FLORIDA DEPARTMENT OF EDUCATION

Pam Stewart
Commissioner of Education

MEMORANDUM

TO:	School District Superintendents	
FROM:	Pam Stewart	
DATE:	September 3, 2013	

Contact Information
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DPS: 2013-125

SUBJECT: **Florida Assessments for Instruction in Reading (FAIR) Assessment Schedule for 2013-14**

This memorandum provides an update of the FAIR assessment schedule for the 2013-14 school year.

Assessment Administration Dates
The testing windows (within norming period) for the 2013-14 school year began on Friday, July 12, 2013. The assessment window starts on a school's second day of instruction. The actual calendar dates differ, as they are based on the school calendar's instructional days. During this timeframe, kindergarten through second-grade students taking the FAIR may begin using the K-2 Electronic Scoring Tool and K-2 Adobe Air System, and students in grades 3-12 may be assessed using the 3-12 Web-based Assessment Module. For exact calendar dates for key assessment days, please sign in to the Progress Monitoring and Reporting Network (PMRN) and click on the "Assessment Calendar" link under the "School Reports" tab.

The Norming/Data collection windows are scheduled as follows:

AP	First ID	Last ID		
1	2	40		
2	66	100		
3	116	170	AP=Assessment Period	ID=Instructional Day

During the first thirty (30) instructional days, the Florida Kindergarten Readiness Screeners is to be administered to all first-time enrolled kindergarten students. This includes the FAIR and the Early Childhood Observation System.

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AP	First ID	Last ID
1	2	30

Testing can begin at 7:00 a.m. (ET) on the first day and end at 7:00 p.m. (ET) on the last day.

A description of the PMRN assessment schedule may be found at http://www.fcrr.org/pmrn/principal_packet_sy1314/AssessmentCal_sy1314.pdf. Information for principals may be found in the set of documents located at www.fcrr.org/pmrn/principals_public.asp.

K-2 grades may assess consecutive days throughout the AP1 window by using Adobe Air.

A staggered assessment schedule is recommended for AP1 grades 3-12. Even numbered districts are asked to test on EVEN days (2, 4, 6, etc.) and odd numbered districts are asked to test on ODD days (1,3,5, etc.).

School Improvement Grant schools are not required to follow the staggered schedule. These schools may test on any day of the assessment period.

**9:30 a.m. - 11:30 a.m. is when peak usage is noted in FAIR. If logistically possible within the daily schedule, assess outside of this peak usage time.
**We continue to recommend that districts discontinue the use of caching servers with FAIR due to potential technological issues.
**Please ensure that schools that are participating in the assessment have all hardware prior to the test administration window. An automatic test can be run on each computer by clicking on the link https://flassessments.fcrr.org/check.html.
**It is recommended that the FAIR test be administered to students scoring Level 1, 2 and 3 on Florida Comprehensive Assessment Test 2.0 Reading.

Rostering
- Initial rostering will occur during FTE Survey 8 – a survey solely for PMRN rostering.

Ongoing Progress Monitoring (OPM)
- The current paper/pencil tools will continue to be available for OPM at http://www.fcrr.org/lookup/.
- The enhanced Excel templates will remain available for recording OPM data.

If you need further guidance and support with scheduling FAIR administration, please contact the Just Read, Florida! Office at 850-245-0503.

PS/cjd

cc: District Reading Contacts