

FLORIDA DEPARTMENT OF EDUCATION



STATE BOARD OF EDUCATION

Members

DR. AKSHAY DESAI

MARK KAPLAN

ROBERTO MARTÍNEZ

JOHN R. PADGET

KATHLEEN SHANAHAN

Dr. Eric J. Smith
Commissioner of Education



MEMORANDUM

To: District Assessment Coordinators

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

DATE OF E-MAIL: April 8, 2011

SUBJECT: RMS Test Administration Information and Reminders

Good Morning!

We wanted to send a few bits of information and last-minute reminders for testing next week. Please distribute this information to appropriate district and school staff.

Broken Seals

Several districts have called our office and reported that the plastic pull tabs on some Grade 5 Mathematics test and answer books were already broken when they received them. **Please inform your school assessment coordinators that, if they encounter any test books with broken seals, they may still use the books.** They will need to make sure they are secure prior to testing and instruct test administrators whose students will use these books to make sure these students do not open the books until they are told to do so in the administration script, and to disregard instructions to pull the tabs.

PreID Labels

We have received several calls regarding staff placing labels from the Reading label sheet on Mathematics documents, and vice versa. **If this happens, the labeled documents may still be used.** The subject designations on the label sheets are for convenience when checking the rosters; the labels themselves have no subject designation.

Computer-Based Testing

- Alert your Internet Service Provider and electric company to your computer-based testing window, and also confirm that no scheduled maintenance or outages are planned during that entire window.

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

- If bad weather is forecasted in your area and could impact testing, please call the K-12 Assessment Office to discuss options for delaying testing and extending your testing window as needed.
- Please remember that the instructions for CBT test invalidations have been updated since the distribution of the *Spring 2011 Computer-Based Test Administration Manual*. The instructions on pages 71 and 116 say to scroll down to the “Invalidate” field. **The field is actually called “Do Not Score,” and the user will be required to select an appropriate “Do Not Score Reason” from the drop-down.** Please notify school assessment coordinators of this change.
- Ensure all screen savers, pop-up notifications, auto-update notifications, etc., are disabled on student machines so the students do not get kicked off of their test session.
- Test administrators should ensure the correct URL is entered into TestNav prior to students logging in: <http://www9.etest.pearson.com/FL/>. This is a different URL than the one used during the Infrastructure Trial.
- If a student receives an error message or exits the test, make sure the student is completely out of TestNav (close the software) before resuming the test in PearsonAccess and allowing the student to log in again.
- If a technical issue occurs, do not mark a student’s test complete until you have confirmed that all student responses have been received in PearsonAccess. To confirm this in the Session Details screen, click the **Responses** link in the **Status** column. For support with this issue, contact Pearson at 877.847.3043.
- Ensure students are only pressing the “Submit” button when they are completely finished with their test. If students need to leave the testing room and will return they should press “Exit.”
- Remember to have students complete the CBT Student Comment Form at www.FLAssessments.com/RetakeStudentCommentForm after they submit their tests.
- Utilize the checklists at the back of your CBT test administration manual to ensure last-minute setup activities have been completed and verified prior to the start of testing.

Comment Forms

Since session lengths have changed with the transition to FCAT 2.0, we have created a **Spring 2011 FCAT 2.0 RMS Session Length Comment Form** that is posted on PearsonAccess under the *Support* tab with other comment forms. Please complete this form, and instruct school personnel (school assessment coordinators, test administrators) to complete this form, to provide feedback on the lengths of FCAT 2.0 test sessions. There is only one form (as opposed to separate forms for each user role); however, a drop-down box in the form allows individuals to select their role.

Please also remember, and remind school personnel, to complete the appropriate comment forms for CBT Grade 10 Mathematics/Reading and Mathematics Retakes and for paper-based Reading, Mathematics, and Science administrations. Your feedback is valuable to us.

Emergency Contact Number

At this busy time of year with so many critical activities taking place, we would like to have a way to contact you in case of an emergency or a crucial notification. If you are comfortable doing so, please provide a mobile phone number to Kira Sullivan at kira.sullivan@fldoe.org and we will add it to our district emergency contact list to be used ONLY in case of emergencies.

K-12 Administration Team

- Susie Lee – 850-245-0785; Susan.Lee@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 are available to help you with any test administration questions or issues, and we always appreciate it when you alert us to problems that may be affecting other districts so we can help resolve issues as soon as possible. If you call one of us and we are not at our desks or are on other calls, please remember you can call 850-245-0513 and our wonderful staff assistant, Eileen Pierce, will make sure you receive assistance.

SK/va/sl