

# FLORIDA DEPARTMENT OF EDUCATION



Gerard Robinson  
Commissioner of Education

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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:** October 24, 2011

**SUBJECT:** Fall Retake CBT Clean-Up Activities

Our Fall Retake administration is winding down, and it has gone very smoothly! Thanks for all of your hard work to prepare for and successfully administer tests in your district. This is just a reminder that the following activities must be completed for the Fall Retake administration by **Wednesday, October 26, at 4:00 pm (EDT)**.

**Record Accommodations:** Refer to pages 91-95 of the *Fall 2011 Computer-Based Accommodations Guide* (<http://FLAssessments.com/FallRetake>) for instructions on how to record accommodations for students with disabilities.

**Invalidate Tests:** Refer to page 14 of the Fall 2011 Computer-Based Test Administration Manual for policies and procedures related to test invalidation. Instructions for invalidating a test in PearsonAccess are on pages 92-93 of the manual.

**Stop All Sessions:** Please ensure that all sessions in your schools are in "Stopped" status prior to 4:00 pm on October 26. Please follow the instructions below to filter and find sessions that need to be stopped.

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

Under the *Test Management* tab and *Manage Test Sessions* link, you may filter all test sessions by status (“Started” or “Not Started”) and test name (“FCAT Mathematics Retake,” “FCAT Reading Retake,” or “FCAT 2.0 Reading Retake”) to view any sessions that need to be stopped. You may also go to *Administrative Management*, click on the *Data Files* link, and pull a “started sessions status” report for your district. This report can be exported to Excel for easier viewing.

When you contact schools to complete this activity, please communicate the following information.

- Absent students should be **removed** from the test session (not marked complete).
- Students in “Ready” status must be removed from the session before it can be stopped.
- If absent students have already been marked complete, nothing else needs to be done. **Do not invalidate these tests.**
- If students are in “Exited” or “Resumed” status, they will need to be marked complete. If their tests should be submitted for scoring, nothing else is required; if a test should not be scored, it must be invalidated once it is marked complete.

#### **Mark Test Complete Function in PearsonAccess**

Please ensure that school staff are using the “**Mark Test Complete**” button correctly.

#### **Mark a student’s test complete when:**

- a student’s test needs to be submitted for scoring and the student is in “Exited” or “Resumed” status AND it has been confirmed that all student responses have been saved.
- a student’s test attempt needs to be invalidated.

#### **DO NOT mark a student’s test complete when:**

- trying to resolve technical difficulties until it has been confirmed that student responses have been saved to PearsonAccess.
- a student is absent. **Remove** absent students from a session prior to stopping it.

Please call our office at 850.245.0513 if you have any questions or concerns about this information.

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