

# 2010 Florida Comprehensive Assessment Test (FCAT)

Reading, Mathematics, and Science  
Assessments  
Middle and High School Training

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## Administration Schedule

### Testing window:

**March 9 - March 19, 2010**

- Follow the administration schedule from Student Assessment
- No testing before Tuesday, March 9th or after Friday, March 19th
- Testing times for each session must be **EXACT**

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## What's New for FCAT 2010



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### What's New for FCAT 2010



- 1.) The Grade 4 Mathematics tests now contain gridded-response items and the time allotted has changed from 60 minutes to 70 minutes per session.
- 2.) Session 4 of Grades 3 and 4 (FCAT) Mathematics contains items that require a ruler.
  - -Rulers should not be distributed for Session 3.
  - -Rulers will be provided on perforated sheets with other test materials.
  - -Grades 3 and 4 Calibration schools will not receive rulers as they are not required for their version of the test.
- 3.) Grade 5 Mathematics tests now include a *Grade 5 Mathematics Reference Sheet* as a perforated page inside the test and answer book.

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### What's New for FCAT 2010



- Performance task items have been removed from all FCAT Science tests.
- FL Virtual School Program is being phased out- Different packaging instructions for in-district and out-of-district Virtual Materials
- School Assessment Coordinator, and Test Administrator checklists are printed on perforated pages in the back of the manual.
- No Answer Document Return Summary
- School Assessment Coordinator Kits
  - Clear plastic bags instead of colored vinyl folders.

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### What's New for FCAT 2010



- FCAT Administration Record/Security Checklist Form
  - One combined form
- Document Count Form
  - The Document Count Form and Spring Retake Document Count form have been combined into one.
  - Bubbles for large print, braille, and one-item-per-page have been added.

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**Reminders for FCAT 2010**



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**Reminders for FCAT 2010** 

- Nothing is allowed on desks except test materials
  - **ELECTRONIC DEVICES = INVALIDATION**
  - **NO SCRATCH PAPER**
  - **NO NOTES**
- No electronic dictionaries for LEP students

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**Reminders for FCAT 2010** 

- Schools must adhere to the daily testing schedule distributed by the Student Assessment Department.
- All Comment Form, Training Materials and Material Forms are now posted at [PearsonAccess.com/fl](http://PearsonAccess.com/fl) under the *support* tab
- FLDOE encourages you to recycle all non-secure materials

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**Reminders for FCAT 2010** 

- Test administrators must **NOT** administer the FCAT to their family members
- Students who are related to their assigned test administrator should be reassigned to an alternate test administrator
- Carefully read the Test Security Policies and Procedures. Failure to comply could result in test invalidation and in extreme cases, loss of teaching certification

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**Reminders for FCAT 2010** 

- If a student starts a test and leaves without finishing (for an appointment, illness, etc.), he/she will **NOT** be allowed to complete the test
  - No exceptions will be made once the student leaves the school's campus; therefore, if you have concerns about a student, you should not allow the student to begin
  - Instead, consider administering the test on one of the make-up days

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**Reminders for FCAT 2010** 

- You may use pre-ID labels 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
  - > Grade Level
  - > District/School Number

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### Reminders for FCAT 2010

Three Options for Collecting Materials:

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

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### Reminders for FCAT 2010

- **Test Administrators are required to use ALL of the allotted time in each SSS session and should not end a session early**
- **A student with the accommodation of extra time must complete one session before continuing to the next session**
- **Check all answer documents for stray marks. Stray marks in the timing bars may result in a student not receiving scores**
- **Large Print materials should not be transcribed by school staff**

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### Students to be tested

- **Reading and Mathematics: Grades 3–10**
- **Reading and Mathematics RETAKE Tests:**
  - **Grades 11–Adult students who have NOT passed the Grade 10 FCAT in Reading and/or Mathematics**
  - **Retained Grade 10 students with ANY Grade 10 FCAT Reading and/or Mathematics score on file**
  - **Certificate of Completion students**
  - **Students in the SECOND or THIRD year of the Three-Year Graduation Program**
- **Science: Grades 5, 8, and 11**

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### Special Groups

- Home Education Program students
  - MAY participate in the FCAT administration appropriate for their grade-level (Grades 3-10)
  - MAY take the FCAT Science test (Grade 11)
  - May NOT take the Retake test
- McKay Scholarship Program students
  - In PRIVATE schools MAY participate
  - In PUBLIC schools MUST participate
  - May NOT take the Retake test
- Corporate Tax Credit (CTC) Scholarship Program students
  - INDIVIDUAL students MAY participate in the FCAT appropriate for their grade-level
  - May NOT take the Retake test
- Your District's Virtual Instruction Program Students
  - All grades MUST participate
- K-8 Virtual School Continuity Program students (Connections Academy and Florida Virtual Academy)
  - ALL Grades (3-8) MUST participate
- English Language Learners (ELLs)
  - ALL ELLs are expected to participate in FCAT Reading and Writing.
  - ALL ELLs are expected to participate in the FCAT Mathematics and Science tests.

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### Special Groups\*

- **Home Education:** #9998
- **McKay Scholarship:** #3518
- **Hospital/Homebound:** NO SPECIAL CODE FOR HH
- **Florida Virtual School(s)**
  - Formerly Connections Academy: Packaged in Separate Envelope: District #71; School #7078
  - Formerly Florida Virtual Academy: Packaged in Separate Envelope: District #50; School #7079

\*Scores not aggregated with district/school data

\*Packaged separately for return and scoring

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### Special Groups Contact Information:

- **Home Education:**  
District Guidance at (754) 321-2586
- **McKay Scholarship:**  
Jenny Ligas at (754) 321-2247
- **Hospital/Homebound:**  
Darryl Wilson at (754) 321-7320
- **Formerly Florida Virtual School:**  
Karl Yeats (754) 321-4250

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## Make-up Procedures

- Make-up testing may begin on Day 2 of the testing window
- Make-up administrations must occur only **AFTER** regular testing
- Distribute make-up materials on day of testing
- Return materials immediately after each make-up session
- Maintain test security during make-ups
- You must provide make-ups during the ENTIRE testing window.

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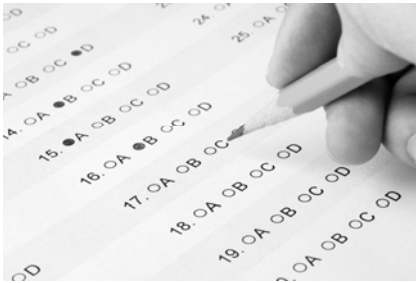
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## Student Test Materials



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## Middle School Document Configuration

GRADE	DOCUMENT TITLE	ITEM TYPE*		
		MC	GR	SR & ER
Grade 6	Reading & Mathematics Test Book			
	Reading & Mathematics Answer Book A	✓	✓	
	Reading & Mathematics Calibration Answer Book B			
Grade 7	Reading & Mathematics Test Book			
	Reading & Mathematics Answer Book A	✓	✓	
	Reading & Mathematics Calibration Answer Book B			
Grade 8	Writing Folder			✓
	Reading & Mathematics Test Book			
	Reading Answer Book			
	Mathematics Answer Book A	✓	✓	✓
	Mathematics Calibration Answer Book B			
	Science Test Book	✓	✓	
	Science Answer Book	✓	✓	

\*MC=Multiple-Choice, GR=Gridded-Response, SR & ER=Short- and Extended-Response

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## Preidentification of Answer Documents



- Labels and answer sheets sorted alphabetically by Homeroom (Period 0000) teacher
- Carefully check labels
- Only the school coordinator and staff designated by the principal may open packages
- The labels must be affixed in a locked office and the sealed books must **NOT** be opened
- Books must be returned to locked storage
- Place labels on documents in the order they are packaged
- Make sure Pre-ID materials are distributed to the correct student

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## Student Grid Sheet

Registration Mark

Student Information (must be completed by the student)

Student Demographic Information

Student Label Area

School Use Only (DNS and UNDO bubbles)

Registration Mark

Grade Level/Content Assessed

Form Code

Security Number Area

Timing Tracks

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## Test Invalidation



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## TEST INVALIDATION

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

**Answer Document  
Containing Two  
Tests**

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

**Answer Document  
Containing One  
Test**

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

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## Test Invalidation

**The DNS Bubble MUST be gridded on a USED document if:**

- A test **MUST** be invalidated if any of the following circumstances occur:
  1. A student has an electronic device during testing.
  2. A student is cheating during testing.
  3. A student is disruptive during testing.

Situations involving possession of electronic devices, possible cheating, or disruptive behavior should be investigated and discussed with the school assessment coordinator and site administrator before a final invalidation decision is made.

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## Possible Test Invalidation

A test **MAY** be invalidated if any of the following circumstances occur:

1. A student becomes ill and is unable to finish, OR a student is not allowed the correct amount of time.
2. A student was given an accommodation not allowed on the FCAT.
3. A student was given an accommodation not on the student's IEP, Section 504 plan, or LEP plan.
4. A student was not given an allowable accommodation listed on the student's IEP, Section 504 plan, or LEP plan.
5. An error occurs in test administration or procedures that could compromise the validity of the test results (e.g., students had access to an unauthorized visual aid that gave an unfair advantage).

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### Do NOT Invalidate

1. Student withdrew before starting a test
2. Student absent for a session or the entire testing window
3. Unused defective answer document
4. Unused incorrect preidentified information

Package for return with NOT TO BE SCORED materials.

Do **NOT** attempt to remove an affixed label.

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### Defective Materials



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### Defective Test Books

- If a defective test book is identified **before** testing, give the student a replacement test book.
  - Return defective books with the NOT TO BE SCORED materials
- If a student discovers he/she has a defective test book **during** testing, give the student a replacement test book with the same form code.
  - If the same form code book is not available, give the student a book with any form code, and bubble the replacement form code on the student grid sheet.

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### Defective Answer Documents

(Answer Folder, Answer Book, or Test and Answer Book)



The DNS bubble **MUST** be gridded if any of the following circumstances occur:



1. The document is defective and USED.
2. A student name, student ID number, district number, school number, OR grade level (except for Retake documents) 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.

If any of the above issues happen **during** testing, give the student a replacement document. When the student completes the session, he/she must, under the supervision of the test administrator, transfer the exact responses from the defective document to the replacement.

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### Defective Answer Documents (continued)

(Answer Folder, Answer Book, or Test and Answer Book)



■ Under the following circumstances, it is **NOT** necessary to grid the DNS bubble if the document has been packaged properly for return with all other **NOT TO BE SCORED** materials.

1. Preidentified document belongs to a student who has withdrawn before testing begins.
2. Preidentified document belongs to a student who has been absent during the entire testing window.
3. Document is defective and **UNUSED** (found before testing begins)
4. Preidentified information is incorrect and the document is **UNUSED**.

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### Test Security



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## 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
- Fail to account for test materials before, during, and after testing

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### FCAT Administration and Security Agreement

Florida Department of Education  
Bureau of K-12 Assessment



Florida State Board of Education (FSBDE) FCAT Administration and Security Agreement, was developed to meet the requirements of the state security rules, Section 1205.24, Florida Statutes, and applies to activities involved in the administration of a statewide assessment test. The Rules prohibit activities that may threaten the integrity of the test. See Appendix B of the manual for the Florida State Security System and State Board of Education Rules. Examples of prohibited activities are listed below.

- Reading the writing prompts
- Retyping the writing prompts
- Copying the writing prompts
- Highlighting or marking the writing prompts for students
- Changing or otherwise tampering with student responses
- Copying or making student responses or used planning sheets
- Changing administration of schools to be unnecessarily postponed or rejected

Some of the above examples are allowable accommodations for students with approved IEPs, Section 504 plans, or 507 plans, who administrators are permitted to provide the accommodations as described in Appendix A of the manual.

All personnel are prohibited from examining or copying the writing prompts and/or the contents of student writing tables. The security of all test materials must be maintained before, during, and after the test administration. Please remember that after ANY administration, unused OR make-up materials must be returned immediately to the school assessment coordinator and placed in locked storage. Test materials should not remain in classrooms to be taken out of the building overnight.

The use of unattended test administrations increases the risk of test contamination due to test irregularities or breaches in security.

I, \_\_\_\_\_, have read the Florida Test Security System and State Board of Education Rules in Appendix B and the instructions and directions provided in all applicable sections of the 2010 FCAT Writing Test Administration Manual. I agree to administer the Florida Comprehensive Assessment Test according to these procedures.

Further, I will not reveal or disclose any information about the test items or engage in any act that would violate the security of the FCAT and cause student achievement to be unnecessarily compromised or impaired.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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## Proctors



- Proctors needed when testing 30 or more students in a room
- “Administrative Assistants”
- School system personnel vs. Non-school system volunteers
- Proctor Training BECON

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### Missing Materials/Security Breach



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

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### Letter of explanation documents:



- ✓ The circumstances, time and place, and names of individuals (students and staff) involved
- ✓ A detailed chronological record of all communication
- ✓ How the incident was resolved
- ✓ What steps were or will be taken to prevent recurrence

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### Test Administrator Responsibilities



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## Test Administrator Responsibilities

### Before testing:

- Read manual and attend training
- Sign and return both "Test Administration and Security Agreement" forms
- Prepare room for testing
- Remove or cover all visual aids
- Post **DO NOT DISTURB** and Electronic Devices signs
- Assemble materials needed for testing
- Receive test books and answer documents
- Receive and prepare additional materials
- Receive test group codes (Grades 3 – 11 SSS)
- Prepare Seating Chart

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## ELECTRONIC DEVICES!!!!



Electronic devices  
are NOT permitted  
during testing.

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## Test Administrator Responsibilities

### During testing DO:

- Have students clear their desks.
- Use #2 pencils ONLY
- No scratch paper, books, notes or electronic devices
- Distribute materials, preidentified & blank
- Read appropriate scripts **VERBATIM**
- Make sure students that are working in the correct session, are working independently and are not talking or disturbing other students and
- Keep time
- Complete Test Administration Security Log
- Maintain test security

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### Test Administrator Responsibilities

#### During testing DO NOT:

- Talk with students about test items
- help students with their answers.
- check through books.
- return books to students after they have been collected.
- discuss test items or answers with students even after all test materials have been returned and testing has been completed.

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### Test Administrator Responsibilities After Testing

- Collect test materials
- Notify School Coordinator of any missing materials
- Remove reference sheets
- Check DNS and UNDO bubbles, Preid info, student signature, and for stray marks
- Complete
  - Security Checklist
  - Security Log
  - Seating Chart
  - Administration Record/Security Checklists
  - Comment Form- [PearsonAccess.com/fl](http://PearsonAccess.com/fl)

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### Test Administrator Material Return

Stack materials using cover sheets (in Appendix C):

1. Absent students (hold for make-up)
2. School TO BE SCORED w cover sheet(s)
3. Home Education, McKay, CTC Scholarship, and District then Florida K-8 Virtual School TO BE SCORED All
4. NOT TO BE SCORED materials w/cover sheet
5. Administration Manual
6. Test Administration Security Log
7. Administration Record/Security Checklist
8. FCAT Rulers and Reference Sheets
9. FCAT Seating Chart

Once you have organized your materials, return them to your school's assessment coordinator by the end of test day.

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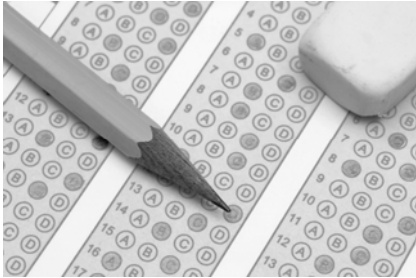
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## School Coordinator Responsibilities



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## School Coordinator Responsibilities



### Before testing:

- Receive and inventory test materials
- Track security numbers
- Train test administrators and assign proctors
- Make arrangements for accommodations
- Assign test group codes (Grades 3-11) and ensure the completion of seating charts
- Ensure Test Administrators are aware of which option will be used to collect materials
- Ensure that testing environments are adequate

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## Testing Location Considerations

- Use classrooms whenever possible.
- Make sure that each room is free of distractions and has
  - Comfortable seating
  - Good lighting
  - Sufficient workspace
  - Adequate ventilation and free of distractions
- Avoid testing in a cafeteria, gymnasium, auditorium, or library whenever possible.
- Make sure that:
  - students are not facing each other when seated at tables. This means circular tables as well. One student per circular table.
  - students are not in seating (stadium or staggered) that allows them to easily view other students' answers.
  - there is at least three feet between students.
- Remove or cover all visual aids on student desks or displayed in the room, such as posters showing mathematical and scientific concepts.

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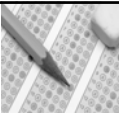
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### School Coordinator Responsibilities



**During Testing:**

- Supervise test administration
- Maintain test security
- Supervise make-up administrations
- Have procedures in place for Test Administrators to request additional materials if needed

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### School Coordinator Responsibilities After Testing



- Receive Materials from Test Administrators
- Complete Security Checklist
- Verify all materials have been returned
- Notify Student Assessment of any missing materials
- Photocopy and file:
  - Administration Record/Security Checklists
  - Seating Charts
  - Test Administration Security Logs
- Complete On-Line Comment Forms
- Check DNS Bubbles

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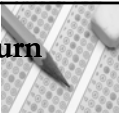
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### School Coordinator Material Return



Prepare TO BE SCORED Answer Documents for return, completing a Document Count Form:

1. School TO BE SCORED
2. Home Education TO BE SCORED
3. McKay Scholarship TO BE SCORED
4. CTC Scholarship TO BE SCORED
5. District and Florida K-8 Virtual School TO BE SCORED

Prepare NOT TO BE SCORED Answer Documents for return

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SSS Return Boxes	Label Color
Calibration TO BE SCORED Answer Documents	BLUE
Grade 3 and Retake TO BE SCORED Answer Documents	PEACH
Grades 4-10 TO BE SCORED Answer Documents	RED
NOT TO BE SCORED Materials	YELLOW
All special documents, Large Print and Braille Materials (TO BE SCORED and NOT TO BE SCORED documents and braille notes)	WHITE
<ul style="list-style-type: none"> <li>▪ Non-secure materials (unused paper bands, unused Document Count Forms, unused braille paper, etc.)</li> <li>▪ Original Administrative Materials:                             <ul style="list-style-type: none"> <li>✓ Administration Records/Security Checklists</li> <li>✓ FCAT Security Logs ✓ Seating Charts</li> </ul> </li> </ul>	No Return Label – Mark Boxes <i>District Coordinator ONLY</i>

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**Calibration TO BE SCORED**

**BLUE-Labeled Shipment**

If you have been identified as a calibration school for either Reading & Math or Science:

Place the SSS Reading and Mathematics or Science TO BE SCORED answer documents for Grade 3-10 in the box.

- Seal the boxes
- Affix a **BLUE** label on top of each box
- Number the boxes
- Have your materials ready on the specified calibration return date. You will receive an email with this date...

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**SSS RETAKE (RETAKE) TO BE SCORED PEACH-Labeled**

**Shipment**

Place the SSS Reading and Mathematics TO BE SCORED answer documents for RETAKES (or grade 3) in the box.

- Seal the boxes
- Affix a **PEACH** label on top of each box
- Number the boxes

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**SSS Grades 4-10 TO BE SCORED  
RED-Labeled Shipment**



Pack Materials in this order:

1. Florida Virtual School Answer Documents
2. Special Programs Answer Document Return Summary
3. Home Education, McKay, and Hospital Homebound TO BE SCORED Answer Documents
4. Your School's Answer Document Return Summary
5. Banded Stacks with document count form, and your School's TO BE SCORED Answer Documents

- \*Affix a **RED** label on top of each box
- \*Number the boxes

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**SSS NOT TO BE SCORED  
YELLOW-Labeled Shipment**



- Place ALL NOT TO BE SCORED materials in boxes, including:
  1. Unused Preidentified and Non-Preidentified Answer Documents
  2. Answer Documents with **ALL** DNS bubbles gridded
  3. Test Books without answer spaces
- Seal the boxes
- Affix a **YELLOW** label on top of each box
- Number the boxes

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**Unlabeled Boxes –  
District Coordinator Only**



Include These Materials:

- ORIGINAL FCAT Administration Records/Security Checklists
- ORIGINAL FCAT Seating Charts
- Original Test Administration & Security Logs
- Seal and write "District Coordinator ONLY" on box

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**Material Pick-Up:  
To-Be-Scored Boxes**



- Peach-Labeled Grade 3 and Retake SSS
- Red-Labeled Grades 4 -11 SSS

Warehouse staff will pick-up All MS,HS and  
Centers:  
**Monday, March 22, 2010**  
(To-Be-Scored Only,  
Do Not Send Not-To-Be-Scored Materials)

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**Material Pick-Up  
Not-To-Be Scored**



**Yellow-Labeled SSS**

- **District Coordinator Only Box**

Warehouse and Pony will pick-up on March  
25<sup>th</sup> and 26<sup>th</sup>

Email: [assessment.materials@browardschools.com](mailto:assessment.materials@browardschools.com)

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