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MEMORANDUM

TO: District Assessment Coordinators

FROM: LynnAnn Tabeling, Director of Scoring and Reporting

SUBJECT: Spring 2010 PreID File Layout - UPDATE #3

DATE: November 2, 2009

Almost all districts have had the Spring 2010 PreID files uploaded successfully. We apologize to staff still having difficulties and will continue to work with you until your file is accepted without errors.

Based on the records accepted, your PreID Frequency Distribution Report is ready for your review. This report shows the frequency of most of the fields on the PreID file you submitted.

Follow these steps to retrieve your PreID Frequency Distribution Report. Note: the last 2 steps have been modified from my prior email.

- o Log onto PearsonAccess
- o Click on **Test Results**
- o Click on **Published Reports**
- o Check to make sure that the administration name is *FCAT Spring 2010 R/M/S*. If it is not, click **Change** and click the button next to *FCAT Spring 2010 R/M/S* and click **Save** in that box.
- o Click on your district name
- o Click on **Pre-ID Frequency Distribution Report**
- o Click on **Save** and indicate the location to save the file (the file will not open properly from this screen)
- o Open the file with Word, WordPad, or similar software (the file will not open properly in Notepad)

KRIS ELLINGTON
ASSISTANT DEPUTY COMMISSIONER
ACCOUNTABILITY, RESEARCH, AND MEASUREMENT
OFFICE OF ASSESSMENT

District Assessment Coordinators

November 2, 2009

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If you need assistance opening these files or interpreting the data, call me. Please review these reports **by Friday, November 6**, so corrections can be made if necessary. Then, please ask one person in your district to **email me to confirm that you have reviewed the report and your file is accurate**. Quantities of test materials will be sent based on these data.

At the end of the report, there is a column labeled *Computer Based Test*. If you have registered students for the Computer-Based Retake, this column will show a "Y" and the number registered. If no records had a "Y" in that field on your PreID file, the column is blank (as on the file) and you see the total number of student records. Similarly, above this column on the report, you will see all blanks for the Alternate District/School Number fields if you did not use these fields.

After we compare the numbers on your enrollment file to the numbers on your PreID file, members of the Test Administration Team (Kira Sullivan, Daphne Csonka, and Susie Lee) may be calling you to clarify any major discrepancies.

VA/lt