



Spring 2009 Procedural Manual

FLORIDA DEPARTMENT OF EDUCATION
BUREAU OF EXCEPTIONAL EDUCATION AND STUDENT SERVICES

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Introduction

The purpose of this manual is to provide a reference for districts and schools on specific procedures and security measures to be implemented during the Florida Alternate Assessment administration. Although each district can determine best practices in terms of roles and responsibilities, the Florida Department of Education (FDOE) provides the following recommendation:

- District assessment coordinator - manage the district's process of distribution and collection of test materials, including training of school coordinators regarding test security and procedures, and implementing security measures.
- Alternate assessment coordinator - responsible for training test administrators to assess students.
- School coordinators – manage the process of distribution and collection of test materials and enforce security measures at the school.

Please note that the term, “district coordinator”, is used throughout this manual to mean either district assessment coordinator or alternate assessment coordinator.

Reminders for the 2009 Florida Alternate Assessment

1. Test materials are scheduled to arrive on or before Monday, January 12, 2009. Once materials have been inventoried at a district-level, they can be distributed to schools for testing.
2. There will be two forms of the assessment for each grade level, **Form A** and **Form B**. Both forms will contain a total of 20 items for each content area.
3. The security of all test materials must be maintained before, during, and after test administration. Please carefully read the Test Security Policies and Procedures on pages 10-14 to ensure that you are following the correct procedures. District coordinators must require that principals, school coordinators, and test administrators sign a Florida Alternate Assessment Test Administration and Security Agreement, provided in Appendix B.
4. TO BE SCORED materials (light-blue labels) and NOT TO BE SCORED test materials (light-green labels) are processed by two separate contractors. Read instructions carefully to ensure the materials are being sent to the correct location.
5. TO BE SCORED materials must be shipped to Piedra Data Services no later than: Thursday, February 26, 2009.
6. NOT TO BE SCORED materials must be shipped to Shred-It no later than Thursday, March 27, 2009.

Test Administration Policies and Procedures

Test Document Configuration

Documents for the Florida Alternate Assessment Spring 2009 Administration are listed below by grade level.

Grade 3

Form A

1. Test Booklet
2. Response Booklet for Reading and Mathematics (spiral-bound, 17"x11")
3. Passage Booklet for Reading
4. Cutout Cards Packet for Reading
5. Cutout Cards Packet for Mathematics
6. Cutout Strips Packet for Reading
7. Envelope for Reading/Mathematics cutout materials
8. Oversized envelope for storage of Auxiliary Materials set

**Auxiliary
Materials**

Form B

1. Test Booklet
2. Response Booklet for Reading and Mathematics (spiral-bound, 17"x11")
3. Passage Booklet for Reading
4. Cutout Cards Packet for Reading
5. Cutout Cards Packet for Mathematics
6. Cutout Strips Packet for Reading
7. Envelope for Reading/Mathematics cutout materials
8. Oversized envelope for storage of Auxiliary Materials set

Grade 4

Form A

1. Test Booklet
2. Response Booklet for Reading and Mathematics (spiral-bound, 17"x11")
3. Passage Booklet for Reading
4. Cutout Cards Packet for Reading
5. Cutout Cards Packet for Mathematics
6. Cutout Cards Packet for Writing
7. Cutout Strips Packet for Writing
8. Envelope for Reading/Mathematics cutout materials
9. Envelope for Writing cutout materials
10. Oversized envelope for storage of Auxiliary Materials set

Form B

1. Test Booklet
2. Response Booklet for Reading and Mathematics (spiral-bound, 17"x11")
3. Passage Booklet for Reading
4. Cutout Cards Packet for Reading
5. Cutout Cards Packet for Writing
6. Cutout Strips Packet for Writing
7. Envelope for Reading cutout materials
8. Envelope for Writing cutout materials
9. Oversized envelope for storage of Auxiliary Materials set

Grade 5

Form A

1. Test Booklet
2. Response Booklet for Reading and Mathematics (spiral-bound, 17"x11")
3. Response Booklet for Science (spiral-bound, 17"x11")
4. Passage Booklet for Reading
5. Cutout Cards Packet for Reading
6. Cutout Cards Packet for Mathematics
7. Cutout Cards Packet for Science
8. Envelope for Reading/Mathematics cutout materials
9. Envelope for Science cutout materials
10. Oversized envelope for storage of Auxiliary Materials set

Form B

1. Test Booklet
2. Response Booklet for Reading and Mathematics (spiral-bound, 17"x11")
3. Response Booklet for Science (spiral-bound, 17"x11")
4. Passage Booklet for Reading
5. Cutout Cards Packet for Reading
6. Cutout Cards Packet for Mathematics
7. Cutout Cards Packet for Science
8. Envelope for Reading/Mathematics cutout materials
9. Envelope for Science cutout materials
10. Oversized envelope for storage of Auxiliary Materials set

Grade 6

Form A

1. Test Booklet
2. Response Booklet for Reading and Mathematics (spiral-bound, 17"x11")
3. Passage Booklet for Reading
4. Cutout Cards Packet for Reading
5. Envelope for Reading cutout materials
6. Oversized envelope for storage of Auxiliary Materials set

Form B

1. Test Booklet
2. Response Booklet for Reading and Mathematics (spiral-bound, 17"x11")
3. Passage Booklet for Reading
4. Cutout Cards Packet for Reading
5. Envelope for Reading cutout materials
6. Oversized envelope for storage of Auxiliary Materials set

Grade 7

Form A

1. Test Booklet
2. Response Booklet for Reading and Mathematics (spiral-bound, 17"x11")
3. Passage Booklet for Reading
4. Cutout Cards Packet for Reading
5. Cutout Cards Packet for Mathematics
6. Cutout Strips Packet for Reading
7. Envelope for Reading/Mathematics cutout materials
8. Oversized envelope for storage of Auxiliary Materials set

Form B

1. Test Booklet
2. Response Booklet for Reading and Mathematics (spiral-bound, 17"x11")
3. Passage Booklet for Reading
4. Cutout Cards Packet for Reading
5. Cutout Cards Packet for Mathematics
6. Cutout Strips Packet for Reading
7. Envelope for Reading/Mathematics cutout materials
8. Oversized envelope for storage of Auxiliary Materials set

Grade 8

Form A

1. Test Booklet
2. Response Booklet for Reading and Mathematics (spiral-bound, 17"x11")
3. Response Booklet for Science (spiral-bound, 17"x11")
4. Passage Booklet for Reading
5. Cutout Cards Packet for Mathematics
6. Cutout Cards Packet for Writing
7. Cutout Cards Packet for Science
8. Cutout Strips Packet for Reading
9. Cutout Strips Packet for Writing
10. Cutout Strips Packet for Science
11. Envelope for Reading/Mathematics cutout materials
12. Envelope for Writing cutout materials
13. Envelope for Science cutout materials
14. Oversized envelope for storage of Auxiliary Materials set

Form B

1. Test Booklet
2. Response Booklet for Reading and Mathematics (spiral-bound, 17"x11")
3. Response Booklet for Science (spiral-bound, 17"x11")
4. Passage Booklet for Reading
5. Cutout Cards Packet for Writing
6. Cutout Cards Packet for Science
7. Cutout Strips Packet for Reading
8. Cutout Strips Packet for Writing
9. Cutout Strips Packet for Science
10. Envelope for Reading cutout materials
11. Envelope for Writing cutout materials
12. Envelope for Science cutout materials
13. Oversized envelope for storage of Auxiliary Materials set

Grade 9

Form A

1. Test Booklet
2. Response Booklet for Reading and Mathematics (spiral-bound, 17"x11")
3. Passage Booklet for Reading
4. Cutout Cards Packet for Reading
5. Envelope for Reading cutout materials
6. Oversized envelope for storage of Auxiliary Materials set

Form B

1. Test Booklet
2. Response Booklet for Reading and Mathematics (spiral-bound, 17"x11")
3. Passage Booklet for Reading
4. Cutout Cards Packet for Reading
5. Cutout Cards Packet for Mathematics
6. Envelope for Reading/Mathematics cutout materials
7. Oversized envelope for storage of Auxiliary Materials set

Grade 10

Form A

1. Test Booklet
2. Response Booklet for Reading and Mathematics (spiral-bound, 17"x11")
3. Passage Booklet for Reading
4. Cutout Cards Packet for Mathematics
5. Cutout Cards Packet for Writing
6. Cutout Strips Packet for Reading
7. Cutout Strips Packet for Writing
8. Envelope for Reading/Mathematics cutout materials
9. Envelope for Writing cutout materials
10. Oversized envelope for storage of Auxiliary Materials set

Form B

1. Test Booklet
2. Response Booklet for Reading and Mathematics (spiral-bound, 17"x11")
3. Passage Booklet for Reading
4. Cutout Cards Packet for Mathematics
5. Cutout Cards Packet for Writing
6. Cutout Strips Packet for Reading
7. Cutout Strips Packet for Writing
8. Envelope for Reading/Mathematics cutout materials
9. Envelope for Writing cutout materials
10. Oversized envelope for storage of Auxiliary Materials set

Grade 11**Form A**

1. Test Booklet
2. Response Booklet for Science (spiral-bound, 17"x11")
3. Cutout Cards Packet for Science
4. Cutout Strips Packet for Science
5. Envelope for Science cutout materials
6. Oversized envelope for storage of Auxiliary Materials set

Form B

1. Test Booklet
2. Response Booklet for Science (spiral-bound, 17"x11")
3. Cutout Cards Packet for Science
4. Cutout Strips Packet for Science
5. Envelope for Science cutout materials
6. Oversized envelope for storage of Auxiliary Materials set

Scannable student answer sheets are not grade-specific documents unless they have been preidentified for a particular student. Test administrators should refer to the Florida Alternate Assessment 2008-2009 Administration Manual for detailed instructions on completing student answer sheets.

Test Security Policies and Procedures

Florida Statute and State Board of Education Rule

Florida State Board of Education Rule 6A-10.042, FAC, was developed to meet the requirements of the test security statute, Section 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment. The rule prohibits activities that may threaten the integrity of the test. See Appendix A for the full text of the Florida Test Security Statute and Rule. Examples of prohibited activities are listed below:

- Revealing the passages, test items, or performance tasks prior to testing
- Copying the passages, test items, or performance tasks
- Interpreting test items or passages for students
- Changing or otherwise interfering with student responses to test items
- Causing achievement of schools to be inaccurately measured or reported

The security of all test materials must be maintained before, during, and after test administration. Under no circumstances are students permitted to handle secure materials before or after test administration.

Please remember that after ANY administration, materials must be returned immediately to the school coordinator and placed in locked storage. No more than 3 persons should have access to the locked storage room. Test booklets and answer sheets should never be left unsecured. Secure materials may not remain in classrooms or be taken out of the building overnight. Materials must be tracked by using the security numbers described later in this section. **Secure documents should never be destroyed (e.g., shredded, thrown in trash, etc.), except for soiled documents, as described on page 12.**

District coordinators must require that principals, school coordinators, and test administrators sign and return the Florida Alternate Assessment Test Administration and Security Agreement, provided in Appendix B, stating that they have read and agree to abide by all test administration and security policies and procedures. Additionally, any other person who assists the school coordinator or test administrator must sign and return an agreement.

Test administrators must NOT administer the Florida Alternate Assessment to their family members. Students related to their assigned test administrator should be reassigned to an alternate test administrator.

Please remember that inappropriate actions by school or district personnel can result in score invalidations.

Districts must ensure that students be assessed only ONCE during this administration. In the event a student is assessed more than once and it cannot be determined which test was taken first, both scores will be invalidated.

Missing Materials/ Breaches of Administration Procedures

School coordinators must verify that all secure materials identified on the packing list are received and should report any mispackaged materials or any missing secure documents to their district coordinator immediately. The FDOE maintains a record of the quantity of secure materials and the unique security number of each secure document sent to and returned by all schools. Individuals responsible for handling secure Florida Alternate Assessment materials are accountable for the secure documents assigned to them. Test administrators should report any missing secure materials to the school coordinator immediately.

If, after a thorough investigation, a secure document is not found or a breach of administration procedure is identified, the school coordinator must contact the district coordinator. The district coordinator must send a written report of the incident to the Bureau of Exceptional Education and Student Services at the FDOE **within 10 working days after the breach has been discovered.** New forms designed to report missing materials and breaches in test procedures can be found online at www.fl-alt.com/materials. Complete the forms and fax them to the FDOE at 850-245-0953 or email them to the Bureau as indicated on the forms.

If there is reason to believe that a secure document has been stolen, the school coordinator should contact the district coordinator immediately. The district coordinator must then call Karen Denbroeder or Angela Nathaniel at the FDOE at (850) 245-0475 to discuss a plan of action. This action may include the involvement of local law enforcement personnel. It is the intent of the FDOE to prosecute such cases to the fullest extent of the law.

Detailed reports must be submitted to the Bureau of Exceptional Education and Student Services within 30 calendar days of the initiation of the investigation. This report must include the nature of the situation, the time and place of the occurrence, the names of the persons involved, a description of the communication between the district coordinator's office and school personnel, how the incident was resolved, and what steps are being implemented to avoid future losses or breaches.

Security Numbers

A security number is used to account for each secure document. See page 13 for samples of secure documents, showing the location of each security number.

Security numbers consist of two letters followed by a six-digit number for test booklets and a six-digit number for answer sheets. The packing list will indicate the number ranges of test booklets assigned to each school. The PreID roster will include the answer sheet security numbers assigned to each student. **Written documentation of the number ranges must be maintained at all times during which secure materials are distributed and returned. Please note that test booklet and answer sheet security numbers will not match. Security numbers for these test materials must be tracked independently.**

Sample Security Checklists are provided on page 14. Since test materials may need to be checked out several times, security numbers for test booklets and answer sheets have not been printed on the checklists. The school coordinator may use these lists to record the security numbers of the documents assigned to each student, and received and returned by each test administrator. Both the test administrator and the school coordinator must sign next to each assigned document. The security number(s) of the document(s) received and returned by each test administrator should always be recorded and verified at the completion of each day of testing. If a test booklet or answer sheet is not returned, state the reason on the Security Checklist.

If secure materials are distributed from district overage, the school coordinator should add the security numbers of those materials to the Security Checklist along with the names of the students to whom the materials are assigned.

Auxiliary test materials have been designed to be used more than once. A separate checklist has been provided for tracking the distribution and return of materials to locked storage. Since there are several pieces in each grade-level auxiliary materials set, these materials do not contain security numbers.

If a test booklet or answer sheet is soiled (e.g., with blood or vomit), the district coordinator should document the security number and submit a report form, which can be found online at www.fl-alt.com/materials. Fax or email a copy of the report form to both Piedra Data Services and the Bureau of Exceptional Education and Student Services as indicated on the form. At their discretion, school personnel may transfer responses to a replacement document and then destroy the soiled documents as directed by the district coordinator. Soiled auxiliary materials should be destroyed and replaced with a new set.

Sample Security Checklists



Spring 2009
Florida Alternate Assessment
Test Booklet & Answer Sheet Security Checklist

DISTRICT: _____

SCHOOL: _____

Each day BEFORE testing, the TEST ADMINISTRATOR (TA) must sign below to indicate receipt of secure test materials.
 Each day AFTER testing, the SCHOOL COORDINATOR (SC) must sign below to indicate return of secure test materials.

TEST BOOKLET NUMBER	ANSWER SHEET NUMBER	STUDENT NAME	RECEIVED (TA) SIGNATURE	RETURNED (SC) SIGNATURE	IF DOCUMENT NOT RETURNED, STATE REASON
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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Spring 2009
Florida Alternate Assessment
Auxiliary Materials Security Checklist

Use this checklist to track auxiliary sets, one-way response booklets, and Braille/tactile graphics materials.

DISTRICT: _____

SCHOOL: _____

Each day BEFORE testing, the TEST ADMINISTRATOR (TA) must sign below to indicate receipt of secure test materials.
 Each day AFTER testing, the SCHOOL COORDINATOR (SC) must sign below to indicate return of secure test materials.

GRADE (3-11)	FORM (A or B)	RECEIVED (TA) SIGNATURE	RETURNED (SC) SIGNATURE	IF DOCUMENT NOT RETURNED, STATE REASON
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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Test Invalidation Policies and Procedures

Defective Materials

Test materials that are defective should be replaced. Examples of defective materials might include printing errors; ripped, torn, or crumpled sheets; or answer sheets incorrectly completed using a pen or marker. If defective materials are identified before or during testing, use replacement materials as noted below.

Test Booklets

If a test booklet is defective, use an unmarked replacement test booklet of the same grade level and form version (A or B). Return the defective booklet with NOT TO BE SCORED materials.

Auxiliary Materials

If a defective set of auxiliary materials is identified, schools may either use auxiliary materials from another set for the same grade level and with the same form version (A or B) or must request a new set from their district coordinators. Return the defective auxiliary materials with NOT TO BE SCORED materials.

Answer Sheets

If a defective student answer sheet is found, replace the form with a new non-preidentified answer sheet. Complete all student demographic information on the replacement document (refer to Florida Alternate Assessment 2008-2009 Administration Manual for instructions on entering student demographic information). If scores had already been entered for any content areas, transfer item responses to the new answer sheet. Set the defective answer sheet aside and return it with all other TO BE SCORED materials. The defective answer sheet must be marked as DNS (Do Not Score) by filling in the bubble located at the bottom of page 1 of the form. Only ONE valid scannable student answer sheet may be submitted per student for official scoring.

Test Administrator Responsibilities

BEFORE TESTING

Please refer to the Florida Alternate Assessment 2008-2009 Administration Manual for detailed instructions on test administration.

Receive Materials

The school coordinator will provide the test materials needed to administer the Florida Alternate Assessment; however, review Florida Alternate Assessment 2008-2009 Administration Manual to determine which teacher-gathered materials are needed for each grade level administration. Secure materials should be picked up prior to each administration. You should verify that you have all necessary materials. **See Test Document Configuration section (pages 5-9) for list of documents, by grade, needed for each administration.**

Test Administrator Responsibilities

DURING TESTING

Maintain Test Security

Maintain test security at all times and report violations or concerns to the school coordinator immediately. Adhere to the Test Security Policies and Procedures on pages 10-14 and the Florida Alternate Assessment Test Administration and Security Agreement that you signed prior to testing.

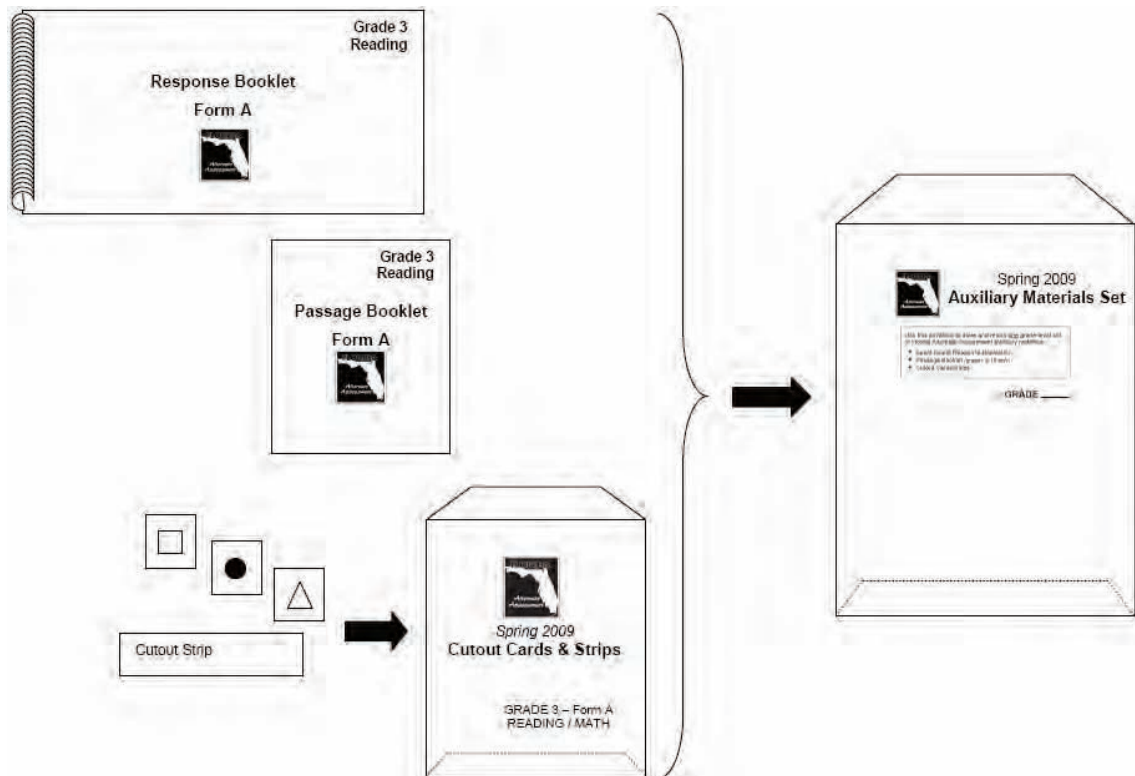
Test Administrator Responsibilities

AFTER TESTING

Return Materials to the School Coordinator

Complete the following steps after testing has been completed **each day**:

1. Verify that you have collected all test materials you received from your school coordinator.
2. Organize your materials according to the list below:
 - **AUXILIARY MATERIALS** - Place cutout materials into their corresponding content area cutout return envelopes. For each auxiliary materials set, place the spiral-bound 11"x17" response booklet(s) (two in grades 5 and 8), passage booklet (grades 3-10), and cutout materials envelopes (grades 3-11) into the oversized envelope. Each grade-level set should be stored in its own individual oversized envelope.



- **TEST BOOKLETS** – Keep test booklets separate from auxiliary materials and answer sheets.
 - **ANSWER SHEETS** – Verify that answer sheets have been completed properly. Erase any stray marks. Keep answer sheets separate from auxiliary materials and test booklets.
3. Return oversized envelopes (containing auxiliary materials), test booklets, and answer sheets to your school coordinator.

School Coordinator Responsibilities

BEFORE TESTING

Receive Test Materials

Inventory the contents of your boxes within 24 hours of receipt and report missing materials to your district coordinator immediately. Request additional materials as necessary.

The district coordinator will provide you with the following materials, as appropriate for your school:

Test Booklets & Auxiliary Materials

- Packing List
- Test Booklet(s)
- Auxiliary Materials Set(s)

Scoring & Administration Materials

- Packing List
- Student PreID Roster
- Preidentified Answer Sheet(s)
- Non-preidentified Answer Sheet(s) (overage)
- Florida Alternate Assessment Security Checklists
- School Administration & Return Materials Kit – gray envelope
 - *School Coordinator Responsibilities After Testing*
 - Document Count & Return Summary Form
 - Cover sheets for returning answer sheets
 - Testing – Do Not Disturb sign
 - **Light Blue** Label(s) – TO BE SCORED materials
 - **Light Green** Label(s) – NOT TO BE SCORED materials
 - TO BE SCORED materials return envelope
 - District Coordinator ONLY return envelope
- Additional information - (one hard copy included – photocopy as needed):
 - *Test Security Policies & Procedures*
 - *Florida Test Security Statute & Rule and Florida Alternate Assessment Test Administration & Security Agreement*

If you need additional materials or have questions, contact your district coordinator.

Please adhere to the following policies when opening secure test material packages:

- Only the school coordinator and persons designated by the building/site administrator may open the packages.

- **Students are not permitted to handle test documents before or after testing.**
- All secure materials must be returned to locked storage and remain there until testing as well as between testing sessions.
- Teachers may have access to the test booklets and auxiliary materials prior to testing in order to familiarize themselves with and organize test materials before testing, but materials must be checked out of and back into the school's locked storage room each day. A Security Checklist has been provided for the purpose of tracking these materials at each school.

Follow these steps for each ESE student participating in the Spring 2009 Florida Alternate Assessment in your school:

1. Verify that the student is still enrolled in the school and that the student will be participating in the Spring 2009 Florida Alternate Assessment.
2. Verify all student demographic fields on preidentified answer sheets. Refer to the Florida Alternate Assessment 2008-2009 Administration Manual (pages 27-30) for detailed instructions on filling in the demographic section of non-preidentified answer sheets.

School personnel are responsible for verifying student information.

Spiraling of Materials

Test booklets have been collated specifically by grade and form type to ensure that approximately half of the students across the State will receive Form A of the assessment and the other half will receive Form B. For grade levels with more than one student, your school's shipment will include both Form A and Form B versions of the assessment. The two versions of the assessment contain 20 items per content area.

Unless only one student is being tested in a grade level, test booklets MUST be assigned to students in the following sequence for each grade level: A, B, A, B, etc. or B, A, B, A, etc. The key is to alternate form types from one student to the next within each grade level instead of using all Form A test booklets first and all Form B test booklets last.

In general, the test booklets will be shrink-wrapped in sets of 2, one Form A & one Form B.

For grade levels with even numbers of students, you may assign the test booklets to students as they were packaged, rotating form types with each student.

For any grade levels with an odd number of students, the test booklets for that grade level will include the shrink-wrapped A/B test booklet sets and ONE loose test booklet (either Form A or Form B). Assign the loose booklet first and then alternate form types thereafter. For example, if your school has 5 students participating in grade 9, you may have 3 Form A and 2 Form B test booklets (bundled as 2 shrink-wrapped A/B test booklet sets and one loose Form A test booklet). Assign the loose Form A test booklet first and then use the shrink-wrapped sets to follow this sequence: A-B-A-B-A. Conversely, you may receive 2 Form A and 3 Form B test

booklets for those 5 students (bundled as 2 shrink-wrapped A/B test booklet sets and one loose Form B test booklet) in your shipment. In this case, assign the loose Form B test booklet first and then follow with the shrink-wrapped sets (i.e., B-A-B-A-B). The Test Booklet & Auxiliary Materials Packing list will contain the quantities of Form A and Form B test booklets included in your shipment for each grade level.

If your school only has one student participating in alternate assessment for a given grade level, the test booklet and accompanying auxiliary materials provided in your shipment for this grade level will be either Form A or Form B.

Track Security Numbers

Maintain a record of the security numbers of test materials you receive from the district coordinator. The locations of security numbers are shown on page 13. After the returned materials are inventoried, the district coordinator will receive a list of all missing secure test materials and may need to refer to these records.

Train Test Administrators

Test administrators who will be administering the Florida Alternate Assessment must be trained in the use of those test materials. For questions regarding teacher training or training materials, contact your district alternate assessment coordinator.

Ensure that each test administrator signs a Florida Alternate Assessment Test Administration and Security Agreement before testing begins. Collect and file the signed agreements in a secure location at the school. Signed agreements must be stored for one year.

School Coordinator Responsibilities

DURING TESTING

Supervise Test Administration and Maintain Test Security

Provide test administrators with additional materials during test administration, as necessary. Contact your district coordinator to request additional materials, if needed.

Monitor testing activities to ensure that test security policies and procedures are followed. Be available during testing to answer questions from test administrators about test security and procedures.

Security Checklists must be maintained by each school in order to track test materials distributed and returned. Please see Test Security Policies and Procedures: Security Numbers for more information on completing Security Checklists.

Each school coordinator, principal, and test administrator must sign and return a Florida Alternate Assessment Test Administration & Security Agreement. These materials should be filed by the school coordinator in a secure location at the school for a one-year time period.

School Coordinator Responsibilities

AFTER TESTING

Prepare Materials for Return

Remember that TO BE SCORED materials (i.e., Answer Sheets) and NOT TO BE SCORED test materials (i.e., Test Booklets/Auxiliary Materials) are processed by two separate contractors; therefore, **TO BE SCORED materials and NOT TO BE SCORED materials must be packaged separately for return to the appropriate contractor. TO BE SCORED materials sent to the incorrect contractor will most likely be irrecoverable.**

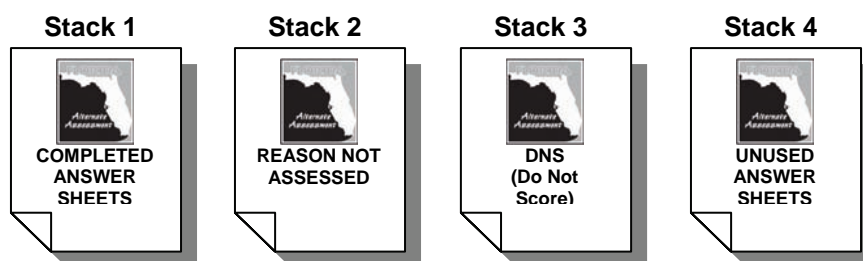
In order to ensure that student scores are reported on schedule, package all materials according to the instructions provided in the following pages. It is your responsibility to package all materials correctly for processing and score reporting. **Mispackaged materials will delay reporting of student results.** Follow the steps below for the return of secure test materials:

1. Verify that all distributed secure materials have been returned. Notify the district coordinator immediately if any secure materials are missing and complete the necessary investigation.
2. Make copies of Security Checklists. File original Security Checklists and PreID Roster in a secure location at your school.
3. The cover sheets in Appendix C are provided to help separate test materials when preparing for packaging. Separate the test materials applicable to your school into stacks as follows:

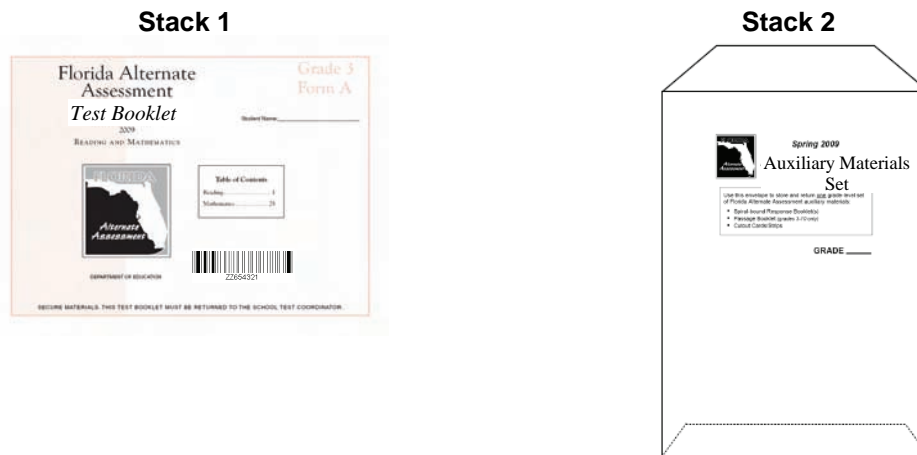
- **TO BE SCORED Documents**

(return ALL answer sheets by grade level and document status)

- **Stack 1:** Completed Scannable Answer Sheets
 - Completed Grade 3 Answer Sheets
 - Completed Grade 4 Answer Sheets
 - Completed Grade 5 Answer Sheets
 - Completed Grade 6 Answer Sheets
 - Completed Grade 7 Answer Sheets
 - Completed Grade 8 Answer Sheets
 - Completed Grade 9 Answer Sheets
 - Completed Grade 10 Answer Sheets
 - Completed Grade 11 Answer Sheets
- **Stack 2:** Preidentified Answer Sheets with Reason NOT Assessed (bubble filled in noting valid reason why student did NOT participate in the Florida Alternate Assessment)
- **Stack 3:** Answer Sheets with DNS (Do Not Score) bubble filled in
- **Stack 4:** Unused Answer Sheets (unmarked preidentified and non-preidentified forms)



- **NOT TO BE SCORED Materials** (used and unused materials)
 - **Stack 1:** Test Booklets
 - **Stack 2:** All Auxiliary Materials (11"x17" response booklets, passage booklets, cutout cards, and cutout strips)

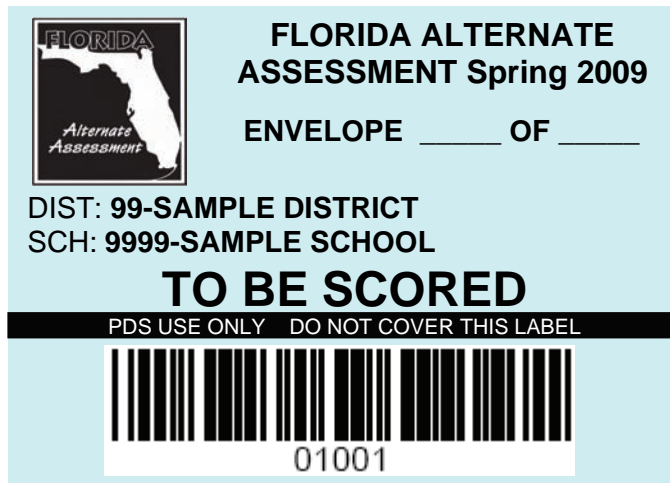


Prepare Your School's TO BE SCORED Documents for Return

Schools will receive a Document Count & Return Summary Form to report the number of documents being submitted for scoring. A sample of the Document Count & Return Summary Form is provided on page 26. Complete the form by following the instructions on the form.

1. Verify that you have collected all documents before you complete the form.
2. Complete only **ONE** form for all grade levels and document types. You may combine documents for all grade levels and document types under the same count form. However, do NOT submit photocopies of the document count form. If you need a new document count form, contact your district coordinator.
3. Verify that the number of TO BE SCORED documents returned match the entries on the Document Count & Return Summary Form.
4. Make a copy of the Document Count & Return Summary form for your records and place the original form on top of the stack of TO BE SCORED answer sheets.
5. Place TO BE SCORED materials in the TO BE SCORED envelope (white) according to the diagram on page 27. **Place materials for all grade levels in the envelope.**
6. Seal the envelope.
7. Place a **light blue** TO BE SCORED label on bottom, right-hand corner of the front of each envelope. Do not copy labels. If you need additional labels, contact your district coordinator.

Light Blue TO BE SCORED Label



8. Use the space on the labels marked ENVELOPE__OF__ to number the envelopes 1 of n , 2 of n , etc. where n is the school's total number of envelopes with **light blue** labels.
9. Return the **light blue**-labeled TO BE SCORED envelope(s) to the district coordinator.

Sample Document Count & Return Summary Form



Spring 2009
FLORIDA ALTERNATE ASSESSMENT
Document Count & Return Summary Form

Use only ONE document count form for all answer sheets.
 Combine all grade levels and documents on one form.

1

DISTRICT NAME _____

SCHOOL NAME _____

2

DISTRICT NUMBER
(01 - 75)

SCHOOL NUMBER
(0001 - N999)

3 **NUMBER OF COMPLETED ANSWER SHEETS**

Grade 3	<input type="text"/>	Grade 8	<input type="text"/>
Grade 4	<input type="text"/>	Grade 9	<input type="text"/>
Grade 5	<input type="text"/>	Grade 10	<input type="text"/>
Grade 6	<input type="text"/>	Grade 11	<input type="text"/>
Grade 7	<input type="text"/>		

4 **NUMBER OF OTHER ANSWER SHEETS**

REASON NOT ASSESSED

DNS (Do Not Score)

UNUSED

INSTRUCTIONS

1. Write the district name and school name on the lines provided (unless already filled in).
2. Write the district number and school number in the boxes provided (unless already filled in).
3. Enter the number of COMPLETED answer sheets being returned for each grade level. If no answer sheets are being returned for a grade level, leave the boxes next to that grade level blank. If there are fewer than 2 digits in the number, fill in the zero before the number (e.g., 5 COMPLETED answer sheets should be entered as 05).
4. Enter the number of answer sheets that have a REASON NOT ASSESSED filled in (e.g., Student Took FCAT for ALL Subjects, Student Withdrew, Student Deceased, etc.). Next, enter the number of answer sheets with the DNS bubble filled in. Finally, enter the number of UNUSED preidentified and non-preidentified answer sheets (i.e., do not have a REASON or DNS bubble filled in).
5. Sign and print your name as the person completing and verifying the information on this form.

5 **NAME OF PERSON COMPLETING THIS FORM**

I have verified the information provided on this form and confirm that the information is correct.

School Coordinator /Designee Signature

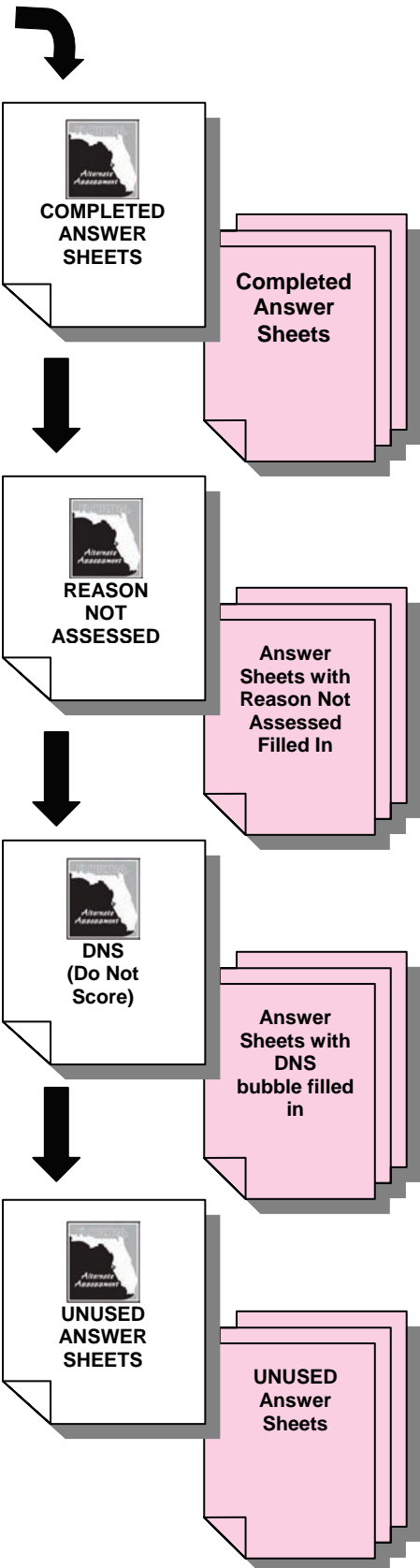
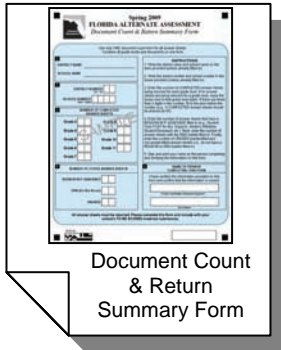
Print Name

All answer sheets must be returned. Please complete this form and include with your school's TO BE SCORED materials submission.

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Packaging Diagram for TO BE SCORED Materials



Package **COMPLETED** Answer Sheets by grade level (starting with Grade 3 and ending with Grade 11)

Place **ALL** Answer Sheets in the **TO BE SCORED** envelope(s)



Prepare Your School's NOT TO BE SCORED Documents for Return



1. Gather NOT TO BE SCORED materials to be returned to your district coordinator. NOT TO BE SCORED materials for the Spring 2009 Administration include the following:
 - Test Booklets
 - 11" x 17" Response Booklets
 - Passage Booklets
 - Cutout Cards Packets
 - Cutout Strips Packets

**Auxiliary
Materials**

Auxiliary materials include one-way response booklets and Braille/tactile graphics materials.

2. Locate the boxes in which NOT TO BE SCORED materials arrived. Use these boxes to return NOT TO BE SCORED materials (provided they are in good condition). If original packaging is in poor condition, use another box.
3. Place all NOT TO BE SCORED materials in boxes. Place all auxiliary materials in the boxes first and then test booklets. ***Student Answer Sheets and Document Count & Return Summary Forms SHOULD NOT be returned in these boxes.***
4. Securely seal the boxes with packing tape.
5. Place a **light green** NOT TO BE SCORED label on the top of each box. Labels may be placed over existing shipping labels. Do not copy labels. If you need additional labels, contact your district coordinator.

Light Green NOT TO BE SCORED Label

	FLORIDA ALTERNATE ASSESSMENT Spring 2009
	BOX ____ OF ____
DIST: 99-SAMPLE DISTRICT SCH: 9999-SAMPLE SCHOOL	
NOT TO BE SCORED	
PDS USE ONLY DO NOT COVER THIS LABEL	
 01001	

6. Use the space on the labels marked BOX__OF__ to number the boxes 1 of n , 2 of n , etc. where n is the school's total number of boxes with **light green** labels.
7. Return the **light green**-labeled boxes to the district coordinator.

District Coordinator ONLY Envelopes

1. Place a **copy** of each of the completed materials listed below in the District Coordinator ONLY envelope:
 - Security Checklists
 - Document Count & Return Summary Form
2. File the original Security Checklists in a secure location at your school.
3. Place any non-secure materials, such as unused Document Count & Return Summary Forms, unused return labels, unused cover sheets, etc., in this same envelope.
4. Seal the envelope and return to your district coordinator unless otherwise instructed.
5. You may be asked by your district coordinator to hold this envelope for return at a later date. He or she may ask you to destroy these materials after scores for this administration have been reported.

District Coordinator Responsibilities

BEFORE TESTING

Receive Test Materials

Shipments are scheduled to arrive on or before Monday, January 12, 2009.

You will receive two separate shipments with testing materials:

- Test Booklet & Auxiliary Materials
- Scoring & Administration Materials

Review the packing lists to ensure that the correct grade-level materials have been sent for each participating school. Upon receiving your shipments, ensure that each school receives the range of boxes assigned. If any boxes are missing, call Piedra Data Services at (305) 254-9996 or send an email to fl-alt@piedradata.com. Instruct school coordinators to inventory the contents of their boxes within 24 hours of receipt and report any missing materials immediately.

1. **Test Booklets & Auxiliary Materials** - shipment will arrive in white boxes with the green & blue Florida Alternate Assessment logo printed on the sides. A copy of all school packing lists for test booklets & auxiliary materials will be included in the first box of district overage materials.

School boxes will include:

- Packing List
- Grade Level Test Booklets
- Grade Level Auxiliary Materials Sets

District boxes will include:

- Pallet Map (if applicable)
- Packing Lists (district overage and copies of all school packing lists)
- Grade Level Test Booklets (district overage)
- Grade Level Auxiliary Materials Sets (district overage)

2. **Scoring & Administration Materials** – shipment will arrive in boxes with the Florida Alternate Assessment logo label(s) affixed.

School envelopes will include:

- Packing List
- Student PreID Rosters
- Preidentified Answer Sheets
- Non-preidentified Answer Sheets (overage)
- Florida Alternate Assessment Security Checklists

- School Administration & Return Materials Kit – gray envelope
 - *School Coordinator Responsibilities After Testing*
 - Document Count & Return Summary Form
 - Cover sheets for returning answer sheets
 - **Light Blue** Label(s) – TO BE SCORED materials
 - **Light Green** Label(s) – NOT TO BE SCORED materials
 - TO BE SCORED return envelope
 - District Coordinator ONLY return envelope
- Additional information - (one hard copy included – photocopy as needed):
 - *Test Security Policies & Procedures*
 - *Florida Test Security Statute & Rule and Florida Alternate Assessment Test Administration & Security Agreement*

District boxes will include:

- Packing List
- Non-identified Student Answer Sheets (district overage)
- Two copies of the Spring 2009 Procedural Manual
- District Administration & Return Materials Kit—gray vinyl envelope
 - Login details to order materials via the Online Management System
 - Security Checklist – hard copy provided for reference and photocopying
 - *Florida Alternate Assessment Test Administration & Security Agreement* – hard copy provided for reference and photocopying
 - NOT TO BE SCORED Materials Return Instructions
 - Materials Return List
 - Additional **Light Blue** Labels - TO BE SCORED materials
 - Additional **Light Green** Labels - NOT TO BE SCORED materials
 - Additional Document Count & Return Summary Forms
 - UPS Return Shipping Labels and/or freight carrier Bill of Lading

Tracking Security Numbers

Maintain a record of the security numbers from the secure overage materials you distribute to each school. Security number locations are shown on page 13. Advise school coordinators that they are responsible for tracking the security numbers of the documents they distribute. After the returned materials are inventoried, you will receive a list of any missing student answer sheets and may need to refer to your records.

Training

School coordinators must be trained in procedures for test distribution/return and security procedures.

EMPHASIZE RETURN INSTRUCTIONS. Make it clear that it is the responsibility of the school coordinator to package the materials correctly. **Mispackaged materials will delay reporting of**

student results. TO BE SCORED materials sent to the incorrect contractor will most likely be irrecoverable. Review the following when training school coordinators:

- Document Count & Return Summary Form
- Packaging and Returning Materials

Ensure that all security policies and procedures are followed. The Florida Alternate Assessment Test Administration and Security Agreement is provided in Appendix B. Require that principals, school coordinators, and test administrators complete the agreement, which should be filed by the school coordinator in a secure location at the school for one year. Since these agreements are for internal records only, do not return them to Piedra Data Services or the FDOE.

District Coordinator Responsibilities

DURING TESTING

Monitor Test Administration and Maintain Test Security

Be available during testing to answer questions from school coordinators and to supply additional materials. Monitor schools to ensure that test administration and test security procedures are followed.

Overage Distribution

Overage materials should be distributed in the following manner:

- If a school requests additional or replacement **auxiliary materials only**, they must specify the grade level (3-11) and test form type required (i.e., Form A or B). Otherwise, the auxiliary materials may not correspond with the test booklets the school is intending to use.
- If a school requests additional or replacement **test booklets only**, they must specify the grade level (3-11) and test form type required (i.e., Form A or B). Otherwise, the test booklets may not correspond with the auxiliary materials sets the school is intending to use.
- For schools requiring new **test booklets and auxiliary materials**, distribute a combination of Form A & Form B materials for each grade level, following the spiraling of materials sequence described on page 20. For example, if a school requires materials for 5 additional 9th grade students, they may receive 3 Form A and 2 Form B test booklets (or conversely, 2 Form A and 3 Form B test booklets) as well as 1 Form A and 1 Form B auxiliary materials set. Schools are expected to share auxiliary materials sets for up to 3 students.

District Coordinator Responsibilities

AFTER TESTING

Prepare Materials for Return

Refer to the gray vinyl District Administration & Return Materials Kit for complete instructions on returning materials.

You should receive two types of packages from the school coordinators: **light blue**-labeled envelopes (TO BE SCORED materials) and **light green**-labeled boxes (NOT TO BE SCORED materials).

See School Coordinator Responsibilities After Testing in this manual for the contents of each box and samples of the return labels.

Follow the steps below as school coordinators return materials to you:

1. Verify that school coordinators have numbered the **light blue**-labeled envelopes correctly. Additional labels may be used from your overage materials. Do not copy labels.
2. Place all **light blue**-labeled envelopes and any unused answer sheets from your district overage materials in the original Scoring & Administration Materials box(es) you received or in a new box if the original is damaged. Use the **light blue** preprinted district return label(s) for the box(es). Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels). In the space marked BOX__OF__, number the district boxes for return. Do not copy labels.
3. Verify that school coordinators have numbered the **light green**-labeled boxes correctly. Additional labels may be used from your overage materials. Do not copy labels.
4. In separate box(es), return all unused test booklets and auxiliary materials from your district overage materials, which include all test booklets and opened or unopened auxiliary sets (i.e., 11x17" Response Booklets, Passage Booklets, and Cutout Cards & Strips Packets). Use the **light green** preprinted district return labels for these boxes. Labels may be placed over any existing shipping labels (e.g. vendor or carrier labels). In the space marked BOX__OF__, number the district boxes for return. Do not copy labels.
5. Make sufficient copies of the Florida Alternate Assessment Materials Return List to record information for all schools in your district (see next page for sample form). Each form will accommodate multiple schools. Complete the Florida Alternate Assessment Materials Return List according to the directions on the form.
6. Keep all secure materials in locked storage until they are picked up.

Sample Materials Return List



Spring 2009 FLORIDA ALTERNATE ASSESSMENT *Materials Return List*

Fax this list to Piedra Data Services at (305) 254-9996 on the day of your final pickup. File the original for your records.

INSTRUCTIONS: Please complete this form when preparing boxes for return. Fill in the number of boxes returned for each school with green labels, the number of envelopes returned for each school with blue labels, and the total number of boxes with green and blue labels returned for the district. Copy this form to enter additional schools.

DISTRICT NAME _____ DISTRICT NUMBER <input style="width: 40px; height: 20px;" type="text"/>	DISTRICT TOTALS Total Number of GREEN-Labeled Boxes <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> Total Number of BLUE-Labeled Boxes <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>
--	---

SCHOOL NUMBER	Number of GREEN-Labeled Boxes	Number of BLUE-Labeled Envelopes	COMMENTS
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	

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District Coordinator ONLY Envelopes

1. Open the envelopes, review the checklists, and make sure that you have notified the FDOE if any secure test materials are missing. Use the appropriate form found online at www.fl-alt.com/materials. Complete the necessary investigation and file the records.
2. Verify that the Security Checklists and Document Count & Return Summary Forms were completed and file them.
3. Separate any non-secure materials, such as unused Document Count & Return Summary Forms, unused return labels, unused cover sheets, etc. for disposal.
4. Do not destroy any materials until scores for this administration have been reported.

Return TO BE SCORED Materials (LIGHT BLUE LABELS)

TO BE SCORED Materials Return Deadline: Shipped no later than Thursday, February 26, 2009

Refer to the gray vinyl District Administration & Return Materials Kit for complete return instructions.

Please be aware that TO BE SCORED and NOT TO BE SCORED materials are returned to different locations. TO BE SCORED materials sent to the incorrect contractor will most likely be irrecoverable. Read the following instructions carefully. In particular, note that the return deadlines for TO BE SCORED and NOT TO BE SCORED materials are different, and review the shipping labels to ensure the materials are being sent to the correct location.

ADDITIONAL NOTE: All TO BE SCORED and NOT TO BE SCORED materials for your district **MUST** be picked up by the specified dates. Designate a person to be available at the pickup site on the scheduled pickup date.

Contact Piedra Data Services at (305) 254-9996 or fl-alt@piedradata.com if you have any problems with the pickup of materials.

1. Remove or black out any old shipping labels, including the original shipping barcode, and seal the box(es) securely with shipping tape.
2. Locate the **BLUE** UPS Ground return shipping label(s) that were included in your District Administration & Return Materials Kit. The UPS Return Shipping Label(s) is printed on a blue label and addressed to **Piedra Data Services in Palmetto Bay, Florida**. If you do not have a label addressed to Piedra Data Services, you must request a label by calling Piedra Data Services at (305) 254-9996. **UPS cannot pick up any box without this label.** Do not photocopy labels for return of materials. You must use the shipping labels provided to you in order to guarantee that your boxes can be accurately tracked. Do not use old shipping labels that you may have left over from past test administrations.
3. Affix the blue UPS Ground return label to the box. The shipping label is self-adhesive. Peel the back sheet from the shipping label and affix the label to the box.

4. **Important:** Keep a record of all shipping information so that you can easily track your packages. The Waybill Number on your receipt can be used for tracking purposes. Boxes can be tracked online at www.ups.com or by calling 1-800-PICK-UPS (1-800-742-5877).

Below is an example of a correctly labeled TO BE SCORED box:



Follow these instructions to return your TO BE SCORED materials. You must contact UPS to arrange a pickup of these materials. **There is NO prescheduled pickup day.** Please note that it is advisable to schedule your pickup at least one business day prior to the actual day you want the boxes collected. You will not be charged any shipping or pickup fees.

Have your shipping label receipt(s) on hand when you make your request. Request a pickup by using one of the following methods:

- Call UPS Customer Service toll-free at 1-800-PICK-UPS (1-800-742-5877) and request a pickup.
- Use <https://www.fl-alt.com> – login to the Florida Alternate Assessment Management System website using your assigned username and password. Select the “UPS Pickup Request” menu. Complete the required fields. Make sure you enter the following details: pickup date, shipment pickup time range, number of packages, and estimated total weight of all boxes. Click the “Submit Request” button. You will be sent an email confirming your pickup request.
- Give the packages to your regular UPS driver.

Return NOT TO BE SCORED Materials (LIGHT GREEN LABELS)

NOT TO BE SCORED Materials Return Deadline: Shipped no later than Thursday, March 27, 2009

Detailed instructions for returning NOT TO BE SCORED materials will be included in your gray vinyl District Administration & Return Materials Kit.

ADDITIONAL NOTE: All TO BE SCORED and NOT TO BE SCORED materials for your district **MUST** be picked up by the specified dates. Designate a person to be available at the pickup site on the scheduled pickup date.

Contact Piedra Data Services at (305) 254-9996 or fl-alt@piedradata.com if you have any problems with the pickup of materials.

Appendix A

Florida Test Security Statute and Rule

Florida Test Security Statute

1008.24 Florida Test Security Statute

- (1)** It is unlawful for anyone knowingly and willfully to violate test security rules adopted by the State Board of Education for mandatory tests administered by or through the State Board of Education to students, educators, or applicants for certification or administered by school districts pursuant to s. 1008.22, or the Commissioner of Education, or, with respect to any such tests, knowingly and willfully to:
- (a) Give examinees access to test items prior to testing;
 - (b) Copy, reproduce, or use in any manner inconsistent with test security rules all or any portion of any secure test book;
 - (c) Coach examinees during testing or alter or interfere with examinees' responses in any way;
 - (d) Make answer keys available to examinees;
 - (e) Fail to follow security rules for distribution and return of secure test materials as directed, or fail to account for all secure test materials before, during, and after testing;
 - (f) Fail to follow test administration directions specified in the test administration manuals; or
 - (g) Participate in, direct, aid, counsel, assist in, or encourage any of the acts prohibited in this section.
- (2)** Any person who violates this section is guilty of a misdemeanor of the first degree, punishable as provided in s.775.082 or s.775.083.
- (3)** A district school superintendent, a president of a postsecondary educational institution, or a president of a non-public postsecondary educational institution shall cooperate with the Commissioner of Education in any investigation concerning the administration of a test administered pursuant to state statute or rule.

Florida State Board of Education Test Security Rule

6A-10.042 Maintenance of Test Security

- (1) Tests implemented in accordance with the requirements of ss.1001.02(2)(d), 1008.22, 1012.56, 1004.93(7), 1008.29(8), and 1008.30, Florida Statutes, shall be maintained and administered in a secure manner such that the integrity of the tests shall be preserved.
- (a) Test items shall be preserved in a secure manner by individuals who are developing and validating the tests. Such individuals shall not reveal in any manner, verbally or in writing, the test items under development.
 - (b) Tests or individual test items shall not be revealed, copied, or otherwise reproduced by persons who are involved in the administration, proctoring, or scoring of any test.
 - (c) Examinees shall not be assisted in answering test items by any means by persons administering or proctoring the administration of any test.
 - (d) Examinees' answers to items shall not be interfered with in any way by persons administering, proctoring, or scoring the examinations.
 - (e) Examinees shall not be given answer keys by any person.
 - (f) Persons who are involved in administering or proctoring the tests or persons who teach or otherwise prepare examinees for the tests shall not participate, direct, aid, counsel in, or encourage any activity which could result in the inaccurate measurement or reporting of the examinees' achievement.
 - (g) Each person who has access to tests or test items during the development, printing, administration, or scoring of the tests shall be informed of specifications for maintaining test security, the provisions in statute and rule governing test security, and a description of the penalties for breaches of test security.
 - (h) During each test administration, school district and institutional test administration coordinators and contractors employing test administrators and proctors shall ensure that required test procedures are being followed at all test administration sites. Officials from the Department are authorized to conduct unannounced observations of test administration procedures at any test administration site to ensure the testing procedures are being correctly followed.
- (2) Test materials, including all test booklets and other materials containing secure test items, answer keys, and student responses, shall be kept secure and precisely accounted for in accordance with the procedures specified in the examination program administration manuals and other communications provided by the Department. Such procedures shall include but not be limited to the following:
- (a) All test materials shall be kept in secure, locked storage prior to and after administration of any test.
 - (b) All test materials shall be precisely accounted for and written documentation kept by test administrators and proctors for each point at which test materials are distributed and returned.
 - (c) Any discrepancies noted in the number or serial numbers of test materials received from contractors shall be reported to the Department by designated institutional or school district personnel prior to the administration of the test.
 - (d) In the event that test materials are determined to be missing while in the possession of an institution or school district, designated institutional or school district personnel shall investigate the cause of the discrepancy and provide the Department with a report of the investigation within thirty (30) calendar days of the initiation of the investigation. At a

minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of persons involved in or witness to the occurrence. Officials from the Department are authorized to conduct additional investigations.

(e) In those cases where the responsibility for secure destruction of certain test materials is assigned by the Department to designated institutional or school district personnel, the responsible institutional or school district representative shall certify in writing that such destruction was accomplished in a secure manner.

(f) In those cases where test materials are permitted by the Department to be maintained in an institution or school district, the test materials shall be maintained in a secure manner as specified by the instructions provided by the Department. Access to the materials shall be limited to the individuals and purposes specified by the Department.

- (3)** In those situations where an employee of the educational institution, school district, or contractor, or an employee of the Department suspects a student of cheating on a test or suspects other violations of the provisions of this rule, a report shall be made to the Department or test support contractor, as specified in the test administration procedures, within ten (10) calendar days. The report shall include a description of the incident, the names of the persons involved in or witness to the incident, and other information as appropriate. Officials from the Department are authorized to conduct additional investigations.
- (4)** Violations of test security provisions shall be subject to penalties provided in statute and State Board Rules. Specific Authority 120.53(1)(b), 1008.24, 1001.02(2)(d) FS. Law Implemented 120.53(1)(b), 1008.24, 1001.02(2)(d), 1008.22, 1012.56, 1004.93, 1008.29, and 1008.30 FS. History-New 7-5-87, Amended 10-26-94.

Appendix B

Test Administration and Security Agreement

**Spring 2009
Florida Alternate Assessment
Test Administration & Security Agreement**

**Florida Department of Education
Bureau of Exceptional Education and Student Services**

Florida State Board of Education Rule 6A-10.042, FAC, was developed to meet the requirements of the test security statute, Section 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment test. The rule prohibits activities that may threaten the integrity of the test. See Appendix A of this manual for the Florida Test Security Statute and Rule. Examples of prohibited activities are listed below:

- Revealing the passages, test items, or performance tasks prior to testing
- Copying the passages, test items, or performance tasks
- Interpreting test items or passages for students
- Changing or otherwise interfering with student responses to test items
- Causing achievement of schools to be inaccurately measured or reported

All personnel are prohibited from examining or copying the test items and/or the contents of student test booklets and answer sheets. The security of all test materials must be maintained before, during, and after the test administration. Please remember that after ANY administration, materials should be returned immediately to the school coordinator and placed in locked storage. Secure materials may not remain in classrooms or be taken out of the building overnight.

The use of untrained test administrators increases the risk of test invalidation due to test irregularities or breaches in security.

I, _____, have read the information and instructions provided in all applicable sections of the *Florida Alternate Assessment Spring 2009 Procedural Manual*. I agree to administer the Florida Alternate Assessment according to these procedures. Further, I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of the test and cause student achievement to be inaccurately represented or reported.

School Name and Number

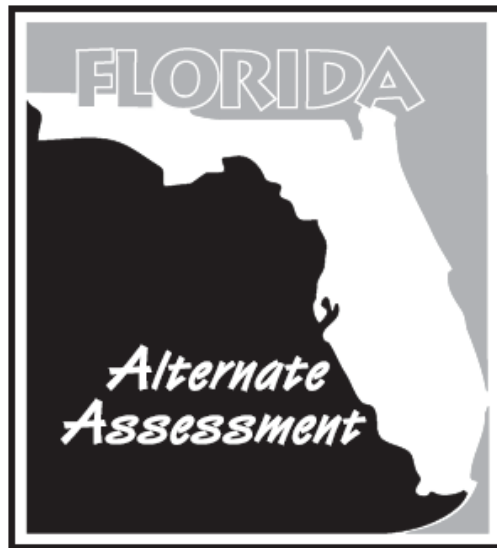
Print Name

Date

Signature

Appendix C

Do Not Disturb Sign & Cover Sheets

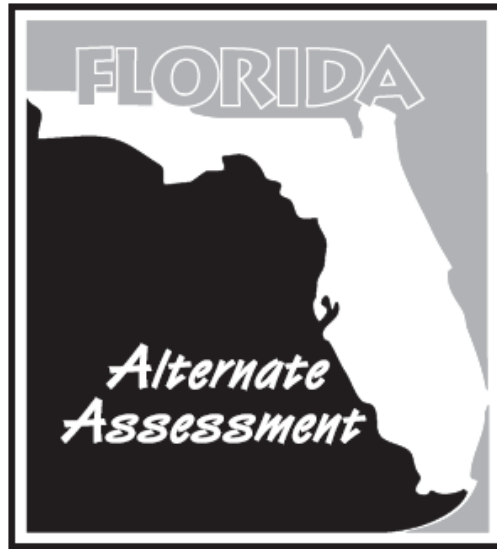


TESTING

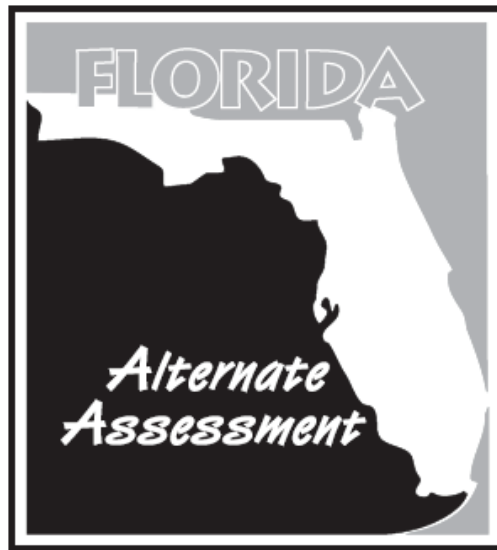
**Please Do Not
Disturb**



COMPLETED ANSWER SHEETS



**REASON
NOT
ASSESSED**



DNS

(Do Not Score)

ANSWER

SHEETS



**UNUSED
ANSWER
SHEETS**