

FLORIDA DEPARTMENT OF EDUCATION



STATE BOARD OF EDUCATION

GARY CHARTRAND, *Chair*

ROBERTO MARTÍNEZ, *Vice Chair*

Members

SALLY BRADSHAW

AKSHAY DESAI, M.D.

BARBARA S. FEINGOLD

JOHN R. PADGET

KATHLEEN SHANAHAN

Dr. Tony Bennett
Commissioner of Education



MEMORANDUM

TO: District School Superintendents

FROM: Pam Stewart

DATE: February 8, 2013

SUBJECT: **Spring 2013 Computer-Based Testing Certification Guidelines**

Contact Information

CBT Certification Coordinator
(850) 245-3250
CBTSurvey@fldoe.org
DPS: 2013-10

I want to thank you for your critical role in ensuring that your schools achieved 100 percent Computer-Based Testing (CBT) readiness for the fall and winter assessments administered in the 2012-13 school year. Approximately 231,000 computer-based student assessments were administered throughout the state, and I appreciate the efforts of you and your district staff who contributed to this success.

The purpose of this memorandum is to provide information and resources regarding the CBT Certification process and tool that will be completed this spring.

Spring Certification:

- FCAT Mathematics Retakes
- FCAT 2.0 Reading Retakes
- FCAT 2.0 Grades 6, 7, 9, and 10 Reading
- FCAT 2.0 Grade 5 Mathematics
- U.S. History EOC Assessment
- Algebra 1 EOC Assessment
- Biology 1 EOC Assessment
- Geometry 1 EOC Assessment
- Civics EOC Field Test in selected schools

PAM STEWART
CHANCELLOR OF PUBLIC SCHOOLS

The certification tool will open on **February 18, 2013**, for the Spring Certification process. The tool will remain open for five weeks, and each district must submit school certifications of CBT readiness to the Florida Department of Education no later than **March 22, 2013**. The department will then review the certifications prior to the first day of the spring assessment window (April 8, 2013). If your district will be on spring break on March 22, please adjust your timelines to submit certifications the week before.

As schools complete their certification tasks, you may advise them to complete the checklist portion of the tool closer to the deadline, which will ensure that your district has the most current and accurate information to evaluate CBT readiness.

The Infrastructure Trial will continue to be conducted at the local level on a timeline established by each district. All schools that will participate in a CBT administration(s) must complete a trial. Since Grade 5 FCAT 2.0 Mathematics will be administered for the first time this spring, it is especially important for elementary schools to participate in a trial to alert districts to any CBT readiness issues.

Login Process:

The website to log in to the certification tool is:

<https://app1.fldoe.org/CBT/CertificationTool/Default.aspx>. The district username is your two-digit district number (add a leading "0" for 1-9) followed by four zeroes with no spaces (e.g., 010000). When you log in for the first time during the 2012-2013 school year, your password will be the same as your username (two-digit district number and four zeroes), and then you will be prompted to change it. If you already logged in during the fall/winter certification in 2012, you will use the password that you already established. There will be one district-level login to be shared by all district staff who will access the tool. Please forward this information to your district assessment coordinator (or other designated contact) who will open the tool for school staff. For new school logins, the username is the two-digit district number followed by the four-digit school number (e.g., 010112). The initial password is the same as the username and must be changed on the first login. If school members or staff already logged in during the fall/winter certification in 2012, they will use the password that they already established.

The minimum technology specifications for CBT are posted at

<http://fcatt.fldoe.org/fcat2/pdf/fcateoccbtss.pdf> and a chart that describes the transition to CBT over a five-year period can be found at <http://www.fldoe.org/asp/k12memo/pdf/tngcbtf.pdf>.

The *Guide to the 2012-2013 Computer-Based Testing Certification Tool*, including screenshots of the tool, will be provided soon.

Thank you for your support of CBT. If you or your staff have questions, please email CBTSurvey@fldoe.org.

PS/bme