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DPS: 2013-104

MEMORANDUM

TO: School District Superintendents

FROM: Pam Stewart

DATE: August 2, 2013

SUBJECT: Computer-Based Testing Certification Guidelines for 2013-2014

I want to thank you for your critical role in ensuring that your schools achieved 100 percent Computer-Based Testing (CBT) readiness for the 2012-2013 school year. I appreciate your efforts and the efforts of your staff who contributed to this success.

The purpose of this memorandum is to provide information regarding the Computer-Based Assessments Certification process and tool that will be implemented in the 2013-2014 school year. Based on district feedback from our CBT advisory group, we have made the following decisions for this year's tool.

1. There will not be a certification of CBT readiness for the September 16-27, 2013, assessment window.
2. There will be an optional certification of CBT readiness for the October 7-18, 2013, and the December 2-20, 2013, windows. If districts choose to participate on a voluntary basis for selected schools, they can select "N/A" for any non-participating schools.
 - Districts can submit the tool to the Florida Department of Education (FDOE) for review or maintain the review at the district level.

PAM STEWART
CHANCELLOR OF PUBLIC SCHOOLS

- The CBT team will continue to review the CBT readiness status for any district submissions to FDOE.
 - For districts choosing to participate, the tool will open August 26, 2013, and close September 20, 2013. Both the October and December assessments must be certified by September 20, 2013.
 - The Infrastructure Trial will continue to be conducted at a local level on a timeline established by each district (not FDOE).
 - The optional winter certification includes the following:
 - FCAT 2.0 Reading Retake;
 - Algebra 1 EOC Assessment;
 - Biology 1 EOC Assessment;
 - Geometry EOC Assessment; and
 - U.S. History EOC Assessment.
3. There will be **required** certification of CBT readiness for all spring assessments. The dates for tool opening and closings will be announced in the near future.
- The required spring certification includes the following:
 - FCAT 2.0 Reading Retake;
 - FCAT 2.0 Grades 6, 7, 8, 9 and 10 Reading;
 - FCAT 2.0 Grades 5 and 6 Mathematics;
 - Algebra 1 EOC Assessment;
 - Biology 1 EOC Assessment;
 - Civics EOC Assessment;
 - Geometry EOC Assessment; and
 - U.S. History EOC Assessment.

Login Process:

The website to log in to the certification tool is <https://app1.fldoe.org/CBT/CertificationTool>. The district username is your two-digit district number (add “0” for 1-9) followed by four zeroes with no spaces (e.g., 010000). The first time you log in, 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. 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 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.

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The quality and proven stability of Pearson's TestNav 6.9 testing software provided an optimal assessment experience for Florida students last year, and Florida will continue to use this testing software for the 2013-2014 school year.

The *Guide to the 2013-2014 Computer-Based Assessments Certification Tool* will be provided soon.

We are hopeful that this plan for certifying CBT readiness provides appropriate FDOE support to districts, while reducing district requirements for the fall/winter assessments. Thank you for your continued efforts to ensure successful CBT administration in your district. If you have questions, please contact the department's CBT Certification Coordinator at CBTSurvey@fldoe.org.

PS/bme