

Marva Johnson, *Chair*  
Andy Tuck, *Vice Chair*  
*Members*  
Gary Chartrand  
Ben Gibson  
Tom Grady  
Michael Olenick  
Joe York

## MEMORANDUM

**TO:** School District Superintendents

**FROM:** Hershel Lyons

**DATE:** September 21, 2018

**Contact Information:**

Jenny Black  
850-245-0513  
[CBTSurvey@fldoe.org](mailto:CBTSurvey@fldoe.org)  
**DPS: 2018-129**

**SUBJECT: 2018–19 Computer-Based Assessment Certification Process**

For the 2018–19 school year, schools will administer the Grades 7–10/Retake and End-of-Course (EOC) Florida Standards Assessments (FSA) on the American Institutes for Research (AIR) Test Delivery System (TDS) and the Next Generation Sunshine State Standards (NGSSS) EOC assessments on Pearson’s TestNav 8 platform. The system specifications needed for these two assessment platforms are available at the following websites: [AIR](#) and [Pearson](#). Please consult both sets of specifications as you prepare computers/devices for testing and make purchasing decisions.

The Computer-Based Assessment Certification process for the 2018–19 school year is as follows:

- **Infrastructure Trial** – Each participating school in your district must conduct a **school-wide Infrastructure Trial** for the **AIR** platform prior to **spring** testing to ensure that they are prepared and to give them the opportunity to address any technology-related issues prior to testing. Districts may require that schools run the trial on the same day district-wide.

The department recommends that an Infrastructure Trial be run on each computer or device that will be used for testing prior to Pearson administrations, as well as fall, winter, and summer AIR administrations.

- **Spring 2019 Superintendent CBT Certification Form** – A certification of CBT readiness must be submitted to the department by the superintendent for the Spring 2019 FSA assessments and NGSSS EOC assessments. The Superintendent CBT Certification Form certifies the district’s readiness for computer-based testing. The certification form is attached and must be submitted by **Friday, March 1, 2019**.
  - The following Spring 2019 CBT assessments will be administered via the AIR TDS platform:
    - FSA English Language Arts (ELA) Writing (Grades 7–10, Retake)

HERSHEL LYONS  
CHANCELLOR OF PUBLIC SCHOOLS

- FSA ELA Reading (Grades 7–10, Retake)
- FSA Mathematics (Grades 7–8)
- FSA EOC Assessments
  - FSA Algebra 1 EOC (including spring retake)
  - FSA Geometry EOC
- The following Spring 2019 CBT assessments will be administered via the Pearson TestNav 8 platform:
  - NGSSS EOC Assessments
    - Biology 1 EOC
    - Civics EOC
    - U.S. History EOC
- **Optional Use of the CBT Certification Tool** – Schools are not required to complete the certification tool for the 2018–19 school year. The tool will be made available for optional use in November and districts and schools may complete the tool if it is useful for scheduling or local readiness purposes.

Thank you for your continued support. If you or your staff have questions, please email [CBTSurvey@fldoe.org](mailto:CBTSurvey@fldoe.org).

HL/jb

Attachment

cc: School District Assessment Coordinators