

FLORIDA DEPARTMENT OF EDUCATION



STATE BOARD OF EDUCATION

T. WILLARD FAIR, *Chairman*

Members

DONNA G. CALLAWAY

DR. AKSHAY DESAI

ROBERTO MARTÍNEZ

PHOEBE RAULERSON

KATHLEEN SHANAHAN

LINDA K. TAYLOR

Dr. Eric J. Smith
Commissioner of Education



MEMORANDUM

TO: District School Superintendents

FROM: Jay Pfeiffer, Deputy Commissioner
Accountability, Research, and Measurement

DATE: March 12, 2008

SUBJECT: End-of-Course Examinations Clearinghouse

Clearinghouse Contact (HC)

Name: Ina J. Helmick
Phone: (813) 272-4006
E-mail: ina.helmick@sdhc.k12.fl.us

Clearinghouse Contact (DOE)

Name: Sharon Koon
Phone: (850) 245-0513, SC 205-0513
E-mail: sharon.koon@fldoe.org

MAP Program Contact

Name: Pamela Stewart
Phone: (850) 245-0509, SC 205-0509
E-mail: pamela.stewart@fldoe.org

In support of the implementation of the Merit Award Program (MAP), the Department has extended the project with the School District of Hillsborough County to continue to make available as many existing, locally-developed end-of-course exams as possible. Since February 2007, the End-of-Course Examinations (ECE) Clearinghouse has existed to support your school district.

Since the inception of the ECE Clearinghouse, school districts in Florida with signed security agreements have been granted access to the existing exams. These security agreements were signed by the district superintendent and the district's primary and back-up contacts for the ECE Clearinghouse. Recognizing that staff responsibilities change over time, each district is required to sign a new agreement each year to continue access. Districts that do not submit a new agreement by March 28, 2008, will no longer have access to the ECE Clearinghouse until a new agreement is received. Please find the updated security agreement attached.

This year's security agreement iterates the responsibility of districts to review exams and items to ensure they match the curriculum taught within the district using them. Validity of an exam for its intended purpose is dependent upon the items being consistent with the curriculum that is taught in that district. It is therefore necessary to have content experts in the receiving district review the items prior to their use. Answer keys provided with each exam should also be verified.

JAY PFEIFFER
DEPUTY COMMISSIONER
ACCOUNTABILITY, RESEARCH, AND MEASUREMENT

End-of-Course Examinations Clearinghouse
March 12, 2008
Page 2

The attached forms may be returned to the ECE Clearinghouse directly (via email or mail) to the attention of:

Ina J. Helmick
Assessment and Accountability
901 East Kennedy Boulevard
Tampa, Florida 33601
ina.helmick@sdhc.k12.fl.us

Recently you received a memorandum from Commissioner Smith asking districts to submit district developed end-of-course exams to the ECE Clearinghouse to improve its potential value. To expedite this process, exam submission information that includes contact information and related forms is also attached.

To assist districts with security guidelines, best practices and suggestions from districts have been compiled into a set of test use guidelines. The guidelines are provided to serve as minimum security procedures designed to supplement existing district test use guidelines that are in use within individual districts. This document is attached as another resource for your district.

If you have questions about the Clearinghouse, you may direct them to Ina J. Helmick of the End-of-Course Examinations Clearinghouse (Hillsborough County) at 813/272-4006 or ina.helmick@sdhc.k12.fl.us, or to Sharon Koon (Florida Department of Education) at 850/245-0513 or sharon.koon@fldoe.org. If your questions relate to the MAP program or MAP plans, please contact Pam Stewart at 850/245-0509, SC 205-0509, or pamela.stewart@fldoe.org.

Thank you for your support to continue and expand the ECE Clearinghouse so that all districts may benefit by sharing their efforts to improve student achievement.

JP:sk

Attachments:

Annual Security Agreement
Exam Submission Form
Test Use Guidelines

cc: District Assessment Coordinators

Linda Champion
Dr. Frances Haithcock
Jean Miller
Pam Stewart