

# **Florida Comprehensive Assessment Test (FCAT) Test Administrator Training**

Reading, Mathematics,  
and Science Assessments  
2008 Administration

# FCAT Administration Window

March 11<sup>th</sup> - March 25<sup>th</sup>

- Refer to specific schedule for each grade level
- Follow **exact** testing time for each session
- Retakes allowed additional time

# What's New for FCAT 2008



- **Electronic Device Policy- New Definition**
  - "Possession of electronic device that reproduces, transmits, calculates, or records is cause for invalidation.
- **Electronic Device Policy- What is Possession?**
  - "within arm's reach"
- **For Grades 8 & 10 the Test Books sometimes instruct students that an item number should be left blank.**

# Special Groups\*

- Home Education Students: #9998
- McKay Scholarship Students: #3518
- Hospital/Homebound Students: #0601
- Florida Virtual School Students:  
Connections Academy (District #78 and School #0700) **OR** Florida Virtual Academy (District #79 and School #0801)

\*Scores not aggregated with district/school data

\*Packaged separately for return and scoring

# Administration Accommodations

## ESE/504 students

- Presentation
- Responding
- Scheduling
- Setting
- Assistive Devices

## ELL students

- Flexible setting
- Flexible scheduling
- Flexible timing
- Assistance in heritage language
- Dictionary

# Make-Up Procedures

- Make-up testing may begin on Day 2 of the testing window
- Distribute make-up materials on day of testing
- Materials to be returned immediately after each make-up session
- Maintain test security during make-ups

# Additional Materials

- Calculators
  - Grades 7-Adult during Mathematics SSS and NRT
  - Grades 8 & 11 during Science SSS
- Mathematics Reference Sheets
  - Grades 6-Adult during Mathematics SSS
  - Grades 7-10 during Mathematics NRT
- Science Reference Sheets/Periodic Tables
  - Grades 8 & 11 during Science SSS
- Mathematics Rulers
  - Grades 3-10 during Mathematics NRT only



Grade 5 Mathematics Sunshine State Standards Test and Answer Book AA

Student Name, District/School, LAST NAME, FIRST NAME, M

DISTRICT/SCHOOL NUMBER, SOCIAL SECURITY NUMBER/FLORIDA STUDENT NUMBER

Large grid for student identification numbers



DATE OF BIRTH: MONTH, DAY, YEAR with radio button options for months

SECTION 504? Yes

GRID ALL THAT APPLY

ESE/504 ACCOMMODATION TYPES

PRIMARY EXCEPTIONALITY Grid only use

Grid for primary exceptionalities: A EMH, B TMH, C DI, D LI, E DHH, F SI, G LI, H DHH, I VI, J EH, K SLD, L GF, M HH, N NI, O DSJ, P AU, Q TBI, R CHI

Accommodation types: M Presentation, N Responding, O Scheduling, P Setting, Q Assistive device(s) other than standard calculator, R Student given additional time

CTB USE ONLY

Do NOT write in this space

ELL

Receiving ESOL services for: Less than 1 year, At least 1 year, but less than 2 years, 2 years or more

ELL ACCOMMODATION TYPES

Accommodation types: M Additional time, N Flexible scheduling, O Flexible setting, P Assistance in heritage language, Q Approved dictionary

GENDER: Female, Male

RACIAL/ETHNIC CATEGORY: W, B, H, A, I, M

SCHOOL USE ONLY: DNS, UNDO, M, LP, BR

PLACE STUDENT LABEL HERE



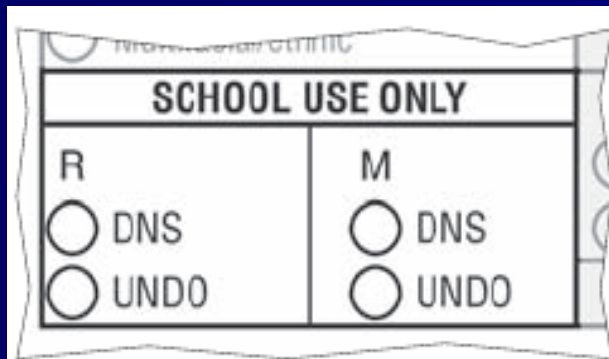
# Using Preidentified Documents

- Use the label or the preprinted answer sheet if ALL of the following information is correct (even if other information is incorrect)
  - **Student Name**
  - **Identification Number:** Use the student's External Number from TERMS
  - **District/School Number**
  - **Grade Level**
- Grid any missing information in the appropriate sections of the grid sheet

# DNS and UNDO Bubbles (SSS)

There are bubbles for one or two content areas, depending on the grade level tested:

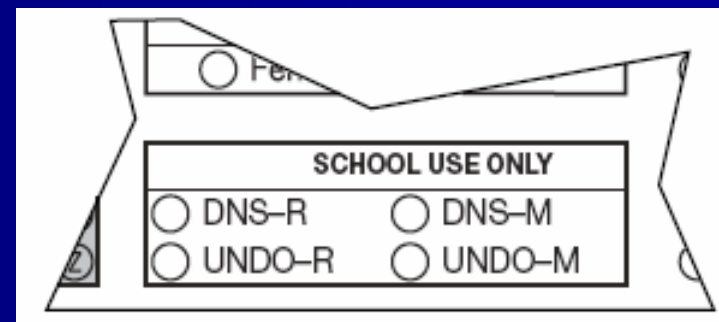
## SSS DNS



A rectangular form with a header section and two columns. The header section is labeled "SCHOOL USE ONLY" and contains a small circle with the letter "R" on the left and a small circle with the letter "M" on the right. Below the header, there are two columns of bubbles. The left column has two bubbles labeled "DNS" and "UNDO". The right column has two bubbles labeled "DNS" and "UNDO".

SCHOOL USE ONLY	
R	M
<input type="radio"/> DNS	<input type="radio"/> DNS
<input type="radio"/> UNDO	<input type="radio"/> UNDO

## NRT DNS



A rectangular form with a header section and a grid of bubbles. The header section is labeled "SCHOOL USE ONLY" and contains a small circle with the letter "R" on the left and a small circle with the letter "M" on the right. Below the header, there is a grid of four bubbles. The top row has two bubbles labeled "DNS-R" and "DNS-M". The bottom row has two bubbles labeled "UNDO-R" and "UNDO-M".

SCHOOL USE ONLY	
<input type="radio"/> DNS-R	<input type="radio"/> DNS-M
<input type="radio"/> UNDO-R	<input type="radio"/> UNDO-M

# Test Invalidation

1. Cheating, disruptive behavior, or possession of an electronic device  
Grid **ONLY** the DNS bubble for that test.
2. Defective used answer document,
3. Incorrect preidentified information on a used document, or
4. Label over preidentified information
  - Grid **ALL** DNS bubbles on the document.
  - Do **NOT** attempt to remove a gummed label.

# Possible Test Invalidation

## 5. Illness during testing **OR** Incorrect time

- Determine if invalidation is appropriate based on whether the student had enough time to respond completely to the test questions.
- Grid **ALL** DNS bubbles on the document.
- Do **NOT** attempt to remove a label.

# Do NOT Invalidate

1. Student withdrew before testing
2. Student absent during entire testing window
3. Unused defective answer document
4. Unused incorrect preidentified information

- Return with NOT TO BE SCORED materials.
- Do **NOT** attempt to remove a label.

# Defective Test Book

## Before testing:

- Give the student a replacement test book
- Return with **NOT TO BE SCORED** materials

## During testing:

- Give the student another test book to continue working from
- Use a book with the same form number if possible

# Defective Answer Document

## Before testing:

- Give the student a replacement blank, non-identified answer document
- Return with **NOT TO BE SCORED** materials
- Hand-grid the student information on the grid sheet of the replacement document

## During testing

- Give another document to continue working in
- **AFTER** the session, allow the student to transfer answers to the new document
- Hand-grid the student information on the new document

# Test Security

## Do NOT:

- Read, reveal, or copy test items
- Interpret or read items to students
- Change or interfere with student responses
- Read or copy student responses
- Fail to follow security procedures and test administration directions



# Proctors

- One additional proctor for every 30 students
- “Administrative Assistants”
- School system personnel vs. Non-school system volunteers

# Test Security

- Never leave materials unsecured
- Count materials each time they change hands
- Return materials to school coordinator as soon as possible
- Record security numbers
- All School Coordinators, Test Administrators and Proctors must sign the FCAT Administration and Security Agreement

# Test Group Codes

Test Group Codes information is required for the SSS Sessions for Grades 5-11 & Retakes:

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Test Group Code: \_\_\_\_\_

## 2008 SSS Reading, Mathematics, and Science Security Log

Room Number: \_\_\_\_\_ District: \_\_\_\_\_ School: \_\_\_\_\_

For personnel (test administrator, proctors) assigned to monitor this room for ANY length of time: Complete this log when entering and exiting the room. Please indicate your assigned area of the testing room (e.g., first three rows, back of the room).

Date	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Time In	Time Out	Assigned Area of Room	Print Name	Signature

# Security Numbers

- Track materials using security numbers
- Distribute materials sequentially
- Maintain complete list and verify each document is returned
- Document number ranges each time the materials are distributed and collected
- Note unused materials
- Record information on the Security Checklist



Florida  
Spring 2008 FCAT Reading, Mathematics, and Science  
SECURITY CHECKLIST



DISTRICT: 00 Florida Comprehensive Assessment Test - Primary Organization

PACKING LIST #: 001101

SCHOOL: 00 Florida Comprehensive Assessment Test - Primary Organization

4977500005 - Reading Sunshine State Standards Test Book

Each day BEFORE testing, the Test Administrator (TA) must sign below to indicate receipt of secure test materials.  
Each day AFTER testing, the School Coordinator (SC) must sign below to indicate receipt of secure test materials.

SECURITY #	CARTON #	STUDENT NAME	RECEIVED (TA SIGNATURE)	RETURNED (SC SIGNATURE)	IF DOCUMENT IS NOT RETURNED, STATE REASON
KH200531	1	_____	_____	_____	_____
KH200532	1	_____	_____	_____	_____
KH200533	1	_____	_____	_____	_____
KH200534	1	_____	_____	_____	_____
KH200535	1	_____	_____	_____	_____
KH200526	1	_____	_____	_____	_____
KH200527	1	_____	_____	_____	_____
KH200528	1	_____	_____	_____	_____
KH200529	1	_____	_____	_____	_____
KH200530	1	_____	_____	_____	_____

**DRAFT**

# Administration Record

**Test Administrator's must maintain the following information :**

- ALL Students Assigned to Testing Room
- Attendance Information:
  - (P) Present
  - (PI) Present but Invalidated
  - (A) Absent
  - (W) Withdrawn
- Test Group Code (Grades 5-11 & Retakes)
- Security Number(s) Assigned to Each Student

**FCAT ADMINISTRATION RECORD**  
**2008 Reading, Mathematics, and Science**

**SSS**   
**NRT**

*District/School Name:*

*Test Administrator:*

*District/School Number:*

*Test Group Code(s):*

Grade Level	Subject	Student ID Number	Student Name	Test & Answer Book Security Number	Test Book Security Number	Answer Book Security Number	Attendance*					
	R = Reading M = Mathematics S = Science						Session 1	Session 2	Session 3	Session 4	Session 5	Session 6



# Before Testing

- Read manual and attend training at your school
- Sign and return the "Test Administration and Security Agreement" found in Appendix C
- Prepare room for testing
- Remove or cover all visual aids
- Post Do Not Disturb signs
- Assemble materials needed for testing
- Receive test books and answer documents
- Receive and prepare additional materials

# Options for Collecting Materials

- Option A: Students close the test book and sit quietly with materials in front of them until everyone has finished.
- Option B: Students raise their hands when finished; Test Administrators collect materials. Students sit quietly until everyone has finished.
- Option C: Students raise their hands when finished; Test Administrators collect materials. Students are permitted to read a book, but may not write, until everyone has finished.

# During Testing

- **MOVE AROUND THE ROOM**
- Have students clear their desks
- Use #2 pencil **ONLY**
- No scratch paper or electronic devices
- Distribute materials, preidentified & blank
- Read scripts **VERBATIM**
- Keep time
- Maintain test security

# After Testing

- Collect test materials
- Notify School Coordinator of any missing materials
- Remove reference sheets/rulers
- Check DNS and UNDO bubbles
- Complete
  - Security Checklist
  - Administration Records
  - Online Comment Form

# Material Return

Stack materials using cover sheets (in Appendix C):

1. Absent students (hold for make-up)
2. School TO BE SCORED
3. Home Education, McKay, Hospital/Homebound, and Florida Virtual School TO BE SCORED
4. Administration Manual
5. Test Administration Security Log
6. Administration Record
7. Completed Security Checklist
8. All NOT TO BE SCORED materials

\*\*Stack materials in the same order when preparing NRT materials for return

# On-Line Comment Forms

- SSS:  
[www.ctb.com/fcat](http://www.ctb.com/fcat)
- NRT Test Administrator:  
[www.surveymonkey.com/FCAT\\_  
NRT\\_Test\\_Admin\\_Comment](http://www.surveymonkey.com/FCAT_NRT_Test_Admin_Comment)