

# FLORIDA DEPARTMENT OF EDUCATION



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## MEMORANDUM

**TO:** District Assessment Coordinators  
District Exceptional Student Education Directors

**FROM:** Victoria Ash, Chief  
Bureau of K-12 Assessment

**DATE:** October 13, 2009

**SUBJECT:** **Spring 2010 FCAT Unique Accommodations Requests**

The purpose of this memorandum is to provide information about the process and deadline for requesting unique accommodations for the Spring 2010 FCAT administration, including the **one-item-per-page** test accommodation, of the Sunshine State Standards (SSS) Writing, Reading, Mathematics, and Science assessments. A student with disabilities who has an Individual Educational Plan (IEP) or Section 504 plan may be eligible for unique accommodations; however, the accommodations must be documented, used regularly during classroom instruction, and must not alter the concepts being assessed. Written requests for unique accommodations must be submitted on the attached FCAT Unique Accommodation Request Form. Requests should be reviewed and submitted by district-level staff and require the signatures of both the District Assessment Coordinator and the District ESE Director.

One-item-per-page test documents will be available as a unique accommodation for the administrations of FCAT Reading, Mathematics, and Science. One-item-per-page test documents will not be available for FCAT Writing. District assessment coordinators will use PearsonAccess for submission of pre-identification files identifying students whose IEPs or Section 504 plans indicate that the students require the one-item-per-page test accommodation. Once pre-ID files are submitted, approval for shipment of the one-item-per-page test materials will remain pending until the unique accommodations request(s) has been approved. Please note that the one-item-per-page test accommodation has not yet been added as an element in the FDOE Education Information and Accountability Services (EIAS) database. Therefore, district personnel must ensure that the one-item-per-page accommodation is entered into the pre-ID file for students who require it so that the appropriate test materials will be shipped.

**KRIS ELLINGTON**

ASSISTANT DEPUTY COMMISSIONER FOR ACCOUNTABILITY, RESEARCH, AND MEASUREMENT  
OFFICE OF ASSESSMENT

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Districts that encounter problems or have difficulty entering this information should contact the Office of Assessment for assistance.

Students with both visual and tactile disabilities may be eligible for auditory presentation of reading assessments, including reading passages. Requests for this accommodation must be submitted by using both the FCAT Unique Accommodation Request Form and by attaching all of the requested documentation listed on Attachment A, the Request for Auditory Presentation of State Reading Assessments.

The screen reader functionality will only be available to students who take the computer-based Mathematics Retake. **You are not required to complete a unique accommodations request for the screen reader that is available on the computer-based Mathematics Retake.**

Because there is no CD or software required for the accommodation on the computer-based system, this screen reader will be treated as a flexible presentation accommodation. We regret that the screen reader CDs used in the past are not available this year due to budget constraints.

The deadline for requesting unique accommodations for the Spring 2010 administration, including auditory presentation of reading tests, is **November 13, 2009**.

Please send all Unique Accommodations Requests and documentation to:

Tamika Brinson  
Bureau of K-12 Assessment  
Florida Department of Education  
325 West Gaines Street, Room 414  
Tallahassee, Florida 32399-0400  
Fax: (850) 245-0781

If you have questions concerning FCAT accommodations, contact Tamika at (850) 245-0786, or at [tamika.brinson@fldoe.org](mailto:tamika.brinson@fldoe.org). Questions regarding Exceptional Student Education issues should be addressed to Dawn Saunders at [dawn.saunders@fldoe.org](mailto:dawn.saunders@fldoe.org).

KE/va

Attachments

cc: District Student Services Directors