

6A-4.00821 Florida Educational Leadership Examination.

(1) Scope. This rule governs the written examination for certification in Educational Leadership. Additional requirements for certification in Educational Leadership are specified in Rule 6A-4.0082, FAC.

(2) Description of the examination.

(a) The Florida Educational Leadership Examination shall be developed by the Commissioner of Education.

(b) The written examination shall contain questions in the areas of:

1. School communications. This subtest shall contain an essay and multiple choice questions in communications.

2. School management. This subtest shall contain multiple choice questions covering management, leadership, and personnel.

3. School operations. This subtest shall contain multiple choice questions covering law, finance, curriculum, and technology.

(c) The competencies to be demonstrated by means of a written examination are contained in the publication **Competencies and Skills Required for Certification in Educational Leadership in Florida, Second Edition 2002,** which is hereby incorporated by reference and made a part of this rule. Copies of this publication may be obtained from the Department of

Education, Assessment and Evaluation Section, 325 West Gaines Street, Tallahassee, Florida 32399 at a price to be established by the Commissioner not to exceed actual cost.

(3) Administration of the examination.

(a) The examination shall be administered by a test administration agency or agencies under contract with the Florida Department of Education.

(b) The examination shall be administered at least two (2) times each year. The Commissioner of Education shall establish the examination dates each year which may include additional test administrations.

(c) The examination shall be administered at centers designated by the Commissioner of Education.

(4) Registration, late registration, and refunds.

(a) Registration for the examination shall be for the initial examination or for one (1) or more subtests not previously passed. To register to take the examination, an applicant shall submit a completed application to the test administration agency. The completed application shall be received by the test administration agency at least fifty (50) days preceding the examination date.

1. Before July 1, 2003 2002, a completed application shall consist of the following:

a. A completed application Form CG-20-0201, Registration Application: Certification Examinations for Florida Educators, which includes the applicant's signature. Form CG-20-0201, Registration Application: Certification Examinations for Florida Educators is hereby incorporated by reference and made a part of this rule to become effective July 2002 ~~2001~~. This form may be obtained without cost from the Bureau of Educator Certification, Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399-0400.

b. A fifty (50) dollar registration fee.

c. A charge of one hundred (100) dollars in addition to the fees described in Rule 6A-4.00821(4)(a)1.b., FAC., for certification applicants taking the examination on a supplemental administration date.

2. Beginning July 1, 2003 ~~2002~~, a completed application shall consist of the following:

a. A completed application Form CG-20-0302, Registration Application: Certification Examinations for Florida Educators, which includes the applicant's signature. Form CG-20-0302 is hereby incorporated by reference and made a part of this rule to become effective July 2003 ~~2002~~. This form may be obtained without cost from the Bureau of Educator Certification, Department of Education, 325 West Gaines Street, Tallahassee,

Florida 32399.

b. A fifty (50) dollar registration fee.

c. A charge of one hundred (100) dollars in addition to the fees described in Rule 6A-4.0021(4)(a)2.b., FAC., for certification applicants taking a supplemental examination.

3. An incomplete application shall be returned to the applicant. Applications which are completed and resubmitted to the test administration agency after the fifty (50) day deadline shall be acceptable only if the applicant complies with requirements specified in Rule 6A-4.00821(4)(b), FAC.

(b) Late registration for the examination shall be for the initial examination or for one (1) or more subtests not previously passed. Before July 1, 2003 ~~2002~~, an applicant who did not submit a completed application to the test administration agency within the fifty (50) day deadline may register for the examination by completing the requirements listed in Rule 6A-4.00821(4)(a)1., FAC., and submitting a thirty (30) dollar late charge. Beginning July 1, 2003 ~~2002~~, an applicant who did not submit a completed application to the test administration agency within the fifty (50) day deadline may register for the examination by completing the requirements listed in Rule 6A-4.00821(4)(a)2., FAC., and submitting a thirty (30) dollar late charge. All items shall be received by the test administration

agency at least thirty (30) days preceding the examination date.
Late registration shall be accepted on a space available basis.

(c) Refunds. Fees shall be refunded provided written requests for refunds are received by the test administration agency at least thirty (30) days preceding the examination date.

Failure to appear for or to complete an examination shall result in forfeiture of fees.

(5) Admission. The test administration agency shall provide each applicant with an admission ticket specifying the examination center and the time of the examination. The admission ticket and other identification are required for entrance into the examination center. The other identification shall be specified on the admission ticket. An applicant who arrives after the examination has begun shall not be admitted until the start of the next subtest of the examination.

(6) Examinee, handicapped. An applicant who is unable to complete the examination under standard testing conditions because of a handicap may request special arrangements. Such a request shall be made when the examination application is submitted. Lack of proficiency in the English language shall not be acceptable as a justifiable reason for requesting a reader for an examinee. Special arrangements shall be provided for applicants with handicapping conditions.

(7) Scoring.

(a) The examination shall be scored on a measurement scale which has an overall mean scale score of five hundred (500) and a standard deviation of one hundred (100). The Commissioner of Education shall designate the administration of the examination which shall be used as the base year for statistical calculations.

(b) The essay portion of the school communication subtest shall be scored by two (2) trained judges using a scale of one (1) which is an unsatisfactory score to four (4) which is an outstanding score. In the event the two (2) ratings are two (2) or more points different, or in the event the summed ratings equal three (3), the writing sample will be rated by a referee and the referee's score will replace the most discrepant of the original ratings.

(c) Prior to July 1, 1988, a score earned on the Florida Educational Leadership Examination shall be considered a passing score and shall be valid for Educational Leadership certification application for a period of two (2) years from the test administration date. Applicants for the Educational Leadership certificate shall be required to present a score report to the Florida Department of Education when applying for the certificate.

(d) Beginning July 1, 1988, a passing score for each subtest of the Florida Educational Leadership Examination shall be:

1. School Communications. Examinee scores for the school communications subtest shall be reported as an average scaled score combining the scaled score from the essay test and the scaled score from the multiple choice questions. The passing score shall be the scaled score equivalent to the combination of the essay total raw score of four (4) and a multiple choice total raw score of fifteen (15) on the November, 1987, administration of the subtest.

2. School Management. Examinee scores for the school management subtest shall be reported as a scaled score. The passing score shall be the scaled score equivalent to a total raw score of sixty-nine (69) on the November 1987 administration of the subtest.

3. School Operations. Examinee scores for the school operations subtest shall be reported as a scaled score. The passing score shall be the scaled score equivalent to a total raw score of ninety-one (91) on the November, 1987 administration of the subtest.

(e) The subtest score scales for administrations of the examination after July 1, 1988, shall be equated to the November,

1987 subtest administration.

(8) Essay performance standards.

(a) Judges. The test scoring agency shall appoint persons to judge the essay portion of the school communications subtest who have the following minimum qualifications:

1. Academic preparation. At least a bachelor's degree with an emphasis in English, writing, and composition.

2. Experience. A minimum of two (2) years of experience in teaching and evaluating writing. Examples of qualifying experience are: teaching English or language arts in secondary schools, teaching college composition courses, serving as a teaching assistant for college classes in composition or working as a professional copy editor.

3. Specific training. Successful completion of a training program provided by the Florida Department of Education or its contractors.

(b) Referees. The referees shall be judges who have demonstrated in the training program and through prior experience unusual success as composition teachers or raters.

(c) Rating scale. The four-level scale for judging the written essays is defined as follows:

1. A rating of one (1) indicates the essay lacks unity and focus. It is distorted or ambiguous, and it fails to treat the

topic in sufficient depth and breadth. There is little or no discernable organization and only scant development of ideas, if any at all. The essay betrays only sporadically a sense of paragraph and sentence structure, and it is syntactically slipshod. Usage is irregular and often questionable or wrong. There are serious errors in spelling, capitalization, and punctuation.

2. A rating of two (2) indicates the essay has some degree of unity and focus, but each could be improved. It is reasonably clear, though not invariably so, and it treats the topic with a marginal degree of sufficiency. The essay reflects some concern for organization and for some development of ideas, but neither is necessarily consistent nor fully realized. The essay reveals some sense, if not full command of paragraph and sentence structure. It is syntactically bland and, at times, awkward. Usage is generally accurate, if not consistently so. There are some errors in spelling, capitalization, and punctuation that detract from the essay's effect if not from its sense.

3. A rating of three (3) indicates the essay is focused and unified, and it is clearly if not distinctively written. It gives the topic an adequate though not always thorough treatment. The essay is well organized, and much of the time it develops ideas appropriately and sufficiently. It shows a good grasp of

paragraph and sentence structure, and its usage is generally accurate and sensible. Syntactically, it is clear and reliable.

There may be a few errors in spelling, capitalization, and punctuation, but they are not serious.

4. A rating of four (4) indicates the essay is unified, sharply focused, and distinctively effective. It treats the topic clearly, completely, and in suitable depth and breadth. It is clearly and fully organized, and it develops ideas with consistent appropriateness and thoroughness. The essay reveals an unquestionably firm command of paragraph and sentence structure. Syntactically, it is smooth and often elegant. Usage is uniformly sensible, accurate, and sure. There are very few, if any, errors in spelling, capitalization, and punctuation.

(9) Score reports.

(a) A properly authenticated score report is defined as the original score report issued directly by the test administration agency without any qualification, reservation, or irregularity.

(b) The examinee shall be sent two (2) authenticated score reports. In addition, a copy of the score report may be issued by the test administration agency without a fee to one (1) Florida college or university and to one (1) Florida school district provided the examinee identifies the recipient or recipients of the score report on either the CG-20-0201,

Registration Application: Certification Examinations for Florida Educators or the CG-20-0302, Registration Application Certification Examinations for Florida Educators.

(c) Official documentation of scores earned on each subtest of the examination for an Educational Leadership certificate shall be the original authenticated score report or a duplicate authenticated score report as described in Rule 6A-4.00821(9)(a) and (e), FAC.

(d) After July 1, 1988, scores shall be reported as Pass or Fail for each subtest. The Commissioner of Education may provide additional score information to the examinee.

(e) An examinee may obtain a duplicate authenticated score report for a test administration by filing a written request and a fee. A fee is required for each score report that is requested. The fee shall be that amount necessary for the test administration agency to perform the service as agreed in the contract between the agency and the Florida Department of Education.

(10) Review.

(a) An examinee who fails one (1) or more subtests of the examination may file a written request with the test administration agency for handscoring of the subtest which was failed with the exception of the essay part of the communications

subtest. The request shall be filed no later than thirty (30) days after the date the score report was mailed by the test administration agency. The fee for handscoring one (1) or more subtests shall be that amount necessary for the test administration agency to perform the service as agreed in the contract between the agency and the Florida Department of Education. The test administration agency shall notify the examinee of the results of the handscoring within thirty (30) days of receipt of the request and fee.

(b) An examinee who fails one (1) or more subtests of the examination may review each subtest that was failed and bring to the Florida Department of Education's attention any scoring errors which may result in a passing score. The procedures for test review are as follows:

1. The examinee shall mail a written request to the Florida Educational Leadership Examination Program, Assessment, Testing, and Evaluation Section, Florida Department of Education, The Florida Education Center, Tallahassee, Florida 33299 within sixty (60) days of the date the score report was mailed by the test administration agency. The Florida Department of Education shall notify the examinee when a date has been scheduled for the examinee's review of the materials in Tallahassee. On the review day, the examinee shall file with the Florida Department of

Education a statement of specific scoring errors which may result in a passing score.

2. The Commissioner of Education shall notify the individual of the action on the statement of scoring errors no later than thirty (30) days from receipt of the statement.

Specific Authority 231.15(1), 231.17(8)(11), 231.30(1) FS. Law Implemented 231.15, 231.17, 231.30 FS. History - New 12-25-86, 1-11-89, 5-19-98, 10-5-99, 7-17-2000, 7-16-2001, 3-24-2002, 10-17-2002,