

## **End-of-Course Examinations Submission to the ECE Clearinghouse**

Districts are invited to provide exams to be stored in the End-of-Course Examinations (ECE) Clearinghouse for distribution upon request to other districts within Florida with signed Security Agreements (copy attached). Exams are made available for download from a secure, password protected website. Only the two individuals named in each district's security agreement are granted this access. The ECE Clearinghouse currently stores end-of-course exams in Microsoft Word, Adobe Acrobat PDF, and rtf formats. The Clearinghouse is accepting new exams for inclusion in Microsoft Word or rtf formats only. Exams submitted to the ECE Clearinghouse must be locally developed and must **NOT** contain copyrighted materials.

A correct answer key must be provided for each exam. (Note: while providing districts will make every effort to ensure the accuracy of the keys for the shared exams, each user must verify the keys for items/tests used.)

The ECE Clearinghouse is moving toward providing a mapping of individual test items to course objectives. Current exams will be mapped during the coming year. A template for providing this information for newly submitted exams is provided.

Exams are placed in the ECE Clearinghouse with the understanding that when exams are provided to a district, it is the responsibility of the receiving district to verify that the items are consistent with the curriculum as it is delivered in the receiving district and to review the answer keys for accuracy. In addition, the receiving district is responsible for copying exams for its use. Validity of an exam for its intended purpose is dependent upon the items being consistent with the curriculum that is used in that district. It is therefore necessary to have content experts in the receiving district review the items prior to use.

Exams remain the property of the contributing district and may be removed from inclusion in the ECE Clearinghouse by that district at any time. When the current ECE Clearinghouse ceases to function, all exams remain the property of the contributing district and all exam materials in the Clearinghouse will be destroyed. Certification of the destruction of exam materials will be given to the submitting districts.

**Prior to submission, please contact Ina Helmick to confirm the transmission process.** In most cases, districts will be asked to encrypt the files for transmission and call to provide a password. A signed copy of this form must be submitted with the transmission. If you have PGP software, you may contact Ms. Helmick for a key that may be used for encryption. If you have winzip (version 9.0 or later), you may call Ms. Helmick to provide the information needed to open the files.

### **Contact Information:**

Ina Helmick, Supervisor, ECE Clearinghouse ([Ina.Helmick@sdhc.k12.fl.us](mailto:Ina.Helmick@sdhc.k12.fl.us))  
School District of Hillsborough County  
401 E. Kennedy Blvd.  
Tampa, Florida 33501  
813-272-4341

**Submission of Exams for Inclusion into the ECE Clearinghouse**

**District Name:**

**District #:**

**Date:**

**ECE Primary Contact:**

The listed exams are being submitted for inclusion into the ECE Clearinghouse.

**End-of-Course Examinations**

Course Code #	Exam Name	# Items	Date

**Pretests**

Course Code #	Exam Name	# Items	Date

To the best of my knowledge, these exams are locally developed and do not contain copyrighted material. They are provided to the ECE Clearinghouse as a resource for other districts in the State of Florida.

\_\_\_\_\_  
Signature of District ECE Clearinghouse Contact

\_\_\_\_\_  
Signature of District Superintendent

**End-of-Course Exam Item Map to Benchmarks or  
Student Performance Standards**  
(Please provide one form for each exam that is submitted.)

**Course Name:** \_\_\_\_\_

**Course Number:** \_\_\_\_\_ **Grade Level Group:** \_\_\_\_\_

**Exam Title:** \_\_\_\_\_

**Exam is appropriate for:**

- Pretest
- Semester 1
- Semester 2
- Either Semester 1 or Semester 2

Enter the number of each related benchmark or student performance standard listed in the current course description that is most effectively tested by each item in this exam. List only those most closely connected to the benchmarks or student performance standards as intended outcomes for the identified course.

Item #	Benchmarks/Student Performance Standards
1	Example Student Performance: 6.42, 6.43, 6.50
2	Example Benchmark: LA.A.1.4.2, LA.A.2.4.6
3	
4	
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NOTE: Benchmark information may be included on the answer key in a similar format.