

DATE: May 22, 2008

TO: Florida Teacher Certification Examinations (FTCE) and
Florida Educational Leadership Examination (FELE)
Institution Score Report Contacts

FROM: Evaluation Systems group of Pearson, on behalf of the
Florida Department of Education

SUBJECT: How to Request FTCE and FELE Score History and Competency
Area Reports

The purpose of this memo is to provide information about how you, as the FTCE/FELE score report contact for your institution, can request Score History and Competency Area Reports via the FTCE/FELE Institution Score Reporting System.

Process for Requesting the FTCE/FELE Score History Data Report and the Percentage Correct by Competency Area Report:

Institutions may now request the FTCE/FELE Score History Data Report and the Percentage Correct by Competency Area Report via the Institution Score Reporting System, by accessing their educationreports.net Web site.

The Score History Data Report provides pass/fail history for students that your institution identifies. The Percentage Correct by Competency Area Report provides averages of examinee performance on competencies for students that your institution identifies. Institution score report contacts may request the reports by logging in to the <https://www.educationreports.net> Web site and clicking on Request Reports on the main menu page. Detailed instructions are provided on the report request Web page. Once the requested reports have been generated, they will be posted on your account on the educationreports.net Web site within 21 business days of receipt of your request. You will receive an email when the reports have been posted.

Other Enhancements to the Institution Score Reporting System:

1 - Multiple score report contacts. Institutions may now request that more than one individual be notified when a score report file has been posted to their Institution Score Reporting system Web site. If you would like to name additional individuals to receive these notifications, please send a request, on institution letterhead, to the following address.

Evaluation Systems
300 Venture Way
Hadley, MA 01035
Attention: Cristian Gomez

Please specify the name and email address of the individual(s). Please note that any additional individuals receiving email notification of file postings will not be assigned their own unique passwords for accessing the Score Reporting System. It is up to the named score report contact to determine who has access to the assigned password.

2 - Archiving of score report files. An institution may now request that an archive directory be created for their account on the educationreports.net Web site for the purpose of storing previously posted files. An institution's system can be set so that previously posted files are automatically moved into the archive directory after any given number of days (for example, after 366 days). The number of days may be specified by the institution score report contact. If your institution would like to have an archive directory set up, please send

an email to Cristian.Gomez@nesinc.com. Please be sure to specify in your request the number of days after which you would like files to be posted to the archive.

We hope that you find these enhancements helpful. If you have any questions, please do not hesitate to contact Cristian Gomez or Donna Utakis at Evaluation Systems at ftce@nesinc.com or 413-256-0444.