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MEMORANDUM

TO: District School Superintendents

FROM: Pam Stewart

DATE: November 16, 2012

SUBJECT: Private School Opportunity to Participate in 2013–14 FCAT 2.0/EOC Assessments via the Florida Tax Credit Scholarship Program

Contact Information

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DPS: 2012-184

The purpose of this memorandum is to announce an opportunity that will be available to private schools in your district that participate in the Florida Tax Credit (FTC) Scholarship program. Beginning with the 2013–14 school year, any participating private school with at least one enrolled FTC Scholarship student may apply to the Department to administer the FCAT 2.0 and Florida End-of-Course (EOC) Assessments to all students at the private school, per [Section 1002.395](#), Florida Statutes. At this time, you are being provided this information to begin considering how this will be implemented in your district. You are not responsible for contacting private schools to make them aware of this opportunity, but we do ask for your cooperation with any private schools that contact the district to inquire about testing policies and requirements. Once a private school is accepted into the program, you will be notified by the Department and that school will be responsible for contacting the district assessment office.

The private school must have at least one FTC Scholarship student enrolled at the time of application and during the eligible school year, and the school must abide by all state and district testing policies and procedures in order to participate. Private schools will be held to the same expectations as public schools. In order to apply, the private school must agree to the following:

- The private school will adhere to the Test Security Policies and Procedures, as well as Florida Statutes and State Board of Education Rules governing test security.

- The private school will follow all instructions in the test administration manuals for each assessment administration.
- The private school will test participating students according to the schedule established by the Florida Department of Education (FDOE) and the district.
- The private school will use certified educators as test administrators and will have the required number of proctors as defined in the test administration manuals.
- The private school will have testing rooms that are suitable for testing.
- If any computer-based administrations are selected, the private school will have sufficient resources (e.g., computers, bandwidth, technical support) to participate. The district is not responsible for these resources.
- The private school will state that it understands that testing improprieties result in student or classroom invalidations and/or the loss of teaching certification.
- The private school will agree to comply with any investigations by the school district, the FDOE, and law enforcement.
- The private school will designate a school assessment coordinator to participate in the district-level training, to train school-level staff, and to complete all other duties defined in the test administration manuals.
- The private school will notify school personnel, parents, and students of its application to participate.

The application will also include a table for the private school to estimate the number of students to participate in each assessment. The eligible assessments include the Florida EOC Assessments (winter, spring, and summer), FCAT 2.0 Writing, and FCAT 2.0 Reading/Mathematics/Science administrations. Private schools are not eligible to participate in any field-test or FCAT 2.0 Reading Retake administrations. Failure to adhere to these requirements or to complete required tasks by designated deadlines will result in the private school being removed from participation.

In December 2012, the application and Frequently Asked Questions will be released. The application window is January 2–March 1, 2013, for participation in the 2013–14 assessment administrations. The applications will be reviewed and initially approved or rejected as they are submitted. The number of private schools that will be selected is based on the difference between the number of participating public schools and the contractual cap for the 2013–14 school year. Once the FDOE selects the private schools that may participate, these schools will be provided a preliminary approval to participate by July 2013. Final eligibility will be determined in August 2013 when the FTC Scholarship Student school assignments are complete.

At this time, please direct any questions to FLDOE.Assessment@fldoe.org. This program is being managed by both the Office of Assessment and the Office of Independent Education and Parental Choice.

PS/jc/mk

cc: Juan Copa, Deputy Commissioner, Accountability, Research, and Measurement
Mike Kooi, Executive Director, Office of Independent Education and Parental Choice