Note that the test tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents.

    i.   Test Tickets must be provided to the appropriate FLVS-FT student.
    ii.   Students will use their test ticket with their FIRST NAME and USERNAME and the SESSION ID# to log into the FSA Secure Browser from their assigned school.

- For PearsonAccess Next CBT assessments, FLVS-FT staff will set up students in PearsonAccess Next. The Student Authorization Tickets for the students will be emailed to the principal and school assessment coordinator at the assigned schools. **Please note if a FLVS-FT student is disconnected from the TestNav8 computer-based test session, the school assessment coordinator must contact the FLVS-FT Office at 1-844-522-1965 (x5350) for assistance. Please have the student's first and last name to enable FLVS-FT staff to resume a student's test**

    i.   Student Authorization Tickets must be provided to the appropriate FLVSFT student.
    ii.   Students will use their Student Authorization Ticket with the unique USERNAME and PASSWORD to log into TestNav8 from their assigned school.

4.   School assessment coordinators will need to assign a testing room and distribute CBT test tickets (for FSA Secure Browser), Student Authorization Tickets (for TestNav8), planning sheets, worksheets, work folders, reference sheets, and periodic tables, as applicable to registered students taking the computer-based tests.

Gridding FLVS-FT Program Student Answer Documents

5.   A PreID label must be placed on test and answer books for the FSA and NGSSS documents.

6.   For FSA paper-based test documents, District staff will email the electronic PreID label to the assigned school where the student will test. The school will print and place an On-Demand PreID label on the FLVS-FT student's FSA answer document for the scores to be reported to the Florida Virtual School Program Office (instructions for printing an On-Demand PreID label is in the *TIDE User Guide (linked)*, page 53).

7.   For NGSSS paper-based test documents, District staff will email the electronic PreID label to the schools where the student will test. Schools must print and place an On-Demand PreID student label on the FLVS student's NGSSS test and answer book for the scores to be reported to Florida Virtual School Program (instructions for printing an On-Demand PreID label is in the *Florida PearsonAccess Next Online User Guide (linked)*, page 49). However, the answer documents for FLVS-FT students **may** be hand-gridded and coded as follows (instructions for gridding contained in the test administration manual):

FLORIDA VIRTUAL PROGRAM		
PROGRAM	**DISTRICT NUMBER**	**SCHOOL NUMBER**
FLVS Full-Time K-5 School	**71**	**0300**
FLVS Full Time 6-8 School	**71**	**0801**
FLVS Full-Time 9-12 School	**71**	**0400**

If these school numbers are not entered correctly on the appropriate answer documents, FLVS-FT program students' scores will be included in your school summary reports.

Packing FLVS-FT Program Student Answer Documents

8.   FSA paper-based test documents for all FLVS-FT students may be packed and returned together with your school's TO BE SCORED materials, refer to the following documents as applicable:
- FSA Paper-Based Materials Return Instructions document available in the *2018–2019 FSA Accommodations Guide (linked)*
- Spring 2019 FSA Paper Based TAM, Appendix C

9.   NGSSS paper-based test documents for all FLVS-FT students may be packed and returned together with your school's TO BE SCORED materials, refer to the following documents as applicable:
- Spring/Summer 2019 EOC Assessments TAM, pages 75-76
- Spring 2019 Grades 5 & 8 Statewide Science Assessment TAM, pages 68-69

Florida Virtual School Program Individual Student Reports

10.   If **all** of the above procedures are followed, FLVS-FT program Individual Student Reports will be mailed directly to the appropriate Florida Virtual School Program Office for distribution and these students' scores will not be included in your school summary reports.

**Procedures for McKay Scholarship Program Students (13 / 3518)
Participating in the Spring 2019 Assessments**

McKay Program Student Registration

1. Students enrolled in the **McKay Scholarship Program may** participate in the Spring 2019 FSA ELA Writing; FSA ELA Reading; FSA Mathematics; FCAT 2.0 Science; FSA Algebra 1, Geometry EOC; and NGSSS Biology 1, Civics, and US History EOC administrations. For these test administrations, parents or guardians of **McKay Scholarship Program** students attending private schools must register with the McKay District office to take the statewide assessment programs. You will be notified by staff from Student Assessment and Educational Testing (SAET) if any students have registered to take the test at your location and what accommodations are required for each student.

Scheduling McKay Program Students for Computer-Based Testing

2. Eligible registered McKay students will take the following tests, as applicable:

Tests	Eligible Students	Mode of Administration*
FSA ELA Writing	Grades 4-10	PBT 4-6; CBT 7-10
FSA ELA Reading	Grades 3-10	PBT 3-6; CBT 7-10
FSA Mathematics	Grades 3-8	PBT 3-6; CBT 7-8
FCAT 2.0 Science	Grades 5 and 8	PBT 5 & 8
FSA Algebra 1 and Geometry EOC	Enrolled	CBT Only
NGSSS Biology 1, Civics, and US History EOC	Enrolled	CBT Only

   *Paper-based (PBT); Computer-based (CBT)

3. Students from McKay Scholarship will test at their assigned school for the Spring administrations. All McKay students who are eligible for the computer-based testing will be set up in TIDE for the FSA and in PearsonAccess Next for the NGSSS Assessments. **Do not enter McKay students in TIDE or PearsonAccess Next under your school.**

   - For FSA CBT assessments, the test tickets from TIDE will be emailed to the principal and school assessment coordinator at the assigned school. The school assessment coordinator must assign the student to a testing room and provide the test ticket. The test administrator in the assigned room will log into the TA Interface, create a test session, provide the Session ID# to the students, and approve the students to test. The student will log in to test by opening the FSA Secure Browser, entering the First Name (as it appears on the test ticket), the Username, and the Session ID# that was provided by the test administrator (after the test session is created). Note, if a student is logged out during testing, the student can log back into the test session with the test ticket and Session ID, and the test administrator must approve the student to test, as applicable. Note that the test tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents.

      i.   Test Tickets must be provided to the appropriate McKay Scholarship student.
      ii. Students will use their test ticket with their FIRST NAME and USERNAME and the SESSION ID# to log into the FSA Secure Browser from their assigned school.

   - For PearsonAccess Next CBT assessments, District staff will create and place eligible students in test session called "DISTRICT BIO" for Biology 1, "DISTRICT CIV" for Civics, and "DISTRICT HIS" for the US History, as applicable. School assessment coordinators

will be able to print Student Authorization Tickets for the students and resume students, if needed. They will also be able to PREPARE, START and STOP the test session(s). Note that the Student Authorization tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents.

    i. Student Authorization Tickets must be provided to the appropriate McKay Scholarship student.
    ii. Students will use their Student Authorization Ticket with the unique USERNAME and PASSWORD to log into TestNav8 from their assigned school.

4. School assessment coordinators will need to assign a testing room and distribute CBT test tickets (for FSA Secure Browser), Student Authorization Tickets (for TestNav8), planning sheets, worksheets, work folders, reference sheets, and periodic tables, as applicable to registered students taking the computer-based tests.

Gridding McKay Program Student Answer Documents

5. A PreID label must be placed on test and answer books for the FSA and NGSSS documents.

6. <u>For FSA paper-based test documents</u>, the District will email the electronic PreID label to the school where the student will test. The assigned school must print and place an On-Demand PreID student label on the student's FSA test and answer book for the scores to be reported to the McKay Scholarship Program Office (instructions for printing an On-Demand PreID label is in the *TIDE User Guide (linked)*, page 53).

7. <u>For NGSSS paper-based test documents</u>, the District will email the electronic PreID label to the schools where the student will test. Schools must print and place an On-Demand PreID student label on the McKay student's NGSSS test and answer book for the scores to be reported to McKay Scholarship Program (See instructions for printing an On-Demand PreID label is in the *Florida PearsonAccess Next Online User Guide (linked)*, page 49). However, the answer documents for McKay students **may** be hand-gridded and coded as follows (instructions for gridding contained in the test administration manual):

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.

Packing McKay Program Student Answer Documents

8. FSA paper-based test documents for all McKay students may be packed and returned together with your school's TO BE SCORED materials, refer to the following documents as applicable:
   - FSA Paper-Based Materials Return Instructions document available in the *2018–2019 FSA Accommodations Guide (linked)*
   - Spring 2019 FSA Paper Based TAM, Appendix C

9. NGSSS paper-based test documents for all McKay students may be packed and returned together with your school's TO BE SCORED materials, refer to the following documents as applicable:
   - Spring/Summer 2019 EOC Assessments TAM, pages 75-76
   - Spring 2019 Grades 5 & 8 Statewide Science Assessment TAM, pages 68-69

McKay Individual Student Reports

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

**Procedures for Miami-Dade Online Academy K-12 (M-DOA) Program Students (13/7001)
Participating in the Spring 2019 Assessments**

M-DOA K-12 Program Student Registration

1. Students enrolled in the **Miami-Dade Online Academy K-12 (M-DOA) Program must** participate in the Spring 2019 FSA ELA Writing; FSA ELA Reading; FSA Mathematics; FCAT 2.0 Science; FSA ELA Retakes (Writing and Reading) and FSA Algebra 1 Retake EOC required for graduation; FSA Algebra 1, Geometry EOC; and NGSSS Biology 1, Civics, and US History EOC administrations**.** For these test administrations, parents and guardians of Miami-Dade Online Academy K-12 will receive notification from Miami-Dade Online Academy K-12 Program 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.

Scheduling M-DOA K-12 Program Students for Computer-Based Testing (CBT)

2. M-DOA students will take the following tests, as eligible:

Tests	Eligible Students	Mode of Administration*
FSA ELA Writing	Grades 4-10	PBT 4-6; CBT 7-10
FSA ELA Reading	Grades 3-10	PBT 3-6; CBT 7-10
FSA Mathematics	Grades 3-8	PBT 3-6; CBT 7-8
FCAT 2.0 Science	Grades 5 and 8	PBT 5 & 8
FSA ELA (Writing and Reading) Retake	Grades 10+ - 12	CBT Only
FSA Algebra 1 Retake EOC	Grades 10+ - 12	CBT Only
FSA Algebra 1 and Geometry EOC	Enrolled	CBT Only
NGSSS Biology 1, Civics, US History EOC	Enrolled	CBT Only

*Paper-based (PBT); Computer-based (CBT)

3. Students from the M-DOA will test at their assigned school for the Spring 2019 administrations. All MDOA students who are eligible for the computer-based testing will be set up in TIDE for the FSA and in PearsonAccess Next for the NGSSS Assessments. **Do not enter MDOA students in TIDE or PearsonAccess Next under your school.**

   - For FSA CBT assessments, the test tickets from TIDE will be emailed to the principal and school assessment coordinator at the assigned school. The school assessment coordinator must assign the student to a testing room and provide the test ticket. The test administrator in the assigned room will log into the TA Interface, create a test session, provide the Session ID# to the students, and approve the students to test. The student will log in to test by opening the FSA Secure Browser, entering the First Name (as it appears on the test ticket), the Username, and the Session ID# that was provided by the test administrator (after the test session is created). Note, if a student is logged out during testing, the student can log back into the test session with the test ticket and Session ID, and the test administrator must approve the student to test, as applicable. Note that the test tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents.

      i.   Test Tickets must be provided to the appropriate M-DOA student.
      ii. Students will use their test ticket with their FIRST NAME and USERNAME and the SESSION ID# to log into the FSA Secure Browser from their assigned school.

   - For PearsonAccess Next CBT assessments, District staff will create and place eligible students in test session called "DISTRICT BIO" for Biology 1, "DISTRICT CIV" for Civics,

and "DISTRICT HIS" for the US History, as applicable. School assessment coordinators will be able to print Student Authorization Tickets for the students and resume students, if needed. They will also be able to START and STOP the test session(s). Note that the Student Authorization tickets are secure documents and must be kept in a locked, limited access location along with all secure test documents.

      i. Student Authorization Tickets must be provided to the appropriate MDOA student.
     ii. Students will use their Student Authorization Ticket with the unique USERNAME and PASSWORD to log into TestNav8 from their assigned school.

4. School assessment coordinators will need to assign a testing room and distribute CBT test tickets (for FSA Secure Browser), Student Authorization Tickets (for TestNav8), planning sheets, worksheets, work folders, reference sheets, and periodic tables, as applicable to registered students taking the computer-based tests.

Gridding M-DOA K-12 Program Student Answer Documents

5. A PreID label must be placed on test and answer books for the FSA and NGSSS documents.

6. <u>For FSA paper-based test documents</u>, District staff will email the electronic PreID label to the school where the student will test. The assigned school must print and place an On-Demand PreID student label on the M-DOA student's FSA test and answer book for the scores to be reported to Miami Dade Online Academy Program (instructions for printing an On-Demand PreID label is in the *TIDE User Guide (linked)*, page 53).

7. <u>For NGSSS paper-based test documents</u>, District staff will email the electronic PreID label to the schools where the student will test. Schools must print and place an On-Demand PreID student label on the M-DOA student's test and answer book for the scores to be reported to Miami-Dade Online Academy Program (instructions for printing an On-Demand PreID label is in the *Florida PearsonAccess Next Online User Guide (linked),* page 49). However, the answer documents for M-DOA students **may** be hand-gridded and coded as follows (instructions for gridding contained in the test administration manual):

PROGRAM	DISTRICT NUMBER	SCHOOL NUMBER
Miami-Dade Online Academy K-12	13	7001

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

Packing MDOA K-12 Program Student Answer Documents

8. FSA paper-based test documents for all M-DOA students may be packed and returned together with your school's TO BE SCORED materials, refer to the following documents as applicable:
- FSA Paper-Based Materials Return Instructions document available in the *2018–2019 FSA Accommodations Guide (linked)*
- Spring 2019 FSA Paper Based TAM, Appendix C

9. NGSSS paper-based test documents for all M-DOA students may be packed and returned together with your school's TO BE SCORED materials, refer to the following documents as applicable:
- Spring/Summer 2019 EOC Assessments TAM, pages 75-76
- Spring 2019 Grades 5 & 8 Statewide Science Assessment TAM, pages 68-69

MDOA K-12 Program Individual Student Reports

10.   If **all** of the above procedures are followed, Miami-Dade Online Academy K-12 Program Individual Student Reports will be sent directly to Miami-Dade Online Academy K-12 for distribution and these students' scores will not be included in your school summary report.

ATTACHMENT A
MIAMI-DADE COUNTY PUBLIC SCHOOLS
FSA AND NGSSS EOC AND RETAKE ASSESSMENTS REGISTRATION FORM

Computer Based Test (CBT) Administrations [Select eligible test(s)]:

FSA* Assessments:

_____ English/Language Arts (ELA) Retake (Writing and Reading)

_____ Algebra 1 End-of Course (EOC)

_____ Geometry EOC

NGSSS** Assessments:

_____ Biology 1 EOC

_____ US History EOC

STEP 1: STUDENT DETAILS

1.   **Complete all Identification #s known:**

FLEID #

F	L										

M-DCPS 7 Digit Student ID #

FOCUS ID #

VACS ID #

2. Student Last Name (All caps)   **3. Student First Name** (All caps)   **4. Student Middle Initial**

5. Adult Center (Test Center Name) _____**Adult Center Location#** _____

STEP 2: TEST REGISTRATION DETAILS

1.   **Administration:** _____/_____ Month/Year

2.   **Date of Birth:** _____/_____/_____(MM/DD/YYYY)

3.   **Ethnicity:** Hispanic /Spanish Origin (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race (check one) : _____Yes _____No

4.   **Race:** (check Yes or No for each option)
_____Yes _____No American Indian/Alaskan Native   _____ Yes _____No Native Hawaiian / Pacific Islander   _____ Yes _____No White
_____Yes _____No Asian   _____ Yes _____No Black or African American

5.   **Gender:** _____ Male _____ Female

6.   **Grade:** (check one) _____10 _____11 _____12 _____30 (ADULT) Other grade: ____

7.   **Are you an ACTIVE ADULT student? (Required)** _____YES or _____NO

8.   **Are you a first-time test taker?** _____ Yes _____ No

9.   **Student Enrollment Status: Select status below for the EOC assessment(s) registration ONLY, as applicable. List the subject(s) of the EOC assessment(s), if the student is registering for more than one EOC.**
____Student is currently enrolled in an EOC eligible course.   EOC Subject(s): _____
____Student was previously enrolled in an EOC eligible course. EOC Subject(s): _____
____Student has never been enrolled in an EOC eligible course. EOC Subject(s): _____

Individuals other than regularly enrolled students who intend to take an assessment and who have a diagnosed disability may be entitled to certain test accommodations. Have you been diagnosed or are you aware of having a physical or learning disability"? _____ Yes   _____ No

If you answer yes, you need to submit to your test center an official document that records the disability. For further information, please contact your guidance counselor. If the applicant does not inform the center about the disability at the time of registration, the test center will NOT be required to provide accommodations on the test day.

Picture identification must be provided by the student at the time of registration AND on the day of testing as follows:

Check one: ____ Florida Driver's License Number   ____Photo attached to this form   ____Other (specify) _____

Student Signature at Registration _____Date _____Counselor or School Assessment Coordinator Name _____

(_____) _____ - _____   _____
Student Phone Number   Student Email Address

ATTACHMENT B

MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL PROCEDURAL CHECKLIST

FSA Retake (ELA Writing, ELA Reading and Algebra 1 EOC) Assessments TESTING PROGRAM

Documentation that the ____**FSA ELA (Writing and Reading) and Algebra 1 EOC Retakes**__ at each school was supervised by the principal in accordance with the guidelines and procedures established by Miami-Dade County Public School district is required. This form must be completed by the school principal and the school assessment coordinator; include the original completed form in the District Assessment Coordinator - Administrative Records (DAC-AR) box and retain a copy at the school for one year following administration. If any item was marked "No", a written report of any exceptions to the procedures below must be attached to this checklist when submitted.

We certify that, to our knowledge, all guidelines and procedures outlined in the _____**FSA**_____Program Guide / Test Administration Manual for computer-based and / or paper-based administrations have been strictly adhered to at this school, and that each of the following specific processes have taken place as prescribed; as noted below:

Yes   No

___   ___   All ____**FSA Retake**___ 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 _____**FSA Retake**_____ materials to conduct testing.

___   ___   Prior to the test administration, all staff involved in the _____**FSA Retake**_____ administration were trained on appropriate test administration and security procedures. The Test Security Guidelines / Procedures were reviewed with all persons administering or having access to test items and / or content of paper-based and / or computer-based tests, either in a faculty meeting, a grade group or department meeting, or individually, if absent from scheduled group meetings.

___   ___   The _____**FSA Retake**_____ was administered following the explicit directions stated in the appropriate test administration manual to assure test standardization (computer-based testing, paper-based testing, testing with accommodations).

___   ___   Following testing, all test materials were accounted for according to the guidelines in the ___**FSA**___ test administration manual. Any missing materials were reported, by telephone and in writing, to Student Assessment and Educational Testing.

_N/A_   _N/A__ Following computer-based testing, all content was purged from the Proctor Caching computer(s) according to the guidelines in the ____**N/A**___ manual.

___   ___   All "To Be Scored" documents were returned to their vendor by the designated date(s).

___   ___   All "Not to Be Scored" materials have been boxed and stored in a secure, access-restricted area **or** materials will remain in locked storage until pickup by the contracted carrier or delivery to the Test Distribution Center **or** materials have been returned to the vendor, according to the program guidelines.

_____   _____
Principal's Signature   Date

_____   _____
School Assessment Coordinator's Signature   Date

_____   _____
School Name   School Number

MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL PROCEDURAL CHECKLIST

Spring 2019 FSA ELA Reading (Grade 3) and/or FSA ELA Writing (Grades 4-10) TESTING PROGRAM

Documentation that the **FSA ELA Reading (Gr. 3) and/or FSA ELA Writing (Gr. 4-10)** at each school was supervised by the principal in accordance with the guidelines and procedures established by Miami-Dade County Public School district is required. This form must be completed by the school principal and the school assessment coordinator; include the original completed form in the District Assessment Coordinator - Administrative Records (DAC-AR) box and retain a copy at the school for one year following administration. If any item was marked "No", a written report of any exceptions to the procedures below must be attached to this checklist when submitted.

We certify that, to our knowledge, all guidelines and procedures outlined in the **FSA** Program Guides / Test Administration Manuals for computer-based and / or paper-based administrations have been strictly adhered to at this school, and that each of the following specific processes have taken place as prescribed; as noted below:

Yes   **No**

___   ___   All **FSA ELA Reading (Gr. 3) and/or FSA ELA Writing (Gr. 4-10)** 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 **FSA ELA Reading (Gr. 3) and/or FSA ELA Writing (Gr. 4-10)** materials to conduct testing.

___   ___   Prior to the test administration, all staff involved in the **FSA ELA Reading (Gr. 3) and/or FSA ELA Writing (Gr. 4-10)** administration were trained on appropriate test administration and security procedures. The Test Security Guidelines / Procedures were reviewed with all persons administering or having access to test items and / or content of paper-based and / or computer-based tests, either in a faculty meeting, a grade group or department meeting, or individually, if absent from scheduled group meetings.

___   ___   The **FSA ELA Reading (Gr. 3) and/or FSA ELA Writing (Gr. 4-10)** was administered following the explicit directions stated in the appropriate test administration manual to assure test standardization (computer-based testing, paper-based testing, testing with accommodations).

___   ___   Following testing, all test materials were accounted for according to the guidelines in the **FSA CBT and PBT** test administration manuals. Any missing materials were reported, by telephone and in writing, to Student Assessment and Educational Testing.

_N/A__ __N/A_ Following computer-based testing, all content was purged from the Proctor Caching computer(s) according to the guidelines in the **N/A** manuals.

___   ___   All "To Be Scored" documents were returned to the vendor by the designated date(s).

___   ___   All "Not to Be Scored" materials have been boxed and stored in a secure, access-restricted area **or** materials will remain in locked storage until pickup by the contracted carrier or delivery to the Test Distribution Center **or** materials have been returned to the vendor, according to the program guidelines.

_____   _____
Principal's Signature   Date

_____   _____
School Assessment Coordinator's Signature   Date

_____   _____
School Name   School Number

FM-6927 (10-18)

MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL PROCEDURAL CHECKLIST

FSA ELA Reading (Grades 4-10), Mathematics (Grades 3-8) and/or FCAT 2.0 Science Grades 5 & 8
TESTING PROGRAM

Documentation that the **FSA ELA Reading (Gr. 4-10), Mathematics (Gr. 3-8) and/or FCAT 2.0 Science Grades 5 & 8** at each school was supervised by the principal in accordance with the guidelines and procedures established by Miami-Dade County Public School district is required. This form must be completed by the school principal and the school assessment coordinator; include the original completed form in the District Assessment Coordinator - Administrative Records (DAC-AR) box and retain a copy at the school for one year following administration. If any item was marked "No", a written report of any exceptions to the procedures below must be attached to this checklist when submitted.

We certify that, to our knowledge, all guidelines and procedures outlined in the **__FSA ELA and Mathematics and FCAT 2.0 Science** Program Guides / Test Administration Manuals for computer-based and / or paper-based administrations have been strictly adhered to at this school, and that each of the following specific processes have taken place as prescribed; as noted below:

Yes   **No**

___   ___   All **FSA ELA and Mathematics and FCAT 2.0 Science** 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 **FSA ELA (Gr. 4-10), Mathematics (Gr. 3-8) and/or FCAT 2.0 Science (Gr. 5 & 8)** materials to conduct testing.

___   ___   Prior to the test administration, all staff involved in the **FSA ELA (Gr. 4-10), Mathematics (Gr. 3-8) and/or FCAT 2.0 Science (Gr. 5 & 8)** administration were trained on appropriate test administration and security procedures. The Test Security Guidelines / Procedures were reviewed with all persons administering or having access to test items and / or content of paper-based and / or computer-based tests, either in a faculty meeting, a grade group or department meeting, or individually, if absent from scheduled group meetings.

___   ___   The **FSA ELA (Gr. 4-10), Mathematics (Gr. 3-8) and/or FCAT 2.0 Science (Gr. 5 & 8)** was administered following the explicit directions stated in the appropriate test administration manual to assure test standardization (computer-based testing, paper-based testing, testing with accommodations).

___   ___   Following testing, all test materials were accounted for according to the guidelines in the **FSA ELA and Mathematics and FCAT 2.0 Science** paper-based and computer-based test administration manuals. Any missing materials were reported, by telephone and in writing, to Student Assessment and Educational Testing.

_N/A_ _N/A__ Following computer-based testing, all content was purged from the Proctor Caching computer(s) according to the guidelines in the **_____N/A_____** manual.

___   ___   All "To Be Scored" documents were returned to their vendor by the designated date(s).

___   ___   All "Not to Be Scored" materials have been boxed and stored in a secure, access-restricted area **or** materials will remain in locked storage until pickup by the contracted carrier or delivery to the Test Distribution Center **or** materials have been returned to the vendor, according to the program guidelines.

_____   _____
Principal's Signature   Date

_____   _____
School Assessment Coordinator's Signature   Date

_____   _____
School Name   School Number

FM-6927 (10-18)

MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL PROCEDURAL CHECKLIST

FSA Algebra 1 and Geometry and/or NGSSS Biology 1, Civics, and US History
End-of-Course (EOC) Assessments TESTING PROGRAM

Documentation that the __FSA and NGSSS EOC Assessments__ at each school was supervised by the principal in accordance with the guidelines and procedures established by Miami-Dade County Public School district is required. This form must be completed by the school principal and the school assessment coordinator; include the original completed form in the District Assessment Coordinator - Administrative Records (DAC-AR) box and retain a copy at the school for one year following administration. If any item was marked "No", a written report of any exceptions to the procedures below must be attached to this checklist when submitted.

We certify that, to our knowledge, all guidelines and procedures outlined in the __FSA and NGSSS EOC Assessments__ Program Guide / Test Administration Manual for computer-based and / or paper-based administrations have been strictly adhered to at this school, and that each of the following specific processes have taken place as prescribed; as noted below:

Yes   No

___   ___   All __FSA and NGSSS EOC Assessments__ 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 __FSA and NGSSS EOC Assessments__ materials to conduct testing.

___   ___   Prior to the test administration, all staff involved in the __FSA and NGSSS EOC Assessments__ administration were trained on appropriate test administration and security procedures. The Test Security Guidelines / Procedures were reviewed with all persons administering or having access to test items and / or content of paper-based and / or computer-based tests, either in a faculty meeting, a grade group or department meeting, or individually, if absent from scheduled group meetings.

___   ___   The __FSA and NGSSS EOC Assessments__ was administered following the explicit directions stated in the appropriate test administration manual to assure test standardization (computer-based testing, paper-based testing, testing with accommodations).

___   ___   Following testing, all test materials were accounted for according to the guidelines in the __FSA and NGSSS EOC Assessments__ test administration manuals. Any missing materials were reported, by telephone and in writing, to Student Assessment and Educational Testing.

___   ___   Following computer-based testing, all content was purged from the Proctor Caching computer(s) according to the guidelines in the __NGSSS EOC Assessments__ test administration manual.

___   ___   All "To Be Scored" documents were returned to their vendor by the designated date(s).

___   ___   All "Not to Be Scored" materials have been boxed and stored in a secure, access-restricted area **or** materials will remain in locked storage until pickup by the contracted carrier or delivery to the Test Distribution Center **or** materials have been returned to the vendor, according to the program guidelines.

_____   _____
Principal's Signature   Date

_____   _____
School Assessment Coordinator's Signature   Date

_____   _____
School Name   School Number

ATTACHMENT C

VOLUNTEER RESPONSIBILITIES WHILE ASSISTING WITH THE FLORIDA STANDARDS ASSESSMENTS (FSA) AND NEXT GENERATION SUNSHINE STATE STANDARDS ASSESSMENTS (NGSSS)

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 not to exceed 1 year.

The district superintendent of schools shall cooperate with the Commissioner of Education in any investigation concerning the administration of a test administered pursuant to state statute or rule.

Non-school system personnel may be used to assist test administrators during test administration. However, they may not participate in any of the test administration procedures.

- Non-school system personnel may not handle or distribute secure test materials;
- Non-school system personnel may not hand-grid student answer documents;
- Non-school system personnel may not answer student questions.
- Parents may not be placed in rooms in which members of their families are being tested.
- Volunteers and tutors who work with specific students must not be placed in rooms in which students with whom they work are being tested.
- M-DCPS students may not serve as classroom volunteers in any capacity during testing.

Non-school system personnel may be used only as an "extra set of eyes" to assist test administrators in monitoring test administration and to assist in maintaining an atmosphere that provides students with optimal testing conditions. Prior to testing, all volunteers must be informed of their duties and the appropriate test security procedures for monitoring the test sessions. Volunteers must also be informed of the test security laws and rules prohibiting any activities that may threaten the integrity of the test. Parents may not be placed in rooms in which members of their families are being tested.

I have read the information contained in this form and agree to abide by the provisions involving test security for the FSA and NGSSS Assessments.

_____   _____
Volunteer's Signature   Date

_____
Volunteer's Name Printed

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

FM-3956 (10-18)

ATTACHMENT D
TEST ADMINISTRATORS' RESPONSIBILITIES MAINTAINING TEST SECURITY
BEFORE, DURING, AND AFTER TESTING

This material does not cover every aspect of the test administrations. Rather, it highlights procedures to be followed to maintain test security during a testing session. Persons serving as test administrators or proctors **must** attend a training session conducted at their school or center and must review the appropriate 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 the test manual containing the security procedures, the administration directions, and the script to be read to students. Test administrators **must use the following manuals as appropriate to administer the test(s):**

   - **Spring 2019 FSA Paper-Based Test Administration Manual**
   - **Spring/Summer 2019 FSA Computer-Based Test Administration Manual**
   - **Spring 2019 Statewide Science Assessment Test Administration Manual**
   - **Spring/Summer 2019 NGSSS EOC CBT Test Administration Manual**

2. Test administrators and/or proctors **must not** have access to the test booklets until the day of testing.

3. For paper-based and computer-based administrations, there **must** be one adult (test administrator) for every 25 students (1:25).

4. Test administrators **must not** look at or review any test content (i.e., prompt, passages, test items, mathematics problems, etc.) before, during, or after the test session.

5. The test booklet **must not** be opened, or the seals removed before testing begins.

6. All classroom materials that might provide clues to students (e.g., maps, math formulas, word walls, multiplication charts) **must** be removed from the test room, or covered, prior to testing.

7. Test materials **must** be readily available, inventoried, and organized for easy test administration. Test administrators **must** ensure that they have sufficient materials to test their assigned students.

8. Seating should be adequately arranged and spaced to discourage cheating. The use of seating charts to plan and record student seat assignments **is required**. All seating charts must indicate the front and back of the room, as well as the direction the students are facing. For CBT, the seating chart should also indicate laptop/mobile device assignments, if applicable.

9. For a CBT test session, ensure that all software applications, including Internet browsers, are closed on all student workstations before the test session begins.

Students should be discouraged from bringing any materials into the classroom other than pencils or pens 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, including breaks. The test administrators, proctors, and school staff must also turn off and put away all electronic devices.

Conducting the Assessment

10. Test administrators and/or proctors **must** have a roster of students assigned to their room for the test administration. Test administrators and/or proctors **must not** admit students into the testing room unless their names are on the roster of students for that room. The test administrator or proctor **will** check unfamiliar student photo identification (e.g., driver's license or school identification) as students enter and exit the testing room.

11. The test administrator will take roll on each day of testing by writing the date tested next to each student's name or by placing a check mark under the appropriate date and subtest column on the student roster. The school assessment coordinator at your school will have instructed you on the use of the roster at your training session.

12. For paper-based and computer-based testing, the test administrator will ensure that students read and sign below the *Testing Rules Acknowledgement* prior to testing, as directed to do so on the script.

13. For paper-based testing, 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 for documents with security numbers.

14. Students are to be allowed access to test booklets (test questions) **only** during the actual administration of the test. Please be reminded that under no circumstances are students to be permitted to handle any test materials before or after the test administration. Students are not permitted to assist in carrying or distributing any test materials.

15. All testing materials (as applicable), including test and answer books, planning sheets, Reading and Writing Passage Booklets, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and periodic tables must be handed to and collected from each student individually. **No test materials may be handed out in groups or passed along from student to student**.

16. All testing materials should be secured immediately, out of reach of students. **Do not leave** testing materials (as applicable), including test and answer books, planning sheets, Reading and Writing Passage Booklets, Audio Passage Transcripts, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and periodic tables on **top of a desk or table or anywhere that is accessible to students (even if test administrators and/or proctors are in the room).**

17. Test administrators **must** read the appropriate script for administering each respective assessment as it is presented in the appropriate test administration manual.

18. For the FSA computer-based tests, test group codes will not be necessary. Instead, a Session ID will be generated when the test session is created by the test administrator in the FSA Portal (Test Administrator Interface). The Session ID will be unique and will identify the group of students testing together for a specific subject test and session. Test group codes are required for all other paper-based administrations of FSA including FSA ELA Writing (Grades 4-6), FSA ELA Reading (Grades 3-6), FSA Mathematics (Grades 3-6), and for paper-based and computer-based test administrations of the NGSSS assessments including: FCAT 2.0 Science (Grades 5 and 8) and NGSSS Biology 1, Civics, and US History EOC.

Security measures implemented for computer-based testing parallel those for paper-based administration. Test Administrators and/or proctors must actively monitor the testing room.

19. Computer labs must be set up to ensure that students cannot view the monitors of other students' workstations. Visual barriers may be used to prevent incidental viewing.

20. The test administrator and/or proctor must verify the identification of unfamiliar students when distributing test materials.

21. CBT test tickets are secure test documents, and must be kept in locked, limited access location.

22. During test sessions, unused CBT test tickets must be secured (i.e., not left on a desk, podium within reach of students).

23. Procedures must be implemented to contact the school assessment coordinator during a session in case a student is disconnected from the session and must be resumed/approved to continue testing.

24. If test administrators are given access to approve test sessions and/or resume students, an additional proctor should be assigned to the testing room.

25. If a student must be excused for a short break, **it is permissible to turn off the monitor** so that the screen cannot be viewed, rather than exiting or pausing the test session.

26. Remember, all statewide assessments are secure tests. Neither test administrators nor proctors may read the items in the test booklets or on the computer screen before, during, or after the test administrations. The content of the test is not to be reviewed or discussed with students, staff, parents, or community members at any time before, during, or after the test.

27. The test items may not be copied or retained in any way for future use. Students are not to be questioned or "debriefed" on test content or test items at any time, nor may any test items or test content be reviewed with students after the test.

28. Students may not go back to a session of an assessment which they have completed. Once a subtest concludes, a student cannot return to complete any blank items or change answers. However, students are encouraged to review items within the current session until they "submit" their responses, when finished, or at the end of the time allotted.

29. Students must not be assisted in using the TestNav or FSA Secure Browser tools or answering test questions by anyone, including persons administering or proctoring the test.

30. Students are **NOT** permitted to use notes, electronic devices, or any other materials during the assessment. However, ELL students **should** have access to a heritage-language-to-English dictionary (no definitions) which can be an electronic translation dictionary that is a standalone device without the ability to access the Internet, according to the guidelines set forth in Appendix A of the test administration manuals. Proctors should check paper dictionaries to ensure that there are no notes or other materials inside them.

31. Each ESE student **must** be provided with the appropriate and allowable accommodations delineated in his/her IEP or Section 504 Plan. Only those accommodations delineated for each student may be provided for that student.

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

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

33. If a student needs to leave the room during a paper-based test session, all testing materials including approved calculators must be collected by the test administrator and/or proctor and held until the student returns.

34. At no time should the students in the testing room be left unsupervised during the assessment (i.e., while students have test booklets in their possession).

35. Students should not be given access to electronic devices (e.g., cell phones, smartphones, and netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated. (Exception: Electronic dictionaries without access to Internet for ESOL students levels 1-4).

36. If there is an extended break during a paper-based test session (such as a lunch break), collect all test materials individually from each student. All test booklets (used and unused) must be accounted for and, if the test administrator and/or proctor is unable to remain in the room with the materials, returned to locked storage until testing resumes.

37. If there is an extended break during a CBT test session (such as a lunch break), students must logout of TestNav or Pause the test in the FSA Secure Browser, but the student must be resumed or approved to continue testing once he/she returns. Students **MUST NOT** submit their responses for a break.

38. If an extended break, such as lunch, occurs for either paper-based or computer-based testing sessions, students **must** be closely monitored during the break to ensure that the content of the test is not discussed.

39. If students are moved to a different location during testing, a new seating chart must be created and maintained for this location. In addition, a new Session ID to log into the CBT FSA Secure Browser or a new test group code would have to be assigned.

Concluding the Assessment

40.   After testing, all test materials are to be collected from each student **individually**.

41.   For paper-based administrations, the test administrator should make sure the student's name and date of birth appear 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 FLEID. The test administrator **must** verify that **the student** has completed the student name, date of birth (DOB) (should be recorded by the student), school name or number, district name or number, "Today's Date", and test group code as specified in the test script, and that the "DNS" bubbles **have not** been filled out inappropriately. Any errors or discrepancies must be reported to the school assessment coordinator at the time the materials are returned after testing.

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

43.   The test administrator should also verify that students have signed the Testing Rules Acknowledgement, and individually collect any testing materials (as applicable), including test and answer books, planning sheets, Reading and Writing Passage Booklets, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and periodic tables.

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

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

46.   As soon as the last student has completed the assessment or when time is up, the test administrator should account for all testing materials (as applicable), including test and answer books, planning sheets, Reading and Writing Passage Booklets, Audio Passage Transcripts, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and periodic tables that were assigned to him/her for that test session, as applicable.   Any discrepancies must be reported to the school assessment coordinator **immediately.**

47.   No student should be permitted to leave the testing room until it has been verified and documented that all his/her testing materials (as applicable), including test and answer books, planning sheets, Reading and Writing Passage Booklets, CBT worksheets, CBT work folders, CBT test tickets, approved calculators, reference sheets, and periodic tables have been returned to the test administrator.   Administrators must verify that each student returned each type of secure testing document on the Administration Record/Security Checklist and/or

Session Roster by checking the appropriate fields. This may be done by crossing or checking off each student's name from a student list or roster as the test materials are collected.

48.   Ensure that accommodations provided and accommodations used are recorded on the **Administration Record/Security Checklist (linked for FSA or NGSSS) or Session Roster (instructions to access in PearsonAccess Next for NGSSS linked) for both paper and computer-based administrations**.

49.   Test administrators must record any absences or test invalidations and report them to the school assessment coordinator at the time the materials are returned. In the case of test invalidations, the test administrator must verify that the "DNS" bubble for that test session is completed appropriately for paper-based tests.

50.   All test materials must be returned to secure storage immediately after the conclusion of testing.   Students **must not** assist school staff in carrying or transporting testing materials to and from the test room.

Please be reminded that, even after the conclusion of the assessment, the security of the test items and content must be maintained. Any review of test questions, test content, or test answers, whether after the test day or after the end of the testing window is prohibited. Such actions compromise the security of the test content and are considered to be a violation of testing standards.

ATTACHMENT E

FSA CBT Sample Test Ticket

```
                    Spring 2019

DEMO DIST 99 (99)

DEMO SCHOOL 9009 (99-9009)

LASTNAME: Student          USERNAME: 5AIF0

FIRSTNAME: Demo            GRADE: 10

DOB: 07/15/2003            ID: FL012345678901
```

FSA PBT Sample PreID Label / On-Demand PreID Label

```
           Spring 2019 FSA ELA Writing
                                        ESE:K
LASTNAME, FIRSTNAME
DIST/SCH: 01-0020
SAMPLE SCHOOL
GRD: 07          GENDER: M         DOB: 01/01/2007
ID: FL123456789011   RACE: IABPW   HISP/LATINO: N

         P519857  83035285    9
```

NGSSS CBT Sample Student Authorization Ticket

```
STUDENT AUTHORIZATION TICKET

Student Name:   TEST, MORE A
Student ID:     FL123456789012
Session:        TEST SESSION
DOB:            01/01/2001
Test:           Biology 1

You are authorized to take the computer-based version of this test. You will be asked to provide the following information in order to
access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select Florida in the application or go to http://fl.testnav.com

Username: 6220006554    Password: 91894a

Student Signature: _____
```

Science PBT Sample PreID Label

```
ALASTNAME, ZFIRSTNAME Q.
GRD: 05     ID: FL000000000000   GEN: F   DOB: 05/13/1999
ESE:    S504: N  IEP:    ELL: 1   LP:     BR:     OIPP:
RACE: IABPW                       HISP/LATINO: N

                                  SUBJECT: SpSc05

BARCODE: 107719393-0
DIST/SCH: 01-0001  SAMPLE SCHOOL A
```

ATTACHMENT F

Sample Seating Chart

School Name _____ School Location_____ Grade Level/Subject_____

Teacher _____Proctor _____ Room Name/Number_____ Date _____

Test Group Code or Session ID _____ Start Time_____ Stop Time _____

Test Session Name (CBT only) _____

BACK OF THE ROOM*

FRONT OF THE ROOM*

*Indicate direction students are facing.

Note: If testing on laptops, record workstations students are using so that student responses can be recovered, if necessary.

ATTACHMENT G

Training Requirements for Administering and Proctoring the Statewide Assessments, 2015

In accordance with s. 1008.24(3)(b), F.S., district employees shall successfully complete the following training requirements prior to administering or proctoring the statewide assessments required under s. 1008.22, F.S. Training requirements must be met for each assessment administration within a school year.

District Assessment Coordinators shall be responsible for ensuring that the training requirements for coordinating, administering, and proctoring statewide assessments are completed in their district.

School Assessment Coordinators shall be responsible for ensuring that the training requirements for administering and proctoring statewide assessments are completed in their school, as required.

Test Administrators are responsible for administering statewide assessments to students. Test Administrator training must cover the following responsibilities, policies, and topics:

- o Reading the test administration security policies and procedures, test administrator responsibilities, and administration scripts for the assessments they will administer, including, if applicable, accommodations portions of the test administration manuals;
- o Reading the test security statute (s. 1008.24, F.S.) and Rule 6A-10.042, F.A.C.;
- o Daily test administration schedules and the amount of time allocated for each test session they will administer;
- o The following responsibilities and requirements, as applicable for the assessments they will administer:
- o Retrieving secure and non-secure test materials from School Assessment Coordinators immediately prior to testing;
    - ▪ Distributing secure and non-secure test materials to students, as directed in test administration scripts;
    - ▪ Collecting secure and non-secure test materials from students immediately after testing;
    - ▪ Providing and collecting required and allowable ancillary materials for students by subject test and test session (e.g., calculators, work folders);
    - ▪ Returning secure and non-secure test materials to School Assessment Coordinators immediately after testing each day;
    - ▪ Following all instructions in the test administration scripts;
    - ▪ Reading test administration scripts VERBATIM to students immediately prior to beginning the test session;
    - ▪ Ensuring that students do not have electronic devices or access to unauthorized aids, including visual aids posted in classrooms, prior to or during testing;
    - ▪ Creating, managing and closing test sessions in the Test Delivery System for computer-based assessments;
    - ▪ Monitoring the testing room at all times during testing;

- o Protocols that must be followed during breaks in testing or individual student restroom breaks;
- o Providing the correct amount of time for each test session;
- o Maintaining required documentation, including administration information, seating charts, and security logs;
- o Contacting the School Assessment Coordinator in case of an emergency or one of the following situations:
  - A student has not participated in a required practice test session;
  - A computer-based testing student has technical difficulties;
  - A student refuses to acknowledge the testing rules;
  - A student is unable (e.g., too ill) to start or finish the test; or
  - A disruption occurs (e.g., a technical disruption, power outage, disruptive behavior).
- o Providing accommodations correctly to students with disabilities in accordance with Rule 6A-19.001 and Rule 6A-1.0943, F.A.C., as well as each student's Individual Education Plan or Section 504 Plan, for individuals administering assessments to students with disabilities;
- o Providing accommodations correctly to English Language Learners in accordance with Rule 6A-6.09091, F.A.C., for individuals administering assessments to English Language Learners; and
- o Reporting testing irregularities or missing materials to the School Assessment Coordinator.

Proctors assist Test Administrators by monitoring the testing room during testing. Proctors are permitted to perform other duties to assist the test administrator, such as distributing non-secure materials (e.g., pencils, planning sheets) and contacting school staff during testing, but they may not handle secure test materials or administer assessments or accommodations to students. Proctor training must cover the following topics:

- • Reading the test administration security policies and procedures portion of the test administration manuals for assessments they will proctor;
- • Monitoring the testing room at all times during testing;
- • Distributing and collecting non-secure test materials;
- • Allowable accommodations that will be provided to students in the testing room, if applicable;
- • Distributing and collecting non-secure test materials;
- • Contacting school staff in case of an emergency, disruption, or technical difficulty; and
- • Reporting testing irregularities or test administrator misconduct to the School Assessment Coordinator.

TESTING CONTACT INFORMATION

ASSESSMENT, RESEARCH, AND DATA ANALYSIS (ARDA)
Ms. Gisela Feild, Administrative Director

STUDENT ASSESSMENT AND EDUCATIONAL TESTING (SAET)
1450 NE 2nd Avenue, Suite 208, Miami, FL 33132
Office Hours: 7:30 a.m. to 4:30 p.m.
Telephone Number: 305-995-7520
Fax Number: 305-995-7522

Procedural Questions:

Dr. Sally A. Shay, District Director	Ms. Maria C. Bruguera, Director I	Ms. Mara Ugando, Staff Specialist
sshay@dadeschools.net	mbruguera@dadeschools.net	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. Darma Rodriguez, District Coordinator	Ms. Maria Vargas, Administrative Assistant II
darmarodriguez@dadeschools.net	mhvargas@dadeschools.net

INFORMATION TECHNOLOGY SERVICES (ITS)
Infrastructure and System Support:

Mr. Armando J. Machado, Director
arm@dadeschools.net
Telephone Number: 305-995-3348

ITS Technical Support Hotline: 305-995-3377
Email: TestTechSupport@dadeschools.net

FSA Help Desk:	**Pearson Technical Support:**
fsahelpdesk@air.org	Florida@support.pearson.com
866-815-7246	877-847-3043