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DPS: 2011-177

MEMORANDUM

TO: District School Superintendents

FROM: Dr. Michael Grego

DATE: October 14, 2011

SUBJECT: Computer-Based Testing Winter Certification 2011-2012

I want to commend you for ensuring that your schools demonstrated Computer Based-Testing (CBT) readiness for the fall certification. Nine hundred sixty-two schools completed the Computer-Based Testing Certification tool for Fall Retakes.

The certification tool will open again on **October 24, 2011** for the Winter Certification December/January Algebra 1 End-of-Course (EOC) Assessment. Districts who are testing in December must submit their school certifications of CBT readiness no later than **November 18, 2011**, and those testing in January should submit their school certifications no later than **December 23, 2011**.

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 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 on the first login.

As a reminder, all schools that will administer a computer-based assessment must participate in an Infrastructure Trial no later than **March 2, 2012**, to ensure readiness for the spring. It is recommended that a school trial be conducted prior to each assessment period and that a

DR. MICHAEL GREGO
CHANCELLOR OF PUBLIC SCHOOLS

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district-wide trial is conducted prior to the spring assessments. These trials will be conducted on a timeline established by your district.

Attached please find the *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.

MG/sw