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MEMORANDUM

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DPS: 2014-122

TO: School District Superintendents

FROM: Pam Stewart

DATE: August 1, 2014

SUBJECT: **2014–15 Computer-Based Assessment Certification Process**

I want to thank you for your critical role in ensuring that your schools achieved computer-based testing (CBT) readiness for the fall, winter and spring assessments administered in the 2013−14 school year. I appreciate the efforts of you and your district staff who contributed to this success.

Last spring, the department announced that a new vendor and CBT platform would be used for the Florida Standards Assessments (FSA). In March, I announced that these assessments would be administered using the American Institutes for Research (AIR) Test Delivery System (TDS). For the Next Generation Sunshine State Standards (NGSSS) assessments, Pearson will transition from TestNav 6.9 to TestNav 8, a browser-based system, beginning in winter 2014. A schedule of assessment windows and platforms is available at http://info.fldoe.org/docushare/dsweb/Get/Document-7047/dps-2014-81a.pdf.

The computer specifications needed for these two assessment platforms have been sent to your district and are attached to this memorandum. Please consult both sets of specifications as you prepare computers for testing and make purchasing decisions.

In an effort to assist schools in preparation for statewide computer-based assessment administrations on these new platforms, the department is continuing the Computer-Based Assessment Certification process. Through this year-long process, districts and schools will be able to ensure they are prepared to successfully administer computer-based tests.

The purpose of this memorandum is to provide information and resources regarding the Computer-Based Assessment Certification process and tools that will be implemented during the 2014–15 school year. An attached diagram outlines the schedule described below.

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- **Fall CBT Certification (Optional)** – There is an optional certification of CBT readiness for the NGSSS End-of-Course (EOC) assessments scheduled for September 15–26, 2014, and for the FCAT 2.0 Reading Retake (NGSSS) and FCAT Mathematics Retake (SSS) scheduled for October 6–17, 2014. Both of these administrations will continue to use the TestNav 6.9 platform for the fall. The CBT Certification Tool will be available to assist schools in their readiness scheduling activities, and if districts choose to participate on a voluntary basis for selected schools, they can select "N/A" for any non-participating schools.
  - For districts that choose to participate, the tool will open August 4, 2014, and close September 22, 2014.
  - The fall certification includes the following CBT assessments.
    - Algebra 1 EOC Assessment
    - Biology 1 EOC Assessment
    - Civics EOC Assessment
    - Geometry EOC Assessment
    - U.S. History EOC Assessment
    - FCAT 2.0 Reading Retake
    - FCAT Mathematics Retake

- **TestNav 8.0 Infrastructure Trial (Required)** – Beginning with the Winter 2014 EOC administration, FCAT, FCAT 2.0 and NGSSS EOC assessments will be administered using TestNav 8.0. This browser-based platform has integrated test accommodations and runs on supported tablets as well as desktops and laptops. Additional technical resources, training materials and updated practice tests for students and teachers will be provided as soon as they are available. The TestNav 8.0 Infrastructure Trial will be conducted with the same process as before, using the PearsonAccess Training Center to establish sample sessions for the trial and will be available in mid-October for schools and districts to conduct local trials. The local Infrastructure Trial should be conducted prior to schools completing the Winter CBT Certification tool. A statewide TestNav 8.0 Infrastructure Trial will not be conducted.

- **Winter CBT Certification (Required)** – There will be a winter certification of CBT readiness for the NGSSS EOC assessments scheduled for December 1–19, 2014, and for schools participating in the FSA English Language Arts (ELA) Writing Component Field Test scheduled for December 1–19, 2014.
  - The following winter 2014 EOC assessments will be administered on the Pearson TestNav 8.0 computer-based platform.
    - Algebra 1 EOC Assessment
    - Biology 1 EOC Assessment
    - Civics EOC Assessment
    - Geometry EOC Assessment
    - U.S. History EOC Assessment
  - The FSA ELA Writing Component Field Test will be administered on the AIR TDS platform.

- **AIR Infrastructure Trials and Load Testing (Required) –** Each school administering the FSA will participate in a local infrastructure trial for the new AIR platform. This infrastructure trial can be used at each school to mimic an actual day of testing. The purpose of this trial is to allow a school to test its infrastructure and technical setup and resolve any issues that may arise. Your district will be informed of the availability of the AIR Infrastructure Trial prior to the FSA ELA Writing Component Field Test, as well as dates for a statewide infrastructure trial prior to spring 2015 testing. AIR will also conduct a separate load test to ensure capacity is sufficient for Florida testing.

- **Spring 2015 CBT Certification (Required) –** There will be a spring certification of CBT readiness for the spring AIR FSA and the Pearson FCAT, FCAT 2.0 and NGSSS EOC assessments. See the statewide assessment schedule for administration windows for these assessments. The CBT Certification Tool will open in January for the AIR FSA administrations and in February for the Pearson FCAT, FCAT 2.0 and EOC assessments.
  - The following spring 2015 CBT assessments will be administered on the AIR TDS platform.
    - FSA English Language Arts – Writing Component (Grades 5–11)
    - FSA ELA Reading, Language, & Listening (Grades 5–11)
    - FSA Mathematics (Grades 5–8)
    - FSA Algebra 1 EOC Assessment
    - FSA Geometry EOC Assessment
    - FSA Algebra 2 EOC Assessment
  - The following spring 2015 CBT assessments will be administered on the Pearson TestNav 8 platform.
    - FCAT 2.0 Reading Retake
    - FCAT Mathematics Retake
    - Algebra 1 EOC Retake
    - Biology 1 EOC Assessment
    - Civics EOC Assessment
    - U.S. History EOC Assessment

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 districts 1-9) followed by four zeroes with no spaces (e.g. 010000). When you log in for the first time during the 2014−15 school year, your password will be the same as your username (two-digit district number and four zeroes), and you will then 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 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.

The *Guide to the 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/sl

cc: School District Assessment Coordinators
School District CBT Certification Contacts