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## MEMORANDUM

TO: District Assessment Coordinators

FROM: Daphne Csonka Supervisor  
K-12 Assessment Administration

DATE: June 19, 2009

SUBJECT: FCAT Updates for 2009-2010

The purpose of this memorandum is to provide you with general information for the 2009-2010 FCAT administrations with an emphasis on the upcoming changes. Since the Department is entering into a new contract with Pearson for test administration, scoring, and reporting activities, this is an optimal time for the Department to improve procedures to better serve your needs. We are working closely with Pearson to customize their processes for Florida; therefore, it is important that you provide feedback by completing the comment forms after each writing, reading, math, science, and retake administration.

### **Bureau of K-12 Test Administration Team Personnel Changes**

There have been changes in staffing in our Bureau. Since Linda Rhea retired, Tamika Brinson has assumed the major responsibilities for assisting in the development and production of materials for students with disabilities. Also, LynnAnn Tabelaing assumed the responsibilities of Victoria Ash's former position as Director of Test Administration. LynnAnn will continue to have a major focus on computer-based testing, but will also assist Tamika, Kira Sullivan, Susie Lee, and me with test administration. We can all be reached at 850-245-0513 to answer your questions.

### **PearsonAccess**

PearsonAccess ([www.PearsonAccess.com/fl](http://www.PearsonAccess.com/fl)) is the name of the Web-based system that you will use for most of your FCAT activities. A WebEx training session designed to introduce you to this system is tentatively scheduled for Tuesday, July 7 and Thursday, July 9. You will receive more information regarding registration for this training, and you will need to select one of the



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two training dates. The training session will familiarize you with the procedures for updating enrollments and collecting special information for testing. Another training session will be held later in the fall to update you on using PearsonAccess to receive score reports.

School assessment coordinators will use PearsonAccess to prepare for and manage computer-based testing. PearsonAccess will also allow you, as the district assessment coordinator, to monitor computer-based testing activities in your district. A separate *Computer-based Testing User Guide* with training materials for these activities will be posted on PearsonAccess.

### **Fall 2009 Retake Enrollment Update Window**

Pearson will estimate the number of students that will need to take the Fall 2009 Retake in each school based on the spring 2009 failure rates. You will be asked to review these numbers and update them as needed. Enrollment counts should reflect new students in your district, as well as students that you know have changed schools. The enrollment update is scheduled to take place from **July 7 – August 4, 2009**. Enrollment numbers will be used to determine the quantities of materials that will be shipped to each school.

During the enrollment period, you will also be asked to do the following:

- Add/edit distribution route codes
- Identify schools that will administer the computer-based Retake
- Provide contact information (names, phone numbers, and e-mail addresses) of district and school staff who will need usernames and passwords for the computer-based Retake
- Place orders for special materials (see the Accommodations Available section below)
- Select test book overage options



Please note that we have reduced the amount of overage materials that will be sent to you. In the past, the total amount of overage was 20%. That amount has been reduced to 15%. During the enrollment window, you will need to select one of the following overage options:

- 15% sent to the district
- 15% sent to the school
- 10% sent to the district and 5% sent to the school
- 5% sent to the district and 10% sent to the school

### **Preidentification (PreID) File Submission**

As in the past, your district will be required to submit a file of student preidentification information that will be used to print Pre-ID rosters and labels for placement on student test and answer documents. This Pre-ID file will also be used to load student demographic information for students taking the computer-based Retake. The window for submission of Pre-ID files is currently scheduled for **August 17 – August 28, 2009**. Jackie Mueller will send you a layout for this file submission.

After you submit the preidentification files, enrollment and Pre-ID counts will be compared. If the Pre-ID count varies significantly from the enrollment count for any grade, you may be required to place additional orders for test materials. Additional materials can be ordered during the Test Materials Adjustment window and will be shipped separately.

### **Computer-Based Retake**

The computer-based Retake will be available for the fall 2009 and subsequent Retake administrations.

During the fall 2009 enrollment window, the estimated number of students to be tested in each school will be shown by test type (e.g., paper-based, large print, braille, one-item-per-page). There will also be a category for the computer-based Retake that will initially show "0" for all schools. You will update the numbers of each category to accurately reflect the number of students who will test using each test type. For schools participating in the computer-based Retake, the number of paper-based tests should only reflect the number of students whose IEP or Section 504 plan indicates that they must test on paper, as explained in the Accommodations section below.

The minimum requirements for the computers, staff, and facilities for the computer-based Retake are attached.

Schools administering the computer-based Retake may test during one or both weeks of the Retake window (October 12-16 and/or October 19-23) as directed by you, regardless of the week you selected for your district to administer the paper-based Retake.

A separate computer-based test administration manual will be provided for schools administering the computer-based Retake. However, a separate user guide with instructions for completing system tasks (scheduling sessions, adding new students, printing authorization tickets, etc.) will need to be downloaded from PearsonAccess. Training materials will also be posted on PearsonAccess.

Schools administering the computer-based Retake will receive *Mathematics Work Folders* with their materials shipment. *Mathematics Work Folders* are blank pieces of paper that students will use to work the mathematics items during testing. These folders must be handled as secure documents after testing.

### **Accommodations**

#### **Paper-Based Reading and Mathematics Retake Tests**

For schools administering the computer-based Retake, the paper-based test will be treated as an accommodation. The May 8, 2009 memorandum from Bambi Lockman, Chief of the Bureau of Exceptional Education and Student Services, explained that IEPs and Section 504 plans should be written to specify which accommodation(s) a student needs in order to test on a computer with the understanding that, if the needed accommodation(s) is not available, a paper-based test will be provided.

We are working with the FDOE database staff to add 'Paper-Based Test' and 'One-Item-Per-Page' to the EISS database as Test Accommodations elements along with the codes that are currently used for large print, uncontracted braille, and contracted braille. There will be a field on the FCAT preidentification file to specify the need for these materials for students. **During the enrollment window, you will need to specify the quantities of paper-based Reading and Mathematics tests that you will need for schools administering the computer-based Retake.** Paper-based is a separate category from the other special document types (large print,

braille, one-item-per-page), and you will not need to indicate **both** paper-based and another special document type.



### **Reading Passage Booklets**

For the computer-based Reading Retake, many language arts educators indicated that printed Reading passages would enable some students to use various reading strategies that they would be unable to use on a computer. *Reading Passage Booklets* will be available for the Fall 2009 Computer-based Retake administration. Schools that administer the computer-based Reading Retake will have the opportunity to order *Reading Passage Booklets* that contain the passages, but not the test questions (as students will respond to test questions on the computer).

*Reading Passage Booklets* can only be used by students in schools administering the computer-based Retake. Students are eligible to use the booklets only if their IEPs or Section 504 plans indicate the need for this type of booklet as an accommodation when taking a Reading test on the computer. Since this is a new accommodation, we recognize that IEPs and Section 504 plans may not currently indicate that *Reading Passage Booklets* are necessary and may need to be updated after you order the materials for these students. IEPs and Section 504 plans should be updated as soon as possible for students who may take the Reading Retake in spring 2010. **During the enrollment window for fall 2009, you will need to specify the quantity of *Reading Passage Booklets* that you will need for schools administering the computer-based Retake.**

### **Screen Reader**

The screen reader capability will be available for schools administering the computer-based Mathematics Retake. School assessment coordinators will use PearsonAccess to identify students whose IEPs or Section 504 plans indicate that the students use screen-reader software regularly as an accommodation in the classroom.



**You are not required to complete a unique accommodations request for the screen reader that is available on the computer-based Mathematics Retake.** Because there is no CD or software required for the accommodation on this computer-based system, the screen reader will be treated as a flexible presentation accommodation.

We regret that the screen reader CDs used in the past are not available this year due to budget constraints. We will notify you if we are able to offer the CDs again.

### **Large Print and Braille**

For the fall 2009 Retake, the number of students needing large print and braille tests has been estimated based on the spring 2009 results. During the enrollment window, you will verify and update enrollment counts as needed. Remember that enrollment counts should reflect new students in your district, as well as students that you know have changed schools. Due to the high cost of producing these materials, we ask that you do NOT inflate these numbers.

### **One-Item-Per-Page**

The Department offers test documents with one test item printed on each page. This kind of test document is considered a **unique accommodation** for students who may require increased space between items, fewer items on a page, and/or only one page of the test at a time. As in

the past for unique accommodations, you must complete the *FCAT Unique Accommodation Request Form for Fall 2009* (attached) and send it to Tamika Brinson, Bureau of K-12 Assessment, by **September 4, 2009**. The Unique Accommodation Request must be submitted along with a copy of the student's current IEP or Section 504 plan. The request must be approved by the Department before materials are sent.

In previous FCAT administrations, the Department handled ordering and distribution of one-item-per-page materials through our office. Under the new Pearson contract, you will order one-item-per-page documents on PearsonAccess during the enrollment window, and Pearson will handle production and delivery of these documents upon approval by the Department. The number of students needing one-item-per-page Retake tests has been estimated based on the spring 2009 results. During the enrollment window, you will update these numbers as needed.

### **Other Unique Accommodations**

Written requests for other unique accommodations for fall 2009 must also be submitted on the attached *FCAT Unique Accommodation Request Form* by **September 4, 2009**. The Unique Accommodation Request must be submitted along with a copy of the student's current IEP or Section 504 plan. Unique accommodations should only be requested for students with disabilities who have an IEP or Section 504 plan and regularly use the same accommodation(s) during classroom instruction. The accommodations must not alter the concepts being tested.

### **December Writing Field Test**

There will be NO Writing Field Test in December 2009. We will resume the Writing Field Test in December 2010 for grades 4, 8, and 10. In spring 2012, we will conduct a computer-based Writing Field Test for students in grades 7 and 11 only. The first statewide administration of the computer-based Writing Test for grades 7 and 11 will occur in spring 2013. The grade 4 Writing Test will remain a paper-based assessment.

### **Algebra I End-Of-Course Exam**

Algebra I is the first end-of-course test that will be developed by the Department. The Algebra I End-of-Course exam will be field tested in May 2010 to a representative sample of high schools. You will be notified if any high schools in your district are selected to participate. The operational Algebra I End-of-Course exam will be a computer-based test administered to all students (middle and high school) who are enrolled in Algebra I in spring 2011.

### **DAC Annual Meeting**

You will be receiving additional information soon regarding the Annual District Assessment Coordinator meeting scheduled for **Wednesday, September 9, 2009, 8:30 a.m. – 5:30 p.m.** at the Sea World Renaissance, Orlando. **Please be sure you have saved the date. We look forward to seeing you there.**

Attachments

cc: Bambi Lockman