FLORIDA DEPARTMENT OF EDUCATION

STATE BOARD OF EDUCATION

GARY CHARTRAND, *Chair*

JOHN R. PADGET, *Vice Chair*

Members

ADA G. ARMAS, M.D.

JOHN A. COLÓN

REBECCA FISHMAN LIPSEY

Pam Stewart
Commissioner of Education

Contact Information
CBT Certification Coordinator
850-245-3250
CBTSurvey@fldoe.org
DPS: 2014-08

MEMORANDUM

TO: School District Superintendents

FROM: Pam Stewart

DATE: January 24, 2014

SUBJECT: **Spring 2014 Computer-Based Testing Certification Guidelines**

I want to thank you for your critical role in ensuring that your schools achieved Computer-Based Testing (CBT) readiness for the fall and winter assessments administered in the 2013−14 school year. 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 required CBT certification process and tool that will be completed this spring.

Spring Certification:

- FCAT 2.0 Reading Retake
- FCAT 2.0 Grades 6, 7, 8, 9, and 10 Reading
- FCAT 2.0 Grades 5 and 6 Mathematics
- U.S. History EOC Assessment
- Algebra 1 EOC Assessment
- Biology 1 EOC Assessment
- Geometry EOC Assessment
- Civics EOC Assessment

The certification tool will open on **February 17, 2014**, for the spring certification process. The tool will remain open for five weeks, and each district must submit school certifications of CBT readiness to the Florida Department of Education no later than **March 21, 2014**. The department will then review the certifications prior to the first day of the spring assessment window (April 7, 2014). If your district will be on spring break during the week of March 17−21, please adjust your timelines to submit certifications the week before.

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 Infrastructure Trial will continue to be conducted at the local level on a timeline established by each district. All schools that will participate in a CBT administration(s) must complete a trial. Superintendent certification of district readiness **will be required** in the spring (it was not required for the 2013 fall/winter assessments), and that form can be accessed through the online CBT certification tool.

Login Process:
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 1-9) followed by four zeroes with no spaces (e.g., 010000). When you log in for the first time during the 2013−2014 school year, 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. If you already logged in during the fall/winter certification in 2013, you will use the password that you already established. 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 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. If school members or staff already logged in during the fall/winter certification in 2013, they will use the password that they already established.

The minimum technology specifications for CBT are posted at http://fcat.fldoe.org/fcat2/pdf/fcateoccbtss.pdf and a chart that describes the transition to CBT over a five-year period can be found at http://www.fldoe.org/asp/k12memo/pdf/tngcbtf.pdf.

The *Guide to the FCAT 2.0 and EOC Computer-Based Testing Certification Tool*, including screenshots of the tool, will be provided soon.

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

PS/bme