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MEMORANDUM

TO: District School Superintendents

FROM: Pam Stewart

DATE: August 3, 2012

SUBJECT: **Computer-Based Testing Certification Guidelines for 2012-2013**

Contact Information

CBT Certification Coordinator
(850) 245-3250
CBTSurvey@fldoe.org
DPS: 2012-121

I want to thank you for your critical role in ensuring that your schools achieved 100 percent Computer-Based Testing (CBT) readiness for the 2011-12 school year. Approximately 1.3 million computer-based student assessments were administered throughout the state, and I appreciate the efforts of you and your district staff who contributed to this success.

The purpose of this memorandum is to provide information and resources regarding the Computer-Based Assessments Certification process and tool that will be implemented in 2012-2013 school year.

This year, the Computer-Based Testing Certification tool will be completed for the following two assessment periods:

- Fall/Winter Certification:
 - FCAT Mathematics Retakes
 - FCAT 2.0 Reading Retakes
 - Algebra 1 EOC Assessment
 - Biology 1 EOC Assessment
 - Geometry EOC Assessment

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CHANCELLOR OF PUBLIC SCHOOLS

Computer-Based Testing Certification Guidelines for 2012-2013

August 3, 2012

Page 2

- Spring Certification:
 - FCAT Mathematics Retakes
 - FCAT 2.0 Reading Retakes
 - FCAT 2.0 Grades 6,7,9, and 10 Reading
 - FCAT 2.0 Grade 5 Mathematics
 - U.S. History EOC Assessment
 - Algebra 1 EOC Assessment
 - Biology 1 EOC Assessment
 - Geometry 1 EOC Assessment
 - Civics EOC Field Test in selected schools

The certification tool will open on **August 27, 2012**, for the Fall/Winter Certification process. The tool will remain open for four weeks, and each district must submit school certifications of CBT readiness to the Florida Department of Education no later than **September 21, 2012**. The Department will then review the certifications prior to the first day of the fall/winter assessment window (October 8, 2012).

As schools complete their certification tasks, you may advise them to complete the checklist portion of the tool closer to the deadline, which will ensure that your district has the most current and accurate information to evaluate CBT readiness. The timelines for the spring certification will be announced in the near future.

The Infrastructure Trial will continue to be conducted at the local level on a timeline established by each district (not the Department). All schools that will participate in a CBT administration(s) must complete a trial. Since all elementary schools will be administering FCAT 2.0 Grade 5 Mathematics in the spring, it is especially important for elementary schools to participate in a trial to alert districts to any CBT readiness issues.

Login Process:

The website to log in to the certification tool is: <https://app1.fldoe.org/CBT/CertificationTool>. The district username is your two-digit district number (add "0" for 1-9) followed by four zeroes with no spaces (e.g., 010000). The first time you log in, your password will be the same as your username (two-digit district number and four zeroes), and then you will be prompted to change it. There will be one district-level login to be shared by all district staff who will access the tool. Please forward this information to your district assessment coordinator (or other designated contact) who will open the tool for school staff. For 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 quality and proven stability of Pearson's TestNav 6.9 testing software provided an optimal assessment experience for Florida students last year, and Florida will continue to use this testing software for the 2012-2013 school year.

Computer-Based Testing Certification Guidelines for 2012-2013

August 3, 2012

Page 3

The district-nominated CBT Advisory Committee will again serve as a support group to provide feedback on all aspects of CBT, meeting monthly via conference call with the Department's CBT Communications Team.

Attached please find the minimum technology specifications for computer-based testing and a chart that describes the transition to CBT over a five-year period. The *Guide to the 2012-2013 Computer-Based Assessments Certification Tool*, including screenshots of the tool, will be provided soon.

Thank you for your support of computer-based testing. If you or your staff have questions, please contact CBTSurvey@fldoe.org.

PS/bme

Attachments