

**Private School Application to Administer
2016-17 Florida Statewide Assessments**

Attachment E: 2016-17 Certified Educator Frequently Asked Questions

- Refer to item number 7 in the 2016-17 application.
- Sign and return the signature page at the end of this attachment.

Test Administrator Certification Policy for Private Schools

Test Administrators must be state- or district-level certified educators. Approved state-level certifications are the Temporary Certificate and the Professional Certificate. District-level approval of substitute teachers and paraprofessionals is the only available district-level certification.

The purpose of this policy is to increase the security of test administrations, hopefully decrease the number of test invalidations, and provide state-level accountability for individuals responsible for the administration of statewide assessments.

Certification numbers for Test Administrators must be recorded on signed Security/Prohibited Activities Agreements that are required for each administration.

Frequently Asked Questions (FAQ)

- 1. Will exceptions be made for ESE/ELL accommodated administrations when non-certified personnel traditionally administer accommodations to these students (e.g., scribe, assistance in heritage language)?**

Non-certified private school personnel who regularly work with ESE or ELL students may provide accommodations during testing; however, a certified test administrator MUST be in the room and is responsible for distributing and collecting test materials, monitoring the administration, and keeping time.

- 2. Are retired teachers who still hold valid certifications allowed to serve as test administrators?**

No. The test administrator policy has always required test administrators to be private school personnel (i.e., currently employed by the school). Retired teachers may serve as proctors only.

- 3. May teachers with state-level coaching certifications serve as test administrators?**

Yes. Private school personnel with state-level athletic coaching certifications may serve as test administrators.

- 4. May certified teachers employed as substitute teachers serve as test administrators?**

Yes. However, these teachers are required to receive the same training as all private school-level staff prior to testing and should not be called in “as needed” to administer tests without receiving training prior to the specific administration in question.

- 5. May individuals with temporary state-level certificates serve as test administrators?**

Yes.

- 6. What about non-certified, licensed professionals employed by the private school or district?** Licensed professionals, such as speech pathologists, employed by the private

school may serve as test administrators. The private school and district must ensure that protocols are in place to investigate and, if necessary, discipline such personnel.

7. Some paraprofessionals have paraprofessional certifications. Does this qualify?

No. While Rule 6A-10.042 allows paraprofessionals employed by the district to serve as test administrators, this does not include paraprofessionals employed by private schools. Paraprofessionals may serve as proctors. Paraprofessionals who regularly work with ELL/ESE students may provide accommodations during testing; however, another certified educator **MUST** be in the room and is responsible for distributing and collecting test materials, monitoring the administration, and keeping time.

8. Do proctors need to be certified educators?

No. Non-certified educators and non-school personnel may be trained as proctors. Proctors must receive appropriate training, per Rule 6A-10.042 (see **Attachment C**).

9. May individuals employed by the private school with Statements of Eligibility for a DOE certificate serve as test administrators? Yes.

10. Is a Child Development Associate (CDA) considered a state- or district-level certified educator? No.

11. Can non-certified employees be left alone with test materials?

No. A certified educator must be present at all times when test materials are handled (applying labels, preparing for return, etc.).

12. For computer-based test administrations, may technology coordinators serve as test administrators? No. Unless they are also certified educators, technology coordinators may not serve as test administrators.

13. If the test administrator needs to leave the room for any reason, does the individual monitoring the room during his/her absence need to be certified?

Yes. A certified person must be available to relieve test administrators should they need to leave the room during testing.

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SIGNATURE PAGE

I hereby confirm that I have read and will abide by Attachment E: 2016-17 Certified Educator Frequently Asked Questions.

Signature

Name – Please Print

Position

Date

