

# **PRIVATE SCHOOL APPLICATION TO ADMINISTER FLORIDA STATEWIDE ASSESSMENTS IN 2014-15**

## **Attachment H: Security Forms Packet**

- See question #22 in the application.
- The use of these forms are described in Attachment F, the EOC Test Administration Manual. These forms are also duplicated in Attachment F.
- Depending on the test administration, different forms may be used. These are provided to make the applying private school familiar with the type of information that is recorded and requested.

# Florida EOC Test Administration and Security Agreement

## Florida Department of Education Bureau of K–12 Student Assessment

Florida State Board of Education Rule 6A-10.042, FAC, was developed to meet the requirements of the Test Security Statute, s. 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 C of the *2013–2014 End-of-Course Assessments Test Administration Manual* for the Florida Test Security Statute and State Board of Education Rule. Examples of prohibited activities are listed below:

- Reading or viewing the passages or test items
- Revealing the passages or test items
- Copying the passages or test items
- Explaining or reading passages or test items for students
- Changing or otherwise interfering with student responses to test items
- Copying or reading student responses
- Causing achievement of schools to be inaccurately measured or reported

If any of the above examples are allowable accommodations for students with current IEPs, Section 504 plans, or ELL plans, test administrators are permitted to provide the accommodation(s) as described in Appendix A of the *2013–2014 End-of-Course Assessments Test Administration Manual*.

**All personnel are prohibited from examining or copying the test items and/or the contents of the test. The security of all test materials must be maintained before, during, and after the test administration. Please remember that after ANY administration, initial OR make-up, materials must be returned immediately to the school assessment coordinator and placed in locked storage. Secure materials should 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 test security. Inappropriate actions by district or school personnel will result in further investigation, possible loss of teaching certification, and possible involvement of law enforcement agencies.**

I, \_\_\_\_\_, have received adequate training regarding the administration of Florida EOC Assessments and have read the information and instructions provided in all applicable sections of the *2013–2014 End-of-Course Assessments Test Administration Manual*, including the Florida Test Security Statute and State Board of Education Rule in Appendix C. I agree to follow all test administration and security procedures outlined in the manual, Statute, and Rule.

Further, I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of Florida EOC Assessments or cause student achievement to be inaccurately represented.

\_\_\_\_\_  
*School Name and Number*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

## Test Administrator Prohibited Activities Agreement

It is important for you, as a test administrator of a statewide assessment, to know that the following activities are prohibited. Engaging in such activities may result in an investigation, loss of teaching certification, and/or prosecution for violation of the law. Please read the following list of prohibited activities and sign your name on the signature line at the bottom of this page indicating that you understand these actions and their consequences.

I understand that before testing I may not:

- Leave test materials unattended
- Remove test materials from the school's campus
- Open and check through test books
- Read test items

I understand that during testing I may not:

- Answer students' questions about test items
- Read test items or student responses as I monitor the room
- Give students verbal cues ("you may want to re-check number 7") or non-verbal cues (pointing at a specific item)
- Give students more time than is allotted for the session (unless a student has an extended time accommodation)
- Encourage students to finish early
- Display or fail to cover visual aids (e.g., word lists, multiplication tables) that may help students
- Use my cell phone, check email, grade papers, or engage in other activities that will result in my attention not being on students at all times
- Leave the room unattended for any period of time
- Allow students to talk or cause disturbances
- Allow students to use cell phones or other electronic devices
- Instruct students to test in a session other than the one designated for that day/allotted testing time (going on to Session 2 during Session 1, reviewing work in Session 1 during Session 2)
- Coach students during testing regarding test-taking strategies
- Administer the assessment to my family members

I understand that after testing I may not:

- Leave test materials unattended
- Remove test materials from the school's campus
- Read through student test documents
- Change student answers
- Discuss the content of the test with anyone, including students or other school personnel
- Reveal the content of the test via electronic communication, including but not limited to email, text, or post to social media sites (Facebook, Twitter, etc.)

If you are administering a test to students with flexible-responding or flexible-presentation accommodations that require you to read test items, you may not reveal, copy, or share the items, or use the test content during instruction after testing.

*I acknowledge the information above and will not engage in any of the prohibited activities on this page.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Certification Number: \_\_\_\_\_

**Return this agreement to your school assessment coordinator.**

## Test Materials Chain of Custody Form

The following information must be collected for each test administration at your school. This form may be duplicated for use by grade level and/or maintained as an electronic file (blank form available in PearsonAccess under the *Support* tab), but the content of this form may NOT be altered.

Contact your district assessment coordinator if you have any questions.

Your Name (School Assessment Coordinator): \_\_\_\_\_

District Name: \_\_\_\_\_

School Name: \_\_\_\_\_

School Number: \_\_\_\_\_

Location of Locked Storage Room: \_\_\_\_\_

Names of People with Access to Locked Storage Room/Location:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Date and Time Materials Arrived at the School: \_\_\_\_\_

Date and Time Shrink-Wrapped Test Material Packages are Opened: \_\_\_\_\_

Packages Opened by: \_\_\_\_\_

Date and Time Materials are Prepared (PreID labels applied, etc.): \_\_\_\_\_

Materials Prepared by: \_\_\_\_\_

Date and Time Materials are Packaged for Return: \_\_\_\_\_

Materials Packaged by: \_\_\_\_\_

Date and Time Materials are Returned to the District: \_\_\_\_\_





## TEST ADMINISTRATOR CHECKLIST

### Before Testing

- Carefully read the test administration manual, as well as any local directions you have been given. Resolve any questions you might have with your school assessment coordinator.
- Read the *Test Administration Policies and Procedures* and Appendix C, then sign the *Florida EOC Test Administration and Security Agreement* (located in Appendix D).
- Read and sign the *Test Administrator Prohibited Activities Agreement* (located in Appendix D).
- Establish an appropriate setting for test administration and remove or cover any unauthorized aids in the testing room (page 29).
- Prepare necessary forms to collect required administration information during testing (pages 29–30).
- Prepare a Security Log (located in Appendix D) to be used in your testing room.
- Make copies of the Do Not Disturb sign and Electronic Devices sign (located in Appendix D) to post prior to testing.
- Prepare a seating chart to be used in your testing room (page 30).
- Receive your test group codes from your school assessment coordinator.
- Assemble all materials needed for test administration (pages 31–32).
- Ensure that your students understand the electronic devices policy prior to the first day of testing.
- If you are administering tests to students who require special accommodations, become familiar with the accommodations specified in their IEPs, Section 504 plans, or ELL plans. Discuss with your school assessment coordinator how accommodations will be provided (Appendix A).
- Ensure that you are familiar with how to open TestNav or TestHear to the login screen for each student computer prior to testing.

### During Testing

- Maintain your seating chart and record of required administration information.
- Ensure that proctors and anyone who enters your room for the purpose of monitoring the test sign the Security Log for your testing room.
- Administer the test according to the directions in the appropriate administration script and read the SAY boxes verbatim to students.
- Assist students with accessing the student comment form, located at [www.FLAssessments.com/EOCStudentCommentForm](http://www.FLAssessments.com/EOCStudentCommentForm).

### After Testing

- Verify that you have collected all required administration information, including accommodations actually used by each student. Make a copy for your files. Report any missing materials to your school assessment coordinator (page 24).
- Verify that your seating chart and Security Log have been completed correctly; make copies for your files.
- Organize and return materials to your school assessment coordinator (page 92).
- Complete the Test Administrator Comment Form at [www.FLAssessments.com/EOC](http://www.FLAssessments.com/EOC).

## SCHOOL ASSESSMENT COORDINATOR CHECKLIST

### Before Testing

- Carefully read this test administration manual, as well as any local directions you have been given. Resolve any questions you might have with your district assessment coordinator.
- Read the *Test Administration Policies and Procedures* and Appendix C, then sign the *Florida EOC Test Administration and Security Agreement* (located in Appendix D).
- Train your test administrators and proctors and ensure that they, as well as all school administrators, sign a *Florida EOC Test Administration and Security Agreement*.
- Ensure that test administrators sign a *Test Administrator Prohibited Activities Agreement* (located in Appendix D).
- Receive test materials from your district assessment coordinator. Maintain an accurate *Test Materials Chain of Custody Form* at your school (located in Appendix D and at [www.FLAssessments.com/EOC](http://www.FLAssessments.com/EOC)). Inventory the materials within 24 hours of receipt and report missing materials or request additional materials immediately (page 94).
- Communicate the process for collecting required administration information to your test administrators (page 95).
- Distribute test group codes to test administrators (page 95).
- Make arrangements to test any special program students (e.g., district virtual instruction programs, Home Education Program) who may be testing at your school (page 98).
- Assign proctors, as needed (page 98).
- Ensure that appropriate test settings are available for all test sessions (page 96).
- If any students who require special accommodations are testing at your school, discuss with test administrators how accommodations will be provided (Appendix A).
- Verify student information and create test sessions (pages 99–102).
- Print and distribute Session Rosters and Student Authorization Tickets on the day of test administration (pages 115–116).

### During Testing

- Ensure the test sessions have been started in PearsonAccess.
- Provide test administrators with additional materials, as necessary.
- Monitor each testing room to ensure that test administration and test security policies and procedures are followed, seating charts and Security Logs are being properly completed, and required administration information is being collected.
- Be available during testing to answer questions from test administrators.
- In PearsonAccess, monitor session status and resume students' tests, if necessary.
- Arrange for and supervise make-up administrations (pages 115 and 123).

### After Testing

- Verify that all distributed secure materials have been returned. Complete your *Test Materials Chain of Custody Form*. Report any missing materials to your district assessment coordinator and conduct the necessary investigation (page 24).
- Make copies of all collected required administration information, seating charts, and Security Logs and file the copies.
- In PearsonAccess, stop test sessions and invalidate student tests, if necessary (pages 128–129).
- In PearsonAccess, record accommodations actually used by students (pages 129–131).
- Organize materials and return them to your district assessment coordinator (pages 131–144).
- Complete the School Assessment Coordinator Comment Form at [www.FLAssessments.com/EOC](http://www.FLAssessments.com/EOC), and encourage test administrators to complete their forms.

## TECHNOLOGY COORDINATOR CHECKLIST

### Before Testing

- Carefully read the *2013–2014 Technology Coordinator Guide*, as well as the relevant portions of this test administration manual and any local directions you have been given. Resolve any questions you might have with your district assessment coordinator.
- Read the *Test Administration Policies and Procedures* and Appendix C, then sign the *Florida EOC Test Administration and Security Agreement* (located in Appendix D).
- Ensure all workstations meet the minimum requirements available at [www.FLAssessments.com/MinimumSpecs](http://www.FLAssessments.com/MinimumSpecs), including screen resolutions set to 1024 x 768 or higher.
- Confirm TestNav 6.9 software has been installed (file share or local install) on all computers to be used for testing.
- Locally install TestHear on all computers to be used for testing for students requiring accommodated CBT forms.
- Ensure all student workstations have successfully loaded the Infrastructure Trial.
- Meet with the school assessment coordinator to discuss the administration of the computer-based test and to walk through the test administration.
- Discuss and design plans with the school assessment coordinator for handling possible technical interruptions during testing.
- Run the TestNav System Check to determine the amount of bandwidth needed for testing.
- Evaluate the testing locations in the school to ensure availability of sufficient electrical outlets and network jacks.
- Ensure appropriate security protocols are used. There are many different types of security protocols and settings depending on the hardware and usage requirements. The three most common protocols are: Wired Equivalent Privacy (WEP), Wireless Access Protocol (WAP), and Wireless Access Protocol Version 2 (WAP2). WAP2 is recommended because it offers the highest level of security.
- Ensure you are aware of the applications that must be disabled prior to testing. Any screen savers, automated virus scan software, remote access applications, and the Macintosh control strip should be disabled during the period of computer-based testing.
- Confirm that the computers used for test administration (i.e., PearsonAccess) have the appropriate required version of a standard Internet browser based on the operating system in use on the computer and that the pop-up blocker is disabled (see Appendix B).
- Ensure the school has a high-speed connection to the Internet AND the connection is not over-allocated.
- If a firewall is used, confirm the appropriate destination/port/protocol combinations are allowed through the firewall.
- Ensure that any proxy servers have been checked to ensure that the appropriate URLs are not blocked.
- Confirm that Internet content filters are configured to allow the specific IP addresses required for administering computer-based testing.
- Ensure Proctor Caching computers have been set up properly.
- Ensure a printer is available for printing the Student Authorization Tickets and Session Rosters (color is not required).
- Analyze the network to determine whether network bottlenecks exist.
- Confirm that student computers and the Proctor Caching computer have not been updated with any additional software and will not be updated before testing begins.
- Confirm that test content has been cached for all scheduled test sessions. Test content is available one week prior to the test administration window.

- ❑ Verify that the performance of your Internet connection is consistent with expected levels of performance for computer-based testing.
- ❑ Alert your Internet Service Provider to your computer-based testing window, and also confirm that no scheduled maintenance or outages are planned during that entire window.
- ❑ Verify, as needed, that no high-bandwidth network activity other than computer-based testing will be occurring during the computer-based testing window.
- ❑ If utilizing wireless network connections for computer-based testing, ensure that all computers can effectively communicate with their access point from the testing location.
- ❑ If utilizing wireless network connections for computer-based testing, ensure that all security measures have been properly enabled.
- ❑ Ensure that laptops are connected to AC power. If batteries must be used, ensure that they are fully charged and have the capacity to last for the entire test session.
- ❑ Ensure that each computer station is equipped with a keyboard and mouse (or other pointing device).
- ❑ Disable instant messaging and email notification.
- ❑ Disable screen savers, power savers, and remote desktop.
- ❑ Disable or delay anti-virus, auto-scan and/or auto-update, system restore utilities, Windows Security Firewall, Web content filtering, or other software that may impact CPU speed or scan/block information transferred between the workstation and the servers.
- ❑ Alert your school to the dates and times for computer-based testing and require students and teachers not testing to refrain from using any streaming media or other high-bandwidth applications while students are testing.
- ❑ Ensure student workstations and the user profiles and logins being used for testing allow full permissions (read-/write-/modify-access) to the TestNav/Temp, TestNav/Logs, and gh\TestHearPearson\Data directories.
- ❑ Ensure that the primary and secondary save locations are set for student response files and that students have read-/write-access to these locations.
- ❑ Ensure that test administrators are familiar with how to access TestNav and TestHear software from student workstations and how to access the student comment forms (if shortcuts are provided). The student comment form is available at: [www.FLAssessments.com/EOCStudentCommentForm](http://www.FLAssessments.com/EOCStudentCommentForm).
- ❑ On each day of testing, confirm that the Proctor Caching computer and Proctor Caching software are turned on and remain running.

### **During Testing**

- ❑ Ensure Proctor Caching software is running on all Proctor Caching computers.
- ❑ Monitor each testing room to ensure that there are no technical issues.
- ❑ Be available during testing to answer questions from test administrators.

### **After Testing**

- ❑ Purge test content from the Proctor Caching computer(s).
- ❑ Complete the Technology Coordinator Comment Form at [www.FLAssessments.com/EOC](http://www.FLAssessments.com/EOC).

## DISTRICT ASSESSMENT COORDINATOR CHECKLIST

### Before Testing

- Carefully read the test administration manual, as well as any local assessment policies and procedures. Resolve any questions you might have with the Bureau of K–12 Student Assessment at FDOE.
- Ensure that PearsonAccess accounts and Training Center accounts (if necessary) have been created for all district and school users, per the directions provided by the FDOE.
- Train school assessment coordinators and technology coordinators (pages 147–148).
- Receive test materials and make sure each school receives the range of boxes assigned (pages 145–146). Ensure that each school maintains an accurate *Test Materials Chain of Custody Form*.
- Communicate the process for collecting required administration information to your school assessment coordinators (pages 146–147).
- Provide test group codes to school assessment coordinators (page 10). If school assessment coordinators create their own test group codes, ensure they understand your district’s policy for doing so.
- As applicable, make arrangements to test students enrolled in special programs (e.g., district virtual instruction programs, Home Education Program) (pages 149–150).
- Ensure correct implementation of accommodations (pages 150–151) and provide assistance to school assessment coordinators to address any special needs they may have regarding test accommodations (Appendix A).
- Ensure that all school assessment coordinators, school administrators, technology coordinators, test administrators, and proctors sign a *Florida EOC Test Administration and Security Agreement* and that test administrators sign a *Test Administrator Prohibited Activities Agreement*.

### During Testing

- Provide schools with additional materials, as necessary.
- Monitor schools to ensure that test administration and test security policies and procedures are followed.
- Be available during testing to answer questions from school personnel and technology coordinators.
- Communicate with the Bureau of K–12 Student Assessment, as needed, in the case of test irregularities and security breaches, or if you need guidance when test invalidation is being considered.

### After Testing

- Return TO BE SCORED and NOT TO BE SCORED paper-based materials (pages 155–156).
- Review the records of required administration information from your District Assessment Coordinator ONLY boxes, report any missing materials to FDOE, and conduct any necessary investigations (page 24).
- Verify that seating charts and Security Logs were completed and file them.
- Verify that *Test Materials Chain of Custody Forms* were completed and file them.
- Store ancillary materials (used work folders, seating charts, etc.) until after scores for this administration have been reported.
- Complete the District Assessment Coordinator Comment Form at [www.FLAssessments.com/EOC](http://www.FLAssessments.com/EOC), and encourage school assessment coordinators and technology coordinators to complete their forms.

**PRIVATE SCHOOL APPLICATION TO ADMINISTER  
FLORIDA STATEWIDE ASSESSMENTS IN 2014-15**

**Attachment H: Security Forms Packet**

**SIGNATURE PAGE**

I hereby confirm that I have read and will abide by Attachment H: Security Forms Packet.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name – Please Print

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date