

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
OFFICE OF THE SUPERINTENDENT**

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*Approved memorandum with signatures is on file.*

September 28, 2004

TO: Judie S. Budnick, School Board Member  
Lois Wexler, School Board Member

FROM: Katherine Blasik, Ph.D., Associate Superintendent  
Research, Evaluation, Assessment & Boundaries

VIA: Frank Till  
Superintendent of Schools

SUBJECT: **FLORIDA COMPREHENSIVE ASSESSMENT TEST (FCAT)  
TEST ADMINISTRATOR/PROCTOR TRAINING REVIEW AD HOC  
COMMITTEE SUMMARY OF FINDINGS AND RECOMMENDATIONS**

At the March 16, 2004 Regular School Board Meeting, you requested that staff review the procedures for training of teachers prior to the administration of the Florida Comprehensive Assessment Test (FCAT) and examine processes by which test administrators and proctors are assigned to classrooms during testing (RSBM-031604-07,14). Per the follow-up response dated March 31, 2004 (attached), Student Assessment & School Performance staff convened an Ad Hoc Committee to further respond to these issues. The purpose of the Ad Hoc Review Committee was threefold:

- To review the methods by which the District provides training to school testing coordinators, test administrators, and proctors in preparation for the administration of the FCAT;
- To examine the way in which test administrators and proctors are assigned to classrooms during testing; and
- To make recommendations for improving the procedures regarding the training and assignment of test administrators and proctors.

Findings and Recommendations

The general finding of the Committee was that certain aspects of the test administration training are consistent across the District. However, many training procedures vary from school to school. It is up to the discretion of school-based staff, including school administrators and the school testing coordinator, to establish the procedures for the training and assignment of test

administrators and proctors at each school site. In light of this, the Ad Hoc Review Committee formulated several recommendations with the goal of increasing consistency districtwide in the procedures for test administration training:

1. Increase involvement of school-based administration in training to provide greater emphasis on the importance of test security and appropriate administration procedures;
2. Survey schools to gather data on the training procedures used at schools sites and share best practices;
3. Provide additional direction to schools on the use of the BECON training videos, including a guide for school testing coordinators to promote more consistent implementation of this training tool;
4. Expand the proctor training video to include more information on test security and acceptable/unacceptable behaviors on the part of test administrators and proctors during testing;
5. Assign proctors to schools earlier in the year to allow proctors to attend training at the school site prior to testing;
6. Provide information to students to prepare them for what will occur during test administration and clarify expectations of the behavior of the test administrator during testing; and
7. Develop a video for parents, students, and community members providing information about the FCAT, how to prepare for testing, and what to expect during test administration.

With regard to implementation of the recommendations, Student Assessment & School Performance staff will work with the Area Directors to promote increased involvement of school-based administrators in training test administrators and proctors, thus providing greater emphasis on the importance of test security and following appropriate administration procedures. With the assistance of the Research Services Department, staff will develop a survey for all school administrators, school testing coordinators, test administrators, and proctors to gather data on the training provided at each school site. Based on the survey results, Student Assessment & School Performance staff will share best practices for training of test administrators and proctors with all schools.

As recommended by the Committee, Student Assessment & School Performance staff will provide expanded direction to school testing coordinators on the use of the BECON Test Administrator and Proctor Training videos. In addition, Student Assessment & School Performance staff will expand the Proctor Training Video to include additional information on test security and acceptable/unacceptable behavior of test administrators and proctors during test administration and provide guidelines for reporting any concerns (both inappropriate behavior by students and/or inappropriate behavior by test administrators). Student Assessment & School Performance staff will also work closely with District and Area Office staff to ensure that proctors are assigned to schools earlier in the year to allow proctors to attend training at the school site where they will be assisting.

Student Assessment & School Performance staff, via Area Directors, will work with school staff to develop procedures to prepare students for standardized test administration in order to clarify

expectations and decrease confusion. Finally, Student Assessment & School Performance staff will develop a video for parents and students to be aired on the community cable channels addressing what students can expect during testing. The video will provide the following: general information about the FCAT, test-taking tips to prepare students to do their best work on testing days, a review of appropriate behaviors by students and test administrators on testing days, and a range of inappropriate behaviors that must be avoided by students and test administrators during testing.

As each of these recommendations is implemented, staff will continue to monitor the feedback from school staff and make modifications as needed. If you have questions regarding this response, **please contact me at (754) 321-2470, or Kimberley Kraft, Director, Student Assessment & School Performance, at (754) 321-4257.**

FJT/KAB/KEK:sjm

RSBM-031604-07,14

Attachment

cc: School Board Members  
Senior Management  
Area Directors  
Principals