

Florida Comprehensive Assessment Test (FCAT)

Retake Administrations 2008-09

Student Assessment & School Performance
(754) 321-4250

ANY REFERENCES TO RECYCLING MATERIALS SHOULD NOT BE INTERPRETED AS PERMISSION TO REUSE THEM.

Reminders for 2008-09

- **READ TEST ADMINISTRATION MANUAL**
- Optional FCAT Administration Record available online at www.ctb.com/fcat
- Inappropriate actions may result in test invalidations / loss of teaching certification
- May **NOT** transcribe student responses from large print and braille documents into regular print answer documents
- Invalidation for students in "possession" of electronic device. **Even if they are turned off or not in use**
- Forms for reporting missing items, test irregularities, and security breaches are available online at www.ctb.com/fcat
- If a student begins a test and leaves campus without finishing, he or she will **NOT** be allowed to complete that test
- Only **FOUR** information categories must be correct on a Retake Student Label: Student Name, ID Number, District Number and School Number

Administration Schedule

- **NO TIME RESTRICTIONS**
- Testing for a subject (Reading or Mathematics) must not extend beyond the end of the school day unless allowed by ESE accommodation.
- Fall Administration Oct. 6th through October 10th
- Summer Administration June 15th through June 18th
- **NO MAKE UP DATES FOR SUMMER ADMINISTRATION**

Students to be tested?

- **FALL** - Grade 11, 12, and Adult students scheduled to graduate in 2009 or 2010 who have not yet earned passing scores in one or both subject areas
- **SUMMER** – ONLY for Rising Grade 12 Students, Adult Students, and Students with Certificates of Completion who have not earned passing scores in one or both subject areas
- Other students are **NOT** eligible to participate

Administration Accommodations

- Read Appendix A for comprehensive Test Accommodations
- Eligible Students
 - ESE students with current IEPs
 - 504 students
 - ELL (LEP) students
- Accommodations should be the same or nearly the same as those provided to the student on a regular base
- Accommodation arrangements should be made in advance and must not interfere with testing of other students

Accommodations

ESE/504 Students

- Presentation
- Responding
- Scheduling
- Setting
- Assistive Devices

ELL Students

- Flexible Setting
- Flexible Scheduling
- Flexible Timing
- Assistance in the Heritage Language
- Translation Dictionary

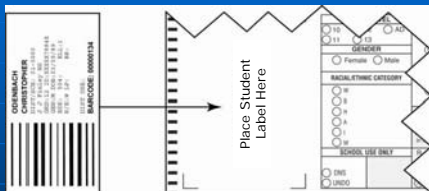
Test Materials

- Calculators – ONLY FDOE issued calculators may be used
- Mathematics Reference Sheets
- Reading SSS Retake Test and Answer Book
- Mathematics SSS Retake Test and Answer Book
- Reading or Mathematics Retake tests do not contain short-or extended-response items

Preidentified Student Labels

1. Verify the student is still enrolled in your school and is to be tested. Securely discard labels for students not to be tested.
2. Verify that the **student name, student ID number, district number and school number** on each label is correct. Labels **without** this correct information should **NOT** be used.
3. If any other information is incorrect, you may use the label, however make sure the correct information is updated in TERMS before the next FCAT administration.
4. Check that no required information is missing. If so, hand grid any missing information.

Affixing Labels



- Carefully and legibly, affix the label in the box that reads **PLACE STUDENT LABEL HERE** on the student test and answer book.
- Do **NOT** remove labels once they have been affixed.
- Do **NOT** affix a label over another label.

Test Invalidation

Grid the **DNS** bubble and document if any of the following occurs:

1. The document is defective and **USED**
2. A student's name, ID number, district number, OR school number is **INCORRECT** on a label affixed to a **USED** document
3. A student label has been placed over another student label on a **USED** document
4. A student is found with an electronic device during testing
5. The student is cheating or is disruptive during testing
6. A student becomes ill and is unable to finish, **OR** a student is not allowed the correct amount of time to finish

Do NOT Invalidate

1. Student withdrew before testing
 2. Student absent during entire testing window
 3. UNUSED Test and Answer Book is defective
 4. Incorrect Pre-ID Label is affixed to an UNUSED Test and Answer Book (Do **NOT** attempt to remove the affixed label).
- Return these items with NOT TO BE SCORED materials.

Test Security Policies and Procedures

DO NOT:

- Give examinees access to test questions prior to testing
- Copy, reproduce, or use in any manner inconsistent with test security the student test book
- Coach examinees during testing or alter or interfere with examinees' responses
- Make answer keys available to examinees
- Fail to follow security procedures and test administration directions
- Fail to account for test materials before, during, and after testing

DO:

- Read Test Security policies and Procedures, pages 10 - 13
- Read Florida Test Security Statute and Rule – Appendix B
- Have all appropriate testing staff sign the FCAT Administration and Security Agreement found in Appendix C

Security Numbers

- Security Numbers consist of two letters followed by a six-digit number
- Track materials at all times using the security numbers
- Count materials each time they change hands
- Record information on the FCAT Security Checklist
- Test Administrators should **IMMEDIATELY** report any missing materials to the School Coordinator

Missing Materials

- Initiate a thorough investigation
- **IMMEDIATELY** contact Student Assessment & School Performance at (754) 321-4250
- Principal must generate a letter of explanation on school letterhead
- Email letter to Director of Student Assessment & School Performance, cc to Area Superintendent, within 2 days

Test Administrator Responsibilities

Before Testing

- Read manual & attend training
- Sign *FCAT Test Administration and Security Agreement*
- Prepare room for testing
- Prepare test materials
- Display class code

Test Administrator Responsibilities

During Testing

- Distribute materials
- Read scripts **VERBATIM**
- Maintain test security
- Supervise test administration

Test Administrator Responsibilities

After Testing

- Collect test materials
- Notify School Testing Coordinator of any missing materials
- Check DNS & UNDO bubbles
- Remove Reference Sheets
- Complete *FCAT Security Log* and *FCAT Administration Record*.
- Complete Comment Form
- Group materials using cover sheets and return all materials to School Testing Coordinator

School Assessment Coordinator Responsibilities

Before Testing

- Read manual & view training
- Sign *FCAT Test Administration and Security Agreement*
- Receive & inventory test materials
 - Email Theodore Odem for additional materials
- Track Security Numbers
- Train Test Administrators
- Assign & train Proctors
- Ensure implementation of Administration Accommodations

School Assessment Coordinator Responsibilities

During Testing

- Supervise test administration
- Maintain test security
- Ensure *FCAT Security Log* and *FCAT Administration Records* are completed properly
- Supervise make-up administrations

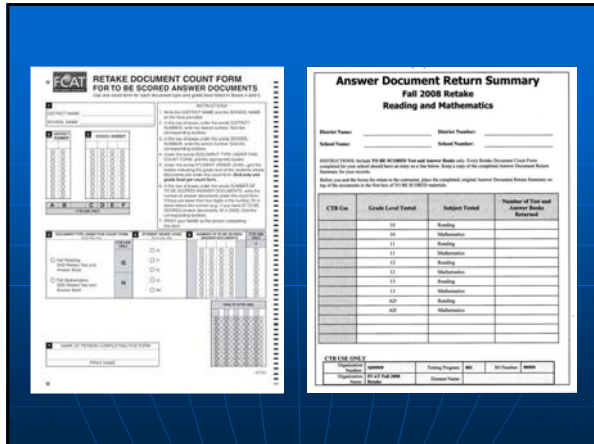
School Assessment Coordinator Responsibilities

After Testing

- Collect test materials
- Notify Student Assessment & School Performance of any missing materials
- Separate test materials as directed
- Check DNS & UNDO bubbles
- Complete, Copy, and File *FCAT Security Logs*, and *FCAT Administration Records*
- Check Comment Forms

Packing of Materials

- Complete a *Retake Document Count Form* for each grade level
- Complete one *Answer Document Return Summary Form*
- Complete Paper Bands (see page 46)
- Package **TO BE SCORED** Test and Answer Books, with hand gridded Test and Answer Books on top
- Prepare **NOT TO BE SCORED** materials
- Follow special instructions for return of Large Print and Braille Materials



Material Return

Return three sets of materials:

1. **RED** label boxes containing TO BE SCORED materials
2. **YELLOW** label boxes containing NOT TO BE SCORED materials
3. **District Coordinator ONLY** box with no label (hand write on box- District Coordinator Box)

Contact Information

If you have any additional questions or concerns, please contact Student Assessment & School Performance at (754) 321-4250.
