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MEMORANDUM

To: District Assessment Coordinators

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

DATE OF E-MAIL: April 15, 2010

SUBJECT: CBT Debrief Call Reminder and Request

This is a reminder that the Computer-Based Test (CBT) Debrief call will take place on **Monday, April 19th**, from **1:30p.m. – 4:30p.m., EDT**. You will receive call-in information from Tara Gardner tomorrow, Friday, April 16th.

The purpose of this call is to discuss the March administration of the CBT Retake. We would like your feedback on all aspects of the testing process, from preparation to administration. The following topics will be addressed:

- TestNav7 – the student testing experience
- PearsonAccess/Training Center
- Pearson HelpDesk/Customer Service
- Technology Setup
- Test Administration Manuals/Scripts
- Training
- Support Materials
- Test Security/Room Configuration
- Test Scheduling

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

District Assessment Coordinators

April 15, 2010

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Please reply to this email and provide some detailed concerns under these topics, as well as any additional topics you would like to discuss. It is our hope that we will be able to highlight things that went well, as well as problems and concerns, and that districts that experienced difficulty in certain areas are able to receive insights and suggestions from districts that had success in those areas. As the Algebra 1 EOC Field Test approaches, communication and idea-sharing are going to be vital to promote a successful administration across the state.

Meeting information will be sent to you only; however, feel free to invite personnel in your district who you feel will bring valuable input to the discussion (technology coordinators, etc.). FDOE and Pearson staff will be on the call to listen to your feedback, answer questions, and provide explanations and possible solutions to raised issues.

Thank you in advance for taking the time to participate in this meeting. Your contributions will help Pearson and FDOE in providing the best services and products possible for future CBT administrations.

As always, do not hesitate to contact our office if you have any questions. We look forward to speaking with each of you on Monday.

VA/sl