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FLORIDA DEPARTMENT OF EDUCATION
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Pam Stewart
Commissioner of Education

MEMORANDUM

TO: School District Superintendents

FROM: Pam Stewart

DATE: January 9, 2015

Contact Information
CBT Certification Coordinator
850-245-3250
CBTSurvey@fldoe.org
DPS: 2015-04

SUBJECT: Computer-Based Assessment Certification Tool Opening for Spring 2015 Assessments

The Spring 2015 certification of computer-based testing (CBT) readiness for the FCAT, FCAT 2.0, Next Generation Sunshine State Standards (NGSSS) End-of-Course (EOC), Florida Standards Assessments (FSA) English Language Arts (ELA) Writing, FSA ELA Reading, FSA Mathematics, and FSA EOC assessments opens on **January 20, 2015**. This is a **required** certification period for all schools participating in the following assessments:

- Spring 2015 FSA – AIR Test Delivery System:
  - English Language Arts – Writing Component (Grades 8–11)
  - English Language Arts – Reading Component (Grades 5–11)
  - Mathematics (Grades 5–8)
  - Algebra 1 EOC
  - Algebra 2 EOC
  - Geometry EOC

- Spring 2015 FCAT, FCAT 2.0 and NGSSS EOC – Pearson TestNav 8 platform:
  - FCAT Mathematics Retake
  - FCAT 2.0 Reading Retake
  - Algebra 1 Retake EOC
  - Biology 1 EOC
  - Civics EOC
  - U.S. History EOC

The AIR certification window will close on **February 16, 2015**. The Pearson certification window will close on **March 9, 2015**.

In addition to schools completing the certification survey, the Florida Department of Education is requiring a district-wide AIR Infrastructure Trial. This trial should be conducted sometime

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within the AIR certification window (1/20–2/16) and should mimic, as closely as possible, the anticipated spring AIR testing load. Districts will be asked to confirm they have completed an Infrastructure Trial when submitting their AIR certification. Additional information and guidance about the AIR Infrastructure Trial can be found in the *FSA Infrastructure Trial Guide* located at http://www.fsassessments.org/wp-content/uploads/2014/12/Infrastructure-Readiness-Guide_12-22-14_Final.pdf.

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). Your password is the same as it was for the winter certification. 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 prior to the opening of the certification window.

For additional information about the 2014–15 Computer-Based Assessment Certification Process, please refer to the memo sent to you on August 1, 2014 at http://info.fldoe.org/docushare/dsweb/Get/Document-7126/dps-2014-122.pdf.

Please forward the information in this memo to your district assessment coordinator (or other designated contact) who will open the tool for school staff.

Thank you for your support. If you or your staff have questions, please email CBTSurvey@fldoe.org.

PS

cc: School District Assessment Coordinators
School District CBT Certification Contacts