

FLORIDA DEPARTMENT OF EDUCATION



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MEMORANDUM

TO: District Assessment Coordinators

FROM: Susie Lee, Director of Test Administration
Bureau of K-12 Assessment

DATE OF E-MAIL: September 15, 2011

SUBJECT: Fall Activities

Good Afternoon,

Please see the following important information regarding upcoming activities.

Test Administration Manuals/Test Materials Delivery

Fall 2011 Retake Test Administration Manuals and Test Materials have already arrived in some districts and will arrive in all districts no later than tomorrow, 9/16. Please note the following about these shipments:

- Manual boxes have orange stickers on two sides to distinguish them from the test materials.
- Manual shipments contain paper-based manuals, computer-based manuals, and CBT Work Folders (as applicable).
- The Test Materials shipment includes District Pickup Dates in the first district box.
- Pearson is now using UPS for non-freight deliveries.
- Security Checklists for districts and schools are now available on PearsonAccess.

SHARON KOON, PH.D.
ASSISTANT DEPUTY COMMISSIONER
ACCOUNTABILITY, RESEARCH, AND MEASUREMENT
OFFICE OF ASSESSMENT

1. Test Setup > Order Additional Materials and Tracking > Reports (drop-down menu)
2. Click on "Security Checklist Detail" to export the Excel file

The Additional Orders window for Fall Retake will open on Wednesday, 9/21.

You will receive your PreID labels and rosters for the Fall Retake no later than Wednesday, 9/28.

Training Materials and CBT Accommodations Guide

- Fall 2011 Training Materials will be emailed to you tomorrow, 9/16. The materials will be posted to PearsonAccess next week.
- There is only one set of Training Materials that combines information from both Fall manuals and the Accommodations Guide.
- The Fall 2011 CBT Accommodations Guide is now posted to www.FLAssessments.com/FallRetake. The Guide includes:
 - TestHear instructions
 - Accommodated CBT Scripts

Meeting Presentations

- Several presentations from last week's Annual Meeting have been posted to the Department's website at <http://www.fldoe.org/asp/k12memo/k12memo-fcat.asp>. Please continue to check this page as more presentations will be posted as they are ready.

FDOE/Pearson Survey

- If you have not already done so, please take a moment to complete the test administration materials survey at <http://bit.ly/FloridaSurvey> and encourage your school assessment coordinators and test administrators to do the same.
- The deadline for completing this survey has been extended until Monday, 9/19.

CBT WebEx Trainings

- District/School Assessment Coordinator Trainings will be conducted next week.
 - 9/20, 1:30 pm EDT
 - 9/21, 9:30 am EDT
 - 9/22, 11:30 am EDT
- You and your school staff may register for a training at www.FLAssessments.com/Training.
- A recording of a Technology Coordinator Training from this week will be posted to www.FLAssessments.com/Training the week of 9/19.

Coming Up

Next week, you will receive the following requests and information from our office:

- **Calculator Order Form** – Please ask schools to inventory their supply of FDOE-supplied calculators so you are able to complete and return this form by October 1.

- **Winter EOC Administration Dates Selection Form** – This form will indicate if your district plans to administer the Algebra 1 EOC in December 2011 OR January 2012.
- **Writing Field Test Sample** – If schools in your district were selected to participate in the 2011 December Writing Field Test, we will send you a list of schools next week, no later than Friday, 9/23.
- **Parent Letter Templates/Test Administrators Prohibited Activities Agreement** – We will finalize and distribute these documents for the Fall 2011 administration next week. If you have any feedback on the draft parent letters or list distributed last week at the meeting, please provide it to me by Monday, 9/19.

As you know, the pace is picking up, and we will continue to provide you with information, updates, and resources, most likely on a weekly basis. Thank you for continuing to pay close attention to our communications and distribute important information to your district and school staff, as needed. As always, please contact our office if you have any questions or concerns.

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