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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: January 5, 2011

SUBJECT: **K-12 Assessment Updates**

Happy New Year!

I hope you all had an enjoyable holiday season. As the spring testing season approaches, we will diligently provide you with updates to help you prepare for the busy time ahead. Please review the following notifications and reminders and distribute information to appropriate school and district staff.

FCAT Writing Materials

Spring 2011 FCAT Writing Test Administration Manuals are scheduled to be delivered to districts this week, January 3 – 7, arriving no later than January 11; packing lists and pallet maps (if applicable) are now available in PearsonAccess. If you have any questions about this shipment, please contact Leann Spaight at Leann.Spaight@pearson.com and she will be glad to assist you.

The Spring 2011 FCAT Writing manual may also be accessed electronically in PearsonAccess under resources for the 2011 Spring Writing administration.

FCAT Writing test materials and ancillary materials are scheduled to arrive January 31 – February 4. Writing Preidentification (PreID) labels are scheduled to arrive on Tuesday, February 15.

OFFICE OF ASSESSMENT

Training Materials

Spring 2011 FCAT/FCAT 2.0 Training Materials for Writing, Reading, Mathematics, and Science are now posted in PearsonAccess under resources for the 2011 Spring Writing administration. The link for these materials will also be posted under the Spring RMS administration resources link this Friday, January 7.

Separate training materials will be produced for computer-based testing and end-of-course (EOC) administrations. We will let you know when these materials are available.

Spring 2011 PreID Window

The PreID window is now open for Spring 2011 Writing, Reading, Mathematics, and Science; there is only one PreID window for these administrations. The window will remain open until Wednesday, January 26, but you are strongly encouraged to upload your PreID file well in advance of this date to allow time to review uploaded data and ensure accuracy. Please remember the following:

- Test materials for Reading, Mathematics, and Science will be shipped based on PreID counts
- Submit ONE FULL PreID file (NO partial file uploads)
- The file format must follow the PreID layout
- The file name must follow the filename standard
- The file must include the end of record indicator (\$) to be uploaded successfully
- Review your PreID Frequency Distribution Report

Please refer to the memorandum you received from Lisa Carlisle on Friday, December 17, for more detailed information and helpful attachments regarding the PreID upload process.

There will be a separate PreID upload for the Algebra 1 EOC Assessment and the Biology 1 and Geometry EOC Field Tests that will take place closer to the EOC administration dates. You will receive additional information regarding the EOC PreID window once dates are finalized.

Accommodated CBT Practice Tests (ePATs)

Accommodated CBT practice tests will be available via ePAT link the week of January 10th. An announcement and link to access the ePATs will be sent to districts as soon as they are available. Download instructions and practice session scripts will also be posted.

School personnel should allow eligible students to practice using the accommodated forms to determine whether students can appropriately access the computer-based tests according to the accommodations indicated on their IEPs or Section 504 plans. **Practice should occur as soon as possible so that the appropriate test delivery mode (computer-based or paper-based) can be indicated for these students in your PreID file.** Please advise school and district staff involved in making these decisions that paper-based accommodations should be selected only for those students who require them.

The accommodated CBT forms are available as single or combined accommodations as follows:

- Large Print
- Zoom
- Color Contrast
- Screen Reader
- Large Print + Color Contrast
- Large Print + Screen Reader
- Large Print + Color Contrast + Screen Reader
- Zoom + Color Contrast
- Zoom + Screen Reader
- Zoom + Color Contrast + Screen Reader
- Color Contrast + Screen Reader

A description of each accommodated form type is included below. Students should practice using the specific accommodated form or accommodated form combination that is indicated on their IEPs or Section 504 plans.

- **Large Print:** Displays a fixed large-print font size (18-point) that is an enlargement of the regular type.
- **Color Contrast:** Displays preselected font and background color combinations on the computer screen. The following color combinations are offered:
 - White Text/Black Background
 - Black Text/Beige Background
 - Black Text/Light Green Background
- **Zoom:** Allows students to self-select print size and magnification. Zoom levels are: 1x, 1.25x, 1.5x, 1.75x, 2x, 2.25x, 2.5x, 2.75x, 3x, 3.5x, 4x, 5x, 6x, 7x, 8x, 10x.
- **Screen Reader:** Provides a text-to-speech audio presentation of directions, test items, and answer choices for Grade 10/Retake Mathematics.

Reading Item Specifications

The *FCAT 2.0 Reading Test item Specifications* for Grades 3-5, 6-8, and 9-10 are now available on the FDOE website at <http://fcat.fldoe.org/fcat2/itemspecs.asp>.

The Department produces item specifications to guide the development of statewide assessment questions. These specifications are based on Florida's Next Generation Sunshine State Standards and define both the content and the format of the test items or questions. Their primary purpose is to establish the Department's guidelines for test item writers and reviewers, so items are written to measure the concepts in each assessed benchmark. Item specifications also serve as valuable resources for educators and the general public.

If you have any questions regarding the Reading Item Specifications, please contact the FCAT English Language Arts Coordinator at our Test Development Center, Renn Edenfield, at edenfieldr@leonschools.net.

PearsonAccess User Accounts

If you have not already done so, it may be time to update PearsonAccess accounts for users in your district, as well as create accounts for new users. While each account can be updated or created individually, the attached instructions describe how to make multiple account changes via spreadsheet upload to help you handle this task quickly.

Please note that, while general account information for users may still be accurate (name, email address, etc.), you should verify the End Date for each account. User accounts are deactivated on the date set in the End Date field, and notifications are not sent when this occurs. If the End Date is set to a date prior to when the user account should still be active, it will need to be updated; we recommend setting all End Dates to at least August 31, 2011.

As always, feel free to contact a member of our administration team with any questions or concerns you may have.

- Susie Lee, Director – 850-245-0785; Susan.Lee@fldoe.org
- Daphne Csonka, Supervisor – 850-245-9203; Daphne.Csonka@fldoe.org
- Jenny Black – 850-245-9470; Jenny.Black@fldoe.org
- Tamika Brinson – 850-245-0786; Tamika.Brinson@fldoe.org
- Tara Gardner – 850-245-0742; Tara.Gardner@fldoe.org
- Molly Hand – 850-245-9926; Molly.Hand@fldoe.org
- Kira Sullivan – 850-245-0784; Kira.Sullivan@fldoe.org

We look forward to working with you this spring!

VA/sl

Attachment (posted at <http://www.fldoe.org/asp/k12memo/k12memo-fcat.asp>)