

FLORIDA DEPARTMENT OF EDUCATION



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MEMORANDUM

TO: District School Superintendents

FROM: Pam Stewart

DATE: February 17, 2012

SUBJECT: Spring 2012 Computer-Based Testing Certification

The Department, districts, and schools are preparing for the following computer-based assessments this spring:

- Grade 6 FCAT 2.0 Reading
- Grade 10 FCAT 2.0 Reading
- FCAT 2.0 Reading Retake
- FCAT Mathematics Retake
- FCAT Reading Retake (CBT Optional)
- Algebra 1, Biology 1, and Geometry End-of-Course (EOC) Assessments
- U.S. History EOC Field Test in selected schools

The certification tool will open on **February 27, 2012**, for the Spring FCAT/FCAT 2.0 Certification, and schools must submit their certifications of CBT readiness for this administration no later than **March 23, 2012**. The tool will open for the Spring End-of-Course (EOC) Certification on **March 12, 2012**, and schools must submit their certifications of CBT readiness no later than **April 6, 2012**.

As schools complete their certification tasks, you may wish to advise them to complete their checklist information closer to the deadlines, which will make this information more current and accurate for your district's evaluation of CBT readiness. The website to login to the Spring 2012

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Computer-Based Testing Certification tool is <https://app1.fldoe.org/CBT/CertificationTool/Default.aspx>. Schools that completed the fall certification will use the same login information. For new school logins, the username is the two-digit district number followed by the four-digit school number. The initial password is the same as the username and must be changed after the initial login.

Once the schools have submitted their results to the districts via the web-based system and district leads have reviewed the data, you will be asked to confirm that your schools' data is accurate and that any school classified as "not ready" will be provided with support. This superintendent certification will be included within the tool and can be printed and scanned for electronic submission to the Department, or it can be faxed.

As a reminder, all schools that will administer a computer-based assessment this spring must participate in an Infrastructure Trial no later than **March 2, 2012**, to ensure readiness. It is recommended that a school trial be conducted prior to each assessment period and that a district-wide trial is conducted prior to the spring assessments. These trials will be conducted on a timeline established by your district. For instructions and a script to use with your Infrastructure Trial, please download the Infrastructure Readiness Guide at www.FLAssessments.com/InfrastructureReadinessGuide.

Please note that it is mandatory that ALL students who will participate in the spring assessments take a practice test using the ePat software for each computer-based test they will take. It is recommended that this occur no later than approximately three weeks prior to the assessments.

Please find the attached *Guide to the 2011-2012 Computer-Based Assessments Certification Tool* and distribute it to appropriate district and school staff if you have not done so already. Thank you for your support of computer-based testing. If you or your staff have questions, please contact CBTSurvey@fldoe.org.

PS/sw