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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: January 27, 2011

SUBJECT: Spring Testing Updates

Good afternoon,

It's that time of year again, and there are lots of activities on the horizon in preparation for spring testing. Please review the following information and share with district and school staff, as applicable.

Spring 2011 FCAT Writing

- FCAT Writing test materials are scheduled to be delivered **January 31 – February 4**. Please remember that Writing folders no longer contain secure barcode numbers, and you will receive separate secure Writing prompt sheets. Packages of Writing prompt sheets may be opened on the day of testing or on the evening before testing, but no earlier. Used prompt sheets are considered secure materials and must be collected after testing.
- FCAT Writing PreID labels are scheduled to be delivered on **Tuesday, February 15**.
- The additional orders window for FCAT Writing is **February 4 – March 7**.
- The FCAT Writing administration dates are **March 1 – 3**. TO BE SCORED materials are scheduled to be picked up **March 8 – 11**; the pickup date for NOT TO BE SCORED materials is **March 18**.

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

Spring 2011 FCAT/FCAT 2.0 Reading, Mathematics, and Science (RMS)

- Spring 2011 RMS test administration manuals and Computer-Based Testing (CBT) manuals for Grade 10 Mathematics and Reading and Mathematics Retakes are scheduled to be delivered **February 7 – 11**. The RMS manual and CBT manual are currently posted in PearsonAccess under the Support tab [Resources](#) for this administration.
- RMS test materials and PreID labels are scheduled to arrive in districts **March 14 – 18**.
- The additional orders window for FCAT/FCAT 2.0 RMS is **March 18 – May 6**.

Computer-Based Testing

- The ePAT practice test script for the Mathematics and Reading Retake (also used for Grade 10 Mathematics) and the correct answers to all currently published practice tests will be posted to www.FLAssessments.com/ePAT under the Resources tab tomorrow, **Friday, January 28**. (www.FLAssessments.com links are redirects for materials posted to www.PearsonAccess.com/fl.) Remember that students will need to download and use the ePAT for scheduled practice tests. Practice tests are not available in the Training Center (practice sessions may not be scheduled in the Training Center, which is a change from last year).
- PearsonAccess will not permit you to add students, create test sessions, or complete any tasks using the Test Management tab until **February 17**. This means most of the test setup activities cannot begin until this date. This information and similar updates and announcements are and will continue to be provided in the “Latest News” section once you are logged in to PearsonAccess.
- As you know, the tool for Phase III of the Computer-Based Assessments Certification (CBAC) process opened yesterday, **January 26**, for the upcoming FCAT administration survey. The survey for the End-of-Course (EOC) administration will become active in the tool on **February 28**. We encourage you to distribute the necessary attachments from the Chancellor’s email to Superintendents, especially the guide, to school staff to help them complete the tool.
- The FDOE and Pearson will offer a series of WebEx training sessions in preparation for the upcoming Spring CBT FCAT administration (Grade 10/ Retake Mathematics and Reading Retake, if applicable). One version of each training will be recorded and posted online. Participation is recommended but not required. Each training will last approximately 2 hours. Please refer to the dates below for planning purposes; we will send registration information next week.
 - **Technology Coordinator Training** will demonstrate computer-based setup tasks for technology coordinators. Most of these are school-level tasks, and you are welcome to invite school staff to attend a training session.
 - Tuesday, February 15, 10:00 am EST
 - Wednesday, February 16, 1:00 pm EST
 - Thursday, February 17, 3:00 pm EST

- **District Coordinator Training** will demonstrate PearsonAccess activities schools will complete before, during, and after testing. Most of these are school-level tasks, and you are welcome to invite school staff to attend a training session.
 - Tuesday, February 22, 10:00 am EST
 - Wednesday, February 23, 1:00 pm EST
 - Thursday, February 24, 3:00 pm EST
- A separate series of trainings will be offered in March in preparation for the CBT EOC administration (Algebra 1, Biology 1, and Geometry). The District Coordinator Trainings will be conducted **March 22 – 24**, and the Technology Coordinator Trainings will be conducted **March 29 – 31**.

Algebra 1 EOC Enrollment Window

- Since EOC administrations are computer-based, we are able to have a later PreID window (March 28 – April 8); however, we need to collect numbers for Algebra 1 paper-based accommodations well in advance of this window for production purposes. Therefore, the Algebra 1 EOC enrollment window will take place **February 16 – March 2**; at this time, you will need to provide numbers for paper-based tests, including large print, braille, and one-item-per-page (OIPP), in PearsonAccess. Please note the following important information as you and your school staff make decisions for students. **No paper-based or CBT accommodations are provided for the Biology 1 and Geometry EOC Field Tests.**
 - **EOC paper-based tests must be transcribed into a CBT form by school or district staff.** As discussed at the annual meeting last September, the Algebra 1 EOC Assessment contains fill-in response items where students enter answers into boxes on the computer. The items on the paper-based tests mirror those on the computer, and they are non-scannable items. In order for students with paper-based accommodations to receive results on schedule, their responses must be entered into a paper transcription online form. More information and guidance will be given on this process next month. **This transcription process is not required for Grade 10/Retake Mathematics.**
 - **Students must practice using the accommodated ePATs to determine if paper is needed.** Practice tests (ePATs) for the Algebra 1 EOC Assessment are available at www.FLAssessments.com/ePATs. Regular practice tests on the TestNav platform are available for students who can access unaccommodated computer-based assessments. Accommodated ePATs are available on the TestHear platform for students who require accommodated CBT forms (e.g., large print font, color contrast, zoom, screen reader). The *EOC Accommodations Guide* (available mid- to late February) includes download instructions and a practice session script for the accommodated Algebra 1 EOC ePAT. School personnel should allow students to practice using the appropriate CBT forms in accordance with IEPs or Section 504 plans. Participation in practice test sessions should help to determine whether students will require computer-based or paper-based delivery for testing.
 - **No PreID labels will be produced for paper-based testers.** Student information must be hand-gridded on any paper-based tests.

DATES

The following chart reflects the key dates for the activities described above.

DATES	ADMINISTRATION ACTIVITIES
January 26	CBAC Certification Tool - FCAT administration survey opens (Phase III)
January 31 – February 4	FCAT Writing test materials delivery
February 7 – 11	FCAT/FCAT 2.0 RMS and CBT test administration manuals delivery
February 15	FCAT Writing PreID labels delivery
February 15 – 17	Technology CBT training for FCAT administrations
February 22 – 24	District Coordinator CBT training for FCAT administrations
February 4 – March 7	FCAT Writing additional orders window
February 16 – March 2	EOC enrollment window (paper-based accommodations)
February 28	CBAC Certification Tool – EOC administration survey opens (Phase III)
March 1 – 3	FCAT Writing administration
March 8 –11	FCAT Writing TO BE SCORED materials pickup
March 18	FCAT Writing NOT TO BE SCORED materials pickup
March 14 – 18	FCAT/FCAT 2.0 RMS test materials and PreID labels delivery
March 18 – May 6	FCAT/FCAT 2.0 RMS additional orders window
March 22 – 24	District Coordinator CBT training for EOC administrations
March 29 – 31	Technology CBT training for EOC administrations
March 28 – April 8	EOC PreID window

District Assessment Coordinators

January 27, 2011

Page 2

We will be in touch with regular updates as testing approaches, and, as always, we are here if you need us:

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Thank you and have a wonderful week.

SK/va/sl