

# FLORIDA DEPARTMENT OF EDUCATION



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August 19, 2005

## MEMORANDUM

To: Ian P. Neuhard, Director of Academic Programs & Teacher Preparation

From: Mike Jones, Program Director, Post Secondary Assessment

Subject: Educator Preparation Institutes FTCE Data Requests

We are pleased to announce that Score History data (Pass-Fail Scores) on the Florida Teacher Certification Examinations used by Colleges and Universities to assist with graduation checks are available to Education Preparation Institutes (EPI's) by request from the FTCE testing contractor, The University of South Florida. To obtain the score histories of its students, an EPI should submit a request to the contractor in standard CD format as follows:

1. Provide the Social Security numbers (SSN's) of students. Note: For security purposes, do not include names.
2. Write the SSN data to a text file as a nine-digit string without dashes (e.g., 999999999).
3. Write only one SSN on each line of the file. Note: There should be no other data in the file.
4. Arrange the SSN data in any order. Note: It is not necessary that the data be in numerical order.
5. Send the data on one CD only with accompanying cover letter that specifically requests Score History data via Federal Express to:

Attention to: Walter Chason  
University of South Florida  
Institute for Instructional Research and Practice  
4202 E Fowler Avenue  
HMS 401  
Tampa, FL 33620

**CORNELIA S. ORR, Ph.D.**  
Director, Assessment and School Performance  
ACCOUNTABILITY, RESEARCH, AND MEASUREMENT

(Note: The University of South Florida will be able to fill EPI data requests provided the EPI data is formatted exactly as described above. Otherwise, the EPI data will be returned unmatched.)

The University of South Florida will return the CD with data output via Federal Express in a simple text file format. This file will contain the cumulative subject area examination (SAE), Professional Education (PED), and General Knowledge (GK) data for each SSN that the EPI submitted arranged in the following sequence:

1. All SAE data (in ascending order by date)
2. All PED data (in ascending order by date)
3. All GK Math data (in ascending order by date)
4. All GK Reading data (in ascending order by date)
5. All GK English Language Skills data (in ascending order by date)
6. All GK Essay data (in ascending order by date)

Note: Each unique combination of administration date and test type will occupy one line and be formatted as follows:

Output File Format

<u>Field</u>	<u>Column Location</u>
SSN	1-9
Passing Status	14-27
Test Form Description	31-62
Test Date	63-67 (“mm/yy”)

This output allows the most flexibility in that the data may be input into any number of software applications (e.g., SPSS, EXCEL, SAS, ACCESS, etc.). In addition, the output may also be queried using word-processing or text editing software such as NOTEPAD, WORD, or VEDIT as needed.

For purpose of illustration, two sample text files are provided below. SAMPLE1.TXT, for example, is a text file displaying hypothetical SSN data for four examinees (Note: This is a sample of input data that an EPI would submit to The University of South Florida in the CD format).

```
SAMPLE1.txt NOTEPAD  
  
000099204  
010558652  
123456789  
145669408
```

The second sample file, SAMPELE2.TXT, is a text file displaying the USF output associated with the SSN's received on the EPI input file.

<b>SAMPLE2.txt NOTEPAD</b>				
000099204	NOT PASS	(191)	SAE-11 ELEMENTARY ED 1-6	04/89
000099204	PASS		PROFESSIONAL EDUCATION	10/88
010558652	PASS		SAE-02 BIOLOGY 6-12	10/98
123456789	PASS		SAE-26 MATHEMATICS 6-12	04/03
123456789	NOT PASS	(190)	SAE-25 MG MATHEMATICS 5-9	07/03
123456789	PASS		PROFESSIONAL EDUCATION	10/02
123456789	NOT PASS	(188)	GK MATHEMATICS	01/03
123456789	NOT PASS	(190)	GK MATHEMATICS	04/03
123456789	PASS		GK ENGLISH LANGUAGE	01/03
123456789	PASS		GK READING	01/03

Questions about the Score History data should be directed to the University of South Florida ([walter@iirp.coedu.usf.edu](mailto:walter@iirp.coedu.usf.edu)). The University of South Florida is pleased to provide this service to the Educator Preparation Institutes in Florida.