

**PRIVATE SCHOOL APPLICATION TO ADMINISTER
FCAT 2.0 AND EOC ASSESSMENTS IN 2013-14**

Attachment G: EOC Test Administration Manual

- See question #11 in the application.

2012 – 2013

End-of-Course Assessments



TEST ADMINISTRATION MANUAL

2012–2013 End-of-Course (EOC) Test Administration Schedules

Winter 2012

Test	Testing Window	Duration
Biology 1	November 28–December 19, 2012	160 minutes*
Algebra 1	November 28–December 19, 2012	160 minutes*
Geometry	November 28–December 19, 2012	160 minutes*

Spring 2013

Test	Testing Window	Duration
U.S. History	April 22–May 3, 2013	160 minutes*
Biology 1	April 29–May 10, 2013	160 minutes*
Algebra 1	May 6–May 17, 2013	160 minutes*
Geometry	May 13–May 24, 2013	160 minutes*
Civics Field Test	April 29–May 31, 2013	60 minutes
Statewide Make-up Days	May 28–May 31, 2013	

Summer 2013

Test	Testing Window	Duration
U.S. History	July 22–August 9, 2013	160 minutes*
Biology 1	July 22–August 9, 2013	160 minutes*
Algebra 1	July 22–August 9, 2013	160 minutes*
Geometry	July 22–August 9, 2013	160 minutes*

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* Any student not finished by the end of the allotted time may continue working; however, testing must be completed within the same school day.

Subjects must be tested in the order listed in each schedule. All testing for a single subject must be completed in a district before testing for the next subject may begin. Testing for a single subject may not exceed two weeks. Civics may be tested at any time during the field-test window.

Since the testing window allows for multiple test sessions to be scheduled throughout the week, it is also possible to reassign absent students to an existing session scheduled later in the week rather than specifying make-up days.

Any deviation from this schedule requires written approval from the Florida Department of Education (FDOE) prior to implementation.

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Due to changes in policy, as well as administration processes, information in this manual can change significantly from one year to the next. **Even experienced district and school assessment coordinators, technology coordinators, and test administrators are responsible for reading and becoming familiar with all information in this manual.**

What's New for 2012–2013 EOC Assessments

1. This manual includes scripts and instructions for administering the Algebra 1, Biology 1, Geometry, and U.S. History EOC Assessments and the Civics EOC Assessment Field Test. This test administration manual must be used for the Winter 2012, Spring 2013, and Summer 2013 EOC administrations. Districts and schools should store manuals between administrations.
2. In Winter 2012, computer-based Algebra 1, Biology 1, and Geometry will be administered. TestHear accommodated computer-based test forms (large print, color contrast, zoom, screen reader, assistive devices) and paper-based test materials (regular print, braille) are available for eligible students who have such accommodations identified in their IEPs or Section 504 plans.
3. In Spring 2013 and Summer 2013, computer-based Algebra 1, Biology 1, Geometry, and U.S. History will be administered. TestHear accommodated computer-based test forms (large print, color contrast, zoom, screen reader, assistive devices) and paper-based test materials (regular print, braille) are available for eligible students who have such accommodations identified in their IEPs or Section 504 plans. Paper-based large print test materials will be available as a unique accommodation for eligible students who are unable to access large print accommodations on the computer.
4. The Civics EOC Assessment Field Test will be administered to selected schools in Spring 2013. No computer-based or paper-based accommodations will be available. Students who require computer-based or paper-based accommodations will not participate in the Civics EOC Assessment Field Test.
5. The computer-based practice tests, also called Electronic Practice Assessment Tools or ePATs, and scripts for administering ePATs are posted separately at www.FLAssessments.com/ePATs for school staff, as well as students and their parents/guardians, to access at their convenience. Students should be made aware that they can access ePATs on their own at this location. **The ePAT scripts are no longer included in this test administration manual.**
6. Schools must administer the appropriate practice test(s) to all students to be tested using the ePAT scripts; however, **if a student has previously participated in an ePAT for the subject test he or she will take, the student is not required to participate in an ePAT session.**
7. Information and instructions for technology coordinators to follow before, during, and after testing are now provided in a separate online Technology Coordinator Guide posted at www.FLAssessments.com/EOC. Technology coordinators must familiarize themselves with all information in this guide prior to the beginning of test administration. District assessment coordinators must ensure that technology coordinators are also familiar with all test security policies and procedures described in this manual.
8. The Algebra 1 and Biology 1 EOC Assessments include a four-function calculator tool in TestNav only. TestHear does not have a calculator tool within the computer-based test (CBT) platform. Students taking an accommodated CBT form of the Algebra 1 or Biology 1 EOC Assessment using TestHear **MUST** be provided with a handheld four-function calculator to use during the test, as indicated in the administration script. Districts should ensure they have enough four-function calculators, including large key/large display and talking calculators, for all students prior to test administration and should place orders for additional calculators as needed.
9. The Geometry EOC Assessment includes a scientific calculator tool in TestNav only. FDOE does not provide handheld scientific calculators; however, districts may allow students to use handheld scientific calculators, as long as the calculators are included in the approved list of scientific calculators in this manual. Requests

for permission to use scientific calculators not included in the approved list must be submitted to the FDOE no later than two weeks prior to the beginning of test administration.

The TestHear Geometry EOC Assessment does not include a scientific calculator tool. Handheld scientific calculators will be provided by FDOE for students taking the Geometry EOC Assessment using TestHear accommodated CBT forms.

10. The U.S. History EOC Assessment was field tested in Spring 2012 and will be administered as an operational assessment for the first time in Spring 2013. The test session length is 160 minutes, and students may have additional time (up to the end of the school day) if they request it.
11. The Civics EOC Assessment Field Test will be administered in one 60-minute session with individual breaks as needed. Schools may permit students to be dismissed as they complete the test. Any student not finished by the end of the allotted time may continue to work, and schools should make arrangements to accommodate these students in alternative locations as necessary. Testing must be completed within the same school day.
12. School personnel must ensure that students do not have access to their cell phones or other electronic devices at any time during testing, including breaks (e.g., restroom breaks, lunch), if they will return to complete a test session. **If a student is found to be in possession of ANY electronic device(s) during testing OR during a break, his or her test must be invalidated in order to successfully enforce this policy.** Students and parents must be made aware of this policy prior to testing.
13. All EOC assessments include a Testing Rules Acknowledgment that reads, **“I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.”** Prior to testing, students must acknowledge the testing rules that the test administrator reads to them by checking a box (in TestNav) or clicking a circle (in TestHear) next to the statement. Students taking a paper-based test will sign below the acknowledgment.
14. Schools are required to maintain a *Test Materials Chain of Custody Form*, posted at www.FLAssessments.com/EOC and located in Appendix E. The second page of this form that contained fields for activities and signatures has been removed. However, schools must still record accurate information on the revised form, including the dates activities are completed, the names of the persons performing activities involving the materials, and information about the locked storage room. Schools must retain electronic or hard copies of completed forms for their files after materials are packaged for pickup and email or return the originals to the district assessment coordinator.
15. The reference sheet for the Algebra 1 and Geometry EOC Assessments and the periodic table for the Biology 1 EOC Assessment are provided in an online format only for computer-based testing. Schools may provide hardcopy reference sheets or periodic tables to students. Any hardcopy reference sheets or periodic tables must be photocopies of the reference sheet and periodic table in Appendix E of this manual (also available at www.FLAssessments.com/EOC). Check each copy before distributing to students and follow the instructions in the administration scripts. Reference sheets and periodic tables for students with paper-based accommodations are packaged with test materials, and should be distributed to students as indicated in the administration scripts.
16. The glossary of terms on page 2 has been updated to clarify similar terms for computer-based test management (e.g., session, section).
17. This year, schools will use **PURPLE** return labels for Algebra 1 TO BE SCORED materials, **ORANGE** return labels for Biology 1 TO BE SCORED materials, **GREEN** return labels for Geometry TO BE SCORED materials, and **BROWN** return labels for all U.S. History TO BE SCORED materials. **WHITE** return labels will be used for all TO BE SCORED large print materials and **PINK** return labels will be used for all TO BE SCORED braille materials. **YELLOW** return labels will be used for all NOT TO BE SCORED materials, including NOT TO BE SCORED braille and large print documents.
18. Due to the amount of time needed to process TO BE SCORED paper-based test materials, these materials must be returned for scoring on an accelerated schedule that will be announced prior to each administration. **Student results for paper-based tests returned after the established dates will be included in late reporting.** If it is not feasible to return materials according to established pickup schedules, school or district staff may transcribe student responses into CBT forms prior to the end of the administration window and return the test materials with other NOT TO BE SCORED materials. CBT transcription instructions will be distributed by FDOE prior to each administration.

What's New for 2012–2013 EOC Assessments

19. A new version of TestHear was released prior to the Fall 2012 Retake administration. Schools that downloaded this updated version of TestHear do not need to download it again for the Winter EOC administration; however, any schools that did not administer TestHear accommodated forms of the Fall 2012 Retakes will need to download the newest version of TestHear prior to administering an accommodated form of any EOC assessments. The newest version of TestHear is available at www.FLAssessments.com/downloads.

Reminders for 2012–2013 EOC Assessments

1. **Inappropriate actions by school or district personnel before, during, or after test administration may result in consequences such as test invalidations and/or loss of teaching certification.** Please carefully read the *Test Security Policies and Procedures* on pages 13–19, the Florida Test Security Statute on page 274, and the Florida State Board of Education Test Security Rule on pages 275–276. District assessment coordinators must ensure that all school administrators, school assessment coordinators, technology coordinators, test administrators, and proctors receive adequate training prior to test administration and must require that all personnel read and sign a *Florida EOC Test Administration and Security Agreement*, provided in Appendix E, and that test administrators sign a *Test Administrator Prohibited Activities Agreement*, also provided in Appendix E.
2. If a student begins a test and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test. **No exceptions will be made once the student leaves the school's campus, so students and parents should be aware of this policy.** If you have concerns about a student, you should not allow the student to begin. Instead, arrange to administer the test to that student on a make-up day.
3. Each Algebra 1, Biology 1, Geometry, and U.S. History EOC Assessment will be administered in one 160-minute session with a scheduled 10-minute break after 80 minutes and individual breaks as needed. Students may not be dismissed during the first 80 minutes; after the 10-minute break, schools may permit students to be dismissed as they complete the test. Any student not finished by the end of the allotted time may continue to work, and schools should make arrangements to accommodate these students in alternate locations as necessary. Testing must be completed within the same school day.
4. Scripts and instructions for administering paper-based tests are provided in Appendix A. Separate braille scripts and braille notes are provided with the braille test materials.
5. Accommodated computer-based test forms will be accessed using the TestHear software, which is similar to the TestNav 6.9 software but provides accommodations and allows the use of assistive devices. Separate instructions and administration scripts for accommodated forms are provided in Appendix A. Students who require accommodated forms must practice using the accommodated ePATs for the specific accommodated form or form combination that they will use during testing, unless the student has previously completed an ePAT for the same subject and form.
6. Test administrators are required to maintain an accurate seating chart for each group of students in their rooms during testing. All seating charts must indicate the front and back of the room, as well as the direction the students are facing. If students are moved to a different location or there is a change in seating configuration during testing, a new seating chart must be created. After testing, the school assessment coordinator must make copies of all seating charts, file the copies, and return the original charts in the District Assessment Coordinator ONLY box.
7. ALL test administrators must be certified educators. Non-certified school personnel may serve as proctors, according to the instructions on pages 14–15. Non-certified school personnel must NOT be allowed to serve as test administrators. In addition, while proctors are not required in rooms where fewer than 26 students are being tested, we strongly encourage the use of proctors in all test administrations to help reduce testing irregularities and aid in investigations, if necessary.
8. In addition to the *Florida EOC Test Administration and Security Agreement*, test administrators are required to sign a *Test Administrator Prohibited Activities Agreement* indicating that they understand prohibited activities during test administration and possible consequences of inappropriate behavior. Test administrators will need to be prepared to record their certification number on the *Test Administrator Prohibited Activities Agreement*. These forms are located in Appendix E. The *Florida EOC Test Administration and Security Agreement* and the *Test Administrator Prohibited Activities Agreement* may be copied together so that double-sided, single-page copies can be distributed to test administrators. School assessment coordinators must file the signed forms with their signed security agreements.

Reminders for 2012–2013 EOC Assessments

9. To access resources for the EOC administration, including forms and training materials, go to www.FLAssessments.com/EOC, which takes users directly to the PearsonAccess resources page for this administration. If you have questions about PearsonAccess, please contact Pearson at 877-847-3043 or Florida@support.pearson.com.
10. The following forms and materials can be found at www.FLAssessments.com/EOC:
 - Test administration manual
 - Technology coordinator guide
 - Student tutorials
 - Forms to report test irregularities/security breaches and missing materials
 - Training materials
 - Comment forms
 - Blank Administration Record/Security Checklist
 - Security Log
 - *Test Administrator Prohibited Activities Agreement*
 - *Test Materials Chain of Custody Form*
 - *Florida EOC Test Administration and Security Agreement*
 - Materials Return Lists
 - Braille Scripts
 - Reference sheet and periodic table
 - Parent letters
11. Test administrators must NOT administer the EOC Assessments to their family members. Students related to their assigned test administrator should be reassigned to an alternate test administrator.
12. Test administration manuals must be provided to itinerant teachers in time for them to prepare adequately for test administration. These teachers must also be included in test administrator training.
13. School assessment coordinators and test administrators must maintain certain required administration information and track security numbers of test documents using a Session Roster, a prepopulated Administration Record/Security Checklist, a blank Administration Record/Security Checklist, or another method, as instructed by the district assessment coordinator.
14. Districts must make arrangements to test Florida Virtual School (FLVS) Full-Time public school students, as well as other virtual program students, per Section 1002.45(6)b, Florida Statutes (F.S.).

Introduction

This manual provides the instructions necessary to administer the Algebra 1, Biology 1, Geometry, and U.S. History EOC Assessments, as well as the Civics EOC Assessment Field Test.

Selected schools will participate in the Civics EOC Assessment Field Test. The field test is designed to gather data on items that will be used in future operational EOC assessments. Student results will not be reported for the field test.

EOC assessments are computer-based tests. For the Algebra 1, Biology 1, Geometry, and U.S. History EOC Assessments, paper-based test materials (regular print and braille) are available as accommodations if indicated on student IEPs or Section 504 plans. Paper-based large print test materials will be available as a unique accommodation for the Spring 2013 and Summer 2013 administrations of Algebra 1, Biology 1, Geometry, and U.S. History EOC Assessments. Regular print test materials will also be provided for students in Department of Corrections facilities, excluding Department of Juvenile Justice (DJJ) facilities. No paper-based or computer-based accommodations are available for the Civics EOC Assessment Field Test.

Background Information

The Florida EOC Assessments are part of Florida's Next Generation Strategic Plan for the purpose of increasing student achievement and improving college and career readiness. EOC assessments are criterion-referenced assessments that measure student achievement of the *Next Generation Sunshine State Standards* for specific courses, as outlined in the course descriptions.

The computer-based Algebra 1 and Geometry EOC Assessments contain multiple-choice and fill-in response items. The paper-based (accommodated) Algebra 1 and Geometry EOC Assessments contain multiple-choice and gridded-response items. The Biology 1 and U.S. History EOC Assessments and the Civics EOC Assessment Field Test contain multiple-choice items only.

For more information on Florida EOC Assessments and computer-based testing, please visit the Department's website at www.fldoe.org.

Glossary of Important Terms

ePAT is the electronic practice assessment tool that provides students an opportunity to practice using the computer-based platform prior to testing. The ePATs are provided at www.FLAssessments.com/ePATs.

PearsonAccess (www.PearsonAccess.com/fl) is a website used for almost all test preparation (e.g., PreID), setup, administration, and reporting tasks. The correct test administration must be selected each time you log in. PearsonAccess requires username and password setup. In general, links to support materials covered in this manual are also provided at www.FLAssessments.com/EOC or at www.FLAssessments.com/AdditionalResources.

PearsonAccess Training Center provides an opportunity to practice PearsonAccess tasks and is the means of managing the Infrastructure Trial in preparation for testing. The Training Center requires username and password setup. It can be accessed at www.FLAssessments.com/TrainingCenter.

Proctor Caching is the process of loading or “caching” test content locally on a computer at the school level. It does not require a separate caching server and can run on any workstation on the network that meets the minimum requirements. Proctor Caching software is provided by Pearson. Proctor Caching is used to reduce test delays due to network congestion and provides students with a more seamless testing experience. Proctor Caching is **required** for all FCAT/FCAT 2.0/EOC computer-based testing in Florida.

Section is the term used in TestNav and TestHear to identify separate portions of a test. Students are required to enter information on the Test Group Code screen in section 1. Section 2 of the test contains passages and/or test items.

Test Code is the six-character password on Student Authorization Tickets that students must enter with their Login ID to access a computer-based test. The Test Code (password) is different from the Test Group Code.

Test Group Code is a unique, four-digit number generated by the school assessment coordinator or district assessment coordinator, and it is used to identify groups of students tested together. On computer-based tests, students are prompted to enter the Test Group Code after the Testing Rules Acknowledgment screen; for paper-based tests, students grid the four-digit code on the back of the test and answer book.

Test Session is the term used in PearsonAccess for a group of computer-based testers. Participating students must be placed into a Test Session in order to take the test; Student Authorization Tickets and Session Rosters are printed for each Test Session. Test Sessions can be created through the PreID upload or individually in PearsonAccess.

TestHear is the platform that is used for accommodated computer-based test forms. It is similar to TestNav 6.9 but provides computer-based large print, zoom, color contrast, and screen reader forms, and allows the use of assistive devices. TestHear must be installed on each computer that will be used by students testing with accommodated CBT forms.

TestNav 6.9 (TestNav) is the platform that Florida uses for computer-based statewide assessments. The software application is installed either on a file server or on each computer that will be used for testing.

Test Administration Policies and Procedures

Administration Schedule

The 2012–2013 EOC Assessments must be administered in the order indicated in the administration schedules at the front of this manual. **All testing for a single subject must be completed in a district before testing for the next subject may begin.** Testing for a single subject may not exceed two weeks. The Civics EOC Assessment Field Test may be administered at any time during the field-test window.

Each Algebra 1, Biology 1, Geometry, and U.S. History EOC Assessment will be administered in one 160-minute session with a scheduled 10-minute break after 80 minutes. Students are not allowed to talk during the break. Individual restroom breaks are permitted as needed. **Any student who has not completed the test by the end of the allotted time may continue working; however, testing must be completed within one school day.** (A student is not required to have an accommodation documented on an IEP or Section 504 plan in order to receive extended time up to one school day on an EOC assessment.)

Students may be dismissed from the testing room after the 10-minute break as they complete testing. However, no special incentives should be given to students to encourage them to finish early.

The Civics EOC Assessment Field Test will be administered in one 60-minute session with individual breaks as needed.

Students to Be Tested

Algebra 1

The following students will take the Algebra 1 EOC Assessment:

- All students who are enrolled in and completing one of the following courses at the time of test administration:
 - Algebra 1 – 1200310
 - Algebra 1 Honors – 1200320
 - Algebra 1-B – 1200380
 - Pre-AICE Mathematics 1 – 1209810
 - IB Middle Years Program/Algebra 1 Honors – 1200390

The following students are eligible to participate in an Algebra 1 EOC Assessment administration:

- Students who need to earn a passing score for course credit
- Students who entered 9th grade in the 2010–11 school year
 - who have not yet taken the assessment to be averaged as 30% of their course grade
 - who are in grade forgiveness programs and wish to retake the assessment to improve their course grade
- Students in a credit acceleration program (CAP) who wish to take the assessment to earn course credit

Biology 1

The following students will take the Biology 1 EOC Assessment:

- All students enrolled in and completing one of the following courses at the time of test administration:
 - Biology 1 – 2000310
 - Biology 1 Honors – 2000320
 - Pre-AICE Biology – 2000322
 - Biology Technology – 2000430
 - Biology 1 PreIB – 2000800
 - IB Middle Years Program Biology Honors – 2000850
 - Integrated Science 3 – 2002440
 - Integrated Science 3 Honors – 2002450

The following students are eligible to participate in a Biology 1 EOC Assessment administration:

- Students who need to earn a passing score for course credit
- Students who entered 9th grade in the 2011–12 school year
 - who have not yet taken the assessment to be averaged as 30% of their course grade
 - who are in grade forgiveness programs and wish to retake the assessment to improve their course grade
- Students in a credit acceleration program (CAP) who wish to take the assessment to earn course credit

Geometry

The following students will take the Geometry EOC Assessment:

- All students enrolled in and completing one of the following courses at the time of test administration:
 - Geometry – 1206310
 - Geometry Honors – 1206320
 - IB Middle Years Program Geometry Honors – 1206810
 - Pre-AICE Mathematics 2 – 1209820

The following students are eligible to participate in a Geometry EOC Assessment administration:

- Students who need to earn a passing score for course credit
- Students who entered 9th grade in the 2011–12 school year
 - who have not yet taken the assessment to be averaged as 30% of their course grade
 - who are in grade forgiveness programs and wish to retake the assessment to improve their course grade
- Students in a credit acceleration program (CAP) who wish to take the assessment to earn course credit

U.S. History

The following students will take the U.S. History EOC Assessment:

- All students enrolled in and completing one of the following courses:
 - United States History – 2100310
 - United States History Honors – 2100320

Any student who completed one of the above courses during the 2012–13 school year must participate in the Spring 2013 U.S. History EOC Assessment.

Civics EOC Assessment Field Test

Students enrolled in and completing one of the following courses at schools selected in the field test sample will participate in the Civics Field Test:

- Civics – 2106010
- Civics –2106015
- Civics & Career Planning – 2106016
- Civics, Advanced – 2106020
- Civics, Advanced –2106025
- Civics, Advanced & Career Planning – 2106026
- Civics and Digital Technologies – 2106029

Students who completed one of the above courses at the end of semester one should NOT participate in this field test administration.

Students with disabilities and ELLs who are able to access computer-based assessments should participate in this field test administration. Any students who require paper-based accommodations, accommodated CBT forms, or computer-based assistive devices will not participate.

Before a student can participate in this computer-based administration, the student must participate in the Civics ePAT, which is posted at www.FLAssessments.com/ePATs.

Students Confined to Custodial or Residential Institutions

If a student is confined to a custodial or residential institution and is eligible to participate in an EOC administration, the district assessment coordinator in the diploma-granting district should contact the FDOE to discuss how to proceed with testing. EOC administrations at custodial/residential institutions will be authorized at the discretion of the FDOE.

Home Education Program Students

Students who receive instruction at home and are registered appropriately with their district office as Home Education Program students are eligible to participate in statewide assessments. If parents or guardians have identified an EOC assessment as a selected measure of their child’s annual progress, Home Education Program students **may** participate in an EOC administration, as directed by the district assessment coordinator.

McKay Scholarship Program Students

Students enrolled in PRIVATE schools through the McKay Scholarship Program **may** participate in the statewide assessments. Consistent with s. 1002.39(5)(f), F.S., school districts are required to provide information to these students regarding the locations and times available for statewide assessments.

Students enrolled in PUBLIC schools through the McKay Scholarship Program **are required** to participate in statewide assessments as outlined in their IEPs.

Florida Tax Credit (FTC) Scholarship Program Students

S. 1002.395(7)(e), F.S., allows for a private school student enrolled in the FTC Scholarship Program to participate in the statewide assessments. The parent/guardian is responsible for contacting the district to register the student for the selected assessments and for transporting the student to and from the district-assigned testing location. The parent/guardian is also responsible for providing the following to the testing location on or before the day of the test: all student demographic information, photo identification (if the student is unknown to the test administrator or other school staff), and emergency contact information. If PearsonAccess enrollment information is accurate and paper-based materials are packaged properly, results will be returned to the FDOE Office of Independent Education & Parental Choice for distribution to the parent/guardian.

Virtual School Program Students

Students enrolled full-time in one of the following virtual school programs and who meet the requirements for participation in an EOC assessment administration will need to be tested in the district in which they reside.

Virtual Program/School	District/School Number
State Level	
FLVS Full-Time	71/0300 (Middle School) 71/0400 (High School)
Florida Virtual Academy	50/7079
District Level	
District Virtual Instruction Program (VIP)	District Number/7001 or 7023
District Franchise of FLVS	District Number/7004
Virtual Charter Schools	District Number/Charter School Number

Students who receive **part-time** instruction from a virtual program and are **enrolled** in a brick-and-mortar district public school or the district Home Education Program should be coded with the district/school numbers for their organization of enrollment to ensure they are reported to the correct schools. These students should not be confused with full-time virtual program students.

Private school students who receive part-time instruction from a virtual program **may not** participate in statewide assessments unless they are part of a school choice scholarship program, such as the McKay Scholarship Program.

English Language Learners (ELLs)

All ELLs who complete the appropriate courses are expected to participate in the EOC assessments no matter how long these students have been receiving services.

Students With Disabilities

All students with disabilities participate in the statewide assessment program. Students with disabilities participate in one of the following:

- EOC assessment without accommodations,
- EOC assessment with accommodations, or
- Florida Alternate Assessment.

All determinations regarding participation in the statewide assessment program must be documented in the student's IEP or Section 504 plan.

General Information About Accommodations

Appendix A provides information concerning allowable accommodations for students with disabilities and for ELLs. The test administrator and the school assessment coordinator are responsible for ensuring that arrangements for accommodations have been made prior to the administration dates.

Accommodated test forms that are available on the computer (large print, color contrast, zoom, screen reader) are included in the category of flexible presentation accommodations in Appendix A and must be indicated on the student's IEP or Section 504 plan. Accommodated test forms are provided via a separate computer-based system, TestHear, which operates on Windows PC workstations and on Macintosh workstations that are running Windows and Mac OS X 10.5 or later (e.g., via Boot Camp). Students who require use of computer-based assistive devices must also participate using TestHear. Separate instructions and administration scripts for TestHear accommodated forms are provided in Appendix A.

Paper-based accommodations (regular print, braille) for the Algebra 1, Biology 1, Geometry, and U.S. History EOC Assessments must be documented on student IEPs or Section 504 plans. Districts specify numbers of paper-based test materials needed for students during the appropriate enrollment/participation count window prior to each administration. No overage of paper-based test materials for students requiring accommodations will be provided. If additional materials are needed, the district assessment coordinator must place an additional order in PearsonAccess. Scripts and instructions for administering the paper-based tests are provided in Appendix A. A separate braille script and braille notes are provided with the braille test materials.

Paper-based large print test materials will be available as a unique accommodation for the Spring 2013 and Summer 2013 administrations of Algebra 1, Biology 1, Geometry, and U.S. History EOC Assessments. If a student is unable to access large print accommodations on the computer, the *Unique Accommodations Request Form* and required documentation must be submitted to FDOE. Large print script modifications are provided in Appendix A.

Students who are identified as ELLs must be provided with the allowable accommodations listed on page 159 of Appendix A.

Make-Up Administration Procedures

Students who are not tested on a regular administration day due to a temporary illness, disabling condition, etc., should be tested during a later scheduled test session or on a make-up day. All security and administration procedures must be followed while conducting make-up tests.

Please remember that after ANY administration, initial **or** make-up, materials must be returned immediately to the school assessment coordinator and placed in locked storage. Secure materials must never remain in classrooms or be removed from the school's campus overnight.

Computer Preparations

Each workstation (student computer) to be used for testing must meet the minimum specifications and be prepared according to the instructions provided in the *2012–2013 End-of-Course Assessments Technology Coordinator Guide*. **The Infrastructure Trial test must also have been successfully loaded on each workstation prior to the test administration.** The Infrastructure Trial test uses mock content that simulates the loading and processing of an operational test administration. Instructions for running this trial can be found in the *Infrastructure Readiness Guide*, which is located at www.FLAssessments.com/InfrastructureReadinessGuide.

Any schools that have not already downloaded the newest version of TestHear to workstations for students who will use accommodated CBT forms must go to www.FLAssessments.com/downloads and download the updated software. Schools that updated TestHear to prepare for the Fall 2012 Retake administration do not need to download the software again.

Support During Testing

During testing, a test administrator should not attempt to resolve computer-related issues if it is disruptive to students. The test administrator must have a way to contact the school assessment coordinator or technology coordinator without leaving the room unattended. If school personnel continue to have difficulty, they may contact district personnel or Pearson at 877-847-3043 or Florida@support.pearson.com. For additional information about support for computer-based testing, see *Contacting Pearson Support* in Appendix C.

Student Authorization Tickets

The *School Assessment Coordinator* sections of this manual provide instructions for scheduling students into test sessions and printing Student Authorization Tickets. Each student needs the Login ID and test code (password) printed on his or her Student Authorization Ticket in order to log in to the test. Students will need a pen or pencil during testing to sign their tickets.

Student Authorization Tickets must be handled in a secure manner and returned to the school assessment coordinator immediately after each day of testing is completed.

The test administrator will give each student a ticket only AFTER all students have entered the testing room, as instructed in the script, and all tickets must be collected before students leave the testing room.

Student Authorization Ticket Florida	
Session:	Test Session
Test:	Algebra 1
Location:	Lab A
STUDENT, SAMPLE	
DOB: 07/23/1998 ID: XXXXX13518	
Signature:	_____
You will be asked to provide the following information in order to access the test on the computer.	
URL:	http://www9.etest.pearson.com/FL
Login ID:	8432078132
Test Code:	6L8RWD

Session Roster

The *School Assessment Coordinator* sections of this manual provide instructions for creating and printing Session Rosters. A Session Roster is a list of all students scheduled in a test session. The roster displays important information:

- Test Administration
- Session Name
- Test to be Administered
- Test Code (password)
- Student Names
- Student ID Numbers
- Student Birth Dates
- Class Information
- Login IDs

There is also blank space to record attendance information and accommodations used. The Session Roster may be used to record required administration information.

Session Rosters must be handled in a secure manner and returned to the school assessment coordinator immediately after each test session is completed.

Session Roster							
Test Administration:	Winter 2012 EOC	Scheduled Start Date:	11/28/2012				
Test Session Status:	Not Started	Scheduled Start Time:	08:00 AM				
Session Name:	Test Session	Actual Start Date:					
School:	PEARSONACCESSPUBLIC SCHOOL (000002)	Actual Start Time:					
Test to be Administered:	Algebra 1	Location:	Lab A				
Read Aloud:	No						
Form Group Type:	SEE BELOW						
Test Code:	ULBZH8						
							Results: 2
Student Name	Student ID	Date of Birth:	Class	Form/Form Group Type	Login ID	*Attend.	Accommodations
STUDENT, SAMPLE	0122257022	03/27/1995	FLCLASS	Main	4828798018		
STUDENT, SAMPLE	8451350854	04/08/1995	FLCLASS	Main	2443512747		
							Results: 2

Test Group Code

A test group code is a unique four-digit number used to identify a group of students tested together. Each group of tested students, by testing room, initial and make-up, should receive a unique test group code. District assessment coordinators will either create and distribute test group codes to all school assessment coordinators or instruct them to create their own unique four-digit codes. Students will enter the test group code before beginning the test, as indicated in the scripts.

Work Folders

For each Algebra 1, Biology 1, and Geometry EOC computer-based test administration, Florida Computer-Based Testing Work Folders are provided for students to work the problems. The work folder is a piece of yellow 11x17 paper folded in half. The last page of the folder (back cover) is printed with graph paper. One work folder should be sufficient for each student; however, students may request additional folders.

Work folders are to be distributed to students at the beginning of a test session. School assessment coordinators and test administrators must ensure that students have enough desk space to use their folders.

Once students complete a test session, the test administrator **must** collect all work folders. The school assessment coordinator should package the used folders in the District Assessment Coordinator ONLY box. **Used work folders are secure materials.**

Students testing with paper-based materials are not provided with work folders; those students may use the blank space in their test and answer books to work the problems.

Calculators

Algebra 1 and Biology 1 (Four-Function Calculator)

Each district should have an adequate supply of handheld four-function calculators provided by the FDOE, and districts should ensure that schools have enough of these calculators for all students taking the Algebra 1 and Biology 1 EOC Assessments. Districts are responsible for establishing policies for the storage, use, and retention of calculators. **No other calculators may be used.**

- **TestNav** has a built-in four-function calculator in Algebra 1 and Biology 1 EOC Assessments. Students may use the built-in calculator, or they may use a handheld four-function calculator. Test administrators should provide handheld calculators at the beginning of a test session to all students who request one, as indicated in the test administration script.
- **TestHear does NOT have a built-in four-function calculator.** Students taking an accommodated CBT form of the Algebra 1 or Biology 1 EOC Assessment should be provided a handheld four-function calculator at the beginning of the test session, as indicated in the test administration script.

Students with visual impairments may use the approved large key/large display four-function calculators or approved talking four-function calculators supplied by the FDOE. Schools that have not yet accumulated an adequate supply of approved large key/large display or talking four-function calculators to accommodate all students with visual impairments may use comparable calculators that are regularly used in their classrooms. Such calculators must be basic, four-function models and must not have functions that are unavailable on approved calculators. **No other calculators may be used.**

Geometry (Scientific Calculator)

The Geometry EOC Assessment has a built-in scientific calculator in TestNav, but students may use approved handheld versions, if available. Handheld scientific calculators will **not** be provided by the FDOE for students taking the Geometry EOC Assessment using TestNav.

The following calculators have been approved for use on the Geometry EOC Assessment.

Texas Instruments	Casio	Sharp	Hewlett Packard	Others
TI-30XS Multi-View (Online calculator for the computer- based Geometry EOC Assessment)	FX-300ES FX-260Solar FX-300 MS FX-65	EL-531WH EL-509W/531W EL-503W EL-510R EL-501W EL-501X	HP 10s	Calculators with similar functions may be approved by the FDOE.
TI-30X IIS (solar)				
TI-36X Solar				
TI-30Xa				
TI-34 Multi-View				
TI-36X II				

Schools must receive FDOE approval to use scientific calculators not included in the preceding list. **Requests to use other models must be submitted to the FDOE no later than two weeks prior to testing.**

Graphing calculators, calculators with QWERTY keyboards, WriteView (Sharp) calculators, and calculators with solve functions are not allowed on the Geometry EOC Assessment.

The TestHear Geometry EOC Assessment does not include an online scientific calculator. Handheld scientific calculators will be provided by FDOE for students taking the Geometry EOC Assessment using TestHear accommodated CBT forms.

Students with visual impairments may use large key/large display scientific calculators that are comparable in function to the approved calculators listed above. The approved talking scientific calculator is the Orion TI-36X or one that is comparable in function to the Orion TI-36X. **No other calculators may be used.**

Paper-Based Tests

Students taking a paper-based form of the Algebra 1, Biology 1, or Geometry EOC Assessments must be provided the appropriate handheld calculator (scientific or four-function) at the beginning of a test session, as indicated in the test administration scripts.

Reference Sheets and Periodic Tables

The *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet* and the *Periodic Table of the Elements* for the Biology 1 EOC Assessment are provided in an online format only for computer-based testing (students with paper-based accommodations will still be provided paper copies, which will arrive with test materials). The reference sheet and periodic table are displayed in pop-up windows in their respective tests. The reference sheet and periodic table are also provided in Appendix E of this manual and at www.FLAssessments.com/EOC.

Schools may provide hardcopy reference sheets or periodic tables to students taking the computer-based assessments. Any hardcopy reference sheets or periodic tables must be photocopies of the perforated pages in Appendix E (or found on PearsonAccess at the above location). Each copy must be carefully checked against the original to ensure all content is copied and that it is clear and easy to read.

Once students complete the test session, the test administrator should collect all reference sheets and periodic tables, and the school assessment coordinator should securely destroy them by recycling, or return them, as directed by the district assessment coordinator. **Used reference sheets and periodic tables are secure materials.**

CBT Tools

Several tools are available to students taking a computer-based assessment. Students will practice using these tools during the practice test (ePAT); instructions for using these tools are provided in the scripts for administering the ePATs. Students will also review the tools on the day of testing.

Tool	Description
Available on All Computer-Based EOC Assessments	
Eliminate Choice	A student can use this tool to cross out answer choices that he or she has eliminated as possible correct answers.
Highlighter	A student can use this tool to highlight portions of a question or graphic.
Eraser	A student can use the eraser to remove highlighting or to erase the X that appears over an answer choice when a student uses the Eliminate Choice tool.
Straightedge	This tool looks like a ruler but has no measuring units. It can be used in the same way the edge of a piece of paper would be used to help work a problem.
Available on the Algebra 1, Biology 1, and Geometry EOC Assessments	
Calculator (TestNav only)	The TestNav Algebra 1 and Biology 1 EOC Assessments have a built-in four-function calculator. The TestNav Geometry EOC Assessment has a built-in scientific calculator.
Exhibit	The Exhibit tool includes the following: <ul style="list-style-type: none"> ■ <i>Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet or Periodic Table of the Elements</i> ■ Directions for Completing Fill-in Response Items (Algebra 1 and Geometry) ■ A diagram of a four-function or scientific calculator ■ Helpful Hints for Using a Four-Function Calculator or Helpful Hints for Using a Scientific Calculator
Available on the U.S. History EOC Assessment and Civics EOC Assessment Field Test	
Notepad	A student can use this tool to make notes on a particular question for later reference. Each item has its own notepad.

Student Demographic Information

Student demographic information for all students testing must be verified in PearsonAccess.

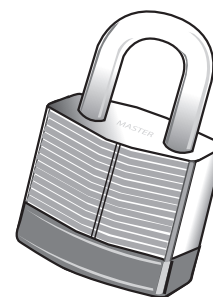
For all students who will test using paper-based accommodations, verify the student demographic information included on the preidentified student labels. If gridding information, include the information found under *Student Demographic Information (Paper-Based Accommodations)* on pages 106–112.

Test Security Policies and Procedures

Florida State Board of Education Rule 6A-10.042, FAC, was developed to meet the requirements of the Test Security Statute, s. 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment. The Rule prohibits activities that may threaten the integrity of the test. See Appendix B for the full text of the *Florida Test Security Statute* and *Florida State Board of Education Test Security Rule*. **Please remember that inappropriate actions by school or district personnel can result in student or classroom invalidations and/or loss of teaching certification.**

Examples of prohibited activities are listed below:

- Reading or viewing the passages or test items
- Revealing the passages or test items
- Copying the passages or test items
- Explaining or reading passages or test items for students
- Changing or otherwise interfering with student responses to test items
- Copying or reading student responses
- Causing achievement of schools to be inaccurately measured or reported



Please read and familiarize yourself with the Statute and Rule on pages 274–276.

If students with current IEPs, Section 504 plans, or ELL plans have allowable accommodations documented, test administrators may provide accommodations as described in Appendix A and may modify the scripts in this manual as necessary to reflect the allowable accommodations. Do NOT interpret this as permission to paraphrase passages or test items.

The security of all test materials must be maintained before, during, and after test administration. Under no circumstances are students permitted to assist in preparing secure materials before testing or in organizing and returning materials after testing.

Any monitoring software that would allow test content on student workstations to be viewed on another computer during testing must be turned off.

Please remember that after ANY administration, initial or make-up, all secure test materials, including test and answer books, Student Authorization Tickets, Session Rosters, hardcopy reference sheets, hardcopy periodic tables, and used work folders, must be returned immediately to the school assessment coordinator and placed in locked storage. The Chain of Custody form should be maintained at all times. **No more than three persons should have access to the locked storage room.** Secure materials must not remain in classrooms or be taken off the school's campus overnight. Secure documents containing security numbers should never be destroyed (e.g., shredded, thrown in the trash), except for soiled documents as described in the *Security of Test and Answer Books* section on pages 15–16.

District assessment coordinators must ensure that all school administrators, school assessment coordinators, technology coordinators, test administrators, and proctors receive adequate training prior to test administration and that all personnel involved in test administration sign and return a *Florida EOC Test Administration and Security Agreement*, provided in Appendix E, stating that they have read and agree to abide by all test administration and test security policies and procedures. Additionally, any other person who assists the school assessment coordinator, technology coordinator, or test administrator must sign and return an agreement.

Test administrators must sign the *Test Administrator Prohibited Activities Agreement*, located in Appendix E. **Remember that ALL test administrators must be certified educators. Non-certified school personnel must NOT be allowed to serve as test administrators.**

Each school is required to maintain an accurate Security Log, provided in Appendix E, and an accurate seating chart for each testing room. Anyone who enters a testing room **for the purpose of monitoring the test** is required to sign the log. This applies to test administrators, proctors, and anyone who relieves a test administrator, even for a short break, regardless of how much time he or she spends monitoring a testing room.

Test administrators must NOT administer tests to their family members. Students related to their assigned test administrator should be reassigned to an alternate test administrator.

Test Irregularities and Security Breaches

Test administrators should report any test irregularities (e.g., disruptive students, loss of Internet connectivity) and possible security breaches to the school assessment coordinator immediately.

If a test irregularity or security breach is identified, the school assessment coordinator must contact the district assessment coordinator. A test irregularity may include testing that is interrupted for an extended period of time due to a local technical malfunction. **Decisions regarding test invalidation should not be made prior to communicating with the district assessment coordinator.**

The district assessment coordinator should call the Bureau of K–12 Assessment immediately to discuss the concern. A written report must be submitted to the Bureau within 10 calendar days after an irregularity or security breach has been discovered. The report must include the following, as applicable:

- the nature of the situation,
- the time and place of the occurrence,
- the names of the persons involved,
- a description of the communication between the district assessment coordinator’s office and school personnel,
- how the incident was resolved, and
- what steps are being implemented to avoid future irregularities or security breaches.

A form to report test irregularities and security breaches can be found online at www.FLAssessments.com/EOC. School personnel and district assessment coordinators may use this form, manipulate this form, or create their own form to submit with a written report. Compile all pertinent information and submit the written report to the FDOE via fax at 850-245-0781 or via email as indicated on the form.

Admission of Students to Testing

Precautions must be taken at testing sites when students are unknown to the test administrator or other school staff. For security purposes, photo identification, such as a driver’s license or school ID, must be checked before admitting unfamiliar students to a testing room.

Districts must ensure that students take the test only ONCE during this administration. In the event that a student takes the test more than once and it cannot be determined which test was taken first, both tests will be invalidated.

Proctors

When testing a large group of students, proctors MUST be assigned to the room to assist the test administrator. Refer to the table on the next page for the required number of proctors.

1–25 students	Test Administrator*
26–50 students	Test Administrator and 1 Proctor
51–75 students	Test Administrator and 2 Proctors

* It is **strongly recommended** that a proctor be assigned to rooms with 25 or fewer students whenever possible.

School personnel and non-school personnel may be trained as proctors (only certified school personnel may be trained as test administrators). Prior to testing, inform all proctors of their duties for assisting with test sessions and of the appropriate test security policies and procedures. **School personnel** duties may include preparing and distributing materials (e.g., authorization tickets, work folders). **Non-school personnel** may assist test administrators during test administration; however, they may NOT participate in any of the test administration procedures (e.g., distributing and collecting authorization tickets, assisting students with logging in to the test, providing accommodations).

All proctors may help monitor rooms during test administration; however, they may NOT assist in rooms where their family members are tested.

Proctors and anyone who assists with any aspect of test preparation or administration must be informed of the test security laws and rules prohibiting any activities that may threaten the integrity of the test. Each proctor who monitors a testing room for any length of time must sign a *Florida EOC Test Administration and Security Agreement* and the Security Log for that room.

Security Policies and Procedures for Paper-Based Materials

Security of Test and Answer Books

A security number is used to account for each test and answer book (paper-based accommodations). See page 17 for a graphic that shows the location of the security number. The security number consists of a nine-digit number followed by a check digit. The packing list will indicate the number ranges assigned to each school. Written documentation of the number ranges must be maintained at all times during distribution and return of secure test and answer books.

Pre-populated Administration Record/Security Checklists are provided with lists of security numbers for all secure test and answer books assigned to each school. These pre-populated lists are available for district and school personnel in PearsonAccess. (Log into PearsonAccess. Go to **Test Setup** and click the **Orders** link. From the **Reports** drop-down, select “Security Checklist Detail.”) School assessment coordinators may use these lists to record the security numbers of the documents assigned to and returned by each test administrator. A blank version of this form is also available in Appendix E and online at www.FLAssessments.com/EOC.


The test administrator should also maintain a record of the security numbers for all test and answer books assigned to him or her. If a test administrator receives test and answer books that are not already listed, the security numbers of those materials must be added to this record with the names of the students to whom the test materials are assigned. As directed by the school assessment coordinator, the test administrator may use a copy of the pre-populated Administration Record/Security Checklist, use a copy of the blank Administration Record/Security Checklist, or make his or her own comprehensive record of security numbers. The security number(s) of the document(s) assigned to and returned by each student should be recorded and verified at the completion of each day of testing.

General Information—Test Security Policies and Procedures

If a secure document is soiled (e.g., with blood or vomit), the district assessment coordinator should email the security number and document type to Pearson at Florida@support.pearson.com. School personnel **must** transcribe responses into a replacement document and then destroy the soiled document as directed by the district assessment coordinator.

Sample Administration Record/Security Checklist

This blank version of the form is available in Appendix E and PearsonAccess.



ADMINISTRATION RECORD/SECURITY CHECKLIST
2012–2013 EOC ASSESSMENTS

ALGEBRA 1 BIOLOGY 1 GEOMETRY U.S. HISTORY CIVICS FIELD TEST

SCHOOL NUMBER: _____ SCHOOL NAME: _____

Security Number	Student Last Name	Student First Name	Grade Level	Student ID Number	*Attendance	**Accommodations	Test Group Code	Test Administrator Signature	School Assessment Coordinator Signature	Date Returned

* **Attendance Codes:** P=Present; A=Absent; W=Withdrawn; P/I=Present but Invalidated
** **Accommodations Codes for ESE/504:** 1-FP=Flexible Presentation; 1-FR=Flexible Responding; 1-FSC=Flexible Scheduling; 1-FSE=Flexible Setting; 1-AD=Assistive Devices
For ELL: 2-FSC=Flexible Scheduling; 2-FSE=Flexible Setting; 2-AHL=Assistance in Heritage Language; 2-ADI=Approved Dictionary

Location of Security Number on Sample Student Grid Sheet (Paper-Based Accommodation)

Registration Mark →

Florida EOC Assessments
FLORIDA END-OF-COURSE ASSESSMENT

Winter Algebra 1
EOC Assessment
Next Generation
Sunshine State Standards
Test and Answer Book

2012

Student Name
School Name
District Name

Timing Tracks →

Security Number →

405990209-3

PLACE STUDENT LABEL HERE

STUDENT GRADE LEVEL
Grid only one
 6 7 8
 9 10 11
 12 13 AD

GENDER
 Male Female

ETHNICITY
 Hispanic or Latino

RACE
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

PRIMARY EXCEPTIONALITY
Grid only one
 OI EBD ASD
 SI SLD TBI
 LI GIF OHI
 DHH HH InD
 VI DSI

PEARSON USE ONLY
 M A C
 BR Y N B D

SECTION 504 Yes

GRID ALL THAT APPLY
ESE/504 ACCOMMODATION TYPES
 M
 Flexible presentation
 Flexible responding
 Flexible scheduling
 Flexible setting
 Assistive device(s) other than standard calculator

ELL ACCOMMODATION TYPES
 M
 Flexible scheduling
 Flexible setting
 Assistance in heritage language
 Approved dictionary use

ELL
Receiving ESOL services for:
 Less than 1 year
 At least 1 year but less than 2 years
 2 years or more

189065-001-321 Printed in the USA by Pearson ISD9405

→ **Registration Marks**

Do not write or mark outside the student demographic information boxes. Any marks outside the information boxes, especially on or near the registration marks or timing tracks, will adversely affect the scanning and scoring of the books.

Missing Materials

Schools must investigate any report of missing materials. If, after a thorough investigation, a secure document (e.g., test and answer book, Student Authorization Ticket, used work folder, used reference sheet, Session Roster) is not found, the school assessment coordinator must contact the district assessment coordinator. The district assessment coordinator should call the Bureau of K–12 Assessment immediately to discuss the concern.

If there is reason to believe that a secure document or test content has been stolen, photographed, or copied, the school assessment coordinator should contact the district assessment coordinator immediately. The district assessment coordinator must then call the Bureau of K–12 Assessment to discuss a plan of action. This action may include the involvement of local law enforcement personnel.

A written report must be submitted to the Bureau within 30 calendar days after secure materials have been identified as missing. The report must include the following, as applicable:

- the nature of the situation,
- the time and place of the occurrence,
- the names of the persons involved,
- a description of the communication between the district assessment coordinator’s office and school personnel,
- how the incident was resolved, and
- what steps are being implemented to avoid future losses.

A form to report missing secure materials can be found online at www.FLAssessments.com/EOC. School personnel and district assessment coordinators may use this form, manipulate this form, or create their own form to submit with a written report. Compile all pertinent information and submit the written report to the FDOE via fax at 850-245-0781 or via email as indicated on the form.

Do Not Score (DNS) and UNDO Bubbles

The DNS and UNDO bubbles are located in the **SCHOOL USE ONLY** box near the bottom of the student grid sheet on paper-based tests. See the samples below.

SCHOOL USE ONLY	
DNS - S	<input type="radio"/>
UNDO - S	<input type="radio"/>

SCHOOL USE ONLY	
DNS - M	<input type="radio"/>
UNDO - M	<input type="radio"/>

SCHOOL USE ONLY	
DNS - H	<input type="radio"/>
UNDO - H	<input type="radio"/>

The DNS bubble must be gridded when a test is invalidated or when a document is defective and USED.

If a DNS bubble has been gridded by mistake, erase the DNS bubble **and** grid the UNDO bubble. Then package the document with all other TO BE SCORED materials.

If the timing tracks (see the example on the previous page) are damaged (e.g., while a student removes the seal from a book), determine whether the DNS bubble needs to be gridded and the student’s responses need to be transcribed.

- If the damaged portion is less than one inch in size, do not grid the DNS bubble. The book can be returned with other TO BE SCORED materials and does not need to be transcribed.
- If the damaged portion is greater than one inch and the test and answer book has been used, grid the DNS bubble. Under supervision of a test administrator, the student must transcribe his or her responses into a replacement book, and the damaged book should be returned with all other NOT TO BE SCORED materials. If the test administrator is alerted to the tear while reading the administration script before testing begins, he or she should contact the school assessment coordinator and give the student a replacement book.

Defective Documents

If a defective test and answer book is identified **before** testing begins, give the student a replacement test and answer book. Return the defective book with all other NOT TO BE SCORED materials.

The DNS bubble **MUST** be gridded if any of the following circumstances occur:

1. A test and answer book is defective and **USED**.
2. A student name, student ID number, district number, OR school number is **INCORRECT** on a label affixed to a **USED** book.
3. A student label has been placed over another student label on a **USED** book.

If a student discovers any of the above issues **during** testing, give the student a replacement book. When the student completes the test, he or she must, under the supervision of the test administrator, transfer the exact responses from the defective book to the replacement. If the defective book has a student label, **do not remove the label**. Grid all information on the student grid sheet of the replacement book. (See the *Script for Gridding a Non-Preidentified Student Grid Sheet* on pages 257–258.) **Grid the DNS bubble on the defective USED book and return it with all other NOT TO BE SCORED materials.**

Under the following circumstances, it is NOT necessary to grid the DNS bubble if the test and answer book has been packaged properly for return with all other NOT TO BE SCORED materials:

1. The preidentified book belongs to a student who has withdrawn before testing begins.
2. The preidentified book belongs to a student who was absent during the entire testing window.
3. The book is defective and **UNUSED**.
4. The preidentified information is incorrect and the book is **UNUSED**.

Test Invalidation Policies and Procedures

Test Invalidation

District assessment coordinators should advise schools of the appropriate course of action if invalidation is being considered. Remember that the purpose of invalidation is to identify when the validity of test results has been compromised.

A test administrator should discuss any situation involving possible invalidation with the school assessment coordinator, and the situation should be investigated immediately.

Please see the circumstances and guidance below to identify when invalidation is an appropriate course of action.

1. **A student has an electronic device during testing.** If a student is found with an electronic device during testing or during breaks within a session, the student's test **MUST** be invalidated.
2. **A student is cheating during testing.** Cheating is cause for immediate test invalidation. Possible cheating situations include looking at/copying from another student's test, allowing another student to copy answers, or discussing test content before a session is completed.

Please note, as stated in Rule 6A-10.042, FAC, in situations involving cheating, a report must be submitted to the FDOE within 10 calendar days of the incident, as stated on pages 275–276.

3. **A student becomes ill and is unable to finish, OR a student is not allowed the correct amount of time** (e.g., the test administrator instructs students to stop working without allowing the correct amount of time, a parent removes a student for an appointment prior to the end of the allotted testing time).

Invalidation decisions should be made based on whether the student was provided adequate time to respond completely to the test items. If a determination can be made that the student was provided enough time to respond completely, the test should be submitted for scoring.

If it is determined that the student was **not** provided adequate time to complete a test **AND** the validity of the test results has been compromised, the test should be invalidated. However, if the validity of the test results has not been compromised **AND** the student has not left the school's campus, the student may return to the testing room **during the same school day** to complete the test. If a student starts a test and leaves campus without finishing (due to an appointment, illness, etc.), he or she will **NOT** be allowed to complete that test.

4. **A student is given an accommodation not allowed on EOC Assessments.** If a student is given an accommodation that is not allowed on statewide assessments, that student's test must be invalidated. Teachers should be aware of allowable accommodations to ensure they are not offering classroom testing accommodations not allowed on statewide assessments.
5. **A student is given an accommodation not indicated on the student's IEP, Section 504 plan, or ELL plan.** Testing with accommodations not indicated on a student's IEP, Section 504 plan, or ELL plan is cause for invalidation.
6. **A student was NOT provided an allowable accommodation indicated on the student's IEP, Section 504 plan, or ELL plan.** The situation should be discussed with the student and his or her parents/guardians to determine if the lack of the accommodation significantly affected the student's performance and if the test should be scored.
7. **An error occurs in test administration or procedures that could compromise the validity of the test results.** If the validity of the test results has been compromised (e.g., students had access to an unauthorized visual aid that gave an unfair advantage), the test must be invalidated.

8. **A disruption occurs during testing.** If students are disrupted during testing due to a circumstance out of their control (e.g., severe weather), test invalidation may be considered if a student feels his or her performance was significantly affected by the disruption.
9. **A student is given unauthorized help during testing.** If a student received unauthorized assistance or has been given an unfair advantage (e.g., a test administrator has told a student to check the answer to a specific item), the student's test must be invalidated.
10. **A student is disruptive during testing.** If a student is disruptive during testing, the school assessment coordinator should determine whether invalidation is an appropriate course of action.

For information on how to invalidate a computer-based test, see pages 121–122.

Test Administrator Responsibilities Before Testing

Please use the **Test Administrator Checklist** from Appendix E before, during, and after testing. This checklist is also posted at www.FLAssessments.com/EOC.

Test administrators **MUST** be certified educators. If you are not a certified educator, you may not administer any EOC assessments.

Remember, you must complete the following prior to testing:

- read, sign, and return a *Florida EOC Test Administration and Security Agreement* verifying that you have read the appropriate sections of this manual, are familiar with the test security statute and security policies, and have received adequate training; and
- read, sign, and return a *Test Administrator Prohibited Activities Agreement*.

Conduct Practice Test (ePAT)

Prior to administering each computer-based EOC Assessment, conduct a practice test (lasting approximately 45 minutes) based on instructions from your school assessment coordinator. The practice tests contain sample test items to prepare students for each EOC Assessment. They will help familiarize you and your students with the CBT tools, including the online calculator (TestNav only) and reference sheet, and the process for responding to items on the computer. The practice test items are not intended to replicate the difficulty of the items on the test but are very similar in content and format.

All students who will participate in this administration **MUST** participate in a practice test(s) conducted at their school. **Students who have previously participated in an ePAT for the subject test they will take are NOT required to participate in an ePAT session for this administration.** However, these students should be encouraged to access the ePAT and practice on their own.

For each practice test, you will need the appropriate practice test script posted at www.FLAssessments.com/ePATs. Read and familiarize yourself with the practice test scripts and practice using the tools in the ePAT before administering any practice test to students. The scripts for the practice tests are provided to ensure that all students are given the same instructions. However, for the practice tests **ONLY**, you may provide additional information as needed.

Students who will test using accommodated computer-based forms (large print, color contrast, zoom, screen reader, assistive devices) must practice using the TestHear accommodated ePAT(s) for the specific accommodated form or form combination that they will use during testing. Separate instructions and scripts for administering accommodated practice tests are posted at www.FLAssessments.com/ePATs.

Work folders will not be provided for the practice tests. Instruct students to bring their own scratch paper and pencils/pens.

Prepare the Room for Testing

Tests should be administered in a room that has comfortable seating and good lighting. Make sure that the room is adequately ventilated and free of distractions.

Remove or cover all visual aids in the room, such as posters showing mathematical concepts. Students may not have access to any unauthorized aids. Discuss any concerns with your school assessment coordinator.

Sufficient workspace should be provided for students to use their test materials (e.g., work folders, paper-based accommodations). Students must not be able to easily view other students' computer screens or test materials. During the practice test, check the configuration of your testing room to make sure you will be able to provide a secure environment during testing. Make adjustments prior to the test administration. If necessary, use visual blocks (e.g., file folders taped to the sides of computer screens).

When you arrive on the day of testing, open each student workstation in the testing room to the student login screen as indicated in the script, but **do not log in for students**. Ensure that you have a way to contact the technology coordinator or the school assessment coordinator without leaving the room unattended.

Outside each door to the testing room, post a sign that reads *TESTING—Please Do Not Disturb*. A sign is provided in Appendix E. Also display starting and stopping times as soon as testing begins.

If you are administering the test to 26 or more students, see the chart on page 15 for the number of proctors needed. **It is recommended that at least one proctor be assigned to all testing rooms, even those with fewer than 25 students.**

Required Administration Information

You are required to maintain the following information, as directed by your school assessment coordinator:

- Students assigned to your room—provide Student Name and Student ID
- Attendance information
- Accommodations provided
- Test group code
- Unique security numbers of secure documents assigned to each student (paper-based accommodations only)
- Signatures of test administrator and school assessment coordinator and dates for when secure materials (e.g., work folders, Student Authorization Tickets, Session Rosters, any used hardcopy reference sheets or periodic tables) are received and returned

The school assessment coordinator will provide a Session Roster, Student Authorization Tickets, and test group codes. The Session Roster can be used to record or verify most of the required administration information. Please note that the roster will include blank fields for recording accommodations provided and attendance information. Other required information (e.g., test group code) may be recorded anywhere on the roster.

Copy and file all required administration information for future reference. Return the originals to the school assessment coordinator.

Accommodations Codes

The following codes should be used by test administrators to record accommodations actually used by each student during the test administration. For paper-based tests, these codes are recorded on the student grid sheet after testing. For computer-based administrations, these codes should be recorded with other required administration information (e.g., on the Session Roster) so they can be recorded later in PearsonAccess.

For ESE/504 students:

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding

Test Administrator Responsibilities Before Testing

1-FSC = Flexible Scheduling

1-FSE = Flexible Setting

1-AD = Assistive Devices

For ELL students:

2-FSC = Flexible Scheduling

2-FSE = Flexible Setting

2-AHL = Assistance in Heritage Language

2-ADI = Approved Dictionary

Seating Charts

You are required to maintain an accurate seating chart for your testing room. The chart should record the following:

- Room name/number
- Student names and their location in the room during testing
- Direction students are facing
- Date
- Starting time
- Your name
- Names of proctors (if applicable)
- Test group code
- Session name in PearsonAccess (CBT)

Seating charts must be returned to your school assessment coordinator after testing. All seating charts must indicate the front and back of the room, as well as the direction the students are facing. If students using extra time are moved to a new location or the seating configuration changes during testing, a new seating chart must be created.

Test Group Code

Your school assessment coordinator will provide you with a unique four-digit test group code to use as directed in the script. The test group code is used as a security measure to identify groups of students tested together. You will need to provide this code to students as directed in the administration scripts and record it on both your seating chart and your record of required administration information.

Assemble Materials

Test Administration Manual

You will need this manual to read the test administration scripts to students. You are responsible for reading the *General Information* sections, the *Test Administrator Responsibilities* sections, appropriate appendices, and the

appropriate scripts BEFORE testing. If you are administering a practice test, you will also need to access the appropriate ePAT script(s) posted at www.FLAssessments.com/ePATs.

When testing students who are allowed certain accommodations, you may need to modify the scripts. It is especially important that you review the scripts BEFORE testing begins to determine the necessary modifications. Do not interpret this as permission to paraphrase test items. If an accommodation is not provided as indicated on a student's IEP, Section 504 plan, or ELL plan, that student's test may be invalidated. Contact your school assessment coordinator if you have questions about student accommodations.

Additional instructions for administering the test to students who require paper-based tests (regular print, braille, large print) or accommodated computer-based test forms (large print, color contrast, zoom, screen reader, assistive devices) are provided in Appendix A. A separate braille script and braille notes are provided with the braille test materials.

You will be asked by your school assessment coordinator to sign a *Florida EOC Test Administration and Security Agreement*, provided in Appendix E, stating that you have read and agree to abide by all test administration and test security policies and procedures. You must also sign a *Test Administrator Prohibited Activities Agreement*, provided in Appendix E. **Failure to adhere to these policies and procedures may result in the invalidation of student tests and/or loss of teaching certification.**

Pencils/Pens

Instruct students to bring a pencil or a pen on the day of the assessment, but also ensure that a supply of pencils and pens is available. Students will need a pen or pencil to sign their authorization tickets and to work problems in their work folders.

Watch or Clock

You will need a watch or clock to ensure that students are allowed the full amount of time indicated for the EOC Assessments.

The Algebra 1, Biology 1, Geometry, and U.S. History EOC Assessments are each administered in one 160-minute session with a 10-minute break after 80 minutes. **Any student not finished by the end of the allotted time may continue working; however, testing must be completed within the same school day.**

The Civics EOC Assessment Field Test is administered in one 60-minute session with individual breaks as needed.

Security Log

You are required to maintain an accurate Security Log for your testing room. **Anyone who enters a testing room for the purpose of monitoring a test MUST sign the log for that testing room.** This applies to test administrators, proctors, and anyone who relieves a test administrator, even for a short break, regardless of how much time he or she spends monitoring a testing room. Copy the Security Log from Appendix E and use it as required. This document can also be found at www.FLAssessments.com/EOC.

Do Not Disturb Sign

Copy the Do Not Disturb sign from Appendix E and post it at all entrances to the testing room prior to testing.

Electronic Devices Sign

Copy the Electronic Devices sign from Appendix E and post it prior to testing where it is visible to all students.

Cover Sheets

As directed by your school assessment coordinator, use the cover sheets from Appendix E when you separate paper-based materials. You may copy cover sheets as necessary.

Cover sheets in Appendix E include:

- TO BE SCORED Cover Sheet
- NOT TO BE SCORED Cover Sheet

Receive Materials

Your school assessment coordinator will provide you with the materials needed to administer each test. Secure materials should be delivered or picked up at the beginning of each day of testing. Verify that you have all necessary materials.

Student Authorization Tickets and Session Rosters

On the morning of testing, your school assessment coordinator will provide you with a Session Roster and, for each student scheduled for your test session, a Student Authorization Ticket. You may use the Session Roster to verify and collect required administration information. Be sure that the tickets and the roster identify the correct test session and students.

Each test session will have a unique six-character test code (password) that will be printed on the Student Authorization Tickets and Session Roster (this is different from the test group code used to identify groups of students tested together). Students will be prompted to enter the test code (password) to access the test.

Student Authorization Tickets and Session Rosters are secure materials.

Paper-Based Test Materials

Your school assessment coordinator will provide you with the materials needed to administer paper-based accommodations to students, if applicable. Verify that you have all necessary materials.

- *Algebra 1 EOC Assessment Test and Answer Books*
- *Biology 1 EOC Assessment Test and Answer Books*
- *Geometry EOC Assessment Test and Answer Books*
- *U.S. History EOC Assessment Test and Answer Books*
- *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheets*
- *Biology 1 Periodic Table of the Elements*
- Calculators (Four-Function or Scientific)

For students using special documents (braille, large print), see pages 262 and 267 for the materials needed to administer the Algebra 1, Biology 1, Geometry, and U.S. History EOC Assessments.

Work Folders

You will receive a work folder for each student taking the computer-based Algebra 1, Biology 1, and Geometry EOC Assessments. Distribute these folders as indicated in the test administration script. You will receive extra folders in case students request more than one. Used work folders are considered secure materials.

Work folders are not provided for the practice tests; students should bring their own scratch paper for working the problems.

Calculators

Ensure you have an adequate supply of calculators, including large key/large display and talking calculators, before testing begins.

For the **non-accommodated** computer-based Algebra 1, Geometry, and Biology 1 EOC Assessments, students may use the built-in calculator in TestNav, a handheld calculator, or both. You should have enough handheld **four-function** calculators to provide one to every student taking an Algebra 1 and Biology 1 EOC Assessment. Districts may determine policies for providing handheld **scientific** calculators to students taking the Geometry EOC Assessment.

For the **accommodated** computer-based forms of the Algebra 1, Biology 1, and Geometry EOC Assessments, there is no built-in calculator in TestHear, so these students **MUST** be provided the appropriate handheld calculator before testing begins. FDOE provides handheld scientific calculators for students taking TestHear accommodated forms of the Geometry EOC Assessment **ONLY**.

Students taking an Algebra 1, Biology 1, or Geometry EOC Assessment with paper-based accommodations **MUST** be provided the appropriate handheld calculator (four-function or scientific) before testing begins.

See page 10 for more information about calculators.

Reference Sheets and Periodic Tables

If your school will provide paper copies of reference sheets to students taking the Algebra 1 and Geometry EOC Assessments or periodic tables to students taking the Biology 1 EOC Assessment, make sure a sufficient number of copies are available. The reference sheet and periodic table are also accessible in the TestNav and TestHear software. See page 11 for more information regarding reference sheets and periodic tables.

Communicate Testing Policies to Students

Prior to testing, make sure students to be tested understand the following policies:

- **Electronic Devices Policy**—If students are found with ANY electronic devices, including, but not limited to, cell phones and smartphones, during testing, their tests will be invalidated. The best practice would be for students to leave devices at home or in their lockers on the day of testing.
- **Leaving Campus**—If students leave campus before completing the test (for lunch, an appointment, or illness, etc.), they **WILL NOT** be allowed to complete the test. Students and parents should be aware of this policy. If a student does not feel well on the day of testing, it may be best for the student to wait and be tested on a make-up day.
- **Testing Rules Acknowledgment**—Prior to testing, students will be asked to affirm a Testing Rules Acknowledgment that reads: “I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.” Students taking computer-based EOC assessments show that they have read the statement by clicking a checkbox (TestNav) or circle (TestHear); in paper-based EOC assessments, a signature line appears below the statement.

Test Administrator Responsibilities During Testing

If a student starts a test and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test. **No exceptions will be made once the student leaves the school's campus.** If you have concerns about a student, you should not allow the student to begin. Instead, arrange to administer the test to that student on a make-up day.

If you have concerns about the testing room, discuss them with your school assessment coordinator prior to testing.

Read Script

Please refer to the table below to ensure you are using the correct administration script based on the method of delivery and the accommodations provided. No paper-based or computer-based accommodations are available for the Civics EOC Assessment Field Test (administration accommodations, as described in Appendix A, are allowable if indicated on a student IEP or Section 504 plan).

Method of Delivery	Accommodations	Refer To
Computer	Students participate in EOC administrations in TestNav without accommodated forms (may require administration accommodations, such as flexible scheduling, flexible setting)	Pages 31–81
	Students require TestHear accommodated forms (large print, color contrast, zoom, screen reader, assistive devices)	Pages 171–222
Paper	Students require paper-based regular print test materials	Pages 223–256
	Students require braille test materials	Separate Braille Script
	Students require paper-based large print test materials as a unique accommodation (for Spring 2013 and Summer 2013 administrations)	Pages 261–271

For paper-based accommodations, proceed to the appropriate grid sheet script in Appendix A if school personnel have not already gridded or verified student information prior to testing. One script is for students to grid their student information, and the other is for students to verify their preidentified student information. When it is determined that all student information is complete and correct, return to the appropriate administration script in Appendix A. **Do not read either grid sheet script if school personnel have already gridded or verified student information prior to testing.**

Read the appropriate script VERBATIM to students. Please read the important information and adhere to the instructions between the SAY boxes as you read the script to students.

You may make necessary modifications to the scripts when testing students who are allowed certain accommodations. For example, if a student receives a flexible responding accommodation, remove references to marking the student's answers in his or her test and answer book and include the specific instructions the student is to follow. Do not interpret this as permission to paraphrase test items.

Additional instructions for administering the tests to students who require paper-based accommodations or accommodated computer-based test forms (large print, color contrast, zoom, screen reader, assistive devices) are provided in Appendix A. A separate braille script and braille notes are provided with the braille test materials.

Distribute Materials

Ensure that each student has a pen or pencil.

Distribute the Student Authorization Tickets, and, if applicable, calculators, work folders, reference sheets, and periodic tables as indicated in the scripts.

Testing Rules Acknowledgment

After listening as you read the testing rules as indicated in the script, students will read and click a checkbox (TestNav) or circle (TestHear) beside the Testing Rules Acknowledgment before testing begins. The Testing Rules Acknowledgment reads: "I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated." As you read the portion of the script regarding the acknowledgment, walk around the room and ensure that all students click the checkbox or circle. For students with paper-based accommodations, the acknowledgment is located at the top of page 2 in the test and answer book.

If a student in your testing room does not acknowledge the testing rules, contact your school assessment coordinator and do not allow the student to begin testing. Your school assessment coordinator may reschedule the student to test on a make-up day.

Keep Time

Keep accurate time for the EOC assessments. Record the starting and stopping times in the spaces provided in the script and also display these times for students.

For Algebra 1, Biology 1, Geometry, and U.S. History EOC Assessments, students may be provided additional time to complete each EOC test session, but each session must be completed within one school day. (Students are NOT required to have an extended time accommodation in order to receive additional testing time for the EOC assessments.) Eligible students with IEPs or Section 504 plans that allow testing over more than one day per session are required to test on paper.

Extended time, even for students with this accommodation indicated in an IEP or Section 504 plan, is not permitted for the Civics EOC Assessment Field Test.

Maintain Test Security

Maintain test security at all times and report violations or concerns to the school assessment coordinator immediately. Adhere to the *Test Security Policies and Procedures* on pages 13–19, the Statute and Rule in Appendix B, the *Florida EOC Test Administration and Security Agreement*, and the *Test Administrator Prohibited Activities Agreement* that you signed prior to testing.

If a student leaves the room, you must secure the student's computer. Your school assessment coordinator will provide instructions. The student must turn off his or her monitor (recommended for short restroom breaks), exit the test, or some type of visual block (e.g., a file folder) must be applied to obscure the computer screen. If the student exits the system, intentionally or due to a technical issue, he or she must be authorized to resume testing. If your district assessment coordinator creates a Test Administrator account for you in PearsonAccess and trains you on the process, you will be able to resume testing for these students. Otherwise, your school assessment coordinator must authorize the student to resume testing.

Maintain your record of required administration information (Session Roster), Security Log, and seating chart during testing.

Supervise Test Administration

It is not appropriate to use cell or classroom phones (except to contact your school assessment coordinator or technology coordinator), grade papers, or work on the computer during testing. Instead, while students are working, ensure the following:

- Students have cleared the area around their workstations of all materials except for Student Authorization Tickets, pens or pencils, and, as applicable, calculators, work folders, reference sheets, and periodic tables
- Students check the Testing Rules Acknowledgment box and enter the correct test group code
- Students do not have books, notes, extra scratch paper, or electronic devices (except for approved calculators) of any kind during testing, even if they do not use them
- Students do not talk to other students or make any disturbance
- Students are working independently
- Students are working in the correct test (check student name and test on the computer screen)

While you may encourage students to continue working, **you may not** talk with them about test items or help them with their answers. Any desktop-viewing programs or similar software that would enable you to view test items and student responses must be turned off during testing. If students finish the test before the allotted time has elapsed, you may encourage them to go back and check their work. **You may not provide students with any information that would allow them to infer the correct answer, such as suggesting that they might want to check their work on specific items. Further, you may not discuss test items or answers with students, even after testing has been completed.** Because some items may be used on future tests, discussion would compromise the validity of those items.

If a student reports a test item that he or she thinks is defective, note the student's name, session name, subject (e.g., Algebra 1, Geometry), item number, and basic student concern (e.g., two possible answers, no correct answer). Most concerns result from a student not reading an item carefully; therefore, encourage the student to reread the item. If the student still thinks that the item is defective, reassure the student that a flawed item will not be used to calculate student scores. The student should answer the item to the best of his or her ability and continue with the test. Once testing has ended, inform your school assessment coordinator of the concern, and he or she will contact the district assessment coordinator, who in turn will provide the FDOE with this information. The item will be investigated, and the district will be informed of the results of the investigation.

If a student's computer is disconnected from the test, contact the technology coordinator to help diagnose any technical issues or contact the school assessment coordinator to resume that student's test in PearsonAccess. If your district assessment coordinator created a Test Administrator account for you, you will be able to resume the student's test. Then assist the student with logging in again. If a student still has difficulty logging in or keeps getting kicked out of his or her test, do not have the student continue attempting to log in until the issue is diagnosed and resolved. If necessary, students should make arrangements to stay after school hours to complete the test.

As directed by your district assessment coordinator, if students are not dismissed as they finish, schools may permit students to read after they have finished the test AND their test materials (authorization tickets, work folders, calculators, periodic tables, and reference sheets) have been collected. While still in the testing room, students are **not** permitted to write or to use computers after they have finished the test and completed a comment form.

Script for Administering the Computer-Based Algebra 1 EOC Assessment

ALGEBRA 1
160 minutes

The following script should be used only for students taking the computer-based Algebra 1 EOC Assessment. If you are administering a paper-based test or a TestHear accommodated CBT form (e.g., large print, color contrast, zoom, screen reader, assistive devices), see Appendix A.

Ensure that you have a seating chart, a Security Log, and a form to collect required administration information for your room. Remember to maintain these documents during testing.

If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test. **No exceptions will be made once the student leaves the school's campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.

Provide individual restroom breaks as needed and maintain the security of the test during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens (e.g., monitors turned off, folders taped to screens) instead of having students exit and resume the test session. If a student exits the test session, the student's test will need to be resumed in PearsonAccess before the student can continue testing.

Follow the instructions from your school assessment coordinator for how students will access the student comment form once they have finished the test. The comment form is available at www.FLAssessments.com/EOCStudentCommentForm.

Before Testing

1. Ensure that the testing room is prepared as described on pages 22–23.
2. Ensure that you have the four-digit test group code assigned by your school assessment coordinator. **Do not display the test group code until you are told to do so in the script.**
3. Ensure that you are aware of your school assessment coordinator's instructions regarding students leaving the room for breaks and resuming testing.
4. Ensure that the Electronic Devices sign is posted where it is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room.
5. Make sure you have the correct Student Authorization Tickets for the Algebra 1 EOC Assessment. **Do not distribute Student Authorization Tickets until instructed to do so in the script.**
6. Make sure you have enough work folders for the Algebra 1 EOC Assessment. Distribute work folders **before** testing begins.
7. If your school is providing hard copies of the *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet*, make sure you have sufficient copies for all students taking the Algebra 1 EOC Assessment. Distribute reference sheets **before** testing begins. References to hardcopy reference sheets are in parentheses and italics in this script and should only be read to students if applicable.

Script for Administering the Computer-Based Algebra 1 EOC Assessment

8. A supply of handheld four-function calculators should be available for all students who request them. Distribute handheld calculators **before** testing begins.
9. Make sure that all students have a pen or pencil to sign their authorization tickets and work the problems. You should have a supply of extra pencils.
10. Ensure that all software applications, including Internet browsers, are closed on all student workstations before this test begins.
11. Start TestNav on all computers that will be used for testing. To open a computer to the student login screen, double-click the TestNav icon, enter the URL as it appears on the Student Authorization Ticket, then click **Go**.
Note: The URL is case-sensitive.

TestNav may take a moment to open. During this time, you will see an active display to let you know that the program is working.

When the connection is established, the student login screen is displayed as shown below. The computer is now ready for the student to begin. The login screen does not time out, but it will become inactive if interrupted by another application.

Login Screen

Login ID:

Test Code:

Click the Login button to begin.

6.9.005 - E

Say

Today you will take the Algebra 1 End-of-Course Assessment. Before taking the Algebra 1 EOC Assessment on the computer, you must have participated in an Algebra 1 EOC practice test. If you did not complete a practice test for the computer-based Algebra 1 EOC Assessment, raise your hand.

If any students did not participate in a practice test, contact the school assessment coordinator for instructions. Then,

Say

You may use an approved handheld calculator during this test. Calculators have already been distributed to students who had requested them; however, if you have not yet received one and would like to use a handheld calculator, please raise your hand.

Distribute calculators as needed.

Say

Remove all materials from your desk except your Florida Computer-Based Testing Work Folder, calculator, (*Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet*), and your pen or pencil. Write your name on your work folder. (*Pause.*)

Please do not type any information until I tell you to do so.

You may take the Algebra 1 EOC Assessment only **ONCE** during this administration.



You may not have any electronic or recording devices except a four-function calculator at your desk, in your pockets, or anywhere you can reach them during testing, even if they are turned off or you do not use them. **If you are found with any electronic devices during this test, including, but not limited to, cell phones and smartphones, your test will not be scored.** If you have any electronic devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your district's procedures regarding electronic devices. **AT THIS TIME, ENSURE THAT YOUR OWN ELECTRONIC DEVICES ARE TURNED OFF.**



Now, look at the login screen. If you do not see this screen, raise your hand.

If a computer is not opened to the login screen, open TestNav and enter the URL as it appears on the Student Authorization Ticket, or move the student to another computer.



Please sit quietly while I distribute the authorization tickets. Do not begin typing until I tell you to start.

Distribute the Student Authorization Tickets.



Look at your authorization ticket and make sure it has your name, date of birth, and ID number on it. Your ID number is the last five digits of your Florida Student Number or the last four digits of your Social Security Number followed by an X.

Do NOT log in before I instruct you to do so.

Raise your hand if you do not have the correct authorization ticket.

If a student was provided the wrong ticket, provide the correct Student Authorization Ticket to the student. If you don't have the correct ticket, the student may NOT be administered the Algebra 1 EOC Assessment at this time. If the **First Name, Last Name, or ID** number for the student is incorrect, the student cannot use the ticket. Dismiss the student with instructions to see the school assessment coordinator, who will reschedule the assessment. If the **Date of Birth** is the only incorrect field on the ticket, the student may test with that ticket and updates to the Date of Birth can be made with the student database manager after testing.



Now, sign your name on your authorization ticket. *(Pause.)*

Then, on the login screen, type your Login ID exactly as shown on your authorization ticket. *(Pause.)*

Next, type the six-character test code exactly as shown on your authorization ticket. *(Pause.)*

Now click the **Login** button, but do NOT proceed past the next screen.

Pause to make sure that all students have signed their authorization tickets and have proceeded to the Welcome screen. Retype the Login ID and test code (password) for a student, if necessary.



You should now see a Welcome screen. This screen identifies the test, which is the *(2012 Winter/ 2013 Spring/2013 Summer)* **Algebra 1 EOC Assessment**. Please raise your hand if you do not see this test name on your Welcome screen. This screen also reminds you that this is a secure test and that it is unlawful to reveal any information in the test to others. You should also see your name at the bottom of the Welcome screen. If the name you see is not yours, please raise your hand.

If any students are not in the correct test, contact the school assessment coordinator for instructions.



Read each question carefully, then choose the best answer to each question.

For fill-in response questions, be sure to check your response in the boxes before you go on to the next question. Remember, for fill-in response questions, you may only type the digits zero through nine, and you may use the symbols for a fraction bar, decimal point, and negative sign. The fraction bar is the forward slash symbol on your keyboard. Do not use a fraction bar in the first or the last box.

Now I will review how to navigate through the test. Do not click any buttons at this time. You will use the **Next** button to move to the next question, or the **Back** button to return to the previous question.

If you come to a question you want to skip and return to later, flag it for review using the **Review** button and keep going. The **Go To** button will show you all answered and unanswered questions and any questions that were marked for review. Also click the **Go To** button to access the **Submit** button or to move to a different question. At any time during the test, you may use the eliminate choice tool, highlighter, eraser, straightedge, and calculator, but you are not required to use these tools.

Now we will review the important resources in the **Exhibit** tool. Click the Exhibit tool icon, which looks like an open book.

Once you open the Exhibit window, you will see two tabs. The first tab is **Formulas**. Click the Formulas tab to view the *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet*. You will need to scroll all the way down and use the horizontal scroll bar at the bottom of the screen to see all of the information on the reference sheet.

The second tab in the Exhibit window is **Instructions**, which includes the **Directions for Completing Fill-in Response Items**, a diagram of a four-function calculator, and **Helpful Hints for Using a Four-Function Calculator**.

Now I will read aloud the **Directions for Completing Fill-in Response Items**.

1. **Work the problem and find an answer.**
2. **Place your answer in the answer boxes.**
 - **Use your keyboard or number pad to type digits or symbols in the boxes.**
 - **Place your answer with the first digit in the left answer box OR with the last digit in the right answer box.**
 - **Place only one digit or symbol in each answer box. Do NOT leave a blank answer box in the middle of an answer.**
 - **If a decimal point, fraction bar, or negative sign is part of an answer, the symbol must be placed in the answer box. Use the proper key on the keyboard to enter the decimal point, fraction bar, or negative sign.**
 - **To enter a decimal point, use the period symbol on the keyboard. On a desktop keyboard, the period is also located on the number pad.**



- To enter a fraction bar, use the forward slash symbol on the keyboard. On a desktop keyboard, the forward slash is also located on the number pad.
 - To enter a negative sign, use the dash symbol located on the keyboard. On a desktop keyboard, the negative sign is also located on the number pad.
 - When a test item requires an answer with a dollar value, fill in the numerical value only. The \$ symbol CANNOT be included.
 - When a percent is required, do NOT convert the percent to its decimal equivalent. Enter the numeric value only. The % symbol CANNOT be included.
 - Do NOT use a comma in numbers containing more than three digits. The answer boxes will not allow commas.
 - Many answers may be entered as either a decimal or a fraction, unless the test item requires that the answer be given in a specific form. Students must NOT place a MIXED NUMBER such as $13\frac{1}{4}$ in the answer boxes. If the answer is a mixed number, it must be converted to an improper fraction, such as $\frac{53}{4}$, or to a decimal number, such as 13.25. If $13\frac{1}{4}$ were entered as is, it would be scored as $\frac{131}{4}$ and would be counted as incorrect.
3. To delete your entry, click the box and use the delete key on your keyboard.
 4. To change your entry, click the box and use the delete key or type a new digit or symbol in the box.

You may refer to the **Directions for Completing Fill-in Response Items** at any time while taking the Algebra 1 EOC Assessment. Now click the X or circle at the top corner to close the Exhibit window.

If your school provided paper copies of the *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet* for students to use,



Now look at the top of your paper reference sheet. It should say *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet*. Turn it over and ensure both sides of the reference sheet have the correct title. Examine both sides carefully to ensure content near the edge of the reference sheet has not been cut off. Please raise your hand if there are any problems with the reference sheet.

Pause. Collect any defective reference sheets and return them to the school assessment coordinator. Distribute new reference sheets to these students and instruct them to check the sheets carefully.



Write your name in the upper right corner on both sides of the reference sheet now. (*Pause.*)

 Say

This is considered a secure document and must be returned with your work folder. You will also have access to the reference sheet in the Exhibit tool in TestNav, in case you have any questions about any formulas.

Please raise your hand if you have any questions.

Answer any questions.

 Say

You may use your work folder to work the problems. You cannot use any other paper. If you need another folder during testing, raise your hand. You must turn in your work folder, (*reference sheet*), calculator, and authorization ticket before you leave the room.

When you finish, be sure to click **Submit**. A window will appear on your screen that displays the number of unanswered questions. This window also shows two sections of the test. Section 1 contains the Testing Rules Acknowledgment and the test group code, which are required items. Once you enter the test group code and click **Next**, you cannot return to these items or this section. Section 2 contains all of the test questions. This window provides two options: **Yes, submit my test** or **No, return to the test**. If you want to end the test, confirm by clicking **Yes, submit my test** and then click **Yes**. **Remember that once you have clicked this button, you cannot go back to the test.**

I cannot help you with answering test questions, but raise your hand if you have any difficulties with your computer or need help submitting your test.

You will have 160 minutes to take the Algebra 1 EOC Assessment, and you will be permitted to continue working if you need additional time. After 80 minutes, we will take a stretch break.

If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.

Please raise your hand if you have any questions.

Answer all questions.

Read Option A, B, or C based on instructions from your district/school assessment coordinator.

Option A

 Say

When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question.

Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your work folder, (*reference sheet*), calculator, and authorization ticket and provide you with instructions for accessing the student comment form.

If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. After the 10-minute break, you will be dismissed.

If you finish the test and the comment form and it is after the 10-minute break, you may leave quietly.

Please raise your hand if you have any questions.

OR

Option B



When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your work folder, (*reference sheet*), calculator, and authorization ticket and provide you with instructions for accessing the student comment form. When you have completed the comment form, sit quietly until everyone is finished. Do not use the computer once you finish the comment form.

Please raise your hand if you have any questions.

OR

Option C



When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your work folder, (*reference sheet*), calculator, and authorization ticket and provide you with instructions for accessing the student comment form. When you have completed the comment form, sit quietly until everyone is finished. You may read, but you may not write or use the computer.

Please raise your hand if you have any questions.

After answering all questions,



Now, scroll to the bottom of the Welcome screen and click **Next**. This screen contains the Testing Rules Acknowledgment. Please listen as I read the testing rules. During the test, you must not:

- talk to other students or make any disturbance
- look at another student's computer screen or work folder
- allow another student to look at your computer screen or work folder
- ask for help answering any test questions
- have notes or scratch paper, other than your work folder
- have any electronic or recording devices, other than your calculator, in your possession at any time, including breaks, even if you do not use them
- fail to follow any other instructions given

Are there any questions?

Answer all questions.



Now, read silently as I read the Testing Rules Acknowledgment out loud.

I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.

Script for Administering the Computer-Based Algebra 1 EOC Assessment

 Say

Now, click in the checkbox next to the Testing Rules Acknowledgment.

Pause while students read and check the box. If a student does not check the box, contact your school assessment coordinator.

 Say

Click **Next** at the bottom of the screen.

On the next screen, you will enter your four-digit test group code. Before entering the code, verify that your monitor correctly displays shading on the screen. The rectangle behind the words “Test Group Code” should be lightly shaded gray. If you do not see the shading, please raise your hand.

Pause to make sure that all students can see the shading in the Test Group Code box. If a student cannot see the shading, have the student exit the test by clicking the X or red circle at the top corner of the screen. Contact your school assessment coordinator or technology coordinator to make adjustments to the contrast and/or brightness settings on the monitor. See the *2012–2013 End-of-Course Assessments Technology Coordinator Guide* for instructions on how to adjust these monitor settings to display shading. The student will need to be resumed in PearsonAccess before proceeding with the test.

Now display the test group code for students.

 Say

Enter the test group code _____ in the boxes and click **Next**.

Remember, you have 160 minutes to take the Algebra 1 EOC Assessment, and you will be permitted to continue working if you need additional time. We will take a short stretch break after 80 minutes of testing.

Now begin working.

Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a 10-minute break:	_____
Add 10 minutes:	+10 minutes
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

If your school selected Option A, which allows students to be dismissed as they finish the test, remember that all students must remain in the room for the first 80 minutes of testing.

Follow the instructions below for the circumstances indicated:

- Extended break or lunch**—Direct all students to click the X or the red circle in the top corner of the screen, then click **Yes, exit the test** and click **Yes** once more. Collect the Student Authorization Tickets, work folders, and calculators (and reference sheets) before the students leave the room. Place all materials in locked storage until testing resumes, and make sure that the computers are kept secure at all times. Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. **Students may not have electronic devices during**

breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated. When the students return, make sure they are resumed in PearsonAccess and provide the Student Authorization Tickets, work folders, and calculators (and reference sheets) so that the students can resume testing.

- **Students have trouble resuming**—Contact your school assessment coordinator or your technology coordinator for assistance. Certain circumstances, such as loss of an Internet connection, trigger the “Early Warning System” (EWS) in TestNav, which alerts students to possible problems with the transmission of their test data and allows you to take action to ensure student responses are captured. If a student receives an alert, follow the prompts for the “Test Proctor” on the screen. For more information, see Appendix D. The student's test may need to be resumed in PearsonAccess. Your attention should not be diverted from other students. If a student cannot complete the test on his or her computer, collect the Student Authorization Ticket, work folder, and calculator (and reference sheet) from the student and notify your school assessment coordinator.
- **Before dismissing students**—Before any students are dismissed, verify that each student has properly completed the test by checking his or her computer screen before the student leaves the room. Collect all work folders, Student Authorization Tickets, and any handheld calculators (and any hardcopy reference sheets). Make sure that each computer displays the desktop. Assist any students who need help submitting the test.

Ensure students have completed the comment form posted at www.FLAssessments.com/EOCStudentCommentForm.


After 80 minutes from the STARTING time,

 Say	STOP. You may stand and stretch, but do not talk or look at another student's computer screen.
---	--

After 10 minutes,


 Say	Now be seated.
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If your school selected Option A,

 Say	<p>Please raise your hand if you have submitted the test and completed your student comment form. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing. <i>(Pause.)</i></p> <p>You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the screen where you left off. Continue working.</p>
---	---

Confirm that you have collected all test materials before dismissing students from the classroom.

If your school selected Option B or C,

 Say	<p>You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the screen where you left off. Continue working.</p>
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Script for Administering the Computer-Based Algebra 1 EOC Assessment

After 70 minutes from the TIME TESTING RESUMES,



You have 10 minutes. Remember that you will be permitted to continue working if you need additional time.

After 10 more minutes,



STOP. If you have not finished testing, stop working and raise your hand. Now, sit quietly while other students who have finished the test are dismissed.

If you HAVE FINISHED the test and you haven't clicked **Submit**, do so now.

After you submit the test, raise your hand. I will collect your work folder, (*reference sheet*), calculator, and authorization ticket and provide you with instructions for accessing the student comment form. Please complete the comment form and submit it as instructed.

Assist students with accessing the comment form at www.FLAssessments.com/EOCStudentCommentForm.

Collect work folders, calculators, and authorization tickets (and reference sheets).

Dismiss all students who have completed testing, and then follow instructions from your school assessment coordinator for students who need additional time.

- If students will stay in the same room, they can continue testing once you have read the instruction below.
- If students will be moved to a different location, instruct them to click the X or red circle in the top corner to exit the test. **Remind students that they should not Submit the test at this time.** Collect all test materials, and provide them to students once they are in the new location. These students will need to be resumed in PearsonAccess before they can continue testing. **A new seating chart must be created for this location.**

Once students are ready to start working,




Now we will continue testing. Remember, if at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.

Please raise your hand after you have submitted the test and completed your student comment form. I will confirm that I have your test materials, and then you may leave the room quietly.

Please remember, if an extended break such as lunch occurs, direct all students to click the X or the red circle in the top corner of the screen, then click **Yes, exit the test** and click **Yes** once more. Collect the Student Authorization Tickets, calculators, and work folders (and reference sheets) before the students leave the room. Place all work folders, calculators, Student Authorization Tickets (and reference sheets) in locked storage until testing resumes, and make sure that the computers are kept secure at all times. **Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. Remember that students may not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** The students will need to be resumed in PearsonAccess before they can continue testing. When the students return, provide the Student Authorization Tickets, calculators, and work folders (and reference sheets) so that the students can resume testing.

If the school day is ending and there are students who are still working,

	<p>STOP. If you haven't clicked Submit, do so now.</p> <p>After you submit your test, raise your hand. I will collect your work folder, (<i>reference sheet</i>), calculator, and authorization ticket and provide you with instructions for accessing the student comment form. Please complete the comment form and submit it as instructed.</p>
---	---

Assist students with accessing the comment form at www.FLAssessments.com/EOCStudentCommentForm.

Collect work folders, calculators, and authorization tickets (and reference sheets).

Complete the following steps:

1. Record all accommodations used by students on your record of required administration information. Include only accommodations actually used by students. Use the following accommodations codes to record this information:
For ESE/504 students:
 - 1-FP = Flexible Presentation
 - 1-FR = Flexible Responding
 - 1-FSC = Flexible Scheduling
 - 1-FSE = Flexible Setting
 - 1-AD = Assistive Devices**For ELL students:**
 - 2-FSC = Flexible Scheduling
 - 2-FSE = Flexible Setting
 - 2-AHL = Assistance in Heritage Language
 - 2-ADI = Approved Dictionary
2. See pages 20–21 if you think that a test should be invalidated and discuss the situation with your school assessment coordinator.
3. Report any missing authorization tickets, Session Rosters, work folders, and reference sheets to your school assessment coordinator immediately.
4. See *Test Administrator Responsibilities After Testing* on pages 82–83 for additional instructions.

Script for Administering the Computer-Based Biology 1 EOC Assessment

BIOLOGY 1
160 minutes

The following script should be used only for students taking the computer-based Biology 1 EOC Assessment. If you are administering a paper-based test or a TestHear accommodated CBT form (e.g., large print, color contrast, zoom, screen reader, assistive devices), see Appendix A.

Ensure that you have a seating chart, a Security Log, and a form to collect required administration information for your room. Remember to maintain these documents during testing.

If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test. **No exceptions will be made once the student leaves the school's campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.

Provide individual restroom breaks as needed and maintain the security of the test during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens (e.g., monitors turned off, folders taped to screens) instead of having students exit and resume the test session. If a student exits the test session, the student's test will need to be resumed in PearsonAccess before the student can continue testing.

Follow the instructions from your school assessment coordinator for how students will access the student comment form once they have finished the test. The comment form is available at www.FLAssessments.com/EOCStudentCommentForm.

Before Testing

1. Ensure that the testing room is prepared as described on pages 22–23.
2. Ensure that you have the four-digit test group code assigned by your school assessment coordinator. **Do not display the test group code until you are told to do so in the script.**
3. Ensure that you are aware of your school assessment coordinator's instructions regarding students leaving the room for breaks and resuming testing.
4. Ensure that the Electronic Devices sign is posted where it is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room.
5. Make sure you have the correct Student Authorization Tickets for the Biology 1 EOC Assessment. **Do not distribute Student Authorization Tickets until instructed to do so in the script.**
6. Make sure you have enough work folders for the Biology 1 EOC Assessment. Distribute work folders **before** testing begins.
7. If your school is providing hard copies of the *Periodic Table of the Elements*, make sure you have sufficient copies for all students taking the Biology 1 EOC Assessment. Distribute periodic tables **before** testing begins. References to hardcopy periodic tables are in parentheses and italics in this script and should only be read to students if applicable.

Script for Administering the Computer-Based Biology 1 EOC Assessment

8. A supply of handheld four-function calculators should be available for all students who request them. Distribute calculators **before** testing begins.
9. Make sure that all students have a pen or pencil to sign their authorization tickets and work the problems. You should have a supply of extra pencils.
10. Ensure that all software applications, including Internet browsers, are closed on all student workstations before this test begins.
11. Start TestNav on all computers that will be used for testing. To open a computer to the student login screen, double-click the TestNav icon, enter the URL as it appears on the Student Authorization Ticket, then click **Go**. **Note:** The URL is case-sensitive.

TestNav may take a moment to open. During this time, you will see an active display to let you know that the program is working.

When the connection is established, the student login screen is displayed as shown below. The computer is now ready for the student to begin. The login screen does not time out, but it will become inactive if interrupted by another application.

Say

Today you will take the Biology 1 End-of-Course Assessment. Before taking the Biology 1 EOC Assessment on the computer, you must have participated in a Biology 1 EOC practice test. If you did not complete a practice test for the computer-based Biology 1 EOC Assessment, raise your hand.

If any students did not participate in a practice test, contact the school assessment coordinator for instructions. Then,

Say

You may use an approved handheld calculator during this test. Calculators have already been distributed to students who had requested them; however, if you have not yet received one and would like to use a handheld calculator, please raise your hand.

Distribute calculators as needed.

Say

Remove all materials from your desk except your Florida Computer-Based Testing Work Folder, calculator, (*Periodic Table of the Elements*), and your pen or pencil. Write your name on your work folder. (*Pause.*)

Please do not type any information until I tell you to do so.

You may take the Biology 1 EOC Assessment only **ONCE** during this administration.

Say

You may not have any electronic or recording devices except a four-function calculator at your desk, in your pockets, or anywhere you can reach them during testing, even if they are turned off or you do not use them. **If you are found with any electronic devices during this test, including, but not limited to, cell phones and smartphones, your test will not be scored.** If you have any electronic devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your district's procedures regarding electronic devices. **AT THIS TIME, ENSURE THAT YOUR OWN ELECTRONIC DEVICES ARE TURNED OFF.**

Say

Now, look at the login screen. If you do not see this screen, raise your hand.

If a computer is not opened to the login screen, open TestNav and enter the URL as it appears on the Student Authorization Ticket, or move the student to another computer.

Say

Please sit quietly while I distribute the authorization tickets. Do not begin typing until I tell you to start.

Distribute the Student Authorization Tickets.

Say

Look at your authorization ticket and make sure it has your name, date of birth, and ID number on it. Your ID number is the last five digits of your Florida Student Number or the last four digits of your Social Security Number followed by an X.

Do NOT log in before I instruct you to do so.

Raise your hand if you do not have the correct authorization ticket.

If a student was provided the wrong ticket, provide the correct Student Authorization Ticket to the student. If you don't have the correct ticket, the student may NOT be administered the Biology 1 EOC Assessment at this time. If the **First Name, Last Name, or ID number** for the student is incorrect, the student cannot use the ticket. Dismiss the student with instructions to see the school assessment coordinator, who will reschedule the assessment. If the **Date of Birth** is the only incorrect field on the ticket, the student may test with that ticket and updates to the Date of Birth can be made with the student database manager after testing.

Say

Now, sign your name on your authorization ticket. *(Pause.)*

Then, on the login screen, type your Login ID exactly as shown on your authorization ticket. *(Pause.)*

Next, type the six-character test code exactly as shown on your authorization ticket. *(Pause.)*

Now click the **Login** button, but do NOT proceed past the next screen.

Pause to make sure that all students have signed their authorization tickets and have proceeded to the Welcome screen. Retype the Login ID and test code (password) for a student, if necessary.

Say

You should now see a Welcome screen. This screen identifies the test, which is the *(2012 Winter/ 2013 Spring/2013 Summer)* **Biology 1 EOC Assessment**. Please raise your hand if you do not see this test name on your Welcome screen. This screen also reminds you that this is a secure test and that it is unlawful to reveal any information in the test to others. You should also see your name at the bottom of the Welcome screen. If the name you see is not yours, please raise your hand.

If any students are not in the correct test, contact the school assessment coordinator for instructions.

Say

Read each question carefully, then choose the best answer to each question.

Now I will review how to navigate through the test. Do not click any buttons at this time. You will use the **Next** button to move to the next question, or the **Back** button to return to the previous question.

If you come to a question you want to skip and return to later, flag it for review using the **Review** button and keep going. The **Go To** button will show you all answered and unanswered questions and any questions that were marked for review. Also click the **Go To** button to access the **Submit** button or to move to a different question. At any time during the test, you may use the eliminate choice tool, highlighter, eraser, straightedge, and calculator, but you are not required to use these tools.

Now we will review the important resources in the **Exhibit** tool. Click the **Exhibit** tool icon, which looks like an open book.

Once you open the Exhibit window, you will see two tabs. The first tab is **Table**. Click the Table tab to view the *Periodic Table of the Elements*. You will need to scroll all the way down and use the horizontal scroll bar at the bottom of the screen to see all of the information in the periodic table.

The second tab in the Exhibit window is **Instructions**. Click the Instructions tab to view a diagram of a four-function calculator and **Helpful Hints for Using a Four-Function Calculator**.

You may refer to the table and instructions at any time while taking the Biology 1 EOC Assessment. Now click the X or circle at the top corner to close the Exhibit window.

If your school provided paper copies of the *Periodic Table of the Elements* for students to use,

Say

Now look at the top of your paper periodic table. It should say *Periodic Table of the Elements*. Examine it carefully to ensure content near the edge of the table has not been cut off. Please raise your hand if there are any problems with the periodic table.

Pause. Collect any defective periodic tables and return them to the school assessment coordinator. Distribute new periodic tables to these students and instruct them to check the tables carefully.

Say

Write your name in the upper right corner on the front of the periodic table now. (*Pause.*)

This is considered a secure document and must be returned with your work folder. You will also have access to the periodic table in the Exhibit tool in TestNav.

Please raise your hand if you have any questions.

Answer any questions.

Say

You may use your work folder to work the problems. You cannot use any other paper. If you need another folder during testing, raise your hand. You must turn in your work folder, calculator, (*periodic table*), and authorization ticket before you leave the room.



When you finish, be sure to click **Submit**. A window will appear on your screen that displays the number of unanswered questions. This window also shows two sections of the test. Section 1 contains the Testing Rules Acknowledgment and the test group code, which are required items. Once you enter the test group code and click **Next**, you cannot return to these items or this section. Section 2 contains all of the test questions. This window provides two options: **Yes, submit my test** or **No, return to the test**. If you want to end the test, confirm by clicking **Yes, submit my test** and then click **Yes**. **Remember that once you have clicked this button, you cannot go back to the test.**

I cannot help you with answering test questions, but raise your hand if you have any difficulties with your computer or need help submitting your test.

You will have 160 minutes to take the Biology 1 EOC Assessment, and you will be permitted to continue working if you need additional time. After 80 minutes, we will take a stretch break.

If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.

Please raise your hand if you have any questions.

Answer all questions.

Read Option A, B, or C based on instructions from your district/school assessment coordinator.

Option A



When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question.

Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your work folder, (*periodic table*), calculator, and authorization ticket and provide you with instructions for accessing the student comment form.

If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. After the 10-minute break, you will be dismissed.

If you finish the test and the comment form and it is after the 10-minute break, you may leave quietly.

Please raise your hand if you have any questions.

OR

Option B



When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your work folder, (*periodic table*), calculator, and authorization ticket and provide you with instructions for accessing the student comment form. When you have completed the comment form, sit quietly until everyone is finished. Do not use the computer once you finish the comment form.

Please raise your hand if you have any questions.

OR

Option C



When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your work folder, (*periodic table*), calculator, and authorization ticket and provide you with instructions for accessing the student comment form. When you have completed the comment form, sit quietly until everyone is finished. You may read, but you may not write or use the computer.

Please raise your hand if you have any questions.

After answering all questions,



Now, scroll to the bottom of the Welcome screen and click **Next**. This screen contains the Testing Rules Acknowledgment. Please listen as I read the testing rules. During the test, you must not:

- talk to other students or make any disturbance
- look at another student's computer screen or work folder
- allow another student to look at your computer screen or work folder
- ask for help answering any test questions
- have notes or scratch paper, other than your work folder
- have any electronic or recording devices, other than your calculator, in your possession at any time, including breaks, even if you do not use them
- fail to follow any other instructions given

Are there any questions?

Answer all questions.




Now, read silently as I read the Testing Rules Acknowledgment out loud.

I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.


Now, click in the checkbox next to the Testing Rules Acknowledgment.

Pause while students read and check the box. If a student does not check the box, contact your school assessment coordinator.

	<p>Now, click Next at the bottom of the screen.</p> <p>On the next screen, you will enter your four-digit test group code. Before entering the code, verify that your monitor correctly displays shading on the screen. The rectangle behind the words “Test Group Code” should be lightly shaded gray. If you do not see the shading, please raise your hand.</p>
---	---

Pause to make sure that all students can see the shading in the Test Group Code box. If a student cannot see the shading, have the student exit the test by clicking the X or red circle at the top corner of the screen. Contact your school assessment coordinator or technology coordinator to make adjustments to the contrast and/or brightness settings on the monitor. See the *2012–2013 End-of-Course Assessments Technology Coordinator Guide* for instructions on how to adjust these monitor settings to display shading. The student will need to be resumed in PearsonAccess before proceeding with the test.

Now display the test group code for students.

	<p>Enter the test group code _____ in the boxes and click Next.</p> <p>Remember, you have 160 minutes to take the Biology 1 EOC Assessment, and you will be permitted to continue working if you need additional time. We will take a short stretch break after 80 minutes of testing.</p> <p>Now begin working.</p>
---	---

Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a 10-minute break:	_____
Add 10 minutes:	+10 minutes
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

If your school selected Option A, which allows students to be dismissed as they finish the test, remember that all students must remain in the room for the first 80 minutes of testing.

Follow the instructions below for the circumstances indicated:

- **Extended break or lunch**—Direct all students to click the X or the red circle in the top corner of the screen, then click **Yes, exit the test** and click **Yes** once more. Collect the Student Authorization Tickets, work folders, and calculators (and periodic tables) before the students leave the room. Place all materials in locked storage until testing resumes, and make sure that the computers are kept secure at all times. Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. **Students may not have electronic devices during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.** When the students return, make sure they are resumed in PearsonAccess and provide the Student Authorization Tickets, work folders, and calculators (and periodic tables) so that the students can resume testing.

- **Students have trouble resuming**—Contact your school assessment coordinator or your technology coordinator for assistance. Certain circumstances, such as loss of an Internet connection, trigger the “Early Warning System” (EWS) in TestNav, which alerts students to possible problems with the transmission of their test data and allows you to take action to ensure student responses are captured. If a student receives an alert, follow the prompts for the “Test Proctor” on the screen. For more information, see Appendix D. The student’s test may need to be resumed in PearsonAccess. Your attention should not be diverted from other students. If a student cannot complete the test on his or her computer, collect the Student Authorization Ticket, work folder, and calculator (and periodic table) from the student and notify your school assessment coordinator.
- **Before dismissing students**—Before any students are dismissed, verify that each student has properly completed the test by checking his or her computer screen before the student leaves the room. Collect all work folders, Student Authorization Tickets, any handheld calculators (and any hardcopy periodic tables). Make sure that each computer displays the desktop. Assist any students who need help submitting the test.

Ensure students have completed the comment form posted at www.FLAssessments.com/EOCStudentCommentForm.


After 80 minutes from the STARTING time,

 Say	STOP. You may stand and stretch, but do not talk or look at another student’s computer screen.
---	--

After 10 minutes,


 Say	Now be seated.
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If your school selected Option A,


 Say	<p>Please raise your hand if you have submitted the test and completed your student comment form. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing.</p> <p><i>(Pause.)</i></p> <p>You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the screen where you left off.</p> <p>Continue working.</p>
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Confirm that you have collected all test materials before dismissing students from the classroom.


If your school selected Option B or C,

 Say	<p>You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the screen where you left off.</p> <p>Continue working.</p>
---	--

After 70 minutes from the TIME TESTING RESUMES,

	You have 10 minutes. Remember that you will be permitted to continue working if you need additional time.
---	---

After 10 more minutes,

	<p>STOP. If you have not finished testing, stop working and raise your hand. Now, sit quietly while other students who have finished the test are dismissed.</p> <p>If you HAVE FINISHED the test and you haven't clicked Submit, do so now.</p> <p>After you submit the test, raise your hand. I will collect your work folder, (<i>periodic table</i>), calculator, and authorization ticket and provide you with instructions for accessing the student comment form. Please complete the comment form and submit it as instructed.</p>
---	---


Assist students with accessing the comment form at www.FLAssessments.com/EOCStudentCommentForm.

Collect work folders, (periodic tables), calculators, and authorization tickets.

Dismiss all students who have completed testing, and then follow instructions from your school assessment coordinator for students who need additional time.


- If students will stay in the same room, they can continue testing once you have read the instruction below.
- If students will be moved to a different location, instruct them to click the X or red circle in the top corner to exit the test. **Remind students that they should not Submit the test at this time.** Collect all test materials, and provide them to students once they are in the new location. These students will need to be resumed in PearsonAccess before they can continue testing. **A new seating chart must be created for this location.**

Once students are ready to begin working,

	<p>Now we will continue testing. Remember, if at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.</p> <p>Please raise your hand after you have submitted the test and completed your student comment form. I will confirm that I have your test materials, and then you may leave the room quietly.</p>
---	--

Please remember, if an extended break such as lunch occurs, direct all students to click the X or the red circle in the top corner of the screen, then click **Yes, exit the test** and click **Yes** once more. Collect the Student Authorization Tickets, work folders, and, if applicable, periodic tables and calculators before the students leave the room. Place all work folders, Student Authorization Tickets and, if applicable, periodic tables and calculators in locked storage until testing resumes, and make sure that the computers are kept secure at all times. **Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. Remember that students may not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** The students will need to be resumed in PearsonAccess before they can continue testing. When the students return, provide the Student Authorization Tickets, work folders and, if applicable, periodic tables and calculators so that the students can resume testing.

If the school day is ending and there are students who are still working,

	<p>STOP. If you haven't clicked Submit, do so now.</p> <p>After you submit your test, raise your hand. I will collect your work folder, (<i>periodic table</i>), calculator, and authorization ticket and provide you with instructions for accessing the student comment form. Please complete the comment form and submit it as instructed.</p>
---	--

Assist students with accessing the comment form at www.FLAssessments.com/EOCStudentCommentForm.

Collect work folders, (periodic tables), calculators, and authorization tickets.

Complete the following steps:

- Record all accommodations used by students on your record of required administration information. Include only accommodations actually used by students. Use the following accommodations codes to record this information:
 - For ESE/504 students:**
 - 1-FP = Flexible Presentation
 - 1-FR = Flexible Responding
 - 1-FSC = Flexible Scheduling
 - 1-FSE = Flexible Setting
 - 1-AD = Assistive Devices
 - For ELL students:**
 - 2-FSC = Flexible Scheduling
 - 2-FSE = Flexible Setting
 - 2-AHL = Assistance in Heritage Language
 - 2-ADI = Approved Dictionary
- See pages 20–21 if you think that a test should be invalidated and discuss the situation with your school assessment coordinator.
- Report any missing authorization tickets, Session Rosters, work folders, and periodic tables to your school assessment coordinator immediately.
- See *Test Administrator Responsibilities After Testing* on pages 82–83 for additional instructions.

Script for Administering the Computer-Based Geometry EOC Assessment

GEOMETRY
160 minutes

The following script should be used only for students taking the computer-based Geometry EOC Assessment. If you are administering a paper-based test or a TestHear accommodated CBT form (e.g., large print, color contrast, zoom, screen reader, assistive devices), see Appendix A.

Ensure that you have a seating chart, a Security Log, and a form to collect required administration information for your room. Remember to maintain these documents during testing.

If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test. **No exceptions will be made once the student leaves the school's campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.

Provide individual restroom breaks as needed and maintain the security of the test during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens (e.g., monitors turned off, folders taped to screens) instead of having students exit and resume the test session. If a student exits the test session, the student's test will need to be resumed in PearsonAccess before the student can continue testing.

Follow the instructions from your school assessment coordinator for how students will access the student comment form once they have finished the test. The comment form is available at www.FLAssessments.com/EOCStudentCommentForm.

Before Testing

1. Ensure that the testing room is prepared as described on pages 22–23.
2. Ensure you have the four-digit test group code assigned by your school assessment coordinator. **Do not display the test group code until you are told to do so in the script.**
3. Ensure that you are aware of your school assessment coordinator's instructions regarding students leaving the room for breaks and resuming testing.
4. Ensure that the Electronic Devices sign is posted where it is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room.
5. Make sure you have the correct Student Authorization Tickets for the Geometry EOC Assessment. **Do not distribute Student Authorization Tickets until instructed to do so in the script.**
6. Make sure you have enough work folders for the Geometry EOC Assessment. Distribute work folders **before** testing begins.
7. If your school is providing hard copies of the *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet*, make sure you have sufficient copies for all students taking the Geometry EOC Assessment. Distribute reference sheets **before** testing begins. References to hardcopy reference sheets are in parentheses and italics in this script and should only be read to students if applicable.

Script for Administering the Computer-Based Geometry EOC Assessment

8. If your school will provide handheld scientific calculators, a supply should be available for students who request them (refer to the list of approved scientific calculators on page 10). Distribute handheld calculators **before** testing begins. References to handheld calculators are in parentheses and italics in this script and should be read to students only if applicable.
9. Make sure that all students have a pen or pencil to sign their authorization tickets and work the problems. You should have a supply of extra pencils.
10. Ensure that all software applications, including Internet browsers, are closed on all student workstations before this test begins.
11. Start TestNav on all computers that will be used for testing. To open a computer to the student login screen, double-click the TestNav icon, enter the URL as it appears on the Student Authorization Ticket, then click **Go**. **Note:** The URL is case-sensitive.

TestNav may take a moment to open. During this time, you will see an active display to let you know that the program is working.

When the connection is established, the student login screen is displayed as shown below. The computer is now ready for the student to begin. The login screen does not time out, but it will become inactive if interrupted by another application.



Today you will take the Geometry End-of-Course Assessment. Before taking the Geometry EOC Assessment on the computer, you must have participated in a Geometry EOC practice test. If you did not complete a practice test for the computer-based Geometry EOC Assessment, raise your hand.

If any students did not participate in a practice test, contact the school assessment coordinator for instructions. Then,




Remove all materials from your desk except your Florida Computer-Based Testing Work Folder, (*calculator*), (*Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet*), and your pen or pencil. Write your name on your work folder. (*Pause.*)

Please do not type any information until I tell you to do so.

You may take the Geometry EOC Assessment only **ONCE** during this administration.

You may not have any electronic or recording devices (*except an approved scientific calculator*) at your desk, in your pockets, or anywhere you can reach them during testing, even if they are turned off or you do not use them. **If you are found with any electronic devices during this test, including, but not limited to, cell phones and smartphones, your test will not be scored.** If you have any electronic devices with you right now, please turn them off and raise your hand.


If a student raises his or her hand, follow your district's procedures regarding electronic devices. **AT THIS TIME, ENSURE THAT YOUR OWN ELECTRONIC DEVICES ARE TURNED OFF.**

 Say	Now, look at the login screen. If you do not see this screen, raise your hand.
---	--


If a computer is not opened to the login screen, open TestNav and enter the URL as it appears on the Student Authorization Ticket, or move the student to another computer.

 Say	Please sit quietly while I distribute the authorization tickets. Do not begin typing until I tell you to start.
---	---


Distribute the Student Authorization Tickets.

 Say	Look at your authorization ticket and make sure it has your name, date of birth, and ID number on it. Your ID number is the last five digits of your Florida Student Number or the last four digits of your Social Security Number followed by an X. Do NOT log in before I instruct you to do so. Raise your hand if you do not have the correct authorization ticket.
---	---


If a student was provided the wrong ticket, provide the correct Student Authorization Ticket to the student. If you don't have the correct ticket, the student may NOT be administered the Geometry EOC Assessment at this time. If the **First Name**, **Last Name**, or **ID** number for the student is incorrect, the student cannot use the ticket. Dismiss the student with instructions to see the school assessment coordinator, who will reschedule the assessment. If the **Date of Birth** is the only incorrect field on the ticket, the student may test with that ticket and updates to the Date of Birth can be made with the student database manager after testing.

 Say	Now, sign your name on your authorization ticket. <i>(Pause.)</i> Then, on the login screen, type your Login ID exactly as shown on your authorization ticket. <i>(Pause.)</i> Next, type the six-character test code exactly as shown on your authorization ticket. <i>(Pause.)</i> Now click the Login button, but do NOT proceed past the next screen.
---	---

Pause to make sure that all students have signed their authorization tickets and have proceeded to the Welcome screen. Retype the Login ID and test code (password) for a student, if necessary.

 Say	You should now see a Welcome screen. This screen identifies the test, which is the <i>(2012 Winter/ 2013 Spring/2013 Summer)</i> Geometry EOC Assessment . Please raise your hand if you do not see this test name on your Welcome screen. This screen also reminds you that this is a secure test and that it is unlawful to reveal any information in the test to others. You should also see your name at the bottom of the Welcome screen. If the name you see is not yours, please raise your hand.
---	---

If any students are not in the correct test, contact the school assessment coordinator for instructions.

 Say	Read each question carefully, then choose the best answer to each question.
---	---



For fill-in response questions, be sure to check your response in the boxes before you go on to the next question. Remember, for fill-in response questions, you may only type the digits zero through nine, and you may use the symbols for a fraction bar, decimal point, and negative sign. The fraction bar is the forward slash symbol on your keyboard. Do not use a fraction bar in the first or the last box.

Now I will review how to navigate through the test. Do not click any buttons at this time. You will use the **Next** button to move to the next question, or the **Back** button to return to the previous question.

If you come to a question you want to skip and return to later, flag it for review using the **Review** button and keep going. The **Go To** button will show you all answered and unanswered questions and any questions that were marked for review. Also click the **Go To** button to access the **Submit** button or to move to a different question. At any time during the test, you may use the eliminate choice tool, highlighter, eraser, straightedge, and calculator, but you are not required to use these tools.

Now we will review the important resources in the **Exhibit** tool. Click the Exhibit tool icon, which looks like an open book.

Once you open the Exhibit window, you will see two tabs. The first tab is **Formulas**. Click the Formulas tab to view the *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet*. You will need to scroll all the way down and use the horizontal scroll bar at the bottom of the screen to see all of the information on the reference sheet.

The second tab in the Exhibit window is **Instructions**, which includes the **Directions for Completing Fill-in Response Items**, a diagram of a scientific calculator, and **Helpful Hints for Using a Scientific Calculator**.

Now I will read aloud the **Directions for Completing Fill-in Response Items**.

1. **Work the problem and find an answer.**
2. **Place your answer in the answer boxes.**
 - **Use your keyboard or number pad to type digits or symbols in the boxes.**
 - **Place your answer with the first digit in the left answer box OR with the last digit in the right answer box.**
 - **Place only one digit or symbol in each answer box. Do NOT leave a blank answer box in the middle of an answer.**
 - **If a decimal point, fraction bar, or negative sign is part of an answer, the symbol must be placed in the answer box. Use the proper key on the keyboard to enter the decimal point, fraction bar, or negative sign.**
 - **To enter a decimal point, use the period symbol on the keyboard. On a desktop keyboard, the period is also located on the number pad.**
 - **To enter a fraction bar, use the forward slash symbol on the keyboard. On a desktop keyboard, the forward slash is also located on the number pad.**



- **To enter a negative sign, use the dash symbol located on the keyboard. On a desktop keyboard, the negative sign is also located on the number pad.**
 - **When a test item requires an answer with a dollar value, fill in the numerical value only. The \$ symbol CANNOT be included.**
 - **When a percent is required, do NOT convert the percent to its decimal equivalent. Enter the numeric value only. The % symbol CANNOT be included.**
 - **Do NOT use a comma in numbers containing more than three digits. The answer boxes will not allow commas.**
 - **Many answers may be entered as either a decimal or a fraction, unless the test item requires that the answer be given in a specific form. Students must NOT place a MIXED NUMBER such as $13\frac{1}{4}$ in the answer boxes. If the answer is a mixed number, it must be converted to an improper fraction, such as $\frac{53}{4}$, or to a decimal number, such as 13.25. If $13\frac{1}{4}$ were entered as is, it would be scored as $\frac{131}{4}$ and would be counted as incorrect.**
3. **To delete your entry, click the box and use the delete key on your keyboard.**
 4. **To change your entry, click the box and use the delete key or type a new digit or symbol in the box.**

You may refer to the **Directions for Completing Fill-in Response Items** at any time while taking the Geometry EOC Assessment. Now click the X or circle at the top corner to close the Exhibit window.

If your school provided paper copies of the *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet* for students to use,



Now look at the top of your paper reference sheet. It should say *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet*. Turn it over and ensure both sides of the reference sheet have the correct title. Examine both sides carefully to ensure content near the edge of the reference sheet has not been cut off. Please raise your hand if there are any problems with the reference sheet.

Pause. Collect any defective reference sheets and return them to the school assessment coordinator. Distribute new reference sheets to these students and instruct them to check the sheets carefully.



Write your name in the upper right corner on both sides of the reference sheet now. (*Pause.*)

This is considered a secure document and must be returned with your work folder. You will also have access to the reference sheet in the Exhibit tool in TestNav, in case you have any questions about any formulas.



Please raise your hand if you have any questions.

Answer any questions.



You may use your work folder to work the problems. You cannot use any other paper. If you need another folder during testing, raise your hand. You must turn in your work folder, (*reference sheet*), (*calculator*), and authorization ticket before you leave the room.

When you finish, be sure to click **Submit**. A window will appear on your screen that displays the number of unanswered questions. This window also shows two sections of the test. Section 1 contains the Testing Rules Acknowledgment and the test group code, which are required items. Once you enter the test group code and click **Next**, you cannot return to these items or this section. Section 2 contains all of the test questions. This window provides two options: **Yes, submit my test** or **No, return to the test**. If you want to end the test, confirm by clicking **Yes, submit my test** and then click **Yes**. **Remember that once you have clicked this button, you cannot go back to the test.**

I cannot help you with answering test questions, but raise your hand if you have any difficulties with your computer or need help submitting your test.

You will have 160 minutes to take the Geometry EOC Assessment, and you will be permitted to continue working if you need additional time. After 80 minutes, we will take a stretch break.

If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.

Please raise your hand if you have any questions.

Answer all questions.

Read Option A, B, or C based on instructions from your district/school assessment coordinator.

Option A



When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your work folder, (*reference sheet*), (*calculator*), and authorization ticket and provide you with instructions for accessing the student comment form.

If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. After the 10-minute break, you will be dismissed.

If you finish the test and the comment form and it is after the 10-minute break, you may leave quietly.

Please raise your hand if you have any questions.

OR

Option B

Say

When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your work folder, (*reference sheet*), (*calculator*), and authorization ticket and provide you with instructions for accessing the student comment form. When you have completed the comment form, sit quietly until everyone is finished. Do not use the computer once you finish the comment form.

Please raise your hand if you have any questions.

OR

Option C

Say

When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your work folder, (*reference sheet*), (*calculator*), and authorization ticket and provide you with instructions for accessing the student comment form. When you have completed the comment form, sit quietly until everyone is finished. You may read, but you may not write or use the computer.

Please raise your hand if you have any questions.

After answering all questions,

Say

Now, scroll to the bottom of the Welcome screen and click **Next**. This screen contains the Testing Rules Acknowledgment. Please listen as I read the testing rules. During the test, you must not:

- talk to other students or make any disturbance
- look at another student's computer screen or work folder
- allow another student to look at your computer screen or work folder
- ask for help answering any test questions
- have notes or scratch paper, other than your work folder
- have any electronic or recording devices, other than your calculator, in your possession at any time, including breaks, even if you do not use them
- fail to follow any other instructions given

Are there any questions?

Answer all questions.

Say

Now, read silently as I read the Testing Rules Acknowledgment out loud.

I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.

Say

Now, click in the checkbox next to the Testing Rules Acknowledgment.

Pause while students read and check the box. If a student does not check the box, contact your school assessment coordinator.

Say

Now, click **Next** at the bottom of the screen.

On the next screen, you will enter your four-digit test group code. Before entering the code, verify that your monitor correctly displays shading on the screen. The rectangle behind the words “Test Group Code” should be lightly shaded gray. If you do not see the shading, please raise your hand.

Pause to make sure that all students can see the shading in the Test Group Code box. If a student cannot see the shading, have the student exit the test by clicking the X or red circle at the top corner of the screen. Contact your school assessment coordinator or technology coordinator to make adjustments to the contrast and/or brightness settings on the monitor. See the *2012–2013 End-of-Course Assessments Technology Coordinator Guide* for instructions on how to adjust these monitor settings to display shading. The student will need to be resumed in PearsonAccess before proceeding with the test.

Now display the test group code for students.

Say

Enter the test group code _____ in the boxes and click **Next**.

Remember, you have 160 minutes to take the Geometry EOC Assessment, and you will be permitted to continue working if you need additional time. We will take a short stretch break after 80 minutes of testing.

Now begin working.

Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a 10-minute break:	_____
Add 10 minutes:	+10 minutes
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

If your school selected Option A, which allows students to be dismissed as they finish the test, remember that all students must remain in the room for the first 80 minutes of testing.

Follow the instructions below for the circumstances indicated:

- Extended break or lunch**—Direct all students to click the X or the red circle in the top corner of the screen, then click **Yes, exit the test** and click **Yes** once more. Collect the Student Authorization Tickets and work folders (and calculators and reference sheets, if applicable) before the students leave the room. Place all materials in locked storage until testing resumes, and make sure that the computers are kept secure at all times. Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. **Students may not have**

electronic devices during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated. When the students return, make sure they are resumed in PearsonAccess and provide the Student Authorization Tickets and work folders (and calculators and reference sheets, if applicable) so that the students can resume testing.


- **Students have trouble resuming**—Contact your school assessment coordinator or your technology coordinator for assistance. Certain circumstances, such as loss of an Internet connection, trigger the “Early Warning System” (EWS) in TestNav, which alerts students to possible problems with the transmission of their test data and allows you to take action to ensure student responses are captured. If a student receives an alert, follow the prompts for the “Test Proctor” on the screen. For more information, see Appendix D. The student's test may need to be resumed in PearsonAccess. Your attention should not be diverted from other students. If a student cannot complete the test on his or her computer, collect the Student Authorization Ticket and work folder (and calculator and reference sheet) from the student and notify your school assessment coordinator.
- **Before dismissing students**—Before any students are dismissed, verify that each student has properly completed the test by checking his or her computer screen before the student leaves the room. Collect all work folders and Student Authorization Tickets (and calculators and reference sheets). Make sure that each computer displays the desktop. Assist any students who need help submitting the test.

Ensure students have completed the comment form posted at www.FLAssessments.com/EOCStudentCommentForm.


After 80 minutes from the STARTING time,

 Say	STOP. You may stand and stretch, but do not talk or look at another student's computer screen.
---	--

After 10 minutes,


 Say	Now be seated.
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If your school selected Option A,

 Say	<p>Please raise your hand if you have submitted the test and completed your student comment form. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing. <i>(Pause.)</i></p> <p>You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the screen where you left off. Continue working.</p>
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Confirm that you have collected all test materials before dismissing students from the classroom.

If your school selected Option B or C,


 Say	<p>You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the screen where you left off. Continue working.</p>
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Script for Administering the Computer-Based Geometry EOC Assessment

After 70 minutes from the TIME TESTING RESUMES,

 Say	You have 10 minutes. Remember that you will be permitted to continue working if you need additional time.
---	---

After 10 more minutes,

 Say	<p>STOP. If you have not finished testing, stop working and raise your hand. Now, sit quietly while other students who have finished the test are dismissed.</p> <p>If you HAVE FINISHED the test and you haven't clicked Submit, do so now.</p> <p>After you submit the test, raise your hand. I will collect your work folder, (<i>reference sheet</i>), (<i>calculator</i>), and authorization ticket and provide you with instructions for accessing the student comment form. Please complete the comment form and submit it as instructed.</p>
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Assist students with accessing the comment form at www.FLAssessments.com/EOCStudentCommentForm.

Collect work folders, (reference sheets, calculators), and authorization tickets.

Dismiss all students who have completed testing, and then follow instructions from your school assessment coordinator for students who need additional time.


- If students will stay in the same room, they can continue testing once you have read the instruction below.
- If students will be moved to a different location, instruct them to click the X or red circle in the top corner to exit the test. **Remind students that they should not Submit the test at this time.** Collect all test materials, and provide them to students once they are in the new location. These students will need to be resumed in PearsonAccess before they can continue testing. **A new seating chart must be created for this location.**

Once students are ready to begin working,

 Say	<p>Now we will continue testing. Remember, if at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.</p> <p>Please raise your hand after you have submitted the test and completed your student comment form. I will confirm that I have your test materials, and then you may leave the room quietly.</p>
---	--

Please remember, if an extended break such as lunch occurs, direct all students to click the X or the red circle in the top corner of the screen, then click **Yes, exit the test** and click **Yes** once more. Collect the Student Authorization Tickets, (reference sheets), (calculators), and work folders before the students leave the room. Place all work folders, (reference sheets), (calculators), and Student Authorization Tickets in locked storage until testing resumes, and make sure that the computers are kept secure at all times. **Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. Remember that students may not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** The students will need to be resumed in PearsonAccess before they can continue testing. When the students return, provide the Student Authorization Tickets, (reference sheets), (calculators), and work folders so that the students can resume testing.

If the school day is ending and there are students who are still working,

	<p>STOP. If you haven't clicked Submit, do so now.</p> <p>After you submit your test, raise your hand. I will collect your work folder, (<i>reference sheet</i>), (<i>calculator</i>), and authorization ticket and provide you with instructions for accessing the student comment form. Please complete the comment form and submit it as instructed.</p>
---	--

Assist students with accessing the comment form at www.FLAssessments.com/EOCStudentCommentForm.

Collect work folders, (reference sheets), (calculators), and authorization tickets.

Complete the following steps:

1. Record all accommodations used by students on your record of required administration information. Include only accommodations actually used by students. Use the following accommodations codes to record this information:

For ESE/504 students:

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL students:

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

2. See pages 20–21 if you think that a test should be invalidated and discuss the situation with your school assessment coordinator.
3. Report any missing authorization tickets, Session Rosters, work folders, and reference sheets to your school assessment coordinator immediately.
4. See *Test Administrator Responsibilities After Testing* on pages 82–83 for additional instructions.

Script for Administering the Computer-Based U.S. History EOC Assessment

U.S. HISTORY
160 minutes

The following script should be used only for students taking the computer-based U.S. History EOC Assessment. If you are administering a paper-based test or a TestHear accommodated CBT form (e.g., large print, color contrast, zoom, screen reader, assistive devices), see Appendix A.

Ensure that you have a seating chart, a Security Log, and a form to collect required administration information for your room. Remember to maintain these documents during testing.

If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test. **No exceptions will be made once the student leaves the school's campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.

Provide individual restroom breaks as needed and maintain the security of the test during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens (e.g., monitors turned off, folders taped to screens) instead of having students exit and resume the test session. If a student exits the test session, the student's test will need to be resumed in PearsonAccess before the student can continue testing.

Follow the instructions from your school assessment coordinator for how students will access the student comment form once they have finished the test. The comment form is available at www.FLAssessments.com/EOCStudentCommentForm.

Before Testing

1. Ensure that the testing room is prepared as described on pages 22–23.
2. Ensure that you have the four-digit test group code assigned by your school assessment coordinator. **Do not display the test group code until you are told to do so in the script.**
3. Ensure that you are aware of your school assessment coordinator's instructions regarding students leaving the room for breaks and resuming testing.
4. Ensure that the Electronic Devices sign is posted where it is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room.
5. Make sure you have the correct Student Authorization Tickets for the U.S. History EOC Assessment. **Do not distribute Student Authorization Tickets until instructed to do so in the script.**
6. Make sure that all students have a pen or pencil to sign their authorization tickets. You should have a supply of extra pencils.
7. Ensure that all software applications, including Internet browsers, are closed on all student workstations before this test begins.
8. Start TestNav on all computers that will be used for testing. To open a computer to the student login screen, double-click the TestNav icon, enter the URL as it appears on the Student Authorization Ticket, then click **Go**. **Note:** The URL is case-sensitive.

Script for Administering the Computer-Based U.S. History EOC Assessment

TestNav may take a moment to open. During this time, you will see an active display to let you know that the program is working.

When the connection is established, the student login screen is displayed as shown below. The computer is now ready for the student to begin. The login screen does not time out, but it will become inactive if interrupted by another application.

Login Screen

Login ID:

Test Code:

Click the Login button to begin.

© 9.005 - E



Today you will take the U.S. History End-of-Course Assessment. Before taking the U.S. History EOC Assessment on the computer, you must have participated in a U.S. History EOC practice test. If you did not complete a practice test for the computer-based U.S. History EOC Assessment, raise your hand.

If any students did not participate in a practice test, contact the school assessment coordinator for instructions. Then,



Remove all materials from your desk except your pen or pencil.

Please do not type any information until I tell you to do so.

You may take the U.S. History EOC Assessment only **ONCE** during this administration.

You may not have any electronic or recording devices at your desk, in your pockets, or anywhere you can reach them during testing, even if they are turned off or you do not use them. **If you are found with any electronic devices during this test, including, but not limited to, cell phones and smartphones, your test will not be scored.** If you have any electronic devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your district's procedures regarding electronic devices. **AT THIS TIME, ENSURE THAT YOUR OWN ELECTRONIC DEVICES ARE TURNED OFF.**




Now, look at the login screen. If you do not see this screen, raise your hand.

If a computer is not opened to the login screen, open TestNav and enter the URL as it appears on the Student Authorization Ticket, or move the student to another computer.




Please sit quietly while I distribute the authorization tickets. Do not begin typing until I tell you to start.


Distribute the Student Authorization Tickets.

	<p>Look at your authorization ticket and make sure it has your name, date of birth, and ID number on it. Your ID number is the last five digits of your Florida Student Number or the last four digits of your Social Security Number followed by an X.</p> <p>Do NOT log in before I instruct you to do so.</p> <p>Raise your hand if you do not have the correct authorization ticket.</p>
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If a student was provided the wrong ticket, provide the correct Student Authorization Ticket to the student. If you don't have the correct ticket, the student may NOT be administered the U.S. History End-of-Course Assessment at this time. If the **First Name**, **Last Name**, or **ID** number for the student is incorrect, the student cannot use the ticket. Dismiss the student with instructions to see the school assessment coordinator, who will reschedule the assessment. If the **Date of Birth** is the only incorrect field on the ticket, the student may test with that ticket and updates to the Date of Birth can be made with the student database manager after testing.

	<p>Now, sign your name on your authorization ticket. <i>(Pause.)</i></p> <p>Then, on the login screen, type your Login ID exactly as shown on your authorization ticket. <i>(Pause.)</i></p> <p>Next, type the six-character test code exactly as shown on your authorization ticket. <i>(Pause.)</i></p> <p>Now click the Login button, but do NOT proceed past the next screen.</p>
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Pause to make sure that all students have signed their authorization tickets and have proceeded to the Welcome screen. Retype the Login ID and test code (password) for a student, if necessary.

	<p>You should now see a Welcome screen. This screen identifies the test, which is the <i>(2013 Spring/2013 Summer)</i> U.S. History EOC Assessment. Please raise your hand if you do not see this test name on your Welcome screen. This screen also reminds you that this is a secure test and that it is unlawful to reveal any information in the test to others. You should also see your name at the bottom of the Welcome screen. If the name you see is not yours, please raise your hand.</p>
---	--

If any students are not in the correct test, contact the school assessment coordinator for instructions.

	<p>Read each question carefully, then choose the best answer to each question.</p> <p>Now I will review how to navigate through the test. Do not click any buttons at this time. You will use the Next button to move to the next question, or the Back button to return to the previous question.</p> <p>If you come to a question you want to skip and return to later, flag it for review using the Review button and keep going. The Go To button will show you all answered and unanswered questions and any questions that were marked for review. Also click the Go To button to access the Submit button or to move to a different question. At any time during the test, you may use the eliminate choice tool, highlighter, straightedge, notepad, and eraser, but you are not required to use these tools.</p> <p>Please raise your hand if you have any questions.</p>
---	--

Answer any questions.

Say

When you finish, be sure to click **Submit**. A window will appear on your screen that displays the number of unanswered questions. This window also shows two sections of the test. Section 1 contains the Testing Rules Acknowledgment and the test group code, which are required items. Once you enter the test group code and click **Next**, you cannot return to these items or this section. Section 2 contains all of the test questions. This window provides two options: **Yes, submit my test** or **No, return to the test**. If you want to end the test, confirm by clicking **Yes, submit my test** and then click **Yes**. **Remember that once you have clicked this button, you cannot go back to the test.**

I cannot help you with answering test questions, but raise your hand if you have any difficulties with your computer or need help submitting your test.

You will have 160 minutes to take the U.S. History EOC Assessment, and you will be permitted to continue working if you need additional time. After 80 minutes, we will take a stretch break.

If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.

Please raise your hand if you have any questions.

Answer all questions.

Read Option A, B, or C based on instructions from your district/school assessment coordinator.

Option A

Say

When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your authorization ticket and provide you with instructions for accessing the student comment form.

If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. After the 10-minute break, you will be dismissed.

If you finish the test and the comment form and it is after the 10-minute break, you may leave quietly.

Please raise your hand if you have any questions.

OR

Option B

Say

When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your authorization ticket and provide you with instructions for accessing the student comment form. When you have completed the comment form, sit quietly until everyone is finished. Do not use the computer once you finish the comment form. Please raise your hand if you have any questions.

OR

Option C

Say

When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your authorization ticket and provide you with instructions for accessing the student comment form. When you have completed the comment form, sit quietly until everyone is finished. You may read, but you may not write or use the computer. Please raise your hand if you have any questions.

After answering all questions,

Say

Now, scroll to the bottom of the Welcome screen and click **Next**. This screen contains the Testing Rules Acknowledgment. Please listen as I read the testing rules. During the test, you must not:

- talk to other students or make any disturbance
- look at another student's computer screen
- allow another student to look at your computer screen
- ask for help answering any test questions
- have notes or scratch paper
- have any electronic or recording devices in your possession at any time, including breaks, even if you do not use them
- fail to follow any other instructions given

Are there any questions?

Answer all questions.

Say

Now, read silently as I read the Testing Rules Acknowledgment out loud.

I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.

Now, click in the checkbox next to the Testing Rules Acknowledgment.

Pause while students read and check the box. If a student does not check the box, contact your school assessment coordinator.

Say

Now, click **Next** at the bottom of the screen.

On the next screen, you will enter your four-digit test group code. Before entering the code, verify that your monitor correctly displays shading on the screen. The rectangle behind the words “Test Group Code” should be lightly shaded gray. If you do not see the shading, please raise your hand.

Pause to make sure that all students can see the shading in the Test Group Code box. If a student cannot see the shading, have the student exit the test by clicking the X or red circle at the top corner of the screen. Contact your school assessment coordinator or technology coordinator to make adjustments to the contrast and/or brightness settings on the monitor. See the *2012–2013 End-of-Course Assessments Technology Coordinator Guide* for instructions on how to adjust these monitor settings to display shading. The student will need to be resumed in PearsonAccess before proceeding with the test.

Now display the test group code for students.

Say

Enter the test group code _____ in the boxes and click **Next**.

Remember, you have 160 minutes to complete the U.S. History EOC Assessment, and you will be permitted to continue working if you need additional time. We will take a short stretch break after 80 minutes of testing.

Now begin working.

Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a 10-minute break:	_____
Add 10 minutes:	+10 minutes
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

If your school selected Option A, which allows students to be dismissed as they finish the test, remember that all students must remain in the room for the first 80 minutes of testing.

Follow the instructions below for the circumstances indicated:

- **Extended break or lunch**—Direct all students to click the X or the red circle in the top corner of the screen, then click **Yes, exit the test** and click **Yes** once more. Collect the Student Authorization Tickets before the students leave the room. Place all materials in locked storage until testing resumes, and make sure that the computers are kept secure at all times. Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. **Students may not have electronic devices during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.** When the students return, make sure they are resumed in PearsonAccess and provide the Student Authorization Tickets so that the students can resume testing.

- **Students have trouble resuming**—Contact your school assessment coordinator or your technology coordinator for assistance. Certain circumstances, such as loss of an Internet connection, trigger the “Early Warning System” (EWS) in TestNav, which alerts students to possible problems with the transmission of their test data and allows you to take action to ensure student responses are captured. If a student receives an alert, follow the prompts for the “Test Proctor” on the screen. For more information, see Appendix D. The student’s test may need to be resumed in PearsonAccess. Your attention should not be diverted from other students. If a student cannot complete the test on his or her computer, collect the Student Authorization Ticket from the student and notify your school assessment coordinator.
- **Before dismissing students**—Before any students are dismissed, verify that each student has properly completed the test by checking his or her computer screen before the student leaves the room. Collect all Student Authorization Tickets. Make sure that each computer displays the desktop. Assist any students who need help submitting the test.

Ensure students have completed the comment form posted at www.FLAssessments.com/EOCStudentCommentForm.


After 80 minutes from the STARTING time,

 Say	STOP. You may stand and stretch, but do not talk or look at another student’s computer screen.
---	--

After 10 minutes,


 Say	Now be seated.
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If your school selected Option A,


 Say	<p>Please raise your hand if you have submitted the test and completed your student comment form. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing. <i>(Pause.)</i></p> <p>You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the screen where you left off. Continue working.</p>
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Confirm that you have collected all test materials before dismissing students from the classroom.


If your school selected Option B or C,

 Say	<p>You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the screen where you left off. Continue working.</p>
---	---

After 70 minutes from the TIME TESTING RESUMES,

 Say	You have 10 minutes. Remember that you will be permitted to continue working if you need additional time.
---	---

After 10 more minutes,

	<p>STOP. If you have not finished testing, stop working and raise your hand. Now, sit quietly while other students exit the test.</p> <p>If you HAVE FINISHED the test and you haven't clicked Submit, do so now.</p> <p>After you submit the test, raise your hand. I will collect your authorization ticket and provide you with instructions for accessing the student comment form. Please complete the comment form and submit it as instructed.</p>
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Assist students with accessing the comment form at www.FLAssessments.com/EOCStudentCommentForm.

Collect authorization tickets.

Dismiss all students who have completed testing, and then follow instructions from your school assessment coordinator for students who need additional time.


- If students will stay in the same room, they can continue testing once you have read the instruction below.
- If students will be moved to a different location, instruct them to click the X or red circle in the top corner to exit the test. **Remind students that they should not Submit the test at this time.** Collect all test materials, and provide them to students once they are in the new location. These students will need to be resumed in PearsonAccess before they can continue testing. **A new seating chart must be created for this location.**

Once students are ready to start working,

	<p>Now we will continue testing. Remember, if at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.</p> <p>Please raise your hand after you have submitted the test and completed your student comment form. I will confirm that I have your test materials, and then you may leave the room quietly.</p>
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Please remember, if an extended break such as lunch occurs, direct all students to click the X or the red circle in the top corner of the screen, then click **Yes, exit the test** and click **Yes** once more. Collect the Student Authorization Tickets before the students leave the room. Place all Student Authorization Tickets in locked storage until testing resumes, and make sure that the computers are kept secure at all times. **Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. Remember that students may not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** The students will need to be resumed in PearsonAccess before they can continue testing. When the students return, provide the Student Authorization Tickets so that the students can resume testing.

If the school day is ending and there are students who are still working,

	<p>STOP. If you haven't clicked Submit, do so now.</p> <p>After you submit your test, raise your hand. I will collect your authorization ticket and provide you with instructions for accessing the student comment form. Please complete the comment form and submit it as instructed.</p>
---	--

Assist students with accessing the comment form posted at www.FLAssessments.com/EOCStudentCommentForm. Collect authorization tickets.

Complete the following steps:

1. Record all accommodations used by students on your record of required administration information. Include only accommodations actually used by students. Use the following accommodations codes to record this information:

For ESE/504 students:

1-FP = Flexible Presentation

1-FR = Flexible Responding

1-FSC = Flexible Scheduling

1-FSE = Flexible Setting

1-AD = Assistive Devices

For ELL students:

2-FSC = Flexible Scheduling

2-FSE = Flexible Setting

2-AHL = Assistance in Heritage Language

2-ADI = Approved Dictionary

2. See pages 20–21 if you think that a test should be invalidated, and discuss the situation with your school assessment coordinator.
3. Report any missing authorization tickets and Session Rosters to your school assessment coordinator immediately.
4. See *Test Administrator Responsibilities After Testing* on pages 82–83 for additional instructions.

Script for Administering the Computer-Based Civics EOC Assessment Field Test

CIVICS
60 minutes

The following script is to be used for administering the computer-based Civics EOC Assessment Field Test.

Ensure that you have a seating chart, a Security Log, and a form to collect required administration information for your room. Remember to maintain these documents during testing.

If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test. **No exceptions will be made once the student leaves the school's campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.

Provide individual restroom breaks as needed and maintain the security of the test during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens (e.g., monitors turned off, folders taped to screens) instead of having students exit and resume the test session. If a student exits the test session, the student's test will need to be resumed in PearsonAccess before the student can continue testing.

Follow the instructions from your school assessment coordinator for how students will access the student comment form once they have finished the test. The comment form is available at www.FLAssessments.com/EOCStudentCommentForm.

Before Testing

1. Ensure that the testing room is prepared as described on pages 22–23.
2. Ensure that you have the four-digit test group code assigned by your school assessment coordinator. **Do not display the test group code until you are told to do so in the script.**
3. Ensure that you are aware of your school assessment coordinator's instructions regarding students leaving the room for breaks and resuming testing.
4. Ensure that the Electronic Devices sign is posted where it is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room.
5. Make sure you have the correct Student Authorization Tickets for the Civics EOC Assessment Field Test. **Do not distribute Student Authorization Tickets until instructed to do so in the script.**
6. Make sure that all students have a pen or pencil to sign their authorization tickets. You should have a supply of extra pencils.
7. Ensure that all software applications, including Internet browsers, are closed on all student workstations before this test begins.
8. Start TestNav on all computers that will be used for testing. To open a computer to the student login screen, double-click the TestNav icon, enter the URL as it appears on the Student Authorization Ticket, then click **Go**. **Note:** The URL is case-sensitive.

Script for Administering the Computer-Based Civics EOC Assessment Field Test

TestNav may take a moment to open. During this time, you will see an active display to let you know that the program is working.

When the connection is established, the student login screen is displayed as shown below. The computer is now ready for the student to begin. The login screen does not time out, but it will become inactive if interrupted by another application.

Login Screen

Login ID:

Test Code:

Click the Login button to begin.

0.9.005 - E

Say

Today you will take the Civics End-of-Course Assessment Field Test. Before taking the Civics EOC Assessment Field Test on the computer, you must have participated in a Civics EOC practice test. If you did not complete a practice test for this administration of the computer-based Civics EOC Assessment Field Test, raise your hand.

If any students did not participate in a practice test, contact the school assessment coordinator for instructions. Then,

Say

Remove all materials from your desk except your pen or pencil.

Please do not type any information until I tell you to do so.

You may take the Civics EOC Assessment Field Test only **ONCE** during this administration.

You may not have any electronic or recording devices at your desk, in your pockets, or anywhere you can reach them during testing, even if they are turned off or you do not use them. **If you are found with any electronic devices during this test, including, but not limited to, cell phones and smartphones, your test will not be scored.** If you have any electronic devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your district's procedures regarding electronic devices. **AT THIS TIME, ENSURE THAT YOUR OWN ELECTRONIC DEVICES ARE TURNED OFF.**

Say


Now, look at the login screen. If you do not see this screen, raise your hand.

If a computer is not opened to the login screen, open TestNav and enter the URL as it appears on the Student Authorization Ticket, or move the student to another computer.


Say

Please sit quietly while I distribute the authorization tickets. Do not begin typing until I tell you to start.


Distribute the Student Authorization Tickets.

 Say	<p>Look at your authorization ticket and make sure it has your name, date of birth, and ID number on it. Your ID number is the last five digits of your Florida Student Number or the last four digits of your Social Security Number followed by an X.</p> <p>Do NOT log in before I instruct you to do so.</p> <p>Raise your hand if you do not have the correct authorization ticket.</p>
--	--


If a student was provided the wrong ticket, provide the correct Student Authorization Ticket to the student. If you don't have the correct ticket, the student may NOT be administered the Civics EOC Assessment Field Test at this time. If the **First Name**, **Last Name**, or **ID** number for the student is incorrect, the student cannot use the ticket. Dismiss the student with instructions to see the school assessment coordinator, who will reschedule the assessment. If the **Date of Birth** is the only incorrect field on the ticket, the student may test with that ticket and updates to the Date of Birth can be made with the student database manager after testing.

 Say	<p>Now, sign your name on your authorization ticket. <i>(Pause.)</i></p> <p>Then, on the login screen, type your Login ID exactly as shown on your authorization ticket. <i>(Pause.)</i></p> <p>Next, type the six-character test code exactly as shown on your authorization ticket. <i>(Pause.)</i></p> <p>Now click the Login button, but do NOT proceed past the next screen.</p>
--	--

Pause to make sure that all students have signed their authorization tickets and have proceeded to the Welcome screen. Retype the Login ID and test code (password) for a student, if necessary.

 Say	<p>You should now see a Welcome screen. This screen identifies the test, which is the 2013 Spring Civics EOC Assessment Field Test. Please raise your hand if you do not see this test name on your Welcome screen. This screen also reminds you that this is a secure test and that it is unlawful to reveal any information in the test to others. You should also see your name at the bottom of the Welcome screen. If the name you see is not yours, please raise your hand.</p>
--	--

If any students are not in the correct test, contact the school assessment coordinator for instructions.

 Say	<p>Read each question carefully, then choose the best answer to each question.</p> <p>Now I will review how to navigate through the test. Do not click any buttons at this time. You will use the Next button to move to the next question, or the Back button to return to the previous question.</p> <p>If you come to a question you want to skip and return to later, flag it for review using the Review button and keep going. The Go To button will show you all answered and unanswered questions and any questions that were marked for review. Also click the Go To button to access the Submit button or to move to a different question. At any time during the test, you may use the eliminate choice tool, highlighter, straightedge, notepad, and eraser, but you are not required to use these tools.</p> <p>Please raise your hand if you have any questions.</p>
--	--

Answer any questions.

 Say

When you finish, be sure to click **Submit**. A window will appear on your screen that displays the number of unanswered questions. This window also shows two sections of the test. Section 1 contains the Testing Rules Acknowledgment and the test group code, which are required items. Once you enter the test group code and click **Next**, you cannot return to these items or this section. Section 2 contains all of the test questions. This window provides two options: **Yes, submit my test** or **No, return to the test**. If you want to end the test, confirm by clicking **Yes, submit my test** and then click **Yes**. **Remember that once you have clicked this button, you cannot go back to the test.**

I cannot help you with answering test questions, but raise your hand if you have any difficulties with your computer or need help submitting your test.

You will have 60 minutes to take the Civics EOC Assessment Field Test.

If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.

Please raise your hand if you have any questions.

Answer all questions.

Read Option A, B, or C based on instructions from your district/school assessment coordinator.

Option A

 Say

When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your authorization ticket and provide you with instructions for accessing the student comment form.

When you finish, you may leave quietly.

Please raise your hand if you have any questions.

OR

Option B

 Say

When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your authorization ticket and provide you with instructions for accessing the student comment form. When you have completed the comment form, sit quietly until everyone is finished. Do not use the computer once you finish the comment form.

Please raise your hand if you have any questions.

OR

Option C

Say

When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your authorization ticket and provide you with instructions for accessing the student comment form. When you have completed the comment form, sit quietly until everyone is finished. You may read, but you may not write or use the computer. Please raise your hand if you have any questions.

After answering all questions,

Say

Now, scroll to the bottom of the Welcome screen and click **Next**. This screen contains the Testing Rules Acknowledgment. Please listen as I read the testing rules. During the test, you must not:

- talk to other students or make any disturbance
- look at another student's computer screen
- allow another student to look at your computer screen
- ask for help answering any test questions
- have notes or scratch paper
- have any electronic or recording devices in your possession at any time, including breaks, even if you do not use them
- fail to follow any other instructions given

Are there any questions?

Answer all questions.

Say

Now, read silently as I read the Testing Rules Acknowledgment out loud.

I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.

Now, click in the checkbox next to the Testing Rules Acknowledgment.

Pause while students read and check the box. If a student does not check the box, contact your school assessment coordinator.


Say

Now, click **Next** at the bottom of the screen.

On the next screen, you will enter your four-digit test group code. Before entering the code, verify that your monitor correctly displays shading on the screen. The rectangle behind the words "Test Group Code" should be lightly shaded gray. If you do not see the shading, please raise your hand.

Pause to make sure that all students can see the shading in the Test Group Code box. If a student cannot see the shading, have the student exit the test by clicking the X or red circle at the top corner of the screen. Contact your school assessment coordinator or technology coordinator to make adjustments to the contrast and/or brightness settings on the monitor. See the *2012–2013 End-of-Course Assessments Technology Coordinator Guide* for instructions on how to adjust these monitor settings to display shading. The student will need to be resumed in PearsonAccess before proceeding with the test.

Now display the test group code for students.

 Say	<p>Enter the test group code _____ in the boxes and click Next.</p> <p>Remember, you have 60 minutes to complete the Civics EOC Assessment Field Test, and I will tell you when you have 10 minutes left.</p> <p>Now begin working.</p>
---	--

Complete the following:

STARTING time:	_____
Add 50 minutes:	+50 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____


Display the STARTING and STOPPING times for students.

Follow the instructions below for the circumstances indicated:

- **Extended break or lunch**—Direct all students to click the X or the red circle in the top corner of the screen, then click **Yes, exit the test** and click **Yes** once more. Collect the Student Authorization Tickets before the students leave the room. Place all materials in locked storage until testing resumes, and make sure that the computers are kept secure at all times. Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. **Students may not have electronic devices during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.** When the students return, make sure they are resumed in PearsonAccess and provide the Student Authorization Tickets so that the students can resume testing.
- **Students have trouble resuming**—Contact your school assessment coordinator or your technology coordinator for assistance. Certain circumstances, such as loss of an Internet connection, trigger the “Early Warning System” (EWS) in TestNav, which alerts students to possible problems with the transmission of their test data and allows you to take action to ensure student responses are captured. If a student receives an alert, follow the prompts for the “Test Proctor” on the screen. For more information, see Appendix D. The student’s test may need to be resumed in PearsonAccess. Your attention should not be diverted from other students. If a student cannot complete the test on his or her computer, collect the Student Authorization Ticket from the student and notify your school assessment coordinator.
- **Before dismissing students**—Before any students are dismissed, verify that each student has properly completed the test by checking his or her computer screen before the student leaves the room. Collect all Student Authorization Tickets. Make sure that each computer displays the desktop. Assist any students who need help submitting the test.

Ensure students have completed the comment form posted at www.FLAssessments.com/EOCStudentCommentForm.

After 50 minutes from the STARTING time,

 Say	You have 10 minutes to complete the test.
---	---

After 10 more minutes,

 Say	STOP. If you haven’t clicked Submit , do so now.
---	---



After you submit your test, raise your hand. I will collect your authorization ticket and provide you with instructions for accessing the student comment form. Please complete the comment form and submit it as instructed.

Assist students with accessing the comment form at www.FLAssessments.com/EOCStudentCommentForm.
Collect authorization tickets.

Complete the following steps:

1. See pages 20–21 if you think that a test should be invalidated, and discuss the situation with your school assessment coordinator.
2. Report any missing authorization tickets or Session Rosters to your school assessment coordinator immediately.
3. See *Test Administrator Responsibilities After Testing* on pages 82–83 for additional instructions.

Test Administrator Responsibilities After Testing

Return Materials to the School Assessment Coordinator

Complete the following steps after testing:

1. Verify that you have collected all required administration information (see page 23). Make a copy for your files.
2. Ensure that all accommodations actually used by each student are included in your required administration information. Provide this record to the school assessment coordinator so the accommodations can be added to the student profiles in PearsonAccess.
3. Notify the school assessment coordinator immediately if any Student Authorization Tickets, Session Rosters, work folders, periodic tables, or reference sheets are missing.
4. Verify that your seating chart and Security Log have been completed correctly. Make copies for your files.
5. Complete the following for paper-based accommodations:
 - Remove stray reference sheets and periodic tables from the test and answer books.
 - If a test is **TO BE SCORED**, verify that the DNS bubble has **NOT** been gridded. If a DNS bubble has been gridded by mistake, erase the DNS bubble and grid the UNDO bubble.
 - If a test is **NOT TO BE SCORED**, verify that the DNS bubble is gridded.
 - Organize your materials according to the list below:
 - **TO BE SCORED** Cover Sheet—**TO BE SCORED** documents
 - **NOT TO BE SCORED** Cover Sheet—**NOT TO BE SCORED** documents (includes unused non-identified and identified documents and defective documents with the DNS bubble gridded)
6. Return the following materials to the school assessment coordinator:
 - *2012–2013 End-of-Course Test Administration Manual*
 - Security Log
 - Seating chart
 - Required administration information
 - Student Authorization Tickets
 - Session Roster
 - Used and unused work folders
 - Calculators, if any
 - Used and unused reference sheets and periodic tables (paper-based accommodations and/or copies provided by your school)
 - **TO BE SCORED** and **NOT TO BE SCORED** materials

Comment Form

Complete a Test Administrator Comment Form. Go to www.FLAssessments.com/EOC, select the appropriate form for the test administration (Winter 2012, Spring 2013, or Summer 2013), and complete the form. Information from this form will be summarized by the contractor for FDOE use. Please provide feedback that will be meaningful to the FDOE and the test contractor. If you have comments pertaining to school/district procedures, please contact your school or district assessment coordinator.

School Assessment Coordinator Responsibilities Before Testing

Please use the *School Assessment Coordinator Checklist* from Appendix E before, during, and after testing. This checklist is also posted at www.FLAssessments.com/EOC.

Receive Test Materials

You will receive work folders for computer-based tests and materials for paper-based accommodations, if applicable. Reference sheets and periodic tables are provided for paper-based testers only. The table below shows how materials will be packaged for each administration.

Administration	Work Folders	Reference Sheets/Periodic Tables	PreID Labels and Rosters
Winter 2012	Test Administration Manual Shipment	Test Materials Shipment	Test Materials Shipment
Spring 2013	PreID Label Shipment*	Test Materials Shipment	Separate Shipment
Summer 2013	PreID Label Shipment*	Test Materials Shipment	Separate Shipment

*If you did not identify paper-based testers in your district during the enrollment or PreID window, work folders will arrive in a separate shipment.

The first school box is white with a red stripe. Inventory the contents of your boxes within 24 hours of receipt and report missing materials immediately. Remember to maintain your Test Materials Chain of Custody at all time.

Special document materials will arrive during the same window as other secure test materials, but they will be delivered as a separate shipment. Directions for handling, packaging, and returning special document materials can be found on pages 132–137.

Additional materials may be ordered through PearsonAccess. Please note, additional orders will not be processed until all initial test material shipments are completed.

School boxes will include the materials listed below, as applicable:

SCHOOL BOXES

- School Cover Memo
- Packing List
- School Assessment Coordinator Kit—clear plastic bag
 - Document Count Forms
 - Paper Bands
 - **Purple** Labels (Algebra 1 TO BE SCORED Materials)
 - **Orange** Labels (Biology 1 TO BE SCORED Materials)
 - **Green** Labels (Geometry TO BE SCORED Materials)
 - **Brown** Labels (U.S. History TO BE SCORED Materials) (Spring 2013 and Summer 2013 ONLY)
 - **Yellow** Labels (NOT TO BE SCORED Materials)

- Reference Sheets
- Periodic Tables
- Algebra 1 EOC Test and Answer Books
- Biology 1 EOC Test and Answer Books
- Geometry EOC Test and Answer Books
- U.S. History EOC Test and Answer Books (Spring 2013 and Summer 2013 ONLY)

SPECIAL DOCUMENT BOXES

- Special Document Kits (braille only for Winter 2012; braille and large print for Spring 2013 and Summer 2013)
 - Special Document Cover Memo
 - **White** Labels (Large Print TO BE SCORED Materials) OR Pink Labels (Braille TO BE SCORED Materials)
 - Document Count Form
 - Special Document Return Envelope(s)
 - Test Materials

Save the original boxes for returning TO BE SCORED special document materials.

Assign Test Group Codes

Test group codes are used as a security measure to identify groups of students tested together.

Your district assessment coordinator will provide instructions to you regarding four-digit test group codes that you will give to test administrators. Each group of tested students, initial and make-up, should receive a unique test group code.

The test group code is different from the six-character test code (password) that is assigned to each test session in PearsonAccess and is printed on the Student Authorization Tickets and Session Roster. Students will be prompted to enter the test code (password) and their Login ID to log in to the test session, and then they will be prompted to enter the four-digit test group code after the Welcome screen and Testing Rules Acknowledgment before they can access the items.

Required Administration Information

As directed by your district assessment coordinator, communicate to test administrators the process for collecting the required administration information, which includes the following:

- Students assigned to each test administrator's room—provide Student Name and Student ID Number
- Attendance information—**P**=Present, **A**=Absent, **W**=Withdrawn, and **P/I**=Present but Invalidated
- Accommodations provided (see pages 23–24)
- Test group code
- Unique security number of secure documents assigned to each student (paper-based accommodations only)
- Signatures of test administrator and school assessment coordinator and dates for when secure materials (e.g., work folders, Student Authorization Tickets, Session Rosters, reference sheets, periodic tables) are received and returned

School Assessment Coordinator Responsibilities Before Testing

Provide Session Rosters, Student Authorization Tickets, and test group codes. The Session Roster can be used to record or verify most of the required administration information. Please note that the roster will include blank fields for recording accommodations provided and attendance information. Other required information (e.g., test group code) may be recorded anywhere on the roster.

Keep a separate, complete record of required administration information for paper-based tests administered.

File all required administration information for future reference.

Seating Charts

Test administrators are required to maintain an accurate seating chart for each group of students in their rooms during testing. If students using extra time are moved to a new location or the seating configuration changes during testing, a new seating chart must be created. After testing, you must make copies of all seating charts, file the copies, and return the original charts in the District Assessment Coordinator ONLY box.

Test Materials Chain of Custody Form

You are required to maintain a *Test Materials Chain of Custody Form*, located in Appendix E. The purpose of this form is to track test materials at all times, including their location, the dates and times they are handled, and the names of the persons performing various activities involving the materials. Schools must retain copies of completed forms for their files after materials are packaged for pickup and return the originals to the district assessment coordinator.

Meet with Technology Coordinator

It is important that technology coordinators understand their responsibilities before, during, and after the computer-based test administration. Review the instructions and information in the *2012–2013 End-of-Course Assessments Technology Coordinator Guide* as well as all test administration and security policies and procedures included in this manual with your technology coordinator, and create a plan for handling issues during testing. The technology coordinator should also be involved in all planning meetings to provide input on logistics and resolve any network issues.

Provide Appropriate Test Settings and Prepare Computers

Tests should be administered in a room that has comfortable seating and good lighting. Make sure that the room is adequately ventilated and free of distractions.

Sufficient workspace should be provided for students to use work folders, reference sheets, or periodic tables. Students must not be able to easily view other students' computer screens or test materials. Check the configuration of the testing rooms to make sure you will be able to provide a secure environment during testing. If necessary, use visual blocks (e.g., file folders taped to the sides of computer screens).

For more information, see the testing room requirements on pages 22–23 and the system specifications found at www.FLAssessments.com/MinimumSpecs. Please note that the requirements include a mouse or a pointing device. Touchpads are permitted only for students who are comfortable using them.

Ensure that the technology coordinator has verified that all computers meet the requirements needed to administer the computer-based tests, as indicated in the *2012–2013 End-of-Course Assessments Technology Coordinator Guide*.

Before each test session, the test administrator should open each computer to the login screen.

Train Test Administrators and Proctors

ALL test administrators must be certified educators. Non-certified school personnel must NOT be allowed to serve as test administrators. Non-certified school personnel may serve as proctors, according to the instructions on pages 14–15. While proctors are not required in rooms where fewer than 25 students are being tested, we strongly encourage the use of proctors in all test administrations to help reduce testing irregularities and aid in investigations, if necessary.

You are responsible for training all test administrators and proctors, **including non-school-based instructors (e.g., itinerant teachers)**. You must train several employees to act as possible alternates. In the absence of sufficiently trained administrators, postpone testing until trained personnel are available. Training materials are provided at www.FLAssessments.com/EOC.

Train test administrators on all content in the *General Information* and *Test Administrator Responsibilities* sections and the appropriate content in the appendices of this manual. Test administrators may be able to assist students with errors when logging in but should not try to resolve issues during testing. Determine how test administrators can get assistance during testing, if necessary. If your district will create Test Administrator accounts in PearsonAccess, train test administrators on how to monitor sessions and resume students in PearsonAccess.

Also, train test administrators on the appropriate action for securing a student's computer if a student leaves the room and will resume testing. Either the student must exit the test by clicking the X or the red circle in the top corner and then clicking **Yes, exit the test**, or some type of visual block (e.g., a file folder) must be applied to obscure the computer screen. For short restroom breaks, it is recommended that a visual block be applied to the student's computer screen. For longer breaks, it is recommended that the student exit the test. The student will not be able to continue testing until he or she is authorized to resume testing in PearsonAccess. Test administrators may have the ability to resume students if these rights have been enabled by the district assessment coordinator. If you will be responsible for resuming students, instruct test administrators on how to contact you during testing to request this authorization.

Train test administrators on how to administer practice tests at your school. Test administrators should use the ePAT to become familiar with the available tools prior to administering an ePAT and prior to the operational test.

School Assessment Coordinator Responsibilities Before Testing

In the test administration scripts, test administrators are instructed to contact you in the following circumstances:

- A student has not participated in a practice test session.
- A student has trouble logging in the first time.
- A student cannot see the shading on the Test Group Code screen.
- A test administrator does not have a Student Authorization Ticket for a student.
- A Student Name or Student ID is not correct (e.g., misspelled) on the Student Authorization Ticket.
- A student is in the wrong test or the wrong accommodated form.
- A student refuses to acknowledge the testing rules.
- A test administrator is concerned that a student is unable (e.g., too ill) to finish the test.
- A student **Exits** the test to finish later and needs to be resumed.
- A student has not completed the test at the end of the allotted time and will need additional time to continue working.

Provide instructions for test administrators on how to handle these circumstances, as well as how to secure student screens during stretch and restroom breaks.

Also provide instructions for students to access student comment forms. If you will be asking the school technology coordinators to bookmark or create shortcut icons for the student comment forms, instruct test administrators on how to locate the bookmark or shortcut. You may prefer to have students stay on the Close screen in TestNav instead of completely exiting the test, which will prohibit students from accessing other features on the computer after testing. If this will be the policy for your school, provide appropriate instructions to test administrators.

Ensure that test administrators, proctors, and any other personnel involved in test administration sign a *Florida EOC Test Administration and Security Agreement* after training is complete. Also ensure that test administrators read and sign a *Test Administrator Prohibited Activities Agreement*. Collect and file the signed agreements.

Encourage test administrators to use the *Test Administrator Checklist* found in Appendix E. Consider providing copies of this checklist during the training.

Assign Proctors

Assign proctors according to the guidelines on pages 14–15, make sure that they understand their responsibilities, and explain the Security Log to them.

Make Arrangements to Test Special Program Students

Your district assessment coordinator may contact you to make arrangements for students in special programs (district virtual instruction programs, Home Education Program, etc.) to test at your school. You will receive information and instructions from your district assessment coordinator, as applicable.

Ensure Implementation of Accommodations

Appendix A provides information concerning allowable accommodations for students with disabilities and for ELLs. When testing students with accommodations, prior planning is necessary to ensure that accommodations indicated on student IEPs, Section 504 plans, or ELL plans are implemented. Arrangements for implementing accommodations must be made prior to the test administration dates. **Make sure that test administrators are aware of and have made provisions for the accommodations needed for individual students.**

The following categories of accommodations may be provided to eligible students with disabilities.

- Administration Accommodations (e.g., flexible presentation, flexible responding, flexible setting, flexible scheduling)
See Appendix A for information about administration accommodations for students with disabilities.
- Accommodated CBT Forms (large print, color contrast, zoom, screen reader, assistive devices)
Appendix A includes scripts and instructions for administering TestHear accommodated computer-based test forms.
- Paper-Based Accommodations (regular print, braille, and in Spring 2013 and Summer 2013, large print)
Additional instructions and scripts for administering the test to students who require paper-based accommodations are provided in Appendix A. A separate braille script and braille notes are provided with the braille test materials.

The following category of accommodations may be provided to students identified as ELLs.

- Administration Accommodations (e.g., flexible setting, flexible scheduling, assistance in heritage language, approved dictionary)
See Appendix A for information about administration accommodations for ELLs.

After the student completes a computer-based test, the accommodations used must be recorded in PearsonAccess. Instructions for recording accommodations are provided on pages 122–123. For paper-based tests, accommodations are recorded on the student grid sheet after testing. More than one category may be recorded. However, the category should be recorded only if a student actually uses an allowable accommodation in that category on the test.

Arrange Practice Test Sessions

Schedule and arrange practice tests as described in this manual. Before a student can participate in this computer-based administration, the student must complete the appropriate ePAT(s) to learn how to use the computer-based system. **However, students who previously participated in an ePAT for the subject test they are scheduled to take are NOT required to participate in an ePAT session for this administration.** Instruct school personnel to make students aware that they can access ePATs on their own any time prior to testing. The ePAT launcher, ePATs, and scripts for administering the practice tests are all posted at www.FLAssessments.com/ePATs.

The technology coordinator may need to download and install the software. The ePAT Launcher only needs to be installed once, but the test content will need to be downloaded each time a new subject-area test is released.

Students who require accommodated CBT forms (e.g., large print, color contrast, zoom, screen reader, assistive devices) must also complete the appropriate practice test(s) using the TestHear ePATs with the specific accommodated form or form combination that they will use during testing. Accommodated practice forms and accommodated ePAT scripts are available at www.FLAssessments.com/ePATs.

Manage Student Information in PearsonAccess

Student information may be added to PearsonAccess in two ways. Districts may add student information to PearsonAccess via PreID upload during the designated PreID window, or district or school users may add information using the Create New Student wizard in PearsonAccess **after** the designated PreID window. School assessment coordinators must verify the accuracy of Student Names and Student ID numbers prior to testing.

Student information is viewed and verified using a Session Roster. This roster differs from the rosters under Student Data Information and under Student Registration in PearsonAccess, both of which show all students testing (both computer-based and paper-based) in your school. The Session Roster is a unique roster that allows users to isolate students participating in the computer-based test from students taking a paper-based test. The Session Roster is the most appropriate means of verifying student information for a CBT administration.

In order to access a Session Roster for verifying CBT student information, test sessions must be created in PearsonAccess and students must be assigned to the test sessions. These test sessions are not necessarily final and can be modified at any time.

PreID Upload and Test Sessions

Your district may have created test sessions automatically via PreID upload. If your district created test sessions through the PreID upload, you will see these sessions when you log in to PearsonAccess. If your district did not create sessions using this method, you will need to create new sessions and add students to the sessions in order to view and verify student information.

Contact your district assessment coordinator if you are unsure about whether sessions were created during the PreID upload. **The information in this section only applies to schools whose districts created test sessions and classes using the PreID upload. All other schools can proceed to *Create Test Sessions*.**

Sessions created through the PreID upload will have the following prefix to identify the tested subject:

- **Algebra 1**—sessions will have the prefix **ALG-**
- **Biology 1**—sessions will have the prefix **BIO-**
- **Geometry**—sessions will have the prefix **GEO-**
- **U.S. History**—sessions will have the prefix **HIS-**
- **Civics**—sessions will have the prefix **CIV-**

If your district created sessions via PreID upload but **did not** provide session names, then the default naming convention “**FL SESSION**” will be appended to the session prefix. For example, if no session name is provided for Algebra 1, the session name will be “**ALG-FL SESSION**.”

If your district **did** provide a session name, then the provided name will be appended to the session prefix. For example, if the district provides the session name **CLAS01** for Algebra 1, the session name will be “**ALG-CLAS01**.” If sessions have already been created for your school in PearsonAccess, then you should follow the instructions on pages 92–93 to verify student information.

Refer to the *Manage Class Information* section on pages 99–101 of this manual for information about classes.

Create Test Sessions

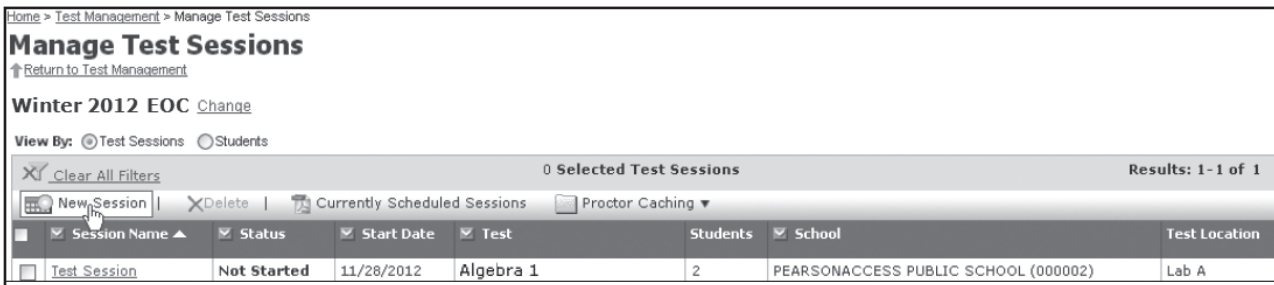
If your district did not create test sessions during the PreID upload (see *PreID Upload and Test Sessions*), then you will need to create test sessions before you can verify student information. These can be temporary sessions for the purpose of verifying student information, or they can be the test sessions you plan to use for testing.

The following descriptions provide guidelines for setting up test sessions, with advantages and disadvantages of each method. Districts or schools may choose to set up test sessions in the way that best suits their needs.

- **By Test Group:** Sessions can be set up to only include students in a particular group (e.g., class, testing room) who will be testing together. They can also be used to distinguish between students taking the regular computer-based form (Main) and the accommodated forms. An advantage of this setup is that PearsonAccess can be used to manage the testing groups. Session Rosters will include only one group of students testing together. This method increases security because a test session can be started prior to testing and stopped immediately afterward. Another advantage is that the Session Rosters can be used to easily track required administration information. A disadvantage is that it will require setup and management of more sessions.
- **By Test Day:** Sessions can be set up to include all students in a school to be tested in a subject on a particular day. An advantage of this setup is greater security because a session can be started and stopped on the same day. A disadvantage is that it requires coordination of testing groups.
- **By Test Administration:** Sessions can be set up to include all students scheduled to be tested in a subject during the entire test administration. An advantage of this setup is that it limits setup and management to one session, and additional make-up sessions do not need to be created. A disadvantage is that test sessions are open and active during the entire testing window, which may present a security concern. It also requires greater coordination of testing groups. Depending on the number of students in a session, it may be cumbersome to locate and manage specific students.

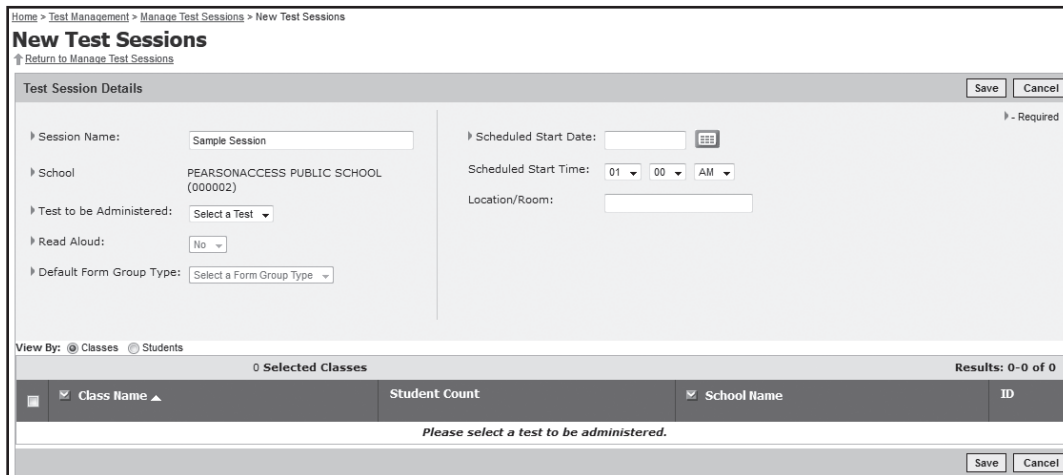
To create a new test session

1. Log in to PearsonAccess and select the appropriate administration.
2. Go to **Test Management > Manage Test Sessions**.
3. Click **New Session** to go to the New Test Sessions screen.



If you do not have access to create test sessions, or if the window for creating a session is not open, **New Session** will be shaded and you will not be able to create a test session.

4. Enter the session details. You must enter a session name (50 character limit) and select a school and the Test to be Administered before the remaining session details can be selected.



School Assessment Coordinator Responsibilities Before Testing

Please note that scheduling a date and time for a new test session is intended primarily for planning purposes. **A test session will not start until you click Start on the Session Details screen, regardless of the scheduled start date and time.** You can update the date, time, and location before a session is started.

5. Select the Default Form Group Type, which is required to assign a test form to a student or to a class. The Form Group Type should be set to **Main**, unless you are setting up a session for students using TestHear accommodated CBT forms. Please see pages 103–104 for more information about setting up sessions for students using accommodated CBT forms.
6. Add students to the test session either by class or by individual student. Select “**View By: Classes**” to see available classes, or select “**View By: Students**” to see available students (i.e., registered students who have not already been assigned to a session).
7. Select the checkbox for each class or student to be added to this session.
8. Click **Save**.
9. Return to the newly created test session or to the **Manage Test Sessions** screen.
10. Maintain a list of all test sessions. Ensure that the technology coordinator has cached test content for all sessions and that Proctor Caching is running for these sessions prior to the first day of testing.

View and Verify Student Data

The Student Name and Student ID fields must be correct in PearsonAccess. Prior to verifying student data, ensure all students have been placed in test sessions.

To confirm all students are in test sessions

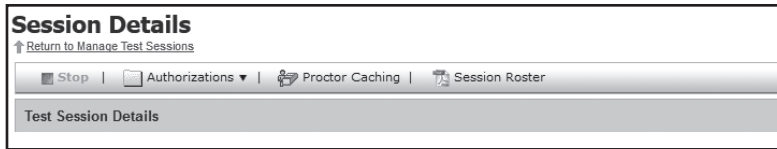
1. Go to **Test Management > Manage Test Sessions**.
2. Select “**View By: Students**.”

3. Select the **Show All Students** box and click **Search**.
4. Review the **Session Name** column for any empty fields. If necessary, click twice on the Session Name column heading to sort by name in descending order. Any students who have not been placed in a session will have a blank in this column.
5. Follow instructions to *Add Students to Test Sessions* on page 98.

You can also locate any remaining students not already scheduled into a session by creating a new test session for each Test to be Administered. Only students who are not already scheduled into test sessions will be available. If no students are available after entering all of the Session Details, all students have been scheduled into test sessions.

To view and verify student data

1. Go to **Test Management > Manage Test Sessions**.
2. Click a session name.
3. Click the **Session Roster** button. This will create a PDF of the roster that can be printed or viewed electronically. The roster will display all students (including Student Name and Student ID) that have been assigned to a session.



4. Verify Student Name and Student ID for all students in the session. Note any incorrect information.
5. Repeat these steps for all remaining sessions until all student information is verified.

In the event that incorrect information is discovered or other changes to student information need to be made, refer to the appropriate sections of this manual. The descriptions below of several possible issues will assist you in locating the applicable portions of the manual.

Issue	Solution
Student Name or Student ID is incorrect	See <i>Delete a Student</i> (below) then <i>Add a Student</i> (pages 94–97).
Other student information besides Student Name or Student ID is incorrect	See <i>Manage Other Student Information</i> (pages 101–103) and <i>Update Student Information</i> (pages 118–119).
Error in Student Name after first 11 characters of the first name or after the first 12 characters of the last name	Use the incorrect profile for testing, then update the information after testing with the school or district student information database manager.
Student not included in PreID Upload	See <i>Add a Student</i> (pages 94–97).
Student is new to school	See <i>Add a Student</i> (pages 94–97).
Student transfers from another school or district	See <i>Add a Student</i> (pages 94–97). Do not change student’s enrollment in PearsonAccess.
New test needs to be added or changed for an existing student	See <i>To change the tests assigned to a student</i> (pages 101–102).
Incorrect test format (e.g., changing paper-based to computer-based)	See <i>To change the test assignment details for a student</i> (pages 102–103). Note: changing a test assignment to “Paper” in PearsonAccess will not automatically order materials or print a PreID label.
Student not participating in the administration	Remove from any test sessions. No further action required. Similar to not using a PreID label in a paper-based administration.

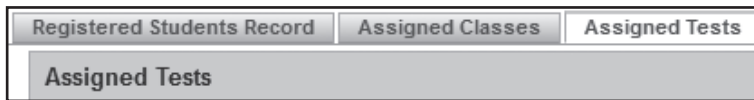
Delete a Student

PearsonAccess student profiles created by the PreID upload are treated the same as PreID labels for a paper-based administration. For example, if a paper label is incorrect, instead of writing on the student label to correct it, you need to destroy the label and grid a blank student grid sheet. Similarly, you cannot correct (edit) certain data in the student profiles in PearsonAccess. Instead, if the **Student Name** or the **Student ID** is incorrect, you need to remove the student’s test assignment (i.e., delete the student) and then create a new record. Technically, this does not completely delete the student from PearsonAccess, but it will prevent the student from being assigned to a test session.

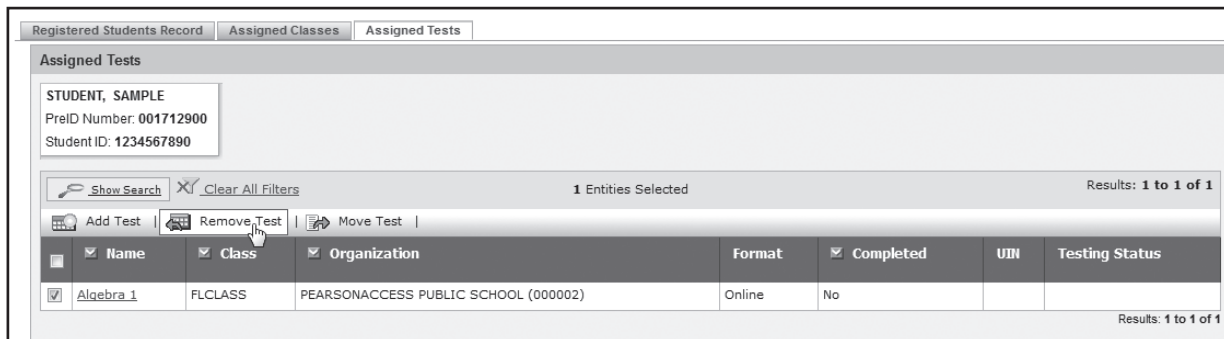
To remove a student’s test assignment (i.e., delete a student)

1. Go to **Test Management > Student Registration**.
2. Select “**View By: Registered Students**” on the Student Registration screen.
 - To view all students, select the **Show All Students** checkbox and click **Search**.
 - To search for an individual student, enter the search criteria and then click **Search**. **Note:** You must enter or select **at least one** search field. The more specific the criteria, the more focused the search will be.

3. Click the name of the student and then click the **Assigned Tests** tab.



4. Select all Online tests assigned to that student and then click **Remove Test**. **Note:** Do not remove any paper tests assigned to the student.



5. Click **Yes – Continue with Removal** to confirm.

If a corrected student profile needs to be added to PearsonAccess, follow the instructions to *Add a Student*.

Add a Student

For students not already identified in the PreID process or with an incorrect Student Name or Student ID Number, remove the test assignment (see *Delete a Student*) and then create a new profile in the system using the Create New Student wizard. **During the PreID window, do not use the Create New Student wizard to create new students. Any students added using the wizard during this window will be deleted if a new PreID file is uploaded.**

Note: If an error in a student's name occurs after the first 11 characters of the first name or after the first 12 characters of the last name, PearsonAccess will not allow you to create a new student profile for that student. Use the incorrect profile for this test administration and update those fields after testing is complete with the school or district student information database manager.

To successfully create a new student, you must complete the five-part registration process described below. If all five parts are not completed, the student will **not** be created.

Part 1: Add a New Student (steps 1–3)

Part 2: Edit Student Details (steps 4–6)

Part 3: Edit Test Registration Details (steps 7–12)

Part 4: Edit Class Registration (step 13)

Part 5: Edit Assigned Tests and Enable the Student to Test on Computer (steps 14–17)

Until you have completed all five parts, you will only have two options:

- Save your data entry and continue to the next step.
- Click **Cancel** to delete all information entered at any point during the five-part process.

Part 1: Add a New Student

1. Log in to PearsonAccess.
2. Click the **Student Data** tab, then click **Student Data Information**.
3. Click **New Student**.

Part 2: Edit Student Details

4. Enter data for all required fields (**Student ID**, **Student Last Name**, and **Student First Name**) on the **Student Master Record**.
 - The Student Name must be entered in **all caps** (17-character limit for last name; 12-character limit for first name).
 - The Student ID can be a 10-digit Florida Student Number (e.g., 1234567891) or the 9-digit Social Security Number followed by an X (e.g., 123456789X).
5. Scroll down and select the **Enrolled School**.
6. Click **Save and Next** to save your entered data.

Home > Student Data > Student Data Information > New Student

New Student

[Return to Student Data Information](#)

Winter 2012 EOC [Change](#)

1 2 3 4

Student Details Test Registration Details Registration Classes Assigned Tests

Step 1: Edit Student Details Save and Next


Student ID:

Student Last Name:

Student First Name:

Student Middle Initial:

Note: If a student is created for this administration with the same Student ID (Social Security Number followed by an X or Florida Student Number), the same first 11 characters of the first name, and the same first 12 characters of the last name as an existing student profile at this school, PearsonAccess will not permit you to create a duplicate student record. The duplicate student error message will appear (see below). Click **Back to Student Entry Form** and cancel the process. The existing student profile must be used. After testing, updates should be made with the school or district student information database manager so this information is corrected for future administrations.

 Student(s) with the same Student ID, Last Name, First Name, and School exist in the system:

You will not be able to create this student.

Student ID	Name	School
XXXXX67890	STUDENT, SAMPLE	PEARSONACCESS PUBLIC SCHOOL

If the student above matches the student you are creating, please use the existing student. Exit the student wizard by going back to the Student Entry Form and cancelling the process. For assistance with locating the student and completing registration, please call Pearson Customer Support at 1-877-847-3043.

[Back to Student Entry Form](#)

Part 3: Edit Test Registration Details

7. Select the appropriate **Test Administration**.
8. Enter the student's **Date of Birth**.
9. Select the appropriate **Grade** and **Gender**.
10. To record ethnicity, use the drop-down box to select **Yes** or **No**.
11. To record race, use the drop-down boxes to select **Yes** or **No** next to each race category. **Yes** may be selected for more than one category.
12. Click **Save and Next**.

The screenshot shows the 'New Student' form in a web application. The breadcrumb trail is 'Home > Student Data > Student Data Information > New Student'. The page title is 'New Student' with a link to 'Return to Student Data Information'. The current session is 'Winter 2012 EOC' with a 'Change' link. A progress bar shows four steps, with step 2 selected. A notification box says 'New student created.' The form is titled 'Step 2: Edit Test Registration Details' and includes 'Save and Next' and 'Cancel' buttons. The student's name is 'STUDENT, SAMPLE' and the organization is 'PEARSONACCESS PUBLIC SCHOOL'. The form fields include: Test Administration (Algebra 1), Date of Birth (05/09/1995), Grade (AD), Gender (Female), Ethnicity - Hispanic/Latino (No), Race - American Indian or Alaska Native (No), Race - Asian (No), Race - Black or African American (No), Race - Native Hawaiian or Other Pacific Islander (Yes), and Race - White (No). 'Save and Next' and 'Cancel' buttons are at the bottom right.

Part 4: Edit Class Registration

13. To assign the student to an existing class, select the box next to the class name and click **Save and Next**. To assign the student to a new class, click **New Class** and follow the steps to create a new class. **The class name has a limit of 12 characters and must be in all caps (e.g., THOMAS)**. When the class has been created and added to the list, select the box next to the class name and click **Save and Next**. For more information about classes, see pages 99–101.

The screenshot shows the 'New Student' form in a web application. The breadcrumb trail is 'Home > Student Data > Student Data Information > New Student'. The page title is 'New Student' with a link to 'Return to Student Data Information'. The current session is 'Winter 2012 EOC' with a 'Change' link. A progress bar shows four steps, with step 3 selected. A notification box says 'Student registered for testing.' The form is titled 'Step 3: Select Registration Classes' and includes 'Save and Next' and 'Cancel' buttons. The student's name is 'STUDENT, SAMPLE' and the organization is 'PEARSONACCESS PUBLIC SCHOOL'. The test administration is 'Winter 2012 EOC'. Below the form, there is a table with 1 Entites Selected and Results: 1 to 1 of 1. The table has a 'New Class' button and a 'Registration Class Name' column. The table contains one row with a checked box and the text 'FL CLASS'. 'Results: 1 to 1 of 1' is shown at the bottom right.

Part 5: Edit Assigned Tests and Enable the Student to Test on Computer

14. The student must be assigned to a test. Select the box(es) next to the appropriate test(s).
15. Set the **Test Details** for each test.
 - Online Indicator** indicates that the student will participate in the computer-based administration. **Yes** must be selected for a student to be available to be scheduled into a computer-based test session.

- Specify a tested grade from the drop-down menu. Grades 6 through adult can be selected.
- For the Algebra 1, Biology 1, and Geometry EOC Assessments (and for the Summer administration of the U.S. History EOC Assessment), select the student’s retake status from the **EOC Retaker** drop-down menu. The two options located in this menu are:
 - Student has previously taken the EOC Assessment
 - Student is taking the EOC Assessment for the first time

The **EOC Retaker** field is not available for Winter or Spring administrations of U.S. History or for Civics.

- The last field to populate is the **EOC Enrollment Status**. There are three options to select in this field:
 - Student is currently enrolled in Algebra 1, Biology 1, Geometry, U.S. History, Civics, or an equivalent course
 - Student was previously enrolled in Algebra 1, Biology 1, Geometry, U.S. History, Civics, or an equivalent course
 - Student has never been enrolled in Algebra 1, Biology 1, Geometry, U.S. History, Civics, or an equivalent course

16. Click **Save and Next** to complete the registration process for this student.

17. The student must now be added to a test session. See *Add Students to Test Sessions* on page 98.

Manage Test Sessions

One of a school assessment coordinator’s primary responsibilities is to manage computer-based test sessions in PearsonAccess. The following table describes the main test session management tasks that must be completed prior to the first day of testing. (See *Create Test Sessions* for some of the common methods of setting up test sessions.)

Task	Description	Pages
View an Existing Test Session	Check the session details and verify that students are assigned to the correct session.	98
Add, Move, or Remove Students	Manage student session assignments.	98–99
Manage Class Information (optional)	Classes can be used to manage students in PearsonAccess.	99–101
Manage Other Student Information	Some student data may be changed in PearsonAccess.	101–103

School Assessment Coordinator Responsibilities Before Testing

Task	Description	Pages
Proctor Cache Test Items (Technology Coordinator)	Proctor Caching is required for efficient test delivery. Provide technology coordinators with a list of all test sessions for the school.	Technology Coordinator Guide
Print Student Authorization Tickets and Session Rosters	Each student needs a Student Authorization Ticket in order to log in to the test session, and each test administrator needs a Session Roster.	105–106
Distribute Student Authorization Tickets and Session Rosters to Test Administrators	Student Authorization Tickets and Session Rosters are secure and should only be distributed on the day the test will be administered.	26

View an Existing Test Session

To view an existing test session (e.g., to verify all students to be tested are included)

1. From the Home page, go to **Test Management > Manage Test Sessions**.
2. Select “**View By: Test Sessions**.”
3. Under Session Name, click the name of the session you want to verify.
4. Review the Session Details (date, location, time) to confirm they are accurate. Click **Edit** to make any necessary adjustments. Click **Save**.
5. Review and verify the students to be tested in this session. The **Session Roster** can also be used to verify the list of students.
 - If students are missing, see *Add Students to Test Sessions*.
 - If students are in the incorrect session, see *Move Students to Another Session*.
 - If students will not be testing or if they were absent during the entire testing window, see *Remove Students from Test Sessions*.

Add Students to Test Sessions

To add students to an existing test session

1. From the Home page, go to **Test Management > Manage Test Sessions**.
2. Select “**View By: Test Sessions**.”
3. Click the session name on the Manage Test Sessions screen to go to the Session Details screen.
4. Click **Add Students**.



5. Select “**View By: Classes**” or “**View By: Students**.”
6. Select the checkbox for the class or the student you want to add and then click **Add to Session**.
After you add the students, you can verify the Form/Form Group Type for newly added students by clicking **Edit** on the Session Details and using the Form/Form Group Type drop-down menu for an individual student. The Form Group Type will always be set to **Main** unless you are setting up a session for students using accommodated CBT forms. See pages 103–104 for more information about setting up sessions for accommodated CBT forms.

To add students to a new test session, see *Create a New Test Session*.

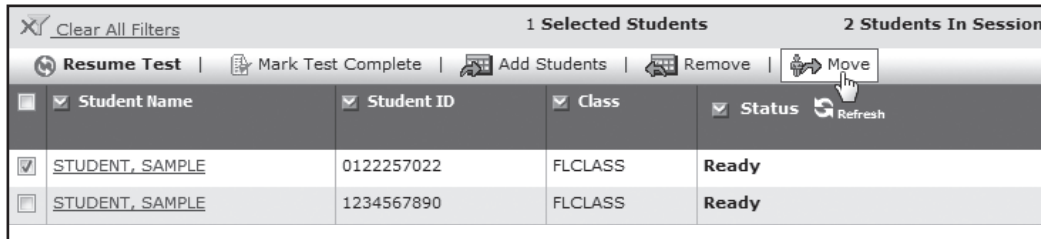
Move Students to Another Session

To move students to another test session (e.g., a student is in the wrong session, a student needs to be rescheduled to a make-up session)

1. From the Home page, go to **Test Management > Manage Test Sessions**.
2. Select “**View By: Test Sessions.**”
3. Click the session name to go to the Session Details screen.
4. Select the checkbox for each student to be moved.

Only students with a **Ready, Exited, Resumed, or Resumed-Upload** status may be moved. Students with a **Submitted, Completed, or Marked Complete** status may not be moved to another session.

5. Click **Move** to go to the Move Students screen.



<input type="checkbox"/>	Student Name	Student ID	Class	Status
<input checked="" type="checkbox"/>	STUDENT, SAMPLE	0122257022	FLCLASS	Ready
<input type="checkbox"/>	STUDENT, SAMPLE	1234567890	FLCLASS	Ready

6. Select an existing test session or create a new test session to which the students will be moved. If you create a new session, the School and Test to be Administered values are carried over from the previous session.
7. Click the **Move Students** button.
8. Click **Yes – Move Students** to confirm.

Remove Students from Test Sessions

To remove students from a test session (e.g., students were scheduled to the session but were absent during the entire testing window)

1. From the Home page, go to **Test Management > Manage Test Sessions**.
2. Select “**View By: Test Sessions.**”
3. Under Session Name, click the session from which you want to remove a student.
4. On the Session Details screen, select the checkbox for each student you want to remove.
5. Click the **Remove** button.
6. Click **Yes – Remove Students** to confirm this action.

Manage Class Information

Class is a required field in PearsonAccess. When students are added to PearsonAccess, either through PreID upload or through the Create New Student wizard, they are assigned to a class.

Though class assignment is a required field, school assessment coordinators may decide whether they want to use this field as a means of organizing student information. Class assignment may be used to manage students in PearsonAccess (e.g., to indicate groups of students tested together). However, school assessment coordinators may not want the additional tasks associated with managing and changing student class assignments in PearsonAccess and may choose to disregard class assignment. In this case, students would have generic class assignments, and school assessment coordinators would manage groups of students tested together through test session assignments or some other means.

If a school prefers to use classes to group together students who will be tested, the school can create a new class and add students to the class. For students added through the PreID upload, the district had the option of providing class names. If a class name was not provided, the default class name (**FL CLASS**) was used for these students. For students added using the Create New Student wizard, the class name will be that which was provided by the school.

Add a New Class

To add a class

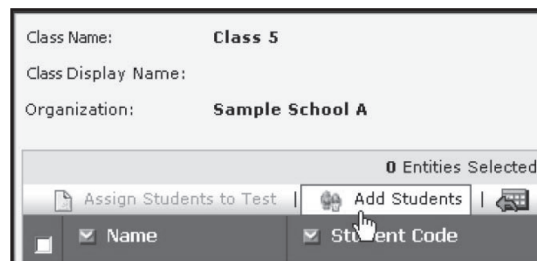
1. From the Home page, go to **Test Management > Student Registration**.
2. You must be in “**View By: Classes**” mode. Click **Add Class** on the Student Registration screen.
3. Enter the class name. **The class name has a limit of 12 characters and must be in all caps (e.g., THOMAS).**
4. Select your school name from the drop-down menu (required field).
5. Click **Save** to add the class.

After the new class is added, you can add students to the class and then assign the class to a test. See instructions for *Add Students to a Class* and *Assign Students in a Class to a Test*.

Add Students to a Class

To add students to a class

1. From the Home page, go to **Test Management > Student Registration**.
2. Select “**View By: Classes**.”
3. Click the name of the class to view the Class Details screen.
4. Click **Add Students**.



5. Check the box next to each student to be added to the class. Click **Save** and then click **Yes – Continue with Add** to confirm.

Assign Students in a Class to a Test

To assign students to a test (e.g., a student has not been assigned to a test)

1. From the Home page, go to **Test Management > Student Registration**.
2. Select “**View By: Classes**.”
3. Use the search or filter features (as needed) and click the class name to see all students assigned to that class.
4. Select the box next to the student name(s) to be assigned to a test and select “**Assign Students to Test**.”
5. From the Test drop-down box, select the name of the type of test the student will take and click **Next**.
6. Select the **Test Details**.
 - **Online Indicator** indicates that the student will participate in the computer-based administration. **Yes** must be selected for a student to be available to be scheduled into a computer-based test session.

- **Tested Grade** indicates the grade of the student taking the test. Select the appropriate grade from the drop-down box. Grades 6 through adult can be selected.
 - For the Algebra 1, Biology 1, and Geometry EOC Assessments (and in Summer 2013, for the U.S. History EOC Assessment), select the student's retake status from the **EOC Retaker** drop-down menu. The two options located in this menu are:
 - Student has previously taken the EOC Assessment
 - Student is taking the EOC Assessment for the first timeThe **EOC Retaker** field is not available for Winter 2012 or Spring 2013 U.S. History or for Civics.
 - The last field to populate is the **EOC Enrollment Status**. There are three options to select in this field:
 - Student is currently enrolled in Algebra 1, Biology 1, Geometry, U.S. History, Civics or an equivalent course
 - Student was previously enrolled in Algebra 1, Biology 1, Geometry, U.S. History, Civics or an equivalent course
 - Student has never been enrolled in Algebra 1, Biology 1, Geometry, U.S. History, Civics or an equivalent course
7. Click **Save**. (If the student was already assigned to the test, you will receive an error message.)

Change a Student's Assigned Class

To change a student's assigned class

1. From the Home page, go to **Test Management > Student Registration**.
2. Select "**View By: Registered Students**" on the Student Registration screen.
 - To view **all** students, check the "Show All Students" box and then click **Search**.
 - To search for an **individual** student, enter search criteria and then click **Search**. (You must enter or select at least one search field; the more specific the criteria, the more focused the search will be.)
3. Click the name of the student to go to the Registered Students screen.
4. Click the **Assigned Classes** tab.
 - To add a class assignment, click **Add Class Assignment**, select the class, and then click **Add**.
 - To remove a class assignment, select the class and then click **Remove Class Assignment**. Click **Yes – Continue with Removal** to confirm.
 - If a student has already been assigned to a class and a test, you must first remove the test assignment and then remove the class assignment (see *To remove a student's test assignment* on pages 93–94).

Manage Other Student Information

If a Student Name or Student ID Number is incorrect, follow the instructions to *Delete a Student* and to *Add a Student*.

Some assignments and demographic data that may be changed in PearsonAccess are covered in this section.

- **To change the tests assigned to a student** (e.g., a student is assigned to the wrong test)
 1. From the Home page, go to **Test Management > Student Registration**.
 2. Select "**View By: Registered Students**."
 3. Use the search or filter features (as needed) and click the name of the student to go to the Registered Students screen.
 4. Click the **Assigned Tests** tab.
 - To add a test assignment, click **Add Test** and click the name of the test. Select the **Test Details**.

School Assessment Coordinator Responsibilities Before Testing

- Online Indicator** indicates that the student will participate in the computer-based administration. **Yes** will be automatically selected.
- Tested Grade** indicates the grade of the student taking the test. Select the appropriate grade from the drop-down box.
- For students participating in the Algebra 1, Biology 1, and Geometry EOC Assessments (and in Summer 2013, the U.S. History EOC Assessment), the **EOC Retaker** field indicates whether the student has taken the assessment before. The two options located in this menu are:
 - Student has previously taken the EOC Assessment
 - Student is taking the EOC Assessment for the first time
 The **EOC Retaker** field is not available for Winter 2012 or Spring 2013 U.S. History or for Civics.
- EOC Enrollment Status** indicates the student's enrollment status. There are three options to select in this field:
 - Student is currently enrolled in Algebra 1, Biology 1, Geometry, U.S. History, Civics, or an equivalent course
 - Student was previously enrolled in Algebra 1, Biology 1, Geometry, U.S. History, Civics, or an equivalent course
 - Student has never been enrolled in Algebra 1, Biology 1, Geometry, U.S. History, Civics, or an equivalent course
- Click **Save**.
- To remove a test assignment, select the box next to the test and then click **Remove Test**. Click **Yes – Continue with Removal** to confirm.

■ **To change the test assignment details for a student** (e.g., recording accommodations)

The following fields will be available for editing **before** online testing. The only information you are required to correct is the accommodations actually used. Specific instructions for recording these are provided on pages 122–123.

- **Online Indicator**
 - **Tested Grade**
 - **Primary Exceptionality**
 - **Section 504**
 - **ESE/504 Accommodation Type – Presentation**
 - **ESE/504 Accommodation Type – Responding**
 - **ESE/504 Accommodation Type – Scheduling**
 - **ESE/504 Accommodation Type – Setting**
 - **ESE/504 Accommodation Type – Assistive device(s) other than standard calculator**
 - **ELL Accommodation Type – Flexible Scheduling**
 - **ELL Accommodation Type – Flexible Setting**
 - **ELL Accommodation Type – Assistance in Heritage Language**
 - **ELL Accommodation Type – Approved Dictionary**
 - **English Language Learner (ELL) Years Receiving ESOL Services**
 - **Regular Print – Paper Accommodation**
 - **Large Print – Paper Accommodation** (Spring 2013 and Summer 2013 administrations)
 - **Braille – Paper Accommodation**
 - **EOC Retaker**
 - **EOC Enrollment Status**
1. From the Home page, go to **Test Management > Student Registration**.
 2. Make sure “**View By: Registered Students**” is selected on the Student Registration screen.
 - To view **all** students, check the “Show All Students” box and then click **Search**.

- To search for an individual student, enter search criteria and then click Search. (You must enter or select at least one search field; the more specific the criteria, the more focused the search will be.)
3. Click the name of the student to go to the Registered Students screen.
 4. Click the **Assigned Tests** tab.
 5. Click the name of an assigned test to go to the Registered Student Test Details screen.
 6. Click **Edit** and make the changes to the allowable fields.
 7. Click **Save**.

These fields are editable after testing is complete, along with some additional fields. See *Update Student Information* on pages 118–119.

Assigning TestHear Accommodated Forms

In PearsonAccess, schools can decide whether to set up a separate test session for each group of students who will use TestHear accommodated forms, or these students can be included in a test session with students using non-accommodated TestNav forms. See more information about setting up test sessions on pages 90–92.

If your school will set up test sessions **by test group**, all students requiring TestHear accommodated CBT forms (including assistive devices) will need to be in a separate session from students who are using non-accommodated CBT forms. Separate sessions are required because the script for students using accommodated CBT forms is different from the script for non-accommodated CBT administrations. See the instructions below for creating an accommodated test session.

If your school will set up test sessions **by test day** or **by test administration**, it is not necessary to create a separate session for students who require TestHear accommodated CBT forms. Follow the instructions on the next page for assigning an accommodated form.

Creating an Accommodated Test Session

If you are creating a separate test session for each group of students to be tested together, follow the steps below to create an accommodated test session:

1. Log in to PearsonAccess.
2. Click the **Test Management** tab.
3. Click **Manage Test Sessions**.
4. Click **New Session**.
5. Enter the required information under **Test Session Details**.
6. Select the **Default Form Group Type** from the drop-down menu, which is required to assign an accommodated test form to a student or to a class. Each accommodated form type or combination form type will be available in the drop-down. Choose the form that will be most useful as the default form. If all students will use a different form, it may be helpful to select the Main form. If the majority of the students will use a specific form (e.g., screen reader), select the most frequently occurring form. You will be able to override the form type for students who require a different form.
7. Add students to the test session either by class or by individual student. Select “**View By: Classes**” to see available classes, or select “**View By: Students**” to see available students (i.e., registered students who have not already been assigned to a session).
8. Select the checkbox for the class or student(s) to be added to this session.
9. Click **Save**.

10. Maintain a list of test sessions as you create them. When all test sessions have been created and students have been assigned the correct forms, provide this list to the technology coordinator to ensure that Proctor Caching is running for these sessions.

Assigning an Accommodated Form

To assign an accommodated form to a student who has already been added to a session, follow these steps:

1. Go to **Test Management > Manage Test Sessions**.
2. Click the name of the session.
3. Under the **Form/Form Group Type** column, confirm the appropriate form is assigned to each student in the session. To make adjustments to the Form or Form Group Type, click **Specify** by the student's name. If the session has already been Proctor Cached, click **Override** to make adjustments to the Form or Form Group Type.
4. On the Form Assignment screen, choose the form that indicates the appropriate accommodation under the **Form Group Type** drop-down menu. The options for this menu are shown in the chart below.

Form	Accommodation(s)
Lrg Prt	Large Print
Zoom	Zoom
Col Con	Color Contrast
Scr Rdr	Screen Reader
Lrg Prt+Col Con	Large Print and Color Contrast
Lrg Prt+Scr Rdr	Large Print and Screen Reader
Lrg Prt+Col Con+Scr Rdr	Large Print, Color Contrast, and Screen Reader
Zoom+Col Con	Zoom and Color Contrast
Zoom+Scr Rdr	Zoom and Screen Reader
Zoom+Col Con+Scr Rdr	Zoom, Color Contrast, and Screen Reader
Col Con+Scr Rdr	Color Contrast and Screen Reader
Assistive Devices	Assistive Devices

NOTE: If a student requires an assistive device but does not require any other accommodated CBT form, then the student should be assigned the Assistive Devices form.

5. Under the **Form** drop-down menu, select the same form as the Form Group Type.
6. In the **Reason** box, list a reason for making an adjustment to the form (e.g., accommodation specified on student's IEP).
7. Click **Save** to return to the Test Session Details screen.
8. Repeat for all students in the session who require an accommodated form.

Use the Session Roster or the Session Details screen to review the accommodated forms assigned to all students. **Check the form assignment very carefully prior to testing.** If a student was assigned the wrong form, it is very difficult to reassign the form once the student has logged in to the test. Remember that failure to provide an accommodation or providing an accommodation that is not indicated on a student's IEP or Section 504 plan may be grounds for invalidation.

Schedule a New Session for Make-Ups

To schedule a new session for make-ups

1. From the Home page, go to **Test Management > Manage Test Sessions**.

2. Click **New Session**.
3. Fill in the required fields to create a new test session for students testing during a make-up session.
4. Once a session is created, move students to this test session. Refer to the instructions on page 99.
5. Provide the technology coordinator with information about this session so he or she can complete the Proctor Caching process prior to testing.

Note: Since the test window allows for multiple test sessions to be scheduled throughout the window, it is also possible to reassign absent students to existing sessions scheduled later in the window rather than creating make-up sessions.

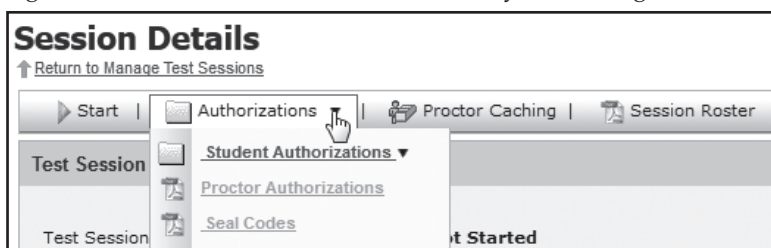
Student Authorization Tickets and Session Rosters

Adobe Reader is needed to view and print Student Authorization Tickets and Session Rosters. Each student must have a Student Authorization Ticket to log in to a test. Each authorization ticket contains the TestNav URL, the student's unique Login ID, and a test code (password). You must also print a Session Roster for a list of the students tested in the same session. This roster may be used to collect the required administration information (see below). Each testing room will need a copy of the roster for students in that room to collect this information. **The tickets and rosters are secure documents and must be placed in a secure location until the day of the test session.** For a sample Student Authorization Ticket and a sample Session Roster, see pages 8–9.

■ To print Student Authorization Tickets

1. From the Home page, go to **Test Management > Manage Test Sessions**.
2. Click the session name for which you wish to print authorization tickets.
3. From the Authorizations drop-down menu, select "**Student Authorizations**." The authorization tickets can be downloaded in three different formats: **Detail View**, **Grid View**, and **List View**.
 - **Detail View** only shows one authorization ticket per page.
 - **Grid View** shows six authorization tickets per page in a three-row/two-column layout.
 - **List View** displays three authorization tickets per page, separated horizontally.

We strongly recommend that you select one format and use it consistently at your school. Ensure print settings in the Grid View are set to not cut off any URL or login information.



4. Click **Save**, save the file to your computer, and then click **Open**.
5. A PDF file containing Student Authorization Tickets for the session will open. Print the tickets.

■ To print a Session Roster

1. From the Home page, go to **Test Management > Manage Test Sessions**.
2. Click the session name for which you wish to print Session Rosters.
3. Click **Session Roster**.
4. Click **Save**, save the file to your computer, and then click **Open**.
5. A PDF file containing the Session Roster will open. Print the Session Roster. If several testing rooms have students on the same roster, print a copy of the roster for each testing room.

Please note: Student Authorization Tickets and Session Rosters are secure materials. Ensure these files are deleted from your computer after you have printed them. Distribute the appropriate materials on each day of testing.

Student Demographic Information (Paper-Based Accommodations)

The student grid sheet on the front of the test and answer book captures student demographic information. The preidentification information provided by each district was used to create student labels. Student demographic information and the corresponding indicators that appear on student labels are described on the following pages. Refer to the sample student grid sheet on page 17 and to the sample preidentified student label on page 110.

A document is **preidentified** if it has a student label affixed to the lower-left corner of the student grid sheet. If demographic information is missing from a student label, grid the information with a No. 2 pencil. Incorrect information cannot be corrected in this manner, except for grade level.

If a document is **non-preidentified**, complete all student information with a No. 2 pencil.

Only school personnel may grid the following:

- Primary Exceptionality
- Section 504
- ESE/504 Accommodation Types
- ELL Accommodation Types
- ELL

School personnel or students may grid the following:

- Student Name
- District/School Number
- Social Security Number (preferred) or Florida Student Number
- Date of Birth
- Grade Level
- Gender
- Ethnicity
- Race
- Student Enrollment Information Box

When completing non-preidentified student grid sheets, it is vital that school personnel and/or students fill in the appropriate boxes AND grid the corresponding bubbles. Incomplete grid sheets will result in delayed score reporting.

School staff may apply labels and/or complete grid sheets as soon as test materials are received from the district assessment coordinator. Please see pages 13–19 for policies and procedures regarding handling secure materials.

Student Name

Provide the student's first and last names. There are boxes for the first 11 letters of the student's first name and the first 12 letters of the last name. **Do not leave this information blank.** If known, enter the student's middle initial. Grid the corresponding bubbles.

District/School Number

Provide the six-digit district/school number (**DIST/SCH** on a student label). **Do not leave this information blank.** Grid the corresponding bubbles.

District/school numbers for students from special programs (e.g., FTC Scholarship, McKay Scholarship, Home Education, K-8 Virtual School Continuity) must be completed using the appropriate numbers for each program. See the table below for the correct numbers.

Program	District Number	School Number
FLVS Full-Time Middle School	71	0300
FLVS Full-Time High School	71	0400
Florida K-8 Virtual School Continuity Program [Formerly Florida Virtual Academy]	50	7079
District Virtual Instruction Program (VIP)	Your district number	7001 or 7023
District Franchise of FLVS	Your district number	7004
Virtual Charter Schools	Your district number	Charter School Number
Home Education	Your district number	9998
McKay Scholarship	Your district number	3518
Florida Tax Credit Scholarship (FTC)	97	9999

Student ID Number (Social Security Number or Florida Student Number)

Provide the student's Social Security Number if it is available. Grid the corresponding bubbles. If completed by hand, the nine-digit number is followed by an X. If the Social Security Number is not available, use the ten-digit Florida Student Number. **Do not leave this information blank.** On a student label, the last four digits of the student's Social Security Number preceded by five Xs and followed by one X **or** the complete ten-digit Florida Student Number is printed next to **ID**.

Date of Birth

Provide the month, day, and year of the student's birth. Grid the corresponding bubbles. On a student label, the student's date of birth is printed next to **DOB** in the following format:

mm/dd/yyyy (e.g., 07/23/1998)

Grade Level

Provide the current grade level of the student. Grid the Grade 13 bubble only for students who were in Grade 12 last year and have returned to school for an additional year. Grid the bubble for Adult (**AD**) for students enrolled in an adult high school program. **Do not leave this information blank.** If the grade level is incorrect on a student label, grid the correct grade level.

Gender

Grid the student's gender. On a student label, the student's gender (**GEN**) is printed on the same line as **DOB** in the following format:

Male (shown as **M** on label)

Female (shown as **F** on label)

Ethnicity

Use the following description for Hispanic/Latino in the **Ethnicity** section on the student grid sheet:

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."

Grid **Y** for Yes or **N** for No in the **Ethnicity** section.

Race

Use the following descriptions to complete the **Race** section on the student grid sheet. For each category, grid **Y** for Yes or **N** for No; a student may belong to more than one category.

American Indian or Alaska Native (shown as **I** on label)

A person having origins in any of the original peoples of North America and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian (shown as **A** on label)

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American (shown as **B** on label)

A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (shown as **P** on label)

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White (shown as **W** on label)

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Student Enrollment Information/Testing History

For non-identified test and answer books, complete the **Student Enrollment Information Box** (and **Testing History Box** for Algebra 1, Biology 1, Geometry, and Summer 2013 U.S. History) on the back of the book to indicate whether the student is taking the EOC assessment for the first time and whether the student is currently enrolled in, was previously enrolled in, or has never been enrolled in one of the courses in the **Course List Box**.

ATTACHMENT G
School Assessment Coordinator Responsibilities Before Testing

Subject	Student Enrollment Information/Testing History				
Algebra 1	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%; padding: 5px;"> Testing History Box (Bubble one of the following) <input type="radio"/> Student is taking Algebra 1 EOC Assessment for the first time <input type="radio"/> Student has previously taken the Algebra 1 EOC Assessment </td> <td style="width: 40%; padding: 5px;"> Course List Box <ul style="list-style-type: none"> • Algebra 1 • Algebra 1 Honors • Algebra 1B • IB Middle Years program Algebra 1 Honors • Pre-AICE Mathematics 1 </td> </tr> <tr> <td style="padding: 5px;"> Student Enrollment Information Box (Bubble one of the following) <input type="radio"/> Currently enrolled in one of the courses listed in course list box <input type="radio"/> Previously enrolled in one of the courses listed in course list box <input type="radio"/> Never been enrolled in one of the courses listed in course list box </td> <td></td> </tr> </table>	Testing History Box (Bubble one of the following) <input type="radio"/> Student is taking Algebra 1 EOC Assessment for the first time <input type="radio"/> Student has previously taken the Algebra 1 EOC Assessment	Course List Box <ul style="list-style-type: none"> • Algebra 1 • Algebra 1 Honors • Algebra 1B • IB Middle Years program Algebra 1 Honors • Pre-AICE Mathematics 1 	Student Enrollment Information Box (Bubble one of the following) <input type="radio"/> Currently enrolled in one of the courses listed in course list box <input type="radio"/> Previously enrolled in one of the courses listed in course list box <input type="radio"/> Never been enrolled in one of the courses listed in course list box	
Testing History Box (Bubble one of the following) <input type="radio"/> Student is taking Algebra 1 EOC Assessment for the first time <input type="radio"/> Student has previously taken the Algebra 1 EOC Assessment	Course List Box <ul style="list-style-type: none"> • Algebra 1 • Algebra 1 Honors • Algebra 1B • IB Middle Years program Algebra 1 Honors • Pre-AICE Mathematics 1 				
Student Enrollment Information Box (Bubble one of the following) <input type="radio"/> Currently enrolled in one of the courses listed in course list box <input type="radio"/> Previously enrolled in one of the courses listed in course list box <input type="radio"/> Never been enrolled in one of the courses listed in course list box					
Geometry	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%; padding: 5px;"> Testing History Box (Bubble one of the following) <input type="radio"/> Student is taking the Geometry EOC Assessment for the first time <input type="radio"/> Student has previously taken the Geometry EOC Assessment </td> <td style="width: 40%; padding: 5px;"> Course List Box <ul style="list-style-type: none"> • Geometry • Geometry for Credit Recovery • Geometry Honors • IB Middle Years program Geometry Honors • Pre-AICE Mathematics 2 </td> </tr> <tr> <td style="padding: 5px;"> Student Enrollment Information Box (Bubble one of the following) <input type="radio"/> Currently enrolled in one of the courses listed in course list box <input type="radio"/> Previously enrolled in one of the courses listed in course list box <input type="radio"/> Never been enrolled in one of the courses listed in course list box </td> <td></td> </tr> </table>	Testing History Box (Bubble one of the following) <input type="radio"/> Student is taking the Geometry EOC Assessment for the first time <input type="radio"/> Student has previously taken the Geometry EOC Assessment	Course List Box <ul style="list-style-type: none"> • Geometry • Geometry for Credit Recovery • Geometry Honors • IB Middle Years program Geometry Honors • Pre-AICE Mathematics 2 	Student Enrollment Information Box (Bubble one of the following) <input type="radio"/> Currently enrolled in one of the courses listed in course list box <input type="radio"/> Previously enrolled in one of the courses listed in course list box <input type="radio"/> Never been enrolled in one of the courses listed in course list box	
Testing History Box (Bubble one of the following) <input type="radio"/> Student is taking the Geometry EOC Assessment for the first time <input type="radio"/> Student has previously taken the Geometry EOC Assessment	Course List Box <ul style="list-style-type: none"> • Geometry • Geometry for Credit Recovery • Geometry Honors • IB Middle Years program Geometry Honors • Pre-AICE Mathematics 2 				
Student Enrollment Information Box (Bubble one of the following) <input type="radio"/> Currently enrolled in one of the courses listed in course list box <input type="radio"/> Previously enrolled in one of the courses listed in course list box <input type="radio"/> Never been enrolled in one of the courses listed in course list box					
Biology 1	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%; padding: 5px;"> Testing History Box (Bubble one of the following) <input type="radio"/> Student is taking the Biology 1 EOC Assessment for the first time <input type="radio"/> Student has previously taken the Biology 1 EOC Assessment </td> <td style="width: 40%; padding: 5px;"> Course List Box <ul style="list-style-type: none"> • Biology 1 • Biology 1 for Credit Recovery • Biology 1 Honors • Biology 1 PreIB • Biology Technology • Pre-AICE Biology • Integrated Science 3 • Integrated Science 3 for Credit Recovery • Integrated Science 3 Honors • IB Middle Years program Biology Honors </td> </tr> <tr> <td style="padding: 5px;"> Student Enrollment Information Box (Bubble one of the following) <input type="radio"/> Currently enrolled in one of the courses listed in course list box <input type="radio"/> Previously enrolled in one of the courses listed in course list box <input type="radio"/> Never been enrolled in one of the courses listed in course list box </td> <td></td> </tr> </table>	Testing History Box (Bubble one of the following) <input type="radio"/> Student is taking the Biology 1 EOC Assessment for the first time <input type="radio"/> Student has previously taken the Biology 1 EOC Assessment	Course List Box <ul style="list-style-type: none"> • Biology 1 • Biology 1 for Credit Recovery • Biology 1 Honors • Biology 1 PreIB • Biology Technology • Pre-AICE Biology • Integrated Science 3 • Integrated Science 3 for Credit Recovery • Integrated Science 3 Honors • IB Middle Years program Biology Honors 	Student Enrollment Information Box (Bubble one of the following) <input type="radio"/> Currently enrolled in one of the courses listed in course list box <input type="radio"/> Previously enrolled in one of the courses listed in course list box <input type="radio"/> Never been enrolled in one of the courses listed in course list box	
Testing History Box (Bubble one of the following) <input type="radio"/> Student is taking the Biology 1 EOC Assessment for the first time <input type="radio"/> Student has previously taken the Biology 1 EOC Assessment	Course List Box <ul style="list-style-type: none"> • Biology 1 • Biology 1 for Credit Recovery • Biology 1 Honors • Biology 1 PreIB • Biology Technology • Pre-AICE Biology • Integrated Science 3 • Integrated Science 3 for Credit Recovery • Integrated Science 3 Honors • IB Middle Years program Biology Honors 				
Student Enrollment Information Box (Bubble one of the following) <input type="radio"/> Currently enrolled in one of the courses listed in course list box <input type="radio"/> Previously enrolled in one of the courses listed in course list box <input type="radio"/> Never been enrolled in one of the courses listed in course list box					
U.S. History*	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%; padding: 5px;"> Student Enrollment Information Box (Bubble one of the following) <input type="radio"/> Currently enrolled in one of the courses listed in course list box <input type="radio"/> Previously enrolled in one of the courses listed in course list box <input type="radio"/> Never been enrolled in one of the courses listed in course list box </td> <td style="width: 40%; padding: 5px;"> Course List Box <ul style="list-style-type: none"> • U.S. History • U.S. History Honors </td> </tr> </table>	Student Enrollment Information Box (Bubble one of the following) <input type="radio"/> Currently enrolled in one of the courses listed in course list box <input type="radio"/> Previously enrolled in one of the courses listed in course list box <input type="radio"/> Never been enrolled in one of the courses listed in course list box	Course List Box <ul style="list-style-type: none"> • U.S. History • U.S. History Honors 		
Student Enrollment Information Box (Bubble one of the following) <input type="radio"/> Currently enrolled in one of the courses listed in course list box <input type="radio"/> Previously enrolled in one of the courses listed in course list box <input type="radio"/> Never been enrolled in one of the courses listed in course list box	Course List Box <ul style="list-style-type: none"> • U.S. History • U.S. History Honors 				

* In Summer 2013, the U.S. History EOC test and answer book will also include a Testing History Box.

Preidentified Student Labels

The preidentification information provided by your district was used to print PreID rosters and student labels for all test and answer books. PreID labels and rosters will be sorted by subject, class code (if the district supplied class code information), and grade level and then alphabetically by last name, first name, and middle initial.

Please adhere to the following policies as you prepare student materials:

- Only the school assessment coordinator and personnel designated by the building/site administrator may open the shrink-wrapped packages and affix labels to the test and answer books. Secure books must not be opened.


- Do not use student labels from previous administrations.
- **Students are not permitted to assist in preparing secure materials before testing or in organizing and returning materials after testing.**
- All secure materials must be returned to locked storage and remain there until testing.

Follow these steps when verifying student information and affixing a PreID label to a student grid sheet:

1. Verify that the student is still enrolled and that the student will be tested. Labels for students not testing must be destroyed in a secure manner because they contain confidential student information.
2. Verify the information on the PreID roster against the school's student information database. Because the complete Social Security Number is not printed on the label, the PreID roster **must** be used to verify student information. It is **not** necessary to verify the labels **and** the roster because the same data file was used to create both. Only **four** elements must be correct on the label; they are the **student name, student ID number, district number, and school number.**
3. Verify that no information is missing from student labels. Grid any missing information with a No. 2 pencil. Only the last four digits of a student's Social Security Number preceded by five Xs and followed by one X will be printed on a label. You are **not** required to grid the missing digits of a Social Security Number.
4. Carefully place the label in the lower left corner of the student grid sheet in the box that reads **PLACE STUDENT LABEL HERE.**

Do not remove labels once they have been affixed. Do not affix a label over another label.

Sample Preidentified Student Label

SAMPLESTUDENT, BEN C.			
GRD: 10	ID: XXXXX0000X	GEN: M	DOB: 02/07/1996
ESE:	S504:	ELL:	BR:
RACE: AB	HISP/LATINO: N		
			
BARCODE: 005619356-6			
DIST/SCH: 01-0001 SAMPLE SCHOOL1			

Incorrect or Missing Preidentified Information

Destroy labels in a secure manner if ANY of the following information is incorrect:

1. Student Name
2. Student ID Number (Social Security Number or Florida Student Number)
3. District Number
4. School Number

If any other preidentified information (e.g., gender, date of birth) is **incorrect**, report the incorrect information to the school or district student information database manager after testing has been completed.

If the **student name, student ID number, district number, OR school number is INCORRECT on a student label that has been affixed to an UNUSED test and answer book**, the student grid sheet of a non-preidentified document **MUST** be gridded. The document with the incorrect label affixed should be set aside and returned to the school assessment coordinator with all other NOT TO BE SCORED materials.

If the **student name, student ID number, district number, OR school number is INCORRECT on a USED test and answer book**, the student must, under the supervision of the test administrator, transfer his or her exact responses into a replacement test and answer book.

The test administrator must grid the DNS bubble on the test and answer book that contains the label with the

incorrect student information and return it with all other NOT TO BE SCORED materials. The test administrator must then grid the correct student information on the replacement document.

If any student information is missing from a student label that has been affixed to a document, add the information by gridding the appropriate bubbles on the student grid sheet. **Incorrect information other than grade level on a student label CANNOT be corrected in this manner.**

Do not use a preidentified document for any student other than the student for whom it is preidentified.

See the sample student grid sheet on page 17.

Accommodations Descriptions and Instructions

Primary Exceptionality

Primary exceptionality classifications are used to identify students with current IEPs who have been classified as exceptional according to State Board of Education Rule 6A-6.0331, Florida Administrative Code (FAC). For students testing on the computer, select the appropriate primary exceptionality if this information is not already populated from the PreID upload. For students using non-preidentified paper-based materials, grid the appropriate primary exceptionality on the student grid sheet. GRID ONLY ONE. If more than one code is gridded, none of the codes will be recognized as valid.

Primary Exceptionality Classifications

Description	Code on Student Grid Sheet (Paper-Based Accommodation)
Orthopedically Impaired	C = OI
Speech Impaired	F = SI
Language Impaired	G = LI
Deaf/Hard of Hearing	H = DHH
Visually Impaired	I = VI
Emotional/Behavioral Disability	J = EBD
Specific Learning Disability	K = SLD
Gifted	L = GIF
Hospital/Homebound	M = HH
Dual-Sensory Impaired	O = DSI
Autism Spectrum Disorder	P = ASD
Traumatic Brain Injured	S = TBI
Other Health Impaired	V = OHI
Intellectual Disability	W = InD

Section 504

If a student has been identified by the district as a student with a disability according to Section 504 of the Rehabilitation Act of 1973, select **Yes** for the Section 504 category if this information is not already populated from the PreID upload.

ESE/504 or ELL Accommodation Types

If a student with an IEP, a student with a Section 504 plan, or a student with an ELL plan receives any administration accommodations during the computer-based test administration, select **Yes** for the accommodation type used. For students using paper-based materials, grid the bubble next to the accommodation type used. **The accommodation type must not be recorded unless it is actually used.** More than one accommodation type may be recorded. Accommodations are recorded by type, as listed below. See Appendix A for a description of allowable accommodations and the categories in which they fall.

ESE/504 Accommodation Types

- ESE/504 Accommodation Type – Presentation
- ESE/504 Accommodation Type – Responding
- ESE/504 Accommodation Type – Scheduling
- ESE/504 Accommodation Type – Setting
- ESE/504 Accommodation Type – Assistive device(s) other than standard calculator

ELL Accommodation Types

- ELL Accommodation Type – Flexible Scheduling
- ELL Accommodation Type – Flexible Setting
- ELL Accommodation Type – Assistance in Heritage Language
- ELL Accommodation Type – Approved Dictionary

English Language Learner (ELL) Years Receiving ESOL Services

If a student is identified as an ELL and receives services in an approved ESOL program, record the length of time the student has received services.

- Less than 1 year
- At least 1 year, but less than 2 years
- 2 years or more

Complete District Readiness Activities

You and/or your school technology coordinator should ensure all preparation activities have been completed for computer-based testing and that a plan has been established for your school.

The Computer-Based Assessments Certification must be completed and submitted as directed by the FDOE. Schools are responsible for providing information about the number and types of computers to be used for computer-based testing and the number of students to be tested on each day of the administration window. Schools must also respond to questions about whether readiness activities have been completed. These surveys must be certified by the district and submitted to the FDOE.

School Assessment Coordinator Responsibilities During Testing

Supervise Test Administration and Maintain Test Security

Monitor each testing room to ensure that test administration and test security policies and procedures are followed. **You and the technology coordinator must be available during testing to answer questions from test administrators and to assist with computer problems.** Make sure that seating charts and Security Logs are being properly completed and that all required administration information is being maintained in each testing room. If students using extra time are moved to a new location to complete the test, a new seating chart must be created for this location.

If the Internet connection is interrupted during testing, the student should still be able to complete the test. The student responses are automatically saved and, once the Internet connection has been restored, will be sent to Pearson. If the Internet connection is not restored by the time the student has finished the test, the test administrator should contact you or the technology coordinator for assistance. If login problems persist on a particular computer and another computer has been properly set up for testing, shut down the first computer and move the student to resume testing. The student should be able to resume testing where he or she left off if the responses are saved to the network. If the student cannot continue testing, document the issue and determine whether invalidation is appropriate. See pages 20–21 for invalidation policies.

The test administrator should contact you or the technology coordinator if an error message appears on a student's computer screen during testing.

Develop a plan for providing test administrators with additional work folders, reference sheets, periodic tables, and calculators, if necessary.

Test administrators are instructed to contact you if a student does not check the box or sign next to the Testing Rules Acknowledgement. These students should be removed from the testing room and arrangements should be made to test them on a make-up day. If students still refuse to affirm the acknowledgement, they should be tested, but a record of their refusal must be documented and retained at the school.

During a Test Session

The following table describes the main test session management tasks performed during testing.

Task	Description	Pages
Start test sessions	A session must be started in PearsonAccess before students can begin the test.	114
Monitor session status	Keep track of each student's testing status in PearsonAccess.	114–115
Resume students' tests	Resume tests for students who have exited (intentionally or unintentionally) and will finish later.	115–117

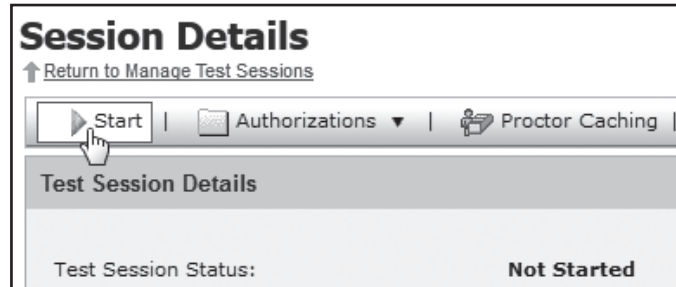
Note: NEVER submit a student's answers or mark a student's test complete because of a technical issue without first receiving directions from FDOE or Pearson. Only mark a student's test complete if the test is intended to be scored.

Start Test Sessions

A test session must be started in PearsonAccess before students in the session can log in and begin taking the test. The FDOE recommends that a session be started no earlier than the day before the test session is scheduled to begin.

To start a test session

1. From the Home page, go to **Test Management > Manage Test Sessions**.
2. Click the name of the session to see the Session Details.
3. Click **Start** on the Session Details screen. Click **Yes – Start Session** to confirm.



If you do not have access to start sessions, the **Start** button will be shaded and you will not be able to start the test session. Contact your district assessment coordinator to obtain access. **Note:** This button will only be enabled when the test administration window is open.

4. After a session is started, students can log in and begin testing. A session does not stop until you click the **Stop** button. The system will not automatically start or stop a session.
5. After testing begins, you can monitor the status of each student in the session. Refresh your browser window or click the **Refresh** button next to **Status** to update the real-time testing status of students. **Note:** After 14 minutes of inactivity on PearsonAccess, the system will time out and you will need to log back in to view session status details.

<input type="checkbox"/>	Student Name	Student ID	Class	Status	Form/Form Group Type	Login ID
<input type="checkbox"/>	Student, New	0001522573	TESTCLASS	Completed Responses	Infrastructure Trial Form	History 5972256612
<input type="checkbox"/>	Student, New	0001522572	TESTCLASS	Exited Responses	Infrastructure Trial Form	History 1479322650
<input type="checkbox"/>	Student, New	0001522571	TESTCLASS	Resumed Responses	Infrastructure Trial Form	History 3129111611
<input type="checkbox"/>	Student, New	0001522570	TESTCLASS	Resumed-Upload Responses	Infrastructure Trial Form	History 6666900781
<input type="checkbox"/>	Student, New	0001522569	TESTCLASS	Active Responses	Infrastructure Trial Form	History 7661258382
<input type="checkbox"/>	Student, New	0001520569	TESTCLASS	Marked Complete Responses	Infrastructure Trial Form	History 0433448346
<input type="checkbox"/>	Student, New	0002269206	TEST	Ready	Infrastructure Trial Form	Override 2354316027

Monitor Session Status

After a session begins, you can monitor the real-time status of students. Refer to the table below for a description of each possible status.

Status	Description
Ready	The student has not started the test.
Active	The student has logged in and started the test.
Exited	The student has exited the test but has not submitted his or her answers. (The student cannot resume the test unless authorized by the school assessment coordinator or the test administrator, if appropriate.)

Status	Description
Resumed	The student has been authorized to resume the test.
Resumed-Upload	The student has been authorized to resume the test, and any responses saved locally will be uploaded.
Submitted	The student has finished testing and submitted his or her answers.
Completed	The student's submitted test data have been processed.
Marked Complete	The student has exited the test and will not resume the test. Click the Marked Complete icon to view the reason why the test was marked complete.

Resume Students' Tests

If a student exits a test session (either intentionally or unintentionally) before finishing, then the school assessment coordinator or a test administrator must resume the student's test if the student needs to continue testing.

To resume a student's test

1. From the Home page, go to **Test Management > Manage Test Sessions**.
2. Click the name of the session to see the Session Details.
3. From the Session Details screen, click the checkbox next to the name of the student.

You cannot resume a student who has a **Ready**, **Submitted**, or **Marked Complete** status. If a student is appearing as **Active** but he or she has been unable to log in, you may need to refresh your browser window or click the **Refresh** button next to **Status** to update the real-time testing status of students. Students in **Active** status can be resumed if they continue to have trouble logging in.

4. Click **Resume Test**.

The screenshot shows the 'Session Details' page in the PearsonAccess system. The session is named 'Test Session' and is currently in a 'Started' status. The test to be administered is 'Algebra 1'. The interface includes a table of students with checkboxes for selection. One student is selected, and the 'Resume Test' button is highlighted.

Student Name	Student ID	Class	Status	Form/Form Group Type	Login ID
<input checked="" type="checkbox"/> STUDENT_SAMPLE	0122257022	FLCLASS	Exited	Algebra 1 EOC	4828798018
<input type="checkbox"/> STUDENT_SAMPLE	1234567890	FLCLASS	Ready	Algebra 1 EOC	3488431646

When you select "Resume Test," you are resuming the student's test from the point at which the test was interrupted. After the interruption, the system will upload any test responses that the student entered and that were saved. Once the connection to the testing server is reestablished and the student is in Resumed-Upload status, the saved responses are transmitted to the testing server and added to the responses already stored there. If the student remembers responding to a certain number of items and this number matches the number of recorded responses under the "Responses" link in PearsonAccess, the test administrator may be able to "Skip Upload."

School Assessment Coordinator Responsibilities During Testing

5. After you resume the student's test, the student's status changes to **Resumed** (if the student was in **Exited** status) or **Resumed-Upload** (if the student was in **Active** status) on the Session Details screen.

<input type="checkbox"/>	Student Name	Student ID	Class	Status
<input type="checkbox"/>	Student, Name	0001522573	TESTCLASS	Completed
<input type="checkbox"/>	Student, Name	0001522572	TESTCLASS	Exited
<input type="checkbox"/>	Student, Name	0001522571	TESTCLASS	Resumed
<input type="checkbox"/>	Student, New	0001522570	TESTCLASS	Resumed-Upload
<input type="checkbox"/>	Student, New	0001522569	TESTCLASS	Active
<input type="checkbox"/>	Student, New	0001520569	TESTCLASS	Marked Complete
<input type="checkbox"/>	Student, New	0002269206	TESTCLASS	Ready
<input type="checkbox"/>	Student, New	0001522579	TESTCLASS	Exited
<input type="checkbox"/>	Student, New	0002269201	TESTCLASS	Active

The resumed student can now log in to TestNav or TestHear and resume the test. When the student has logged back in, the status returns to **Active**.


If the student's response file was saved on the local student workstation, have the student log in to TestNav or TestHear from that workstation so that the saved response file can be transmitted to the testing server.

6. Double-click the TestNav or TestHear icon and type the URL printed on the authorization ticket. The student can log in using the same Login ID and test code (password) from the original authorization ticket if the student is in the same test session.


Resume a Test Within the Early Warning System (EWS)


Certain circumstances, such as loss of an Internet connection, trigger the "Early Warning System" (EWS) on the interface that students see during testing. The EWS alerts students to possible problems with the transmission of their test data and allows the test administrator to take action to ensure student responses are captured.

If either of these screens appears on a student's computer during testing, click the **Test Proctor – Click Here** button to open another screen that explains the actions that you should take.

 Please notify your teacher or test proctor

[Test Proctor - Click Here](#)

 Your test has been saved.

 Please contact your teacher or test proctor to complete the process.

[Test Proctor - Click Here](#)

To resume a test in the Early Warning System

- Click the **Test Proctor – Click Here** button on the EWS warning screen and follow the on-screen directions.
- Return to the Session Details screen and click **Resume Test**.
 - If a saved response file for this student is found, it will be uploaded to the testing server when the connection is reestablished and the student logs back in to TestNav or TestHear. If a saved response file is not found, TestNav will prompt the user to navigate to the location where the response file is saved so that it can be uploaded.
- The student can now log in to TestNav or TestHear and restart the test.
 - The student's status will return to **Active** after successfully re-entering the test.

- If the student's response file was saved on the local student workstation, have the student log in to TestNav or TestHear from that workstation so the saved response file can be transmitted to the testing server.

If TestNav or TestHear appears to freeze when a student attempts to exit or submit a test:

1. Terminate the TestNav or TestHear process without rebooting the local client workstation. You can exit TestNav by clicking the X or the red circle in the top corner of the interface. You can exit TestHear by clicking the **Go To** button in the lower right corner of the interface. Then click **Exit**, followed by **Yes, exit the test**, and then **Yes**.
2. Next, verify that connectivity exists between the client and the server. When connectivity is established, resume the student's test by selecting "**Resume Test**" on the Session Details screen. The student can now log in to TestNav or TestHear to continue testing.
3. If the student's response file was saved on the local student workstation, have the student log in to TestNav or TestHear from that workstation so that the saved response file can be transmitted to the testing server.

If a frozen screen persists and cannot be resolved using the suggestions above, contact Pearson Customer Support at 877-847-3043 or Florida@support.pearson.com.

Monitor Student Progress

Students can only begin the test after you have started the session in PearsonAccess. During testing, monitor student progress. If a student exits the system, you will need to resume the student's test from the monitoring screen in PearsonAccess. Instruct test administrators on how to contact you during testing to request this authorization. If test administrators have been provided appropriate PearsonAccess accounts, they can also resume students during testing.

The Proctor Caching computer must be on, and the Proctor Caching software must be active during testing. Confirm that your school technology coordinator has completed these crucial steps.

Supervise Make-Up Administrations

Follow all test security and test administration policies and procedures while conducting make-up administrations. Please remind test administrators that after ANY administration, initial OR make-up, materials must be returned to you immediately. Secure materials should never remain in classrooms or be taken from the school's campus overnight.

School Assessment Coordinator Responsibilities After Testing

Prepare Test Materials for Return

Store any handheld calculators as directed by the district assessment coordinator.

Store Student Authorization Tickets, reference sheets, periodic tables, and Session Rosters until results are reported for this administration, and then destroy them as directed by the district assessment coordinator.

File the copies of the *Florida EOC Test Administration and Security Agreement* and the *Test Administrator Prohibited Activities Agreement*.

Copy the seating charts, required administration information, and Security Logs; file the copies and return the originals in the District Assessment Coordinator ONLY box. Used and unused work folders must also be returned in the District Assessment Coordinator ONLY Box.

Update Student Information

Once testing is complete, certain fields can be updated by following the instructions below. These instructions will also be the means of recording student accommodations. More specific instructions are provided on pages 122–123.

Report all incorrect student information to the school or district student information database manager after testing has been completed.

Once a student submits an online test and the student's test status in PearsonAccess displays as "Completed," you are allowed to edit certain demographic fields. **For all students who completed computer-based testing in a given week, these updates must be recorded by 4:00 P.M. EST on the final day of each administration window.** This includes recording accommodations used and invalidating student tests. The last day of testing in a district is the last day a test can be invalidated in PearsonAccess. After that date, your district assessment coordinator should contact the FDOE to discuss any crucial updates (e.g., invalidations).

The following fields will be available for editing after testing:

- Tested Middle Initial
- Tested Date of Birth
- Tested Grade
- Tested Gender
- Tested Ethnicity
- Tested Race – American Indian/Alaska Native
- Tested Race – Asian
- Tested Race – Black or African American
- Tested Race – Native Hawaiian/Pacific Islander

- Tested Race – White
- Primary Exceptionality
- Section 504
- ESE/504 Accommodation Type – Presentation
- ESE/504 Accommodation Type – Responding
- ESE/504 Accommodation Type – Scheduling
- ESE/504 Accommodation Type – Setting
- ESE/504 Accommodation Type – Assistive device(s) other than standard calculator
- ELL Accommodation Type – Flexible Setting
- ELL Accommodation Type – Flexible Scheduling
- ELL Accommodation Type – Assistance in Heritage Language
- ELL Accommodation Type – Approved Dictionary
- English Language Learner (ELL) Years Receiving ESOL Services
- Regular Print – Paper Accommodation
- Large Print – Paper Accommodation (Spring 2013 and Summer 2013 administrations)
- Braille – Paper Accommodation
- EOC Retaker
- EOC Enrollment Status
- Do Not Score
- Do Not Score Reason

Note: Values that begin with the word *Tested* are derived from the PreID upload or from information entered in the Create New Student wizard.

- **To edit student information after testing**
 1. Go to **Test Management > Student Registration**.
 2. Select “**View By: Registered Students**.”
 - To view **all** students, check the “**Show All Students**” box and then click **Search**.
 - To search for an **individual** student, enter search criteria and then click **Search**. (You must enter or select at least one search field; the more specific the criteria, the more focused the search will be.)
 3. Click the name of the student to go to the Registered Students screen.
 4. Click the **Assigned Tests** tab.
 5. Click the name of an assigned test to go to the Registered Student Test Details screen.
 6. Click **Edit** and make the changes to the allowable fields.
 7. Click **Save**.

After Testing Is Complete

The following table describes the main test session management tasks that are performed after testing.

Task	Description	Pages
Mark a student's test complete	Mark a student's test complete if a student exits the test and will not resume the same test.	120–121
Stop test sessions	A test session cannot be stopped until all students are in Completed or Marked Complete status or until Ready students have been removed.	121
Invalidate tests	Any tests that should not be scored must be invalidated.	121–122
Record accommodations	All accommodations used by students must be recorded in PearsonAccess.	122–123

Mark a Student's Test Complete

You cannot stop a test session until all students in the session are in **Completed** or **Marked Complete** status and any **Ready** students have been removed. If a student exits and will not resume testing or if a student accidentally exited a test instead of clicking **Submit**, you must manually mark that student's test complete. Before marking a student's test complete, ensure that you understand the reason the student exited the test without submitting it. This reason must be entered in PearsonAccess. **Do not mark a student's test complete if the student was absent.** Absent students should be removed from the session or moved to a make-up session. Marking the test complete only submits the student's test, but it **does not invalidate a test**. If invalidation is necessary, mark the test complete and then complete the necessary steps to invalidate the test (see pages 121–122). **NEVER submit a student's answers or mark a student's test complete because of a technical issue without first receiving directions from FDOE or Pearson.**

To mark a student's test complete

1. Select the checkbox for the student on the Session Details screen, and then click **Mark Test Complete** to go to the Mark Test Complete screen.

The screenshot shows the 'Session Details' page in PearsonAccess. At the top, there are navigation links: Home > Test Management > Manage Test Sessions > Session Details. Below the title, there are buttons for 'Stop', 'Authorizations', 'Proctor Caching', and 'Session Roster'. The main content area is titled 'Test Session Details' and contains the following information:

Test Session Status:	Started	Scheduled Start Date:	04/30/2012
Session Name:	Test Session	Scheduled Start Time:	08:00 AM
School:	PEARSONACCESS PUBLIC SCHOOL (000002)	Actual Start Date:	01/25/2012
Test to be Administered:	Algebra 1	Actual Start Time:	01:49 PM
Read Aloud:	No	Location:	Lab A
Default Form Group Type:	Main		
Test Code:	ULBZH8		

Below the session details, there is a 'View By' section set to 'Students in the Session'. A toolbar shows '1 Selected Students' and '2 Students In Session'. The toolbar includes buttons for 'Resume Test', 'Mark Test Complete', 'Add Students', 'Remove', and 'Move'. Below the toolbar is a table of students:

<input type="checkbox"/>	Student Name	<input type="checkbox"/>	Student ID	<input type="checkbox"/>	Class	<input type="checkbox"/>	Status	Refresh	Form/Form Group Type	Login ID
<input checked="" type="checkbox"/>	STUDENT_SAMPLE	<input checked="" type="checkbox"/>	0122257022		FLCLASS		Exited	Responses	General Form Spring	History 4828798018
<input type="checkbox"/>	STUDENT_SAMPLE	<input type="checkbox"/>	1234567890		FLCLASS		Ready		General Form Spring	Override 3488431646

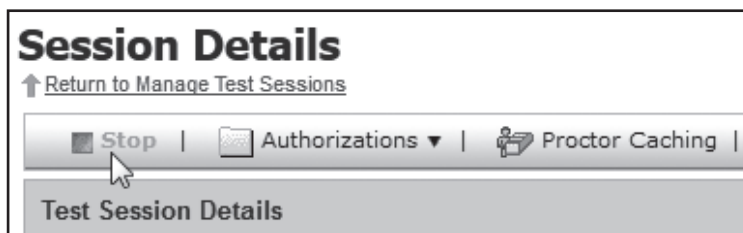
2. Enter the reason for marking the test complete in the text box. **Note:** There is a 50-character limit.
 - If you select multiple students and you want to enter the same reason for all selected students, select the **Use the same reason for all students** radio button.
 - To enter a reason for an individual student, select the **Use different reasons for each student** radio button.

Student ID	Student Name	Reason
0122257022	STUDENT, SAMPLE	<enter reason>

3. Click **Save**.
 - The reason for marking the test complete can be viewed by clicking the **Marked Complete** icon on the Session Details screen.

Stop Test Sessions

After all students have completed the test and submitted their responses, manually stop the session. First, ensure that all students in the session are in **Completed** or **Marked Complete** status and that all **Ready** students have been removed. Any students who were absent and who may test at a later date may remain in **Ready** status and should be removed from this session (and/or moved to a make-up session). Click **Stop** to stop the session. Click **Yes – Stop Session** to confirm. Test sessions may remain in started status for more than one day but should be stopped after all students have completed testing or the administration window is closing.



Invalidate Tests

Review policies regarding test invalidation on pages 20–21. **Remember that invalidations must be recorded in PearsonAccess by 4:00 P.M. EST on the final day of each administration window.** The last day of testing in a district is the final day to submit any invalidations. After that date, your district assessment coordinator should contact FDOE to report any test invalidations.

To invalidate a test

1. Log in to PearsonAccess.

School Assessment Coordinator Responsibilities After Testing

2. From the Home page, click the **Test Management** tab.
3. Click the **Student Registration** link.
4. Make sure “**View By: Registered Students**” is selected on the Student Registration screen.
 - To view **all** students, check the “Show All Students” box and then click **Search**.
 - To search for an individual student, enter search criteria and then click **Search**. (You must enter or select at least one search field; the more specific the criteria, the more focused the search will be.)
5. Click the name of the student to go to the Registered Students screen.
6. Click the **Assigned Tests** tab.
7. Click the link for the appropriate test.
8. Click the **Edit** button.
9. Scroll down to the Do Not Score field for the student record.
 - Choose **Yes** if you wish to invalidate the test.
 - Select a reason in the “Do Not Score Reason” field.
 - Accommodation Given By Mistake
 - Accommodation Not Given
 - Cheating
 - Disruptive
 - Duplicate Test
 - Electronic Device
 - Grade Mismatch
 - Illness
 - Left Campus
 - Test Admin Error
 - Withdrawn from School
 - Unsubmitted Test
 - Other
10. Click **Save** when you have completed all edits.

Record Accommodations

Administration accommodations for ESE/504 and ELL students must be recorded in PearsonAccess after students complete computer-based test sessions. School assessment coordinators are responsible for recording the accommodations. For students who participated using paper-based test materials, do not update student information in PearsonAccess.

Once a student submits an online test and the student’s test status in PearsonAccess displays as “Completed,” you may record the accommodations provided by editing ESE/504 and ELL accommodation types. For **EOC students**, the fields must be edited by **4:00 P.M. EST on the final day of each administration window**.

For students who participated in computer-based test sessions, test administrators should have collected all administration accommodations actually used by students during testing on the Session Roster (or your school’s selected method for recording required administration information). The following accommodation codes were used to complete the Session Roster:

For ESE/504 students:

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL students:

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

If a student received an ESE/504 or ELL accommodation during a computer-based test session, follow these steps:

1. Log in to PearsonAccess.
2. Go to **Test Management > Student Registration**.
3. Select **“View By: Registered Students”** on the Student Registration screen. To view **all** students, check the **“Show All Students”** box and then click **Search**. To search for an **individual** student, enter search criteria and then click **Search**. (You must enter or select at least one search field; the more specific the criteria, the more focused the search will be.)
4. Click the name of the student to go to the Registered Students screen.
5. Click the **Assigned Tests** tab.
6. Click the name of an assigned test to go to the Registered Student Test Details screen.
7. Click **Edit** to update the appropriate fields according to the *Accommodations Descriptions and Instructions* on pages 111–112. After edits are complete, click **Save**.

Online Indicator:	Yes
PreID Barcode Number:	0149549594
Tested Last Name:	TEST
Tested First Name:	TEST
Tested Middle Initial:	
Tested Date of Birth:	11/07/1995
Tested Grade:	07
Tested Gender:	Male
Tested Ethnicity - Hispanic/Latino:	Yes
Tested Race - American Indian or Alaska Native:	Yes
Tested Race-Asian:	No
Tested Race-Black or African American:	Yes
Tested Race - Native Hawaiian or Other Pacific Islander:	No
Tested Race-White:	Yes
Primary Exceptionality:	<select>
Section 504:	<select>
ESE/504 Accommodation Type - Presentation:	<select>
ESE/504 Accommodation Type - Responding:	<select>
ESE/504 Accommodation Type - Scheduling:	<select>
ESE/504 Accommodation Type - Setting:	<select>
ESE/504 Accommodation Type - Assistive device(s) other than standard calculator:	<select>
ELL Accommodation Type - Flexible Scheduling:	<select>
ELL Accommodation Type - Flexible Setting:	<select>
ELL Accommodation Type - Assistance in Heritage Language:	<select>
ELL Accommodation Type - Approved Dictionary:	<select>
English Language Learner (ELL) Years Receiving ESOL Services:	<select>
EOC Algebra 1 Regular Print - Paper Accommodation:	<select>
EOC Algebra 1 Braille - Paper Accommodation:	<select>

Prepare Paper-Based Materials for Return

In order to ensure that student scores are reported, package all materials according to the instructions below.

Follow the steps below as you receive materials from test administrators:

1. Verify that all distributed secure materials have been returned. Notify the district assessment coordinator immediately if any secure materials are missing, and complete the necessary investigation.
2. Check for and remove any stray reference sheets or periodic tables from the test documents.
3. Make copies of the records of required administration information collected by test administrators and file the copies.
4. If a test has been invalidated, verify that the DNS bubble has been gridded and the document is placed with TO BE SCORED materials.
 - Verify that the DNS bubble has been gridded on any defective documents, and place the documents with NOT TO BE SCORED materials.
 - Verify that no DNS bubbles have been gridded by mistake. If a DNS bubble has been gridded by mistake, verify that the DNS bubble has been erased and the UNDO bubble has been gridded, and place the document with TO BE SCORED materials. Note that not all torn books are considered defective documents. See page 18 for information to determine whether the DNS bubble must be gridded.
5. Use the cover sheets to help separate test materials when preparing for packaging. Make additional copies as necessary. Separate test materials into stacks as follows:
 - TO BE SCORED Documents—Regular Print (by document type)
 - NOT TO BE SCORED Materials—unused non-identified and preidentified test and answer books and defective documents with all DNS bubbles gridded
6. Ensure that the following materials are packaged in your District Assessment Coordinator ONLY box:
 - Unused nonsecure materials (e.g., paper bands, count forms, labels)
 - Original records of required administration information
 - Original Security Logs
 - Original seating charts
 - Original Chain of Custody forms
 - Used and unused work folders

Prepare Your School's TO BE SCORED Documents for Return

Process your school's TO BE SCORED documents as described in this section.

Document Count Forms

Complete the Document Count Form by following the instructions on the form. It is important to verify the accuracy of the NUMBER OF TO BE SCORED DOCUMENTS (Box 5) on your Document Count Form.

1. Verify that you have included all documents from make-up sessions before you complete the forms.
2. Complete a separate Document Count Form for each Special Program listed in the table on the next page and for TO BE SCORED special document (braille, large print for Spring 2013 and Summer 2013 administrations) materials. Do **not** copy blank count forms; however, once the count forms are completed, you may copy them for your records. If you need additional count forms, contact your district assessment coordinator.

ATTACHMENT G
School Assessment Coordinator Responsibilities After Testing

Program	District Number	School Number
FLVS Full-Time Middle School	71	0300
FLVS Full-Time High School	71	0400
Florida K–8 Virtual School Continuity Program [Formerly Florida Virtual Academy]	50	7079
District Virtual Instruction Program (VIP)	Your district number	7001 or 7023
District Franchise of FLVS	Your district number	7004
Virtual Charter Schools	Your district number	Charter School Number
Home Education	Your district number	9998
McKay Scholarship (Private school)*	Your district number	3518
Florida Tax Credit Scholarship (FTC)	97	9999

*Documents for McKay Scholarship Program students enrolled in your PUBLIC school will be processed by using your school number. TO BE SCORED materials for McKay Scholarship Program students enrolled in your school should be returned with your school's TO BE SCORED materials. Scores for these students will be returned to your school.

3. Place each completed form on top of the first stack of corresponding TO BE SCORED test and answer books.

Document Count Form



Summer 2012–Spring 2013

DOCUMENT COUNT FORM FOR TO BE SCORED DOCUMENTS

Use one count form for each document type in Box 4 and, if applicable, Box 6.

1.

DISTRICT NAME _____

SCHOOL NAME _____

2. DISTRICT NUMBER

0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

3. SCHOOL NUMBER

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

INSTRUCTIONS

Please use a number 2 pencil to complete this form and verify the accuracy of all information entered. **Inaccurate information may delay the scoring process.**

- Write the DISTRICT NAME and the SCHOOL NAME on the lines provided.
- In the row of boxes under the words DISTRICT NUMBER, write the district number. Grid the corresponding bubbles.
- In the row of boxes under the words SCHOOL NUMBER, write the school number. Grid the corresponding bubbles.
- Under the words NAME OF DOCUMENT TYPE UNDER THIS COUNT FORM, grid the appropriate bubble.
- In the row of boxes under the words NUMBER OF TO BE SCORED DOCUMENTS, write the number of used documents under this count form. If there are fewer than four digits in the count, fill in zeros before the actual count (e.g., if you have 25 used answer documents, fill in 0025). Grid the corresponding bubbles.
- If applicable, grid the bubble for braille.
- Print your name on the line under the words NAME OF PERSON COMPLETING THIS FORM.

4. NAME OF DOCUMENT TYPE UNDER THIS COUNT FORM
Grid only one

Algebra 1 EOC Test and Answer Book

Biology 1 EOC Test and Answer Book

Geometry EOC Test and Answer Book

U.S. History EOC Test and Answer Book

5. NUMBER OF TO BE SCORED DOCUMENTS

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

6. SPECIAL DOCUMENT TYPE

BRAILLE

7. NAME OF PERSON COMPLETING THIS FORM

PRINT NAME

PEARSON
USE ONLY

187367-001:321 Printed in the USA by Pearson ISD2214

P 7 4 2 1 P 7 4 2 1 P 7 4 2 1 P 7 4 2 1 P 7 4 2 1 P 7 4 2 1 P 7 4 2 1 P 7 4 2 1 P 7 4 2 1 P 7 4 2 1

47 46 45 44 43 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

PERM

FL00005839

PERM

Paper Bands

Documents for each special program (Home Education, McKay Scholarship, Florida Tax Credit Scholarship, District Virtual Instruction Program, District Franchise of FLVS, Virtual Charter Schools, Florida K–8 Virtual School Continuity Program [Formerly Florida Virtual Academy], and FLVS Full-Time) **must be banded separately**. You may use more than one paper band per document type, if necessary. Follow these steps for each paper band you use:

1. Write the district/school number and school name on the paper band.
2. Count the number of TO BE SCORED documents that will be banded in each paper band. Write that number under **Number of TO BE SCORED Documents Contained in This Paper Band**.
3. Under **Number of Banded Stacks per Document Count Form**, number the paper bands 1 of n , 2 of n , etc., where n is the school's total number of banded stacks per Document Count Form.
4. Place a paper band around each stack of TO BE SCORED test and answer books. **The Document Count Form must be under the paper band on top of the stack labeled 1 of n .**
5. Seal the paper band and be sure that it securely holds the documents. Do not use staples, paper clips, or tape.

____ / ____ District / School Number	Number of TO BE SCORED Documents Contained in This Paper Band _____
_____ School Name	Number of Banded Stacks per Document Count Form _____ of _____

Package Paper-Based Materials for Return

Prepare the following types of boxes for return to your district assessment coordinator (as appropriate):


- Algebra 1 TO BE SCORED documents—**Purple**-labeled boxes
- Biology 1 TO BE SCORED documents—**Orange**-labeled boxes
- Geometry TO BE SCORED documents—**Green**-labeled boxes
- U.S. History TO BE SCORED documents—**Brown**-labeled boxes
- All NOT TO BE SCORED materials—**Yellow**-labeled boxes
- Large Print TO BE SCORED materials—**White**-labeled boxes
- Braille TO BE SCORED materials—**Pink**-labeled boxes
- District Assessment Coordinator ONLY boxes

It is your responsibility to package all materials correctly. Mispackaged materials will delay reporting of student results.

Algebra 1 TO BE SCORED Documents (Purple Labels)

1. Place your school's Algebra 1 TO BE SCORED materials in the boxes according to the diagram on page 131.
2. Place a **purple** label in the square on the top of each box that reads "Apply return shipping label here." Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels). Do not copy labels. If you need additional labels, contact your district assessment coordinator.

Purple TO BE SCORED Label

P-0012 S-00002	
SAMPLE DISTRICT	99
12345 SAMPLE STREET ONE MIAMI, FL 33175	
SAMPLE SCHOOL	9999
BOX ___ OF ___	
TO BE SCORED ALGEBRA 1	
PEARSON 2510 NORTH DODGE STREET IOWA CITY, IA 52245 1-877-847-3043	
	
620-096-002 0006817881 SEC	


3. Use the space on the labels marked BOX ___ OF ___ to number the boxes 1 of n , 2 of n , etc., where n is the school's total number of boxes with **purple** labels.
4. Return the **purple**-labeled boxes as directed by your district assessment coordinator.

Biology 1 TO BE SCORED Documents (Orange Labels)

1. Place your school's Biology 1 TO BE SCORED materials in the boxes according to the diagram on page 131.
2. Place an **orange** label in the square on the top of each box that reads "Apply return shipping label here." Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels). Do not copy labels. If you need additional labels, contact your district assessment coordinator.
3. Use the space on the labels marked BOX ___ OF ___ to number the boxes 1 of n , 2 of n , etc., where n is the school's total number of boxes with **orange** labels.
4. Return the **orange**-labeled boxes as directed by your district assessment coordinator.

Orange TO BE SCORED Label

P-0012 S-00002	
SAMPLE DISTRICT	99
12345 SAMPLE STREET ONE MIAMI, FL 33175	


SAMPLE SCHOOL	9999
BOX ___ OF ___	
TO BE SCORED BIOLOGY 1	
PEARSON 2510 NORTH DODGE STREET IOWA CITY, IA 52245 1-877-847-3043	
	
620-096-002 0006817881 SEC	

Geometry TO BE SCORED Documents (Green Labels)

1. Place your school's Geometry TO BE SCORED materials in the boxes according to the diagram on page 131.
2. Place a **green** label in the square on the top of each box that reads "Apply return shipping label here." Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels). Do not copy labels. If you need additional labels, contact your district assessment coordinator.

Green TO BE SCORED Label

P-0012 S-00002	
SAMPLE DISTRICT	99
12345 SAMPLE STREET ONE MIAMI, FL 33175	


SAMPLE SCHOOL	9999
BOX ___ OF ___	
TO BE SCORED GEOMETRY	
PEARSON 2510 NORTH DODGE STREET IOWA CITY, IA 52245 1-877-847-3043	
	
620-096-002 0006817881 SEC	

3. Use the space on the labels marked BOX ___ OF ___ to number the boxes 1 of n , 2 of n , etc., where n is the school's total number of boxes with **green** labels.
4. Return the **green**-labeled boxes as directed by your district assessment coordinator.

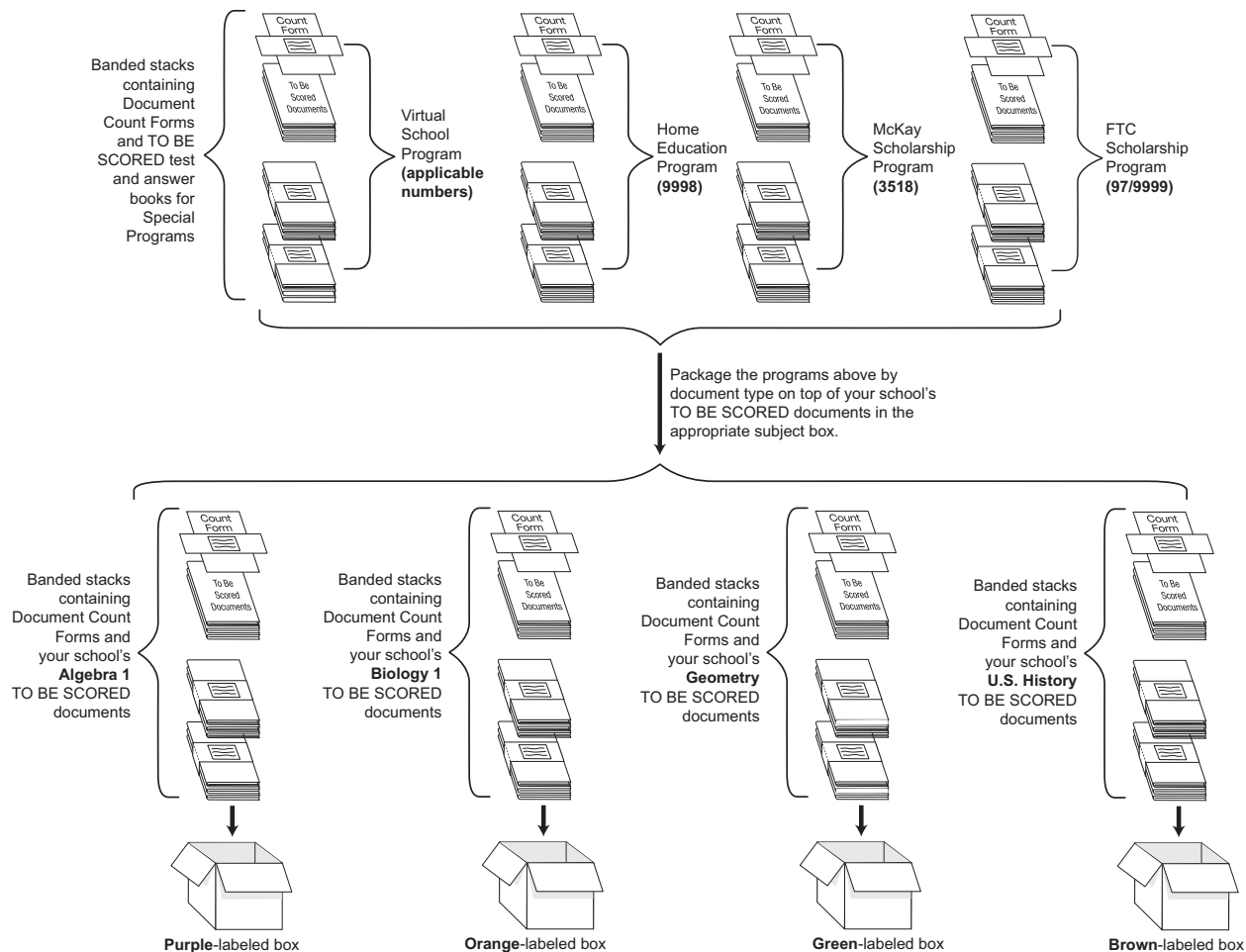
U.S. History TO BE SCORED Documents (Brown Labels)

1. Place your school's U.S. History TO BE SCORED materials in the boxes according to the diagram on page 131.
2. Place a **brown** label in the square on the top of each box that reads "Apply return shipping label here." Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels). Do not copy labels. If you need additional labels, contact your district assessment coordinator.
3. Use the space on the labels marked BOX __ OF __ to number the boxes 1 of *n*, 2 of *n*, etc., where *n* is the school's total number of boxes with **brown** labels.
4. Return the **brown**-labeled boxes as directed by your district assessment coordinator.

Brown TO BE SCORED Label

P-0012 S-00002	
SAMPLE DISTRICT	99
12345 SAMPLE STREET ONE MIAMI, FL 33175	
SAMPLE SCHOOL	9999
	BOX __ OF __
TO BE SCORED U.S. HISTORY	
PEARSON 2510 NORTH DODGE STREET IOWA CITY, IA 52245 1-877-847-3043	
	
620-096-002 0006817881 SEC	

Packaging Diagram for TO BE SCORED Regular Print Paper-Based Materials




NOT TO BE SCORED Materials (Yellow Labels)

Note: Secure documents should never be destroyed (e.g., shredded, thrown in the trash), except for soiled documents as described in the *Security of Test and Answer Books* section on pages 15–16.

1. Place all NOT TO BE SCORED documents in boxes (unused test and answer books, unused non-identified and identified documents, and defective documents with all DNS bubbles gridded). **Include unused special document (large print, braille) materials and any special documents with DNS bubbles gridded.**
2. Place a **yellow** label in the square on the top of each box that reads "Apply return shipping label here." Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels). Do not copy labels. If you need additional labels, contact your district assessment coordinator.

Yellow NOT TO BE SCORED Label

P-0012 S-00002	
SAMPLE DISTRICT	99
12345 SAMPLE STREET ONE MIAMI, FL 33175	
SAMPLE SCHOOL	9999
BOX ___ OF ___	
MATERIALS NOT TO BE SCORED	
PEARSON 710 WEST HOWARD LANE AUSTIN, TX 78753 1-877-847-3043	
	
620-096-002 0006817881 SEC	

3. Use the space on the labels marked BOX __ OF __ to number the boxes 1 of n , 2 of n , etc., where n is the school's total number of boxes with **yellow** labels.
4. Return the **yellow**-labeled boxes as directed by your district assessment coordinator.

TO BE SCORED Large Print Materials (White Labels)

This section applies to large print materials for the Spring 2013 and Summer 2013 administrations only.

Complete the following steps to prepare TO BE SCORED large print materials for return to the district assessment coordinator:


1. Verify that all distributed secure materials have been returned. If any secure materials are missing, notify the district assessment coordinator immediately and complete the necessary investigation.
2. Make copies of the records of required administration information collected by test administrators and file the copies.
3. Make copies of and file all Security Logs.
4. Open each Special Document Return Envelope and verify that each envelope contains documents for one student only. Materials for one student may have been placed in more than one envelope.

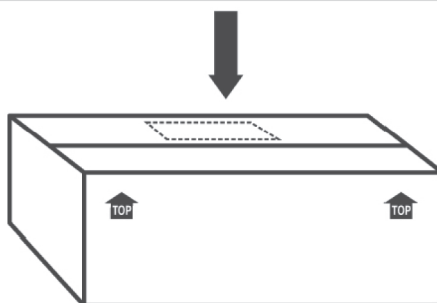
Return Large Print Test Materials
<ul style="list-style-type: none">■ Large Print Test and Answer Book AND <ul style="list-style-type: none">■ Regular Print Test and Answer Book

5. Ensure that the student's first and last names, school name, and district name are written in the box in the upper left corner of the student's large print test and answer book.
6. Verify that the grid sheet on the front of each regular print answer document has been completed correctly or has a student label affixed.
7. Ensure that student responses are indicated clearly (i.e., bubbles are gridded for multiple-choice items, responses in gridded-response answer boxes are legible and completed according to the large print response grid instructions). **If student responses are not recorded properly, they will not be scored.**
8. If the test is TO BE SCORED, verify that the DNS bubble has **not** been gridded. If the DNS bubble has been gridded by mistake, erase the DNS bubble **and** grid the UNDO bubble. If the test is NOT TO BE SCORED, verify that the DNS bubble has been gridded. See *Test Invalidation Policies and Procedures* on pages 20–21 for information on test invalidation.

- Complete one Document Count Form for each student and place it with the large print test materials inside the student's first Special Document Return Envelope (1 of n). Box 6 (Special Document Type) should be left blank as there is no bubble to grid for large print. See the sample Document Count Form on page 126.
- Verify that the Special Document Return Envelope(s) for each student are completed according to the instructions on the envelope. The space on the envelope marked STUDENT ENVELOPE ___ OF ___ should be used to number each student's envelopes 1 of n , 2 of n , etc., where n is the total number of envelopes for that student. Seal the envelope(s).
- Place the TO BE SCORED large print materials into the boxes in which they arrived, according to the diagram on page 134. Do not put any special document materials in the same boxes as regular TO BE SCORED materials. Mispackaged materials will delay reporting of student results.
- Place a **white** label on the top of each box, according to the diagram below. Do not copy labels. If you need additional labels, contact your district assessment coordinator.

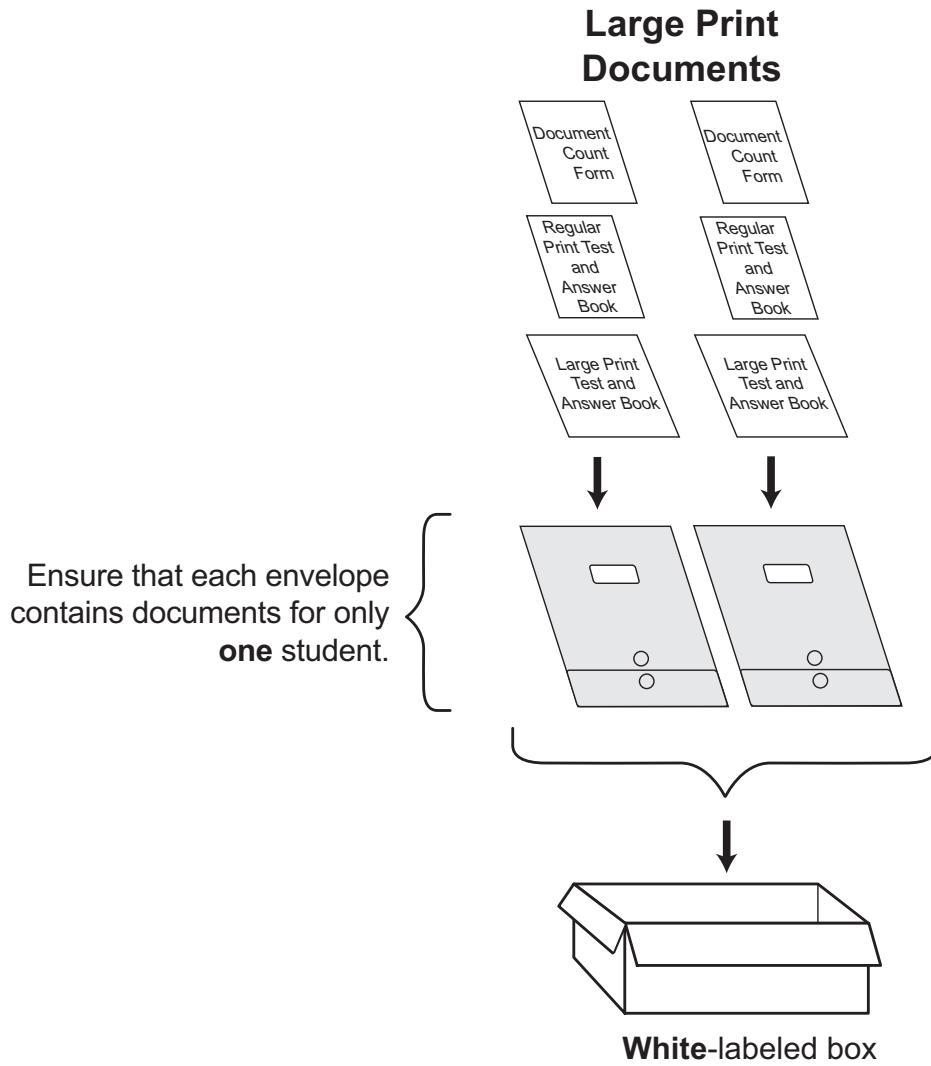
White TO BE SCORED Large Print Label

P-0012 S-00002	
SAMPLE DISTRICT	99
12345 SAMPLE STREET ONE MIAMI, FL 33175	
SAMPLE SCHOOL	9999
BOX ___ OF ___	
TO BE SCORED LARGE PRINT DOCUMENTS	
PEARSON 2510 NORTH DODGE STREET IOWA CITY, IA 52245 1-877-847-3043	
	
620-096-002 0006817881 SEC	



- Use the space on the labels marked BOX ___ OF ___ to number the boxes 1 of n , 2 of n , etc., where n is the school's total number of boxes with **white** labels.
- Return the **white**-labeled boxes containing TO BE SCORED large print materials as directed by your district assessment coordinator.
- Place **NOT TO BE SCORED large print materials (unused documents or documents with DNS bubble gridded) with all other NOT TO BE SCORED materials in yellow-labeled boxes.**
- Place nonsecure large print materials into the District Assessment Coordinator ONLY boxes, or handle as directed by the district assessment coordinator.

Packaging Diagram for TO BE SCORED Large Print Materials



TO BE SCORED Braille Materials (Pink Labels)

This section applies to braille materials only.


Complete the following steps to prepare TO BE SCORED braille materials for return to the district assessment coordinator:

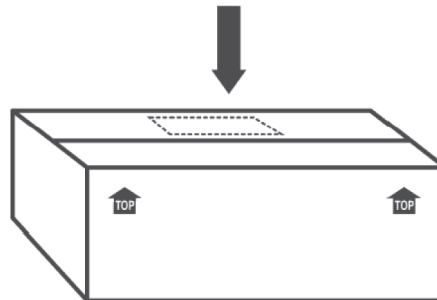
1. Verify that all distributed secure materials have been returned. If any secure materials are missing, notify the district assessment coordinator immediately and complete the necessary investigation.
2. Make copies of the records of required administration information collected by test administrators and file the copies.
3. Make copies of and file all Security Logs.
4. Open each Special Document Return Envelope and verify that each envelope contains documents for one student only. Materials for one student may have been placed in more than one envelope.

Return Braille Test Materials
<ul style="list-style-type: none">■ Braille Answer Sheets containing student responses■ Braille Test Books (Volume 1 and Volume 2)■ Braille Student Testing Rules Acknowledgment Sheet AND <ul style="list-style-type: none">■ Regular Print Test and Answer Book

5. Verify that the student grid sheet of each regular print test and answer book has been completed correctly or has a preidentified student label affixed.
6. Ensure that student responses are entered in the correct document type (i.e., on braille answer sheets, or if recorded for the student, in a regular print answer document). **If student responses are not recorded properly, they will not be scored.**
7. If the test is TO BE SCORED, verify that the DNS bubble has **not** been gridded on the regular print answer document. If the DNS bubble has been gridded by mistake, erase the DNS bubble **and** grid the UNDO bubble. If the test is NOT TO BE SCORED, verify that the DNS bubble has been gridded. See *Test Invalidation Policies and Procedures* on pages 20–21 for information on test invalidation.
8. Complete one Document Count Form for each student and place it with the braille test materials inside the student's first Special Document Return Envelope (1 of n). See the sample Document Count Form on page 126.
9. Verify that the Special Document Return Envelope(s) for each student are completed according to the instructions on the envelope. The space on the envelope marked STUDENT ENVELOPE ____ OF ____ should be used to number each student's envelopes 1 of n , 2 of n , etc., where n is the total number of envelopes for that student. Seal the envelope(s).
10. Place the TO BE SCORED braille materials into the boxes in which they arrived, according to the diagram on page 137. Do not put any special document materials in the same boxes as regular TO BE SCORED materials. Mispackaged materials will delay reporting of student results.
11. Place a **pink** label on the top of each box, according to the diagram on the next page. Do not copy labels. If you need additional labels, contact your district assessment coordinator.

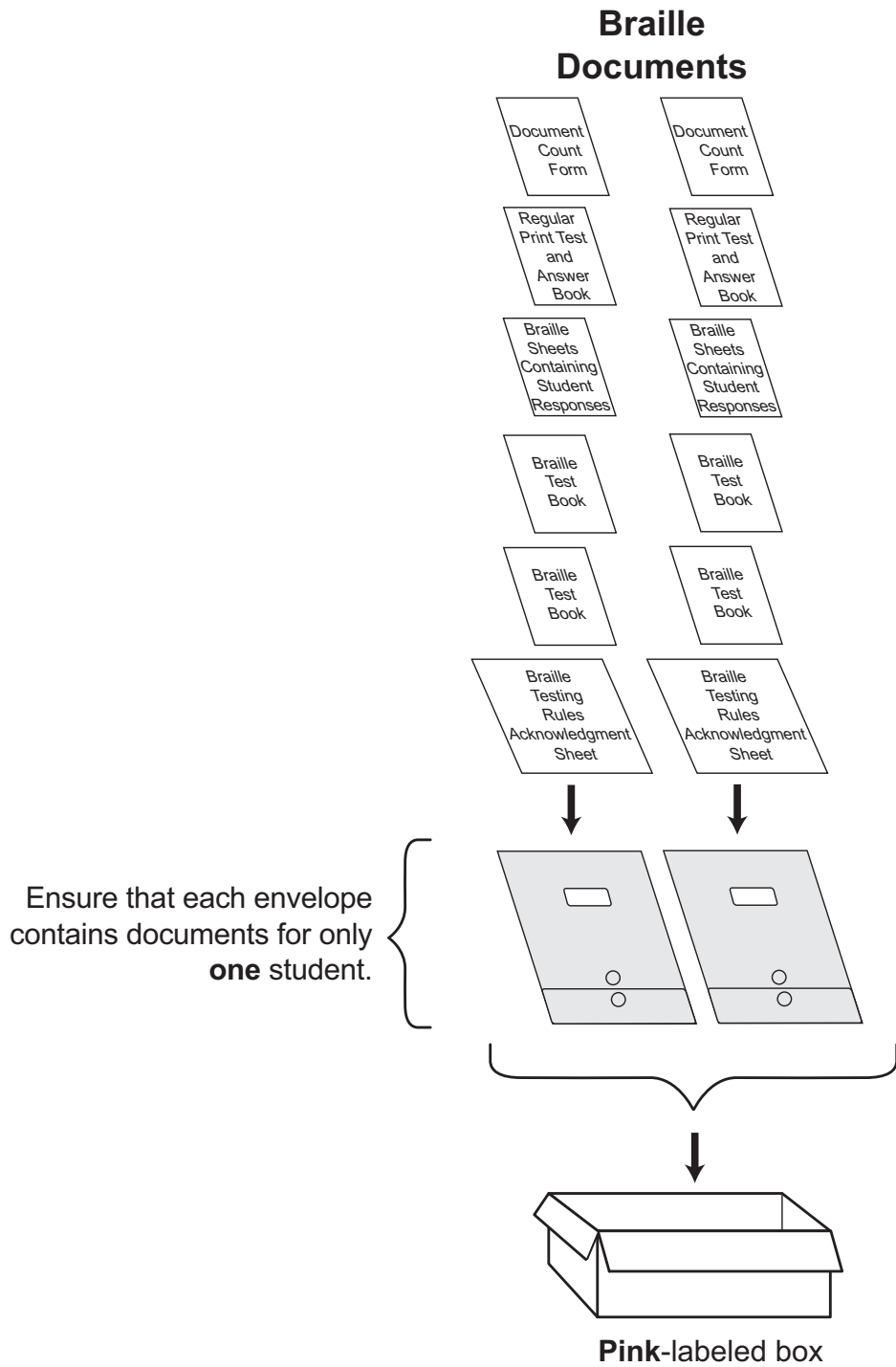
Pink TO BE SCORED Braille Label

P-0012 S-00002	
SAMPLE DISTRICT	99
12345 SAMPLE STREET ONE MIAMI, FL 33175	
SAMPLE SCHOOL	9999
BOX ___ OF ___	
TO BE SCORED BRAILLE DOCUMENTS	
PEARSON 2510 NORTH DODGE STREET IOWA CITY, IA 52245 1-877-847-3043	
	
620-096-002 0006817881 SEC	



12. Use the space on the labels marked BOX ___ OF ___ to number the boxes 1 of n , 2 of n , etc., where n is the school's total number of boxes with **pink** labels.
13. Return the **pink**-labeled boxes containing TO BE SCORED braille materials as directed by your district assessment coordinator.
14. Place **NOT TO BE SCORED** braille materials (unused documents or documents with DNS bubble gridded) with all other **NOT TO BE SCORED** materials in yellow-labeled boxes.
15. Place nonsecure special document materials, such as braille paper that does not contain student responses, etc., into the District Assessment Coordinator ONLY boxes, or handle as directed by the district assessment coordinator.

Packaging Diagram for TO BE SCORED Braille Materials



District Assessment Coordinator ONLY Boxes

1. Place the following materials in the District Assessment Coordinator ONLY boxes:
 - Unused paper bands, unused count forms, and unused labels
 - Original records of required administration information
 - Seating charts
 - Original Chain of Custody forms
 - Original Security Logs
 - Work folders (used and unused)
2. Seal the boxes.
3. Write *District Assessment Coordinator ONLY* on the side of each box.
4. If you are asked by your district assessment coordinator to hold these boxes for return at a later date, store them in a secure location. Your district assessment coordinator may ask you to recycle or destroy these materials, except for the records of required administration information and Security Logs, after scores for this administration have been reported.

Other Materials

Store test administration manuals for use during Spring 2013 and Summer 2013 EOC administrations as instructed by your district assessment coordinator.

Store calculators as instructed by your district assessment coordinator.

Reference sheets and periodic tables must be recycled, destroyed, or returned as directed by the district assessment coordinator. Reference sheets and periodic tables must not be reused.

Comment Form

Complete a School Assessment Coordinator Comment Form. Go to www.FLAssessments.com/EOC, select the appropriate form for the test administration (Winter 2012, Spring 2013, Summer 2013), and complete the form. Information from this form will be summarized by the contractor for FDOE use. Please provide feedback that will be meaningful to the FDOE and the test contractor. If you have comments pertaining to district procedures, please contact your district assessment coordinator.

District Assessment Coordinator Responsibilities Before Testing

Please use the **District Assessment Coordinator Checklist** from Appendix E before, during, and after testing. This checklist is also posted at www.FLAssessments.com/EOC.

Receive Test Materials

You will receive work folders for computer-based tests and materials for paper-based accommodations, if applicable. Reference sheets and periodic tables are provided for paper-based testers only. The table below shows how materials will be packaged for each administration.

Administration	Work Folders	Reference Sheets/Periodic Tables	PreID Labels and Rosters
Winter 2012	Test Administration Manual Shipment	Test Materials Shipment	Test Materials Shipment
Spring 2013	PreID Label Shipment*	Test Materials Shipment	Separate Shipment
Summer 2013	PreID Label Shipment*	Test Materials Shipment	Separate Shipment

*If you did not identify paper-based testers in your district during the enrollment or PreID window, work folders will arrive in a separate shipment.

Secure paper-based materials should be distributed to schools no earlier than one week prior to testing. The first school box in each school's shipment is white with a red stripe. District materials will be packaged in separate boxes labeled with the district's name. **District boxes are white for easy identification.**

Special document materials will arrive during the same window as other secure test materials, but they will be delivered as a separate shipment. Directions for handling, packaging, and returning special document materials can be found on pages 132–137. **Instruct school assessment coordinators to save the original boxes for returning TO BE SCORED special document materials.**

Additional materials may be ordered through PearsonAccess. Please note, additional orders will not be processed until all initial test material shipments are completed.

School and district boxes will include the materials listed below, as applicable:

SCHOOL BOXES

- School Cover Memo
- Packing List
- School Assessment Coordinator Kit—clear plastic bag
 - Document Count Forms
 - Paper Bands
 - **Purple** Labels (Algebra 1 TO BE SCORED Materials)
 - **Orange** Labels (Biology 1 TO BE SCORED Materials)
 - **Green** Labels (Geometry TO BE SCORED Materials)
 - **Brown** Labels (U.S. History TO BE SCORED Materials) (Spring 2013 and Summer 2013 ONLY)
 - **Yellow** Labels (NOT TO BE SCORED Materials)

District Assessment Coordinator Responsibilities Before Testing

- Reference Sheets
- Periodic Tables
- Algebra 1 EOC Test and Answer Books
- Biology 1 EOC Test and Answer Books
- Geometry EOC Test and Answer Books
- U.S. History EOC Test and Answer Books (Spring 2013 and Summer 2013 ONLY)

SPECIAL DOCUMENT BOXES

- Special Document Kits (braille only for Winter 2012; braille and large print for Spring 2013 and Summer 2013)
 - Special Document Cover Memo
 - **White** Labels (Large Print TO BE SCORED Materials) OR **Pink** Labels (Braille TO BE SCORED Materials)
 - Document Count Form
 - Special Document Return Envelope(s)
 - Test Materials

DISTRICT BOXES

- District Cover Memo
- Shipment Detail
- Packing Lists (Copies of all school packing lists)
- District Assessment Coordinator Kit—clear plastic bag
 - Document Count Forms
 - Paper Bands
 - Materials Return List
 - **Purple** Labels (Algebra 1 TO BE SCORED Materials)
 - **Orange** Labels (Biology 1 TO BE SCORED Materials)
 - **Green** Labels (Geometry TO BE SCORED Materials)
 - **Brown** Labels (U.S. History TO BE SCORED Materials) (Spring 2013 and Summer 2013 ONLY)
 - **Yellow** Labels (NOT TO BE SCORED Materials)
 - **White** Labels (Large Print TO BE SCORED Materials)
 - **Pink** Labels (Braille TO BE SCORED Materials)
 - Special Document Return Envelopes
 - A complete set of braille scripts and notes, if applicable
- Reference Sheets
- Periodic Tables

Required Administration Information

Communicate to school assessment coordinators the process for collecting the required administration information, which includes the following:

- Students assigned to the room—provide Student Name and Student ID Number
- Attendance information
- Accommodations used by students (codes provided on pages 122–123)
- Test group code

- Unique security number of secure documents assigned to each student
- Signatures of test administrator and school assessment coordinator and dates for when secure materials are received and returned.

You may use the Administration Record/Security Checklist, available at www.FLAssessments.com/EOC, and manipulate it to meet your district's needs (e.g., to collect birth date information), or you may create your own form, as long as the required administration information is collected.

Advise school assessment coordinators that they are responsible for tracking the security numbers of documents as they are distributed and returned. The security number location is shown on page 17.

It is your responsibility to decide how schools will collect the required administration information and track security numbers. You may:

- Instruct school assessment coordinators to use the pre-populated Administration/Security Checklist available at www.PearsonAccess.com/fl. (Go to **Test Setup** and click the **Orders** link. From the **Reports** drop-down, select "Security Checklist Detail.")
- Instruct school assessment coordinators to copy and use the blank Administration Record/Security Checklist located at www.FLAssessments.com/EOC.
- Determine your own method or allow school assessment coordinators to determine their own methods.

After the returned materials are inventoried, you will receive a list of any missing secure materials and may need to refer to these records.

Seating Charts

Test administrators are required to maintain an accurate seating chart for each group of students in their rooms during testing in case the information is needed for use during investigations. If students using extra time are moved to a new location to complete the test, a new seating chart must be created for this location. After testing, school assessment coordinators must make copies of all seating charts, file the copies, and return the original charts in your District Assessment Coordinator ONLY box.

Create PearsonAccess and Training Center Accounts

The Bureau of K–12 Assessment will provide instructions for creating new accounts or updating existing accounts for district technology coordinators, school assessment coordinators, and school technology coordinators in PearsonAccess. Districts should also decide whether to create Test Administrator accounts for test administrators at each school. This would allow monitoring and resuming of students in each testing room, but it would also require additional setup and training. If the district creates these accounts, school assessment coordinators will need to train test administrators on logging on to PearsonAccess and the process of monitoring and resuming students.

Train School Assessment Coordinators and Technology Coordinators

You are responsible for training school assessment coordinators and technology coordinators, and school assessment coordinators are responsible for training test administrators and proctors. Stress the importance of having staff available to assist test administrators with computer issues, if necessary. Also, stress the importance of school assessment coordinators training personnel who may serve as alternate administrators in the event of test-day emergencies. Test security requires the use of trained administrators to minimize test irregularities and possible test invalidations.

PearsonAccess accounts should be created for school assessment coordinators, school technology coordinators, and district technology coordinators using the instructions you received from the FDOE. If you will allow test administrators to resume students in PearsonAccess, create accounts for test administrators. You must also create school user accounts in the Training Center for school assessment coordinators and technology coordinators. The Training Center provides a place to practice PearsonAccess activities in a non-operational environment. Train school assessment coordinators to check the border and heading colors before completing a task. The operational PearsonAccess site has blue headers and a blue toolbar, and the Training Center has brown headers and a brown toolbar.

Review the following procedures when training school assessment coordinators:

- Completing the *Florida EOC Test Administration and Security Agreement* and the *Test Administrator Prohibited Activities Agreement* in Appendix E (These security agreements are filed at the school.)
- Completing the *Test Materials Chain of Custody Form* in Appendix E
- Verifying student information in PearsonAccess
- Adding new student information
- Administering practice test sessions
- Scheduling test sessions (See pages 90–92.)
- Assigning students to test sessions
- Printing and securing Student Authorization Tickets
- Ensuring that all test administration and test security policies and procedures outlined in this manual are followed
- Recording the required administration information
- Completing seating charts and Security Logs with the required information (Completed seating charts and Security Logs are copied and filed at the school and district levels.)
- Distributing Student Authorization Tickets
- Distributing work folders, periodic tables, and reference sheets
- Distributing calculators
- Starting, monitoring, and managing test sessions (If test administrators will have PearsonAccess accounts, they must be trained on how to resume students.)
- Marking students' tests complete (i.e., only when the test has been completed and will not be resumed, not for use with absent students) and stopping sessions
- Storing the Student Authorization Tickets with the required administration information, reference sheets, periodic tables, Session Rosters, and work folders until results from this administration are reported, and then destroying these documents
- Packaging and returning paper-based NOT TO BE SCORED and TO BE SCORED materials

Make Arrangements to Test Special Program Students

Arrangements must be made for any student who needs to test at an organization that is not his or her school of enrollment (district virtual instruction programs, etc.). Please see *Students to Be Tested* for information regarding students to be tested and the protocol for each program.

If a special program student will be testing in your district, you will need to assign the student to a test session at the designated testing location. If not already included in the PreID file, the student will need to be added to his or her school of enrollment through the Student Wizard. See pages 94–96 for instructions about adding new students.

To assign a student to test at his or her designated testing location, follow these steps:

1. Log in to PearsonAccess, select the appropriate EOC administration, and click **Save**.
2. Open the session at the designated testing school by navigating to **Test Management > Manage Test Sessions**. Select the session to which the student will be added.

<input type="checkbox"/>	Session Name ▲	Status	Start Date	Test	Students
<input type="checkbox"/>	Test Session	Started	11/28/2012	Algebra 1	2
<input type="checkbox"/>	Test Session	Started	11/28/2012	Algebra 1	1

3. Click **Add Students**.
4. Select the **View By: Students** button, and search for the student under the Student Name field. (You may also **View By: Classes** and add an entire class to the session if you have set up all the students who will test in one location into the same class.)

<input type="checkbox"/>	Student Name	Student ID
<input type="checkbox"/>	STUDENT, SAMPL	8451350854
<input type="checkbox"/>	STUDENT, SAMPLE	1234567890

5. Check the box beside the student's name, and click **Add to Session**.

Home > Test Management > Manage Test Sessions > Session Detail > Add Students

Add Students

[Return to Session Detail](#)

Test: Algebra 1
Session: Test Session

Select Students to Add Add to Session Cancel

View By: Classes Students

1 Selected Students Results: 1-2 of 2

<input type="checkbox"/>	<input checked="" type="checkbox"/> Student Name	<input checked="" type="checkbox"/> Student ID	<input checked="" type="checkbox"/> Class
<input type="checkbox"/>	STUDENT, SAMPLE	8451350854	FLCLASS
<input checked="" type="checkbox"/>	STUDENT, SAMPLE	1234567890	FLCLASS

6. The student will now appear in the session at the location in which he or she will be testing.

Home > Test Management > Manage Test Sessions > Session Details

Session Details

[Return to Manage Test Sessions](#)

Stop | Authorizations | Proctor Caching | Session Roster

Test Session Details

Test Session Status:	Started	Scheduled
Session Name:	Test Session	Scheduled
School:	PEARSONACCESS PUBLIC SCHOOL (000002)	Actual Sta
Test to be Administered:	Algebra 1	Actual Sta
Read Aloud:	No	Location:
Default Form Group Type:	Main	
Test Code:	ULBZH8	

View By: Students in the Session

Clear All Filters 0 Selected Students 2 Students In Session

Resume Test | Mark Test Complete | Add Students | Remove | Move

<input type="checkbox"/>	<input checked="" type="checkbox"/> Student Name	<input checked="" type="checkbox"/> Student ID	<input checked="" type="checkbox"/> Class	<input checked="" type="checkbox"/> Status <input type="button" value="Refresh"/>	Form/Form Group T
<input type="checkbox"/>	STUDENT, SAMPLE	8451350854	FLCLASS	Ready	Algebra 1 EOC
<input type="checkbox"/>	STUDENT, SAMPLE	0122257022	FLCLASS	Ready	Algebra 1 EOC

Note: Even though Virtual and Home Education students will be assigned to a session outside of their enrolled district, each student's results will still be reported to his or her school of enrollment.

Once the Virtual or Home Education student has been assigned to the session, the school assessment coordinator at the designated testing school will be able to monitor and manage the student's test within the current session but will not be able to access or modify the student's profile or data. You will not need to take any further action at this point unless the student needs to be moved to another session at the school. Once testing is complete, you will be responsible for recording any accommodations used or invalidating a test, as necessary.

Ensure Implementation of Accommodations

Appendix A provides information concerning allowable accommodations for students with disabilities and for ELLs. School assessment coordinators may require assistance in providing additional proctors and/or test locations, depending on the accommodations implemented. Arrange for these accommodations prior to the test administration dates.

The following types of accommodations may be provided to eligible students with disabilities.

- Administration Accommodations (e.g., flexible presentation, flexible responding, flexible setting, flexible scheduling)

See Appendix A for information about administration accommodations for students with disabilities.

- Accommodated CBT Forms (large print, color contrast, zoom, screen reader, assistive devices)
Appendix A includes scripts and instructions for administering TestHear accommodated computer-based test forms.
- Paper-Based Accommodations (regular print, braille, and in Spring 2013 and Summer 2013, large print)
Additional instructions and scripts for administering the test to students who require paper-based accommodations are provided in Appendix A. A separate braille script and braille notes are provided with the braille test materials.

The following category of accommodations may be provided to students identified as ELLs.

- Administration Accommodations (e.g., flexible setting, flexible scheduling, assistance in heritage language, approved dictionary)

See Appendix A for information about administration accommodations for ELLs.

After the student completes a computer-based test, ensure that the school assessment coordinator records in PearsonAccess the category of accommodations provided for the student. Instructions for recording accommodations are provided on pages 122–123. For paper-based tests, the accommodations are recorded on the student grid sheet after testing. More than one category may be recorded. However, the category should be recorded only if a student actually uses an allowable accommodation in that category on the test.

Complete District Readiness Activities

Request that school assessment coordinators notify you when they have successfully completed preparation activities for computer-based testing. Discuss each school's plan for administering the computer-based test, and include the school technology coordinator in these discussions. When you are confident that all participating schools are ready, complete the Computer-Based Assessments Certification, as instructed by the FDOE.

Schools are responsible for providing information about the number and types of computers to be used for computer-based testing and the number of students to be tested on each day of the administration window. Schools must also respond to questions about whether readiness activities have been completed. You must review and approve these surveys and submit them to the FDOE.

District Assessment Coordinator Responsibilities During Testing

Monitor Test Administration and Maintain Test Security

Be available during testing to answer questions from school assessment coordinators and to supply additional materials. Monitor each school to ensure that test administration and test security policies and procedures are followed.

Test Status Monitoring

Follow the instructions below to monitor testing in your schools:

1. Go to www.PearsonAccess.com/fl.
2. Log in to the system using your PearsonAccess username and password.
3. In the **Select Administration** field, select the applicable EOC administration, and click **Save**.
4. On the Home page, click the **Test Management** tab.
5. Click **Manage Test Sessions**, then “**View By: Test Sessions**.” Click the session you would like to monitor.

The screenshot shows the 'Manage Test Sessions' page in the PearsonAccess system. The page title is 'Manage Test Sessions' with a 'Return to Test Management' link. Below the title, it indicates 'Winter 2012 EOC' and a 'Change' link. The 'View By' section has radio buttons for 'Test Sessions' (selected) and 'Students'. There are buttons for 'Clear All Filters', 'New Session', 'Delete', 'Currently Scheduled Sessions', and 'Proctor Caching'. A table displays one test session with the following data:



Session Name	Status	Start Date	Test	Students	School	Test Location
Test Session	Started	11/28/2012	Algebra 1	2	PEARSONACCESS PUBLIC SCHOOL (000002)	Lab A

ATTACHMENT G
District Assessment Coordinator Responsibilities During Testing

6. On the Session Details screen, look in the **Status** column (shown below) to see the current status for any student. The categories are:

Ready	The student has not started the test.
Active	The student has logged in and started the test.
Exited	The student has exited the test but has not submitted his or her answers. (The student cannot resume the test unless authorized by the school assessment coordinator or the test administrator, if applicable.)
Resumed	The student has been authorized to resume the test.
Resumed-Upload	The student has been authorized to resume the test, and any responses saved locally will be uploaded.
Submitted	The student has finished testing and submitted his or her answers.
Completed	The student's submitted test data have been processed.
Marked Complete	The student has exited the test and will not resume the same test. The test has been submitted for scoring. Click the Marked Complete icon to view the reason why the test was marked complete.

7. Click **Refresh** to update the **Status** column. If some time has passed and you have any concerns about a student whose status is not **Completed**, please contact Pearson at 877-847-3043 or email Florida@support.pearson.com for assistance.

<input type="checkbox"/>	<input checked="" type="checkbox"/> Student Name	<input checked="" type="checkbox"/> Student ID	<input checked="" type="checkbox"/> Class	<input checked="" type="checkbox"/> Status 		Form/Form Group Type		Login ID
<input type="checkbox"/>	Student, New	0001522573	TESTCLASS	Completed	Responses	Infrastructure Trial Form	History	5972256612
<input type="checkbox"/>	Student, New	0001522572	TESTCLASS	Exited	Responses	Infrastructure Trial Form	History	1479322650
<input type="checkbox"/>	Student, New	0001522571	TESTCLASS	Resumed	Responses	Infrastructure Trial Form	History	3129111611
<input type="checkbox"/>	Student, New	0001522570	TESTCLASS	Resumed-Upload	Responses	Infrastructure Trial Form	History	6666900781
<input type="checkbox"/>	Student, New	0001522569	TESTCLASS	Active	Responses	Infrastructure Trial Form	History	7661258382
<input type="checkbox"/>	Student, New	0001520569	TESTCLASS	Marked Complete 	Responses	Infrastructure Trial Form	History	0433448346
<input type="checkbox"/>	Student, New	0002269206	TEST	Ready		Infrastructure Trial Form	Override	2354316027

District Assessment Coordinator Responsibilities After Testing

After testing, verify that school assessment coordinators have completed the following tasks:

- Stored or returned in the District Assessment Coordinator ONLY boxes the Student Authorization Tickets, work folders, reference sheets, periodic tables, and copies of the Session Rosters, according to your instructions
- Filed the signed copies of the *Florida EOC Test Administration and Security Agreement* and *Test Administrator Prohibited Activities Agreement*
- Filed copies of the seating charts, Security Logs, and required administration information and returned the originals in the District Assessment Coordinator ONLY boxes
- Packaged all materials, used and unused, according to instructions in this manual.

Invalidate Tests

Review policies regarding test invalidation on pages 20–21. Remember that invalidations must be recorded in PearsonAccess **by 4:00 p.m. EST on the final day of each administration window**. The last day of testing in a district is the final day to submit any invalidations. After that date, the FDOE must be contacted to report any test invalidations.

To invalidate a test

1. Log in to PearsonAccess.
2. From the Home page, click the **Test Management** tab.
3. Click the **Student Registration** link.
4. Make sure “**View By: Registered Students**” is selected on the Student Registration screen.
 - To view **all** students, check the “Show All Students” box and then click **Search**.
 - To search for an individual student, enter search criteria and then click Search. (You must enter or select at least one search field; the more specific the criteria, the more focused the search will be.)
5. Click the name of the student to go to the Registered Students screen.
6. Click the **Assigned Tests** tab.
7. Click the link for the appropriate test.
8. Click the **Edit** button.
9. Scroll down to the Do Not Score field for the student record.
 - Choose **Yes** if you wish to invalidate the test.
 - Select a reason in the “Do Not Score Reason” field.
 - Accommodation Given By Mistake
 - Accommodation Not Given
 - Cheating
 - Disruptive
 - Duplicate Test

- Electronic Device
- Grade Mismatch
- Illness
- Left Campus
- Test Admin Error
- Withdrawn from School
- Unsubmitted Test
- Other

10. Click **Save** when you have completed all edits.

Paper-Based Materials

You will receive up to seven types of boxes from school assessment coordinators:

- **Purple**-labeled boxes (Algebra 1 TO BE SCORED Materials)
- **Orange**-labeled boxes (Biology 1 TO BE SCORED Materials)
- **Green**-labeled boxes (Geometry TO BE SCORED Materials)
- **Brown**-labeled boxes (U.S. History TO BE SCORED Materials) (Spring 2013 and Summer 2013 ONLY)
- **Yellow**-labeled boxes (All NOT TO BE SCORED Materials)
- **White**-labeled boxes (Large Print TO BE SCORED Materials)
- **Pink**-labeled boxes (Braille TO BE SCORED Materials)
- District Assessment Coordinator ONLY boxes (required forms and ancillary materials)

Prepare Boxes for Return

Complete the following steps as school assessment coordinators return boxes to you:

1. Verify that school assessment coordinators have numbered the **purple**-labeled boxes, **orange**-labeled boxes, **green**-labeled boxes, **brown**-labeled boxes, **yellow**-labeled boxes, **white**-labeled boxes, and **pink**-labeled boxes correctly. If any errors are found, you may use additional labels from your District Assessment Coordinator Kit. Do not copy labels.
2. In separate boxes, return all unused secure materials, which include EOC Assessment materials that are still in unopened, shrink-wrapped packages, AND any unused materials from open packages. Use the **yellow** preprinted district return labels for these boxes. Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels). Do not copy labels.
3. Make sufficient copies of the Materials Return List to record information for all schools in your district. Each form will accommodate multiple schools. Complete the Materials Return List according to the directions on the form. There is one form for all paper-based accommodations (i.e., regular print, braille) to be completed, as applicable.
4. Keep all secure materials in locked storage until they are picked up.

District Assessment Coordinator ONLY Boxes

1. Open the boxes, review the records of required administration information, and make sure that you have notified the FDOE if any secure materials are missing by using the Missing Materials form found at www.FLAssessments.com/EOC. Complete the necessary investigation and file the records.
2. Verify that the Security Logs were completed and file them.
3. Do not recycle or destroy any ancillary materials, such as work folders or seating charts, until scores have been reported.

Return Materials to Contractor

The FDOE will contact each district to establish pickup dates for TO BE SCORED and NOT TO BE SCORED materials. All materials must be returned by these dates.

Return TO BE SCORED large print (**white**-labeled boxes) and braille (**pink**-labeled boxes) **on the same date** as all other TO BE SCORED test materials. However, do not box or palletize TO BE SCORED special document materials with all other TO BE SCORED materials.

Logistics International, the shipping company, will contact you prior to your scheduled pickup dates to confirm the pickup location and approximate box count. If you have not been contacted at least one week prior to your scheduled pickup dates, please notify Pearson at 877-847-3043.

A bill of lading will be presented to the district assessment coordinator by delivery drivers upon arrival for pickup of test materials.

Designate a person to be available at the pickup site on the scheduled dates. The shipping company will pick up materials at any time on those dates.

As soon as each shipment is picked up, fax the completed Materials Return Lists to Pearson at 319-358-4270 or email them to Florida@support.pearson.com and then file the forms.

Comment Form

Complete a District Assessment Coordinator Comment Form. Go to www.FLAssessments.com/EOC, select the appropriate form for the test administration (Winter 2012, Spring 2013, or Summer 2013), and complete the form. Information from this form will be summarized by the contractor for FDOE use. Please provide feedback that will be meaningful to the FDOE and the test contractor.

Appendix A: Accommodations

Overview

This appendix includes information about accommodations to the testing procedures that are allowable when administering the 2012–2013 EOC Assessments.

The accommodations described in this appendix are organized into sections by category (see table below).

Accommodations for Students with Disabilities	
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Regular Print Paper-Based Accommodation	
Script for Administering the Paper-Based Algebra 1 EOC Assessment	Pages 223–231
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Script for Administering the Paper-Based Geometry EOC Assessment	Pages 240–248
Script for Administering the Paper-Based U.S. History EOC Assessment	Pages 249–256
Script for Gridding a Non-Preidentified Student Grid Sheet	Pages 257–258
Script for Verifying a Preidentified Label	Pages 259–260
Special Documents (Braille, Large Print) Instructions	
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Large Print Test Administrator Responsibilities Before and During Testing	Pages 267–270
Large Print Test Administrator Responsibilities After Testing	Page 271

Test Accommodations for Students with Disabilities (General Information)

As specified in this appendix, accommodations may be provided to students with disabilities enrolled in public schools with current IEPs or Section 504 plans. Care must be taken to provide a student with only the accommodations permitted for that student. In addition, students with disabilities must be provided the opportunity to participate in practice activities for the tests with appropriate allowable accommodations.

Determination of appropriate accommodations in assessment situations for students with disabilities shall be based on the individual needs of each student. Decisions on accommodations shall be made by the IEP or Section 504 team and recorded on the IEP or Section 504 plan. Students with disabilities should be oriented to any test situation through test-taking instruction designed to familiarize them with testing format and procedures. This orientation should take place near the time of testing. Guidelines recommended for making accommodation decisions include:

1. Accommodations should facilitate an accurate demonstration of what the student knows or can do.
2. Accommodations should not provide the student with an unfair advantage or interfere with the validity of a test; accommodations must not change the underlying skills that are being measured by the test.
3. Accommodations must be the same or nearly the same as those needed and used by the student in completing classroom instruction and assessment activities.
4. Accommodations must be necessary for enabling the student to demonstrate knowledge, ability, skill, or mastery.

Students with disabilities who are not currently enrolled in public schools or receiving services through public school programs and require accommodations in order to participate in a test administration may have access to accommodations if the following information is provided:

- Evidence that the student has been found eligible as a student with a disability as defined by s. 1003.01(3) (a), F.S., or Rule 6A-19.001(6), FAC, and
- Documentation that the requested accommodations are regularly used for instruction.

For further information, contact the Bureau of Exceptional Education and Student Services at 850-245-0475 or visit the following website: www.fldoe.org/ese/fcatasd.asp.

Computer-Based Accommodations for Students with Disabilities

Students with disabilities may participate in CBT administrations using accommodated CBT forms as indicated on their IEPs or Section 504 plans. Accommodated CBT forms may be included in the category of **flexible presentation accommodations** for CBT administrations. They may be provided to students along with other allowable test administration accommodations.

Accommodated CBT forms will be accessed using TestHear software, which is a separate software application from TestNav 6.9 that must be installed on each student workstation. TestHear only works on Windows operating systems or on Macs that run Mac OS X 10.5 or later and can also run Windows (e.g., via Boot Camp).

A. Large Print Font

A fixed large print font size (18-point) that is an enlargement of the regular type is available for students who require it.

B. Color Contrast

Options for variable font color and background color offer the capacity to display preselected font and background color combinations on the computer screen. Specific highlighter colors are also provided for students who require them.

The color combinations offered are:

- White Text/Black Background with Blue Tracking (Green Highlighter)
- Black Text/Beige Background with Green Tracking (Yellow Highlighter)
- Black Text/Light Green Background with Yellow Tracking (Orange Highlighter)

Appendix A: Accommodations

Without the use of color contrast, the screen displays the following:

- Black Text/White Background with Blue Tracking (Blue Highlighter)

C. Zoom

The zoom feature allows students to self-select print size and magnification. Zoom levels are: 1x, 1.25x, 1.5x, 1.75x, 2x, 2.25x, 2.5x, 2.75x, 3x, 3.5x, 4x, 5x, 6x, 7x, 8x, 10x.

D. Screen Reader

The screen reader provides text-to-speech audio presentation of directions, test items, and answer choices.

E. Assistive Devices

The assistive devices form allows the use of computer-based assistive devices with no other accommodated features enabled. The form is for use by students who require assistive devices but do not require other accommodated CBT forms. If students require assistive devices **and** any other accommodated CBT form(s), the appropriate accommodated form or form combination should be used.

F. Combination Forms

Form Name	Accommodation(s)
Lrg Prt	Large Print
Zoom	Zoom
Col Con	Color Contrast
Scr Rdr	Screen Reader
Lrg Prt+Col Con	Large Print and Color Contrast
Lrg Prt+Scr Rdr	Large Print and Screen Reader
Lrg Prt+Col Con+Scr Rdr	Large Print, Color Contrast, and Screen Reader
Zoom+Col Con	Zoom and Color Contrast
Zoom+Scr Rdr	Zoom and Screen Reader
Zoom+Col Con+Scr Rdr	Zoom, Color Contrast, and Screen Reader
Col Con+Scr Rdr	Color Contrast and Screen Reader
Assistive Devices	Assistive Devices

Paper-Based Accommodations for Students with Disabilities

Students with disabilities may participate in CBT administrations using paper-based accommodations as indicated on their IEPs or Section 504 plans. The scripts for administering paper-based tests are provided on pages 223–256. Paper-based accommodations may be included in the category of **flexible presentation accommodations** for CBT administrations and may be provided to students along with other allowable test administration accommodations.

In order to receive paper-based test materials for any CBT administration, the requirement for a paper-based test **OR** one or more of the following conditions should be documented on a student's IEP or Section 504 plan:

- The student cannot access a computer.

- The student requires an accommodation that cannot be implemented in conjunction with a computer-based administration (e.g., the student requires a specialized setting or uses adaptive furniture that cannot accommodate a computer workstation).
- The student requires an accommodated CBT form that is not available.
- The student has a flexible scheduling/extended time accommodation that requires testing one session over more than one day.
- The student is hospital/homebound.

A. Regular Print

- A regular print paper version of the test may be requested for a student who requires it.

B. Braille

- A braille version may be requested for a student who uses braille materials. Some test items may be altered in format for braille versions of the test as authorized by the Department. Test items that have no application for the braille reader will be deleted as authorized by the Department. Student performance standards that cannot be assessed in the braille format will be deleted according to the requirements of s. 1008.22, F.S.

C. Large Print

- Beginning with the Spring 2013 administration, a paper-based large print version of the test may be requested as a **unique accommodation** for eligible students who are unable to access the computer-based large print form via TestHear.

Administration Accommodations for Students with Disabilities

Administration accommodations must be provided as indicated on student IEPs or Section 504 plans. Listed below are allowable administration accommodations for the 2012–2013 EOC Assessments. Not all allowable accommodations are listed.

A. Flexible Presentation

- Paper-based test materials (regular print, braille, large print) and accommodated computer-based test forms (large print font, color contrast, zoom, screen reader) may be requested for students who require them.
- Oral presentation may be provided for all directions and items other than reading passages and items.
 - The test administrator may read aloud all mathematics, science, and history items and answer choices. These test items may not be reworded, summarized, or simplified. When reading answer choices, the test administrator must be very careful not to use inflection that might lead a student to the correct/incorrect responses.
- Signed presentation may be provided for all directions and items other than reading passages and items. Reading passages, items, and answer choices may not be signed, but must be read by the student through visual or tactile means. The test administrator may translate using the same method of sign language that the student regularly uses in the classroom, but must be careful not to use signs that might lead the student to the correct response. In such cases, fingerspelling may be used as an alternative.
- For oral or signed presentation, the test administrator may sign or read aloud items, other than reading passages and items, to the student in the manner that is regularly used in the classroom. Examples of allowable oral/signed presentation include, but are not limited to, reading/signing items to a group of students, reading/signing every item to a student individually, reading/signing items only when a student requests.

Appendix A: Accommodations

- Test directions may be repeated, clarified, or summarized.
- A student may be provided with a copy of directions from the administration script that is read by the test administrator.
- A student may be allowed to demonstrate that he or she understands the directions (e.g., repeating or paraphrasing).
- A student may read aloud test items and answer choices to him/herself. This would require use of a device such as a WhisperPhone®, or would require that the student be tested in a separate setting so that other students are not disturbed.
- Verbal encouragement (e.g., “keep working,” “make sure to answer every question”) may be used; however, it may not be used to cue a student regarding correct/incorrect responses.
- Students may use magnification devices (e.g., CCTV/video magnifier, reading loupes, handheld magnifiers). Devices must be used without accessing image-upload features (e.g., devices with a memory card must have the memory card removed during testing).
- A student may use a straightedge to maintain or enhance visual attention to test items.
- Portions of the test may be masked to direct attention to uncovered item(s).
- Colored transparencies/overlays may be used.
- Test books may be secured to a work area if no adhesives are used on scannable documents. If necessary, scannable documents may also be secured with adhesives if responses are transcribed into replacement documents.
- Positioning tools, such as a reading stand, may be used.
- A student may use a highlighter to highlight key words or phrases in directions, items, and passages.

B. Flexible Responding

- The student may use varied methods to respond to the test, including written, signed, and verbal responses. (Written responses may include the use of devices such as the Graphic Aid for Mathematics or the geoboard for students using braille.) A test administrator or proctor may transcribe student responses to the format required by the test. Recorded responses must accurately reflect the response of the student, without addition or enhancement by the test administrator or proctor.
- A student may dictate responses to a proctor.
- A student may use speech-to-text technology to record answers.
- A student may indicate answers to test items using the mouse, keyboard, or assistive technology that uses either device.
- A student may use a computer switch to indicate answers.
- A student may use a computer/alternative keyboard to indicate answers.
- A student may use a pointing device to indicate answers.
- A student may use other communication devices to indicate answers.
- A student may use mathematics grids/guides to organize mathematical computation.
- A student may use special paper such as raised line, shaded line, or color-coded (would require that responses are then transcribed by school/district personnel).
- Test administrators may check periodically to be sure that students are entering answer choices correctly on the computer or marking in the correct spaces in the test book.

C. Flexible Scheduling

- A student may be administered a test during several brief sessions, allowing frequent breaks during the test sessions. Between sessions and during breaks (e.g., restroom breaks, lunch breaks), students must be closely monitored to ensure that they do not share responses or change responses to items that were already completed.
- A student may use a specific time of day for specific sessions.

- A student may be provided extended time to complete a test. Extended time must be provided in accordance with the student's IEP or Section 504 plan. **Extended time is not unlimited time**; it should align with the accommodation used regularly in the student's classroom instruction and assessments. The student is not required to use all of the extended time that is allowed and may end the testing session prior to the expiration of the extended time.

Other considerations for **Scheduling** accommodations when administering the 2012–2013 EOC Assessments to students with disabilities include:

- Each EOC Assessment must be completed within one school day. Students who have a flexible scheduling accommodation that allows them to test over more than one day will be required to participate in testing using paper-based test materials.
- For students using paper-based test materials to test over more than one day, the following conditions must be maintained to ensure the validity of the test administration across days:
 - The student may not be permitted to change his or her responses to items that were completed on a previous day.
 - The test administrator must closely supervise the administration of the test on an individual basis to ensure that answers from the previous day are not changed and that the student does not preview parts of the test to be answered the following day.
 - The test administrator must use a paper clip or binder clip to secure the answer documents and prevent the student from reviewing his or her answers from the previous day. **ALL CLIPS MUST BE REMOVED AFTER TESTING.** Staples or tape should **NOT** be used on books containing student answers.

D. Flexible Setting

- Administer the test in a familiar place with a test proctor present and/or by a familiar person who has been appropriately trained to administer the test. Procedures for test security must also be followed and precautions taken in order to ensure that the test remains secure.
- A student may be administered a test individually or in a small group setting. A small group should be of a size comparable to the normal instruction group size indicated on the student's IEP or Section 504 plan.
- If a student requires use of an accommodation that may disturb other students, the student should be tested in a separate setting.
- A student may use special lighting.
- A student may use adaptive or special furniture.
- Special acoustics, such as FM systems, may be used to enhance sound or special rooms may be used to decrease auditory distractions.
- Increase or decrease the opportunity for movement.
- Reduce stimuli (e.g., limit the number of items around the student's desk or computer station).
- White noise/sound machines or approved music may be used to reduce auditory distractions.

E. Assistive Devices and Tools

- Other computer software or applications cannot be accessed while a student is testing on TestNav, the non-accommodated computer-based testing system. Any student who requires software programs to ensure access to the computer and to approved assistive technology (e.g., switch scanning software, specialized on-screen keyboards, mouse emulators) must use the TestHear software, even if the student does not require another accommodated CBT form.
- A student may use varied assistive devices to access the computer (e.g., alternative keyboards, trackballs, joysticks, switch scanning systems, touch screens, mouth sticks, head wands, eye-gaze or head control systems).
- Visual magnification and auditory amplification devices may be used.

Appendix A: Accommodations

- Real coins may be used to represent coins depicted in test items. Coins may not be used as counting devices.
- For students with visual impairments, an abacus and products such as the Graphic Aid for Mathematics, Math Window[®], and the geoboard may be used. These devices are approved substitutes for paper and pencil computation.
- Other assistive technology typically used by the student in classroom instruction may be used provided the purpose of the testing is not violated. Implementation of assistive devices must ensure that test responses are the independent work of the student.
- Students who use sign language as their primary means of communication may use an English/sign or sign/English translation dictionary. The dictionary must be similar to one used in the instructional setting and may **not** contain definitions of words. The dictionary may contain the sign picture, the word, synonyms, and an index. Use of electronic dictionaries is strictly prohibited and may be cause for invalidation.
- Manipulative materials, including, but not limited to, counters, base-10 blocks, clock faces, or geometric shapes, **are not allowed** to be used by any student during the test administration.
 - FOR BRAILLE MATERIALS ONLY: While the use of manipulatives is not an allowable accommodation, occasionally an item in a **braille** test will require the use of manipulatives to give the student a tactile reference. If/when such items occur, test administrators will be provided with the instructions allowing students to use the manipulatives for those specific test items only. This modification is approved by the Department and applies only to students using braille test materials.

IEP/Section 504 Accommodations Quick Reference Guide

Accommodation Category	Accommodation	Administration(s)
Flexible Presentation	TestHear Accommodated CBT Forms <ul style="list-style-type: none"> ■ Large Print Font ■ Color Contrast ■ Zoom ■ Screen Reader 	Winter 2012: Algebra 1, Biology 1, Geometry Spring 2013: Algebra 1, Biology 1, Geometry, U.S. History Summer 2013: Algebra 1, Biology 1, Geometry, U.S. History
	Regular Print Paper-Based Accommodation	Winter 2012: Algebra 1, Biology 1, Geometry Spring 2013: Algebra 1, Biology 1, Geometry, U.S. History Summer 2013: Algebra 1, Biology 1, Geometry, U.S. History
	Braille Paper-Based Accommodation	Winter 2012: Algebra 1, Biology 1, Geometry Spring 2013: Algebra 1, Biology 1, Geometry, U.S. History Summer 2013: Algebra 1, Biology 1, Geometry, U.S. History
	Large Print Paper-Based Accommodation (unique accommodation only)	Spring 2013: Algebra 1, Biology 1, Geometry, U.S. History Summer 2013: Algebra 1, Biology 1, Geometry, U.S. History
	Oral Presentation (by human reader)	Winter 2012: Algebra 1, Biology 1, Geometry Spring 2013: Algebra 1, Biology 1, Geometry, U.S. History, Civics FT Summer 2013: Algebra 1, Biology 1, Geometry, U.S. History
Flexible Scheduling	Extended Time <ul style="list-style-type: none"> ■ Up to one school day 	Winter 2012: Algebra 1, Biology 1, Geometry Spring 2013: Algebra 1, Biology 1, Geometry, U.S. History, Civics FT Summer 2013: Algebra 1, Biology 1, Geometry, U.S. History
Assistive Devices	TestHear Accommodated CBT Form(s)	Winter 2012: Algebra 1, Biology 1, Geometry Spring 2013: Algebra 1, Biology 1, Geometry, U.S. History Summer 2013: Algebra 1, Biology 1, Geometry, U.S. History

Unique Accommodations

In accordance with Rule 6A-1.0943, FAC, school districts may request unique accommodations for individual students with disabilities. Unique accommodations usually involve alterations of existing test materials. In addition, they must be regularly used by the student for classroom instruction and must not alter the underlying content of the test. Each unique accommodation must be approved by the Commissioner of Education prior to its use. Written requests for unique accommodations must be submitted by using the *Unique Accommodations Request Form*. Accommodation requests must be reviewed by district level staff before being sent to the FDOE. In addition, the signatures of both the district exceptional student education (ESE) coordinator and the district assessment coordinator are required.

Administration Accommodations for English Language Learners (ELLs)

Districts are required to offer accommodations to students identified as ELLs. Allowable accommodations for ELLs are listed below. The test may be administered with any one of these modifications or a combination of accommodations that are determined to be appropriate for the particular needs of ELLs. However, all testing, with or without accommodations, must be completed during the prescribed testing dates.

Instruct test administrators to follow the testing procedures outlined in the rest of this manual and to give special assistance only to students who are eligible for assistance as stated in this appendix.

Flexible Setting. ELLs may be offered the opportunity to be tested in a separate room with the English for Speakers of Other Languages (ESOL) or heritage language teacher acting as test administrator. Parents must be informed of this option for students not of legal age and shall be given the opportunity to select the preferred method of test administration.

Flexible Scheduling. ELLs may take a test session during several brief periods within one school day; however, each EOC Assessment must be completed within one school day.

- **Additional Time.** ELLs may be provided additional time; however, each EOC assessment must be completed within one school day.

Assistance in Heritage Language. ELLs may be provided limited assistance by an ESOL or heritage language teacher using the student's heritage language. The ESOL or heritage language teacher may answer student questions about the general test directions in their heritage language. If the test is administered to a group of students, the teacher may answer questions about directions for the benefit of the group. Questions of clarification from individual students must be answered on an individual basis without disturbing other students.

- **Mathematics, Science, and History.** The teacher may answer specific questions about a word or phrase that is confusing the student because of limited English proficiency, but is prohibited from giving assistance that will help the student solve problems and answer test items. A student's questions must not be answered in a way that would lead the student to infer the correct answer to an item.

Approved Dictionary. ELLs must have access to an English-to-heritage language translation dictionary and/or heritage language-to-English translation dictionary, such as those made available to ELLs in an instructional setting. However, a dictionary providing definitions written exclusively in the heritage language or in English may not be provided. Use of electronic dictionaries is strictly prohibited and may be cause for invalidation.

TestHear (Accommodated CBT Forms)

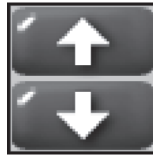
TestHear Functionality

TestHear is a computer-based platform that is similar to TestNav 6.9 but provides accommodated forms and allows the use of specific assistive devices. TestHear software must be installed on each computer that will be used by students who require accommodated forms or assistive devices. See www.FLAssessments.com/MinimumSpecs for the specifications for TestHear. This section describes how to use the different features of TestHear. The descriptions, including keyboard shortcuts, provided below are also available to students from the Help tool in TestHear.

TestHear has buttons on the top and bottom of the screen. The buttons tell the computer to do a certain operation when clicked using your mouse. You can also use keyboard shortcuts instead of buttons to do certain operations. The following table gives a description of the buttons and the corresponding keyboard shortcuts.



Note: Some of the buttons may not be available because of the particular accommodations permitted on your test.

The top buttons flip between Test Tools and Accessibility Tools when you click on the flip button in the top right corner. The flip button looks like:








Accessibility Tools

Use the Accessibility Tools to change how the test looks or sounds to you.


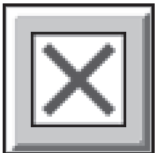
Operation	Using Buttons	Keyboard Shortcuts	Applicable Accommodated Form
Adjust colors and computer voice. Adjust size of cursor.		Ctrl+M	Color Contrast Screen Reader Zoom
Read slower.		Ctrl+PageUp Ctrl+Alt+PageUp	Screen Reader




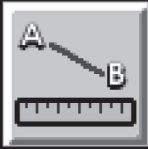



Appendix A: Accommodations

Operation	Using Buttons	Keyboard Shortcuts	Applicable Accommodated Form
Read faster.		Ctrl+PageDown Ctrl+Alt+PageDown	Screen Reader
Make the print appear smaller.		Ctrl+Minus	Zoom
Make the print appear bigger.		Ctrl+Plus	Zoom
Change the colors on the screen.		F3	Color Contrast
Allow you to move the text by holding down the left button of the mouse. Turn off pan before answering any questions.		F4	Color Contrast Large Print Screen Reader Zoom Assistive Devices

Test Tools

Use the Test Tools to help answer the questions and to mark your answers. Some test tools, such as the Notepad and Straight Edge, are available only for particular questions.

Operation	Using Buttons	Keyboard Shortcuts
Selection Select your answer choice. You may also type your answer with the keyboard. Additionally, you may use the Selection tool to read or move to different parts of the test.		F5
Eliminate Choice Mark answer choices that you do not wish to consider.		F6









Operation	Using Buttons	Keyboard Shortcuts
<p>Highlighter Highlight text or graphics.</p>		F7
<p>Eraser Undo lines or highlights from the Eliminate Choice or Highlighter tools.</p>		F8
<p>Notepad Show a notepad where you may make notes for the particular question you are answering. Click the button again to hide the notepad.</p>		F9
<p>Straight Edge Show a straight edge. Click the button again to hide the straight edge. You may move and rotate the straight edge into any position you want.</p>		F11
<p>Click Navigate Click on text or graphics to hear them read aloud.</p>		F12
<p>Exhibit Show additional information for this question. Some questions do not have any additional information.</p>		F2
<p>Help Show help about this test tool.</p>		F1










TestHear helps you to track your reading position by changing the color and background of the text. Depending on your accommodations, TestHear may read aloud the text, too. TestHear automatically pans or scrolls the window so that you can always see your reading position in the test.

Use the bottom buttons to change your reading position in the test. You may also use the Click Navigate tool to jump to any part of the test.

Navigation Tools

Use the Navigation Tools to read the test or move to different parts of the test. The Click Navigate tool is located at the top of the TestHear software screen. The remaining Navigation tools are located along the bottom of the TestHear software screen. Unless otherwise indicated, these tools are available for all accommodated forms and subject areas.

Operation	Using Buttons	Keyboard Shortcuts
Start or stop reading. (Screen Reader only)	 	Spacebar
Moves to the previous sentence.		Left arrow
Moves to the next sentence.		Right arrow
Moves to the previous paragraph.		Up arrow
Moves to the next paragraph.		Down arrow
Moves to the passage.		Ctrl+P
Moves to the question.		Ctrl+Q

Operation	Using Buttons	Keyboard Shortcuts
Moves to the first answer choice.		Ctrl+A
Changes how much of the passage you can see.		Ctrl+S
Clears your answer choices.		Ctrl+Delete
Mark this question for review.		Ctrl+R
Goes back to the previous question.		Ctrl+Left arrow
Goes to the next question.		Ctrl+Right arrow
Goes to the question list.		Ctrl+G
Saves your answers and exits the test.		Ctrl+X
Submits your answers for final scoring and exits the test.		Ctrl+B

Help

The TestHear software includes a Help menu containing more detailed descriptions of the Test Tools. The text of the help sections is included below.

Selection

You may use this tool to select your answer choice. Point at your choice and click the left mouse button to select it. You may also type your answer with the keyboard.

Clicking the GoTo button on the bottom tool bar shows a page listing all the questions on the test. This question list page has links to each question. To jump to a question, use the Selection tool to click on the question name.

To select the Selection tool, press F5 or click the Selection button on the tool bar at the top of the screen:



Selecting the Selection tool will change your cursor to this:



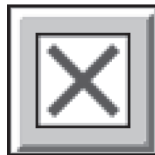
This completes the Selection tool Help.

Eliminate Choice

Use the Eliminate Choice tool to mark choices that you do not wish to consider.

- You can eliminate as many choices as you want.
- You will receive a reminder if you try to eliminate a choice that has been marked as the correct answer.
- You will receive a reminder if you try to select a choice that has an eliminate choice mark on it.

To select the Eliminate Choice tool, press F6 or click the Eliminate Choice button on the tool bar at the top of the screen:



Selecting the Eliminate Choice tool will change your cursor to this:



To eliminate a choice, click on the choice you believe is not correct.

To remove an eliminate choice mark, click again on the choice using the Eliminate Choice tool.

Click once on the Eliminate Choice button on the tool bar to put the Eliminate Choice tool away. You may also use the F6 keyboard shortcut to put the tool away. You must put the tool away before answering a question.

This completes the Eliminate Choice Help.

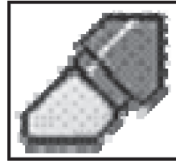
Highlighter

Use the Highlighter tool to highlight text or graphics.

To select the Highlighter, press F7 or click the Highlighter button on the tool bar at the top of the screen:



Selecting the Highlighter tool will change your cursor to this:



To draw a highlight:

1. Position the cursor in the upper left corner of the information you wish to highlight.
2. Click and drag a rectangle around the information you wish to highlight.
3. When you release the mouse button, the information will be highlighted.

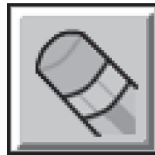
Click again on the Highlighter button on the tool bar to put the Highlighter tool away. You may also press F7 to put the Highlighter away. You must put the tool away before answering a question.

This completes the Highlighter Help.

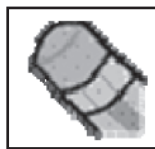
Eraser

Use the Eraser to remove lines or highlights.

To select the Eraser, press F8 or click on the Eraser button at the top of the screen:



Selecting the Eraser tool will change your cursor to this:



To erase a line or highlight that you have created, click the Eraser button and then click once on the thing you want to erase.

You can erase only lines or highlights you have added to the item. You cannot erase any of the original item content.

Click the Eraser button on the tool bar to put the Eraser away. You may also use the F8 keyboard shortcut to put the Eraser away. You must put the Eraser away before answering a question.

This completes the Eraser Help.

Appendix A: Accommodations

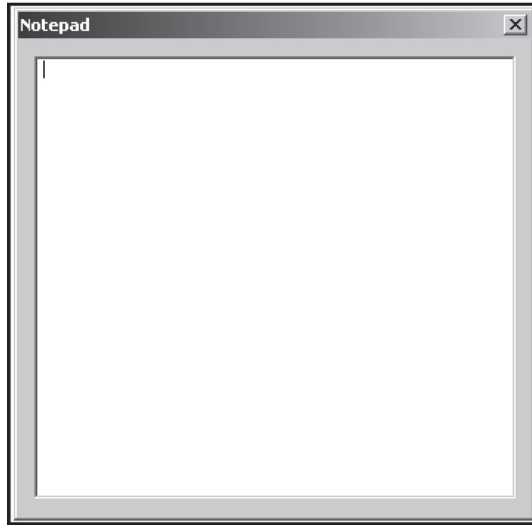
Notepad

Use the Notepad tool to show a notepad area where you may type notes.

To show the Notepad, press F9 or click the Notepad button on the tool bar at the top of the screen:



The Notepad will pop-up and look like:



Type any notes you wish in the central area. Adjust the zoom level before you click the Notepad button to change the text size used in the Notepad.

To put the Notepad away, click on the Notepad button again. You may also press F9 to put the Notepad away.

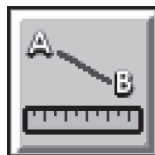
Each question has its own Notepad. If you return to a question at a later time and show the Notepad again, you will see your notes.

This completes the Notepad Help.

Straight Edge

Use the Straight Edge tool to show a straight edge that you can move around.

To show the Straight Edge, press F11 or click the Straight Edge button on the tool bar at the top of the screen:



The straight edge will pop-up and look like:



To move the straight edge:

1. Move the cursor over the colored area.
2. Press the left mouse button and hold it down.
3. Move the mouse to drag the straight edge to wherever you want it on the screen.
4. Release the left mouse button.

To rotate the straight edge:

1. Move the cursor over the white area.
2. Press the left mouse button and hold it down.
3. Move the mouse to rotate the straight edge to whatever angle you want it on the screen.
4. Release the left mouse button.

To put the Straight Edge away, click on the Straight Edge button again. You may also press F11 to put the Straight Edge away.

This completes the Straight Edge Help.

Click Navigate

Use the Click Navigate tool to move to any text or graphics in the test.

To select the Click Navigate tool, press F12 or click the Click Navigate button on the tool bar at the top of the screen:



Selecting the Click Navigate tool will change your cursor to this:



Click on any text or graphics in the test and TestHear will jump there. You may use the Navigation Tool buttons such as Read or Next and Previous Sentence to continue reading from that position in the test. You may also click anywhere else in the test and jump to that position.

Click again on the Click Navigate button on the tool bar to put the Click Navigate tool away. You may also use the F12 keyboard shortcut to put the tool away. You must put the tool away before answering a question.

This completes the Click Navigate Help.

Exhibit

Exhibits provide more information about specific questions.

To select an exhibit, press F2 or click on the Exhibit button at the top of the screen:



Appendix A: Accommodations

The exhibit will open in a separate window on the screen.

Move the window by clicking and dragging the title bar.

To close the Exhibit window:

- Click the Exhibit icon on the tool bar
or
- Click the close button
or
- Press F2

This completes the Exhibit Help.

Note: While TestHear says the Exhibit provides information about specific questions, Florida uses the Exhibit tool to display the reference sheet, directions for completing response grids/fill-in response items, and/or calculator instructions as appropriate for the subject area test.

Script for Administering the Accommodated Computer-Based Algebra 1 EOC Assessment

ALGEBRA 1
160 minutes

This script should be used to administer the Algebra 1 EOC Assessment to students using TestHear accommodated CBT forms. If you are administering a paper-based test, see the script on pages 223–231. If you are administering a non-accommodated CBT form using TestNav, see the script on pages 31–41.

Ensure that you have a seating chart, a Security Log, and a form to collect required administration information for your room. Remember to maintain these documents during testing.

If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test. **No exceptions will be made once the student leaves the school's campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.

Provide individual restroom breaks as needed and maintain the security of the test during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens (e.g., monitors turned off, folders taped to screens) instead of having students exit and resume the test session. If a student exits the test session, the student's test will need to be resumed in PearsonAccess before the student can continue testing.

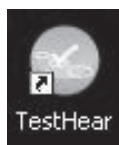
Follow the instructions from your school assessment coordinator for how students will access the student comment form once they have finished the test. The comment form is available at www.FLAssessments.com/EOCStudentCommentForm.

Before Testing

1. Ensure that the testing room is prepared as described on pages 22–23.
2. Ensure that you have the four-digit test group code assigned by your school assessment coordinator. **Do not display the test group code until you are told to do so in the script.**
3. Ensure that you understand your school assessment coordinator's instructions regarding students leaving the room for breaks and resuming testing.
4. Ensure that the Electronic Devices sign is posted where it is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room.
5. Make sure you have the correct Student Authorization Tickets for the Algebra 1 EOC Assessment. **Do not distribute Student Authorization Tickets until instructed to do so in the script.**
6. Make sure you have enough work folders for the Algebra 1 EOC Assessment. Distribute work folders **before** testing begins.

Appendix A: Accommodations

7. If your school is providing hard copies of the *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet*, make sure you have sufficient copies for all students taking the Algebra 1 EOC Assessment. Distribute reference sheets **before** testing begins. References to hardcopy reference sheets are in parentheses and italics in this script and should only be read to students if applicable.
8. A supply of approved handheld four-function calculators should be available for all students using TestHear accommodated CBT forms. Approved large key/large display and talking four-function calculators should be available for students with visual impairments. TestHear does NOT have a built-in four-function calculator. Distribute the calculators **before** testing begins.
9. Make sure that all students have a pen or pencil to sign their authorization tickets and work the problems. You should have a supply of extra pencils.
10. If any students are taking an accommodated form with the screen reader, instruct them to leave their headphones off until they are instructed to put them on.
11. Ensure that all software applications, including Internet browsers, are closed on all student workstations before this test begins.
12. Start TestHear on all computers that will be used for testing. To open a computer to the student login screen, double-click the TestHear icon, enter the URL as it appears on the Student Authorization Ticket, then click **Go**. **Note:** The URL is case-sensitive.



TestHear may take a moment to open.

When the connection is established, the student login screen is displayed as shown below. The computer is now ready for the student to begin. The login screen does not time out, but it will become inactive if interrupted by another application.

A screenshot of the TestHear Student Log In window. The window title is 'TestHear - Student Log In'. The main text says 'Welcome to TestHear!'. Below this, there are two input fields: 'Login ID:' and 'Test Code:'. At the bottom, there are two buttons: 'Login' and 'Exit'.

Today, you will take the **Algebra 1 End-of-Course Assessment**. This is an administration of the Algebra 1 EOC Assessment for students using accommodated forms. If you have never taken a practice test using the same accommodations you will use for this administration of the Algebra 1 EOC Assessment, please raise your hand.

If any students did not participate in a practice test, contact the school assessment coordinator for instructions. Then,



You will use an approved handheld four-function calculator during this test. Calculators have already been distributed; however, if you have not yet received one, please raise your hand.

Distribute calculators as needed.

 Say

Remove all materials from your desk except your Florida Computer-Based Testing Work Folder, calculator, (*Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet*), and your pen or pencil. Write your name on your work folder. (*Pause.*)

Please do not type any information until I tell you to do so.

You may not have any electronic or recording devices except an approved four-function calculator at your desk, in your pockets, or anywhere you can reach them during testing, even if they are turned off or you do not use them. **If you are found with any electronic devices during this test, including, but not limited to, cell phones and smartphones, your test will not be scored.** If you have any electronic devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your district's procedures regarding electronic devices. **AT THIS TIME, ENSURE THAT YOUR OWN ELECTRONIC DEVICES ARE TURNED OFF.**

 Say

Now, look at the login screen. If you do not see this screen, raise your hand.

If a computer is not opened to the login screen, open TestHear and enter the URL as it appears on the Student Authorization Ticket, or move the student to another computer.

 Say

Please sit quietly while I distribute the authorization tickets. Do not begin typing until I tell you to start.

Distribute the Student Authorization Tickets.

 Say

Look at your authorization ticket and make sure it has your name, date of birth, and ID number on it. Your ID number is the last five digits of your Florida Student Number or the last four digits of your Social Security Number followed by an X.

Please note that your authorization ticket is valid for only one login attempt for this test. Do NOT log in before I instruct you to do so.

Raise your hand if you do not have the correct authorization ticket.

If a student was provided the wrong ticket, provide the correct Student Authorization Ticket to the student. If you don't have the correct ticket, the student may NOT be administered the Algebra 1 EOC Assessment at this time. If the **First Name**, **Last Name**, or **ID** number for the student is incorrect, the student cannot use the ticket. Dismiss the student with instructions to see the school assessment coordinator, who will reschedule the assessment. If the **Date of Birth** is the only incorrect field on the ticket, the student may test with that ticket and updates to the Date of Birth can be made with the student database manager after testing.

 Say

Now, sign your name on your authorization ticket. (*Pause.*)

Then, on the login screen, type your Login ID exactly as shown on your authorization ticket. (*Pause.*)

Next, type the six-character test code exactly as shown on your authorization ticket. (*Pause.*)

Now click the **Login** button, but do NOT proceed past the next screen.

Pause to make sure that all students have signed their authorization tickets and have proceeded to the Welcome screen. Retype the Login ID and test code (password) for a student, if necessary.

Appendix A: Accommodations

 Say

You should now see a Welcome screen. This screen identifies the test, which is the (2012 Winter/2013 Spring/2013 Summer) **Algebra 1 EOC Assessment**. Please raise your hand if you do not see this test name on your Welcome screen. This screen also reminds you that this is a secure test and that it is unlawful to reveal any information in the test to others.

If any students are not in the correct test, contact your school assessment coordinator for instructions.

 Say

First, we will review the accessibility tools that are available to students with certain accommodated forms. Click the **Next** button in the bottom right corner to proceed to the next screen. Do NOT proceed past this screen until I instruct you to do so. Below the Testing Rules Acknowledgment, the left side of the screen shows your name, and the right side of the screen shows which accommodated form you are using. Confirm that the information you see here matches what I have told you about which accommodations you should expect on a computer-based test. If you have any questions, please raise your hand.

Answer all questions. If any students are not assigned to the correct accommodated form, contact your school assessment coordinator for instructions.

Read the appropriate instructions below for the accommodated forms you are administering.

Color Contrast

 Say

If you are taking the test using **Color Contrast** as an accommodation, then listen as I review the tools for this form. The **Color Contrast** button on the top toolbar is the button with a circle that is colored half white and half black. This button allows you to switch the screen from contrasted to non-contrasted.

On the top right of the screen, click on the down arrow to switch to the next screen of the accessibility toolbar.

The first button on this toolbar is the **Customize** button. This button allows you to make changes to certain tools. Click the **Customize** button.

In the **Color Contrast** area of the toolbox, there is a drop-down menu with three different options for color contrast. Notice how the previewed text appears below when you adjust your selection. Choose one of these options to use during this test. (*Pause.*)

Click **OK** at the bottom of the box to exit the **Customize** toolbox. Once you have selected your contrast options, you still need to click the **Color Contrast** button on the toolbar to turn on the contrast.

Are there any questions?

Screen Reader

 Say

If you are taking the test using **Screen Reader** as an accommodation, then listen as I review the following tools.

On the bottom left portion of the screen is the **Read** button. This button turns the screen reader on and off. When the screen reader is first turned on, it begins reading at the top of the page.

The **sentence**, **paragraph**, **question**, and **answer** buttons can also be used with the screen reader. When the screen reader is turned on, you can use the Click Navigate tool or use the arrows to navigate to different portions of the screen and the screen reader will read the sentence, paragraph, question, or answer choices to you.

If you do not already see the **Customize** button on the top left of the screen, click the down arrow on the top right of the screen to switch to the accessibility toolbar.

The first button on this toolbar is the **Customize** button. This button allows you to make changes to the volume and rate of the screen reader. Click on the **Customize** button.

The top of the toolbox says **Screen Reader** and contains the options available to customize the TestHear screen reader. You cannot change the Test Voice selection that appears in the first box.

There are two sliders: one is for volume and the other is for rate. Moving the volume slider to the left will decrease the volume of the screen reader, and moving the slider to the right will increase the volume of the screen reader. Practice moving the slider on the volume bar. If you have headphones, you may wear them now, but be sure you can still hear my instructions. Click **Test Voice** to hear the volume changes. (*Pause.*)

The next slider is for adjusting the rate of the screen reader. Moving the slider to the left will slow down the screen reader and moving the slider to the right will speed up the screen reader. Practice moving the slider on the rate bar. Click **Test Voice** to hear the rate changes. (*Pause.*)

Click **OK** at the bottom of the box to exit the **Customize** toolbox.

The **Slow** and **Fast** buttons to the right of the **Customize** button on the accessibility toolbar are another way to speed up or slow down the screen reader.

Please remove your headphones. Are there any questions?

Large Print

 Say

If you are taking the test using **Large Print** as an accommodation, there are no additional tools to review or selections to make. The text will appear in 18-point font. Remember to scroll to read all of the items. Are there any questions?

Appendix A: Accommodations

Zoom

If you are taking the test using **Zoom** as an accommodation, then listen as I review the following tools. If you do not already see the **Customize** button on the top left of the screen, click the down arrow on the top right of the screen to switch to the accessibility toolbar.

The first button on this toolbar is the **Customize** button. This button allows you to make changes to the size of the cursor. Click on the **Customize** button.

In the Cursor Size area of the toolbox, there are three options to change the size of the cursor to Normal, Medium, and Large. When you choose one of these options, the cursor changes to the size you have chosen. Choose a cursor size to use during this test. (*Pause.*)

Click **OK** at the bottom of the box to exit the **Customize** toolbox.

Now locate the **Zoom** buttons on the top of the accessibility toolbar. These buttons look like magnifying glasses and allow you to increase or decrease the size of the text on the screen. The magnifying glass with the minus symbol makes the text on the screen smaller, and the magnifying glass with the plus symbol makes the text on the screen bigger. As you increase the zoom, you will use the vertical and horizontal scroll bars or the Pan tool, which looks like a hand, to view all of the test content. Are there any questions?

Assistive Devices

If you are taking the test using **Assistive Devices** only, there are no additional tools to review or selections to make. Are there any questions?



Does anyone have any questions about the accessibility tools available to you on the test? You can use the **Help** tool to review the tools available to you.

Answer any questions.



Now I will review how to navigate through the test. Do not click any buttons at this time. You will use the **Next** button to move to the next question, or the **Back** button to return to the previous question.

If you come to a question you want to skip and return to later, flag it for review using the **Review** button and keep going. The **Go To** button will show you all answered and unanswered questions and any questions that were marked for review. Also click the **Go To** button to access the **Submit** button or to move to a different question. At any time during the test, you may use the eliminate choice tool, highlighter, eraser, and straightedge, but you are not required to use these tools.

Now we will review the important resources in the **Exhibit** tool. Click the Exhibit tool icon.



Once you open the Exhibit window, you will see two tabs. The first tab is **Formulas**. Click the Formulas tab to view the *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet*. You will need to scroll all the way down and use the horizontal scroll bar at the bottom of the screen to see all of the information on the reference sheet.

The second tab in the Exhibit window is **Instructions**, which includes the **Directions for Completing Fill-in Response Items**, a diagram of a four-function calculator, and **Helpful Hints for Using a Four-Function Calculator**.

Now read silently as I read aloud the **Directions for Completing Fill-in Response Items**.

1. Work the problem and find an answer.

2. Place your answer in the answer boxes.

- Use your keyboard or number pad to type digits or symbols in the boxes.
- Place your answer with the first digit in the left answer box OR with the last digit in the right answer box.
- Place only one digit or symbol in each answer box. Do NOT leave a blank answer box in the middle of an answer.
- If a decimal point, fraction bar, or negative sign is part of an answer, the symbol must be placed in the answer box. Use the proper key on the keyboard to enter the decimal point, fraction bar, or negative sign.
 - To enter a decimal point, use the period symbol on the keyboard. On a desktop keyboard, the period is also located on the number pad.
 - To enter a fraction bar, use the forward slash symbol on the keyboard. On a desktop keyboard, the forward slash is also located on the number pad.
 - To enter a negative sign, use the dash symbol located on the keyboard. On a desktop keyboard, the negative sign is also located on the number pad.
- When a test item requires an answer with a dollar value, fill in the numerical value only. The \$ symbol CANNOT be included.
- When a percent is required, do NOT convert the percent to its decimal equivalent. Enter the numeric value only. The % symbol CANNOT be included.
- Do NOT use a comma in numbers containing more than three digits. The answer boxes will not allow commas.
- Many answers may be entered as either a decimal or a fraction, unless the test item requires that the answer be given in a specific form. Students must NOT place a MIXED NUMBER such as $13\frac{1}{4}$ in the answer boxes. If the answer is a mixed number, it must be converted to an improper fraction, such as $\frac{53}{4}$, or to a decimal number, such as 13.25. If $13\frac{1}{4}$ were entered as is, it would be scored as $\frac{131}{4}$ and would be counted as incorrect.

Appendix A: Accommodations

 Say

3. To delete your entry, click the box and use the delete key on your keyboard.
4. To change your entry, click the box and use the delete key or type a new digit or symbol in the box.

You may refer to the **Directions for Completing Fill-in Response Items** at any time while taking the Algebra 1 EOC Assessment. Now click the X in the top corner of the pop-up window or click the **Close** button to close the Exhibit window.

If your school provided paper copies of the *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet* for students to use,

 Say

Now look at the top of your paper reference sheet. It should say *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet*. Turn it over and ensure both sides of the reference sheet have the correct title. Examine both sides carefully to ensure content near the edge of the reference sheet has not been cut off. Please raise your hand if there are any problems with the reference sheet.

Pause. Collect any defective reference sheets and return them to the school assessment coordinator. Distribute new reference sheets to these students and instruct them to check the sheets carefully.

 Say

Write your name in the upper right corner on both sides of the reference sheet now. (*Pause.*)

This is considered a secure document and must be returned with your work folder. You will also have access to the reference sheet in the Exhibit tool in TestHear in case you have any questions about any formulas.

Please raise your hand if you have any questions.

Answer any questions.

 Say

Read each question carefully, then choose the best answer to each question.

For fill-in response questions, be sure to check your response in the boxes before you go on to the next question. Remember, for fill-in response questions, you may only type the digits zero through nine, and you may use the symbols for a fraction bar, decimal point, and negative sign. The fraction bar is the forward slash symbol on your keyboard. Do not use a fraction bar in the first or the last box.

You may use your work folder to work the problems. You cannot use any other paper. If you need another folder during testing, raise your hand. You must turn in your work folder, (*reference sheet*), calculator, and authorization ticket before you leave the room.



When you finish, be sure to click **Submit**. A window will appear on your screen that displays the number of unanswered questions. This window only shows Section 2 of the test. Section 1 contains the Testing Rules Acknowledgment and the test group code, which are required items. Once you enter the test group code and click **Next**, you cannot return to these items or this section. Section 2 contains all of the test questions. This window provides two options: **Yes, submit my test** or **No, return to the test**. If you want to end the test, confirm by clicking **Yes, submit my test** and then click **Yes**. **Remember that once you have clicked this button, you cannot go back to the test.**

I cannot help you with answering test questions, but raise your hand if you have any difficulties with your computer or need help submitting your test.

You will have 160 minutes to take the Algebra 1 EOC Assessment, and you will be permitted to continue working if you need additional time. After 80 minutes, we will take a stretch break.

If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.

Please raise your hand if you have any questions.

Answer any questions.

Read Option A, B, or C based on instructions from your district/school assessment coordinator.

Option A



When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your work folder, (*reference sheet*), calculator, and authorization ticket and provide you with instructions for accessing the student comment form.

If you finish within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. After the 10-minute break, you will be dismissed.

If you finish the test and the comment form and it is after the 10-minute break, you may leave quietly.

Please raise your hand if you have any questions.

OR

Appendix A: Accommodations

Option B



When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your work folder, (*reference sheet*), calculator, and authorization ticket and provide you with instructions for accessing the student comment form. When you have completed the comment form, sit quietly until everyone is finished. Do not use the computer once you finish the comment form.

Please raise your hand if you have any questions.

OR

Option C



When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your work folder, (*reference sheet*), calculator, and authorization ticket and provide you with instructions for accessing the student comment form. When you have completed the comment form, sit quietly until everyone is finished. You may read, but you may not write or use the computer.

Please raise your hand if you have any questions.

After answering all questions,



Please listen as I read the testing rules. During the test, you must not:

- talk to other students or make any disturbance
- look at another student’s computer screen or work folder
- allow another student to look at your computer screen or work folder
- ask for help answering any test questions
- have notes or scratch paper, other than your work folder
- have any electronic or recording devices, other than your calculator, in your possession at any time, including breaks, even if you do not use them
- fail to follow any other instructions given

Are there any questions?

Answer all questions.




Now, read silently as I read the Testing Rules Acknowledgment out loud.

I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.


Now, click the circle next to the Testing Rules Acknowledgment.

Pause while students click the circle. If a student does not click the circle, contact your school assessment coordinator.

 Say	<p>Now, click Next at the bottom of the screen.</p> <p>The next screen is where you will enter your four-digit test group code. Before entering the code, you will verify that your monitor correctly displays shading on the screen. The rectangle behind the words “Test Group Code” should be lightly shaded. If you do not see the shading, please raise your hand.</p>
---	--

Pause to make sure that all students can see the shading in the Test Group Code box. If a student cannot see the shading, have the student enter the test group code, click **Next**, then click **Go To** in order to **Exit** the test. Contact your school assessment coordinator or technology coordinator to make adjustments to the contrast and/or brightness settings on the monitor. See the *2012–2013 End-of-Course Assessments Technology Coordinator Guide* for instructions on how to adjust these monitor settings to display shading. The student will need to be resumed in PearsonAccess before proceeding with the test.

Now display the test group code for students.

 Say	<p>Enter the test group code _____ in the boxes and click Next.</p> <p>Remember, you have 160 minutes to take the Algebra 1 EOC Assessment, and you will be permitted to continue working if you need additional time. We will take a short stretch break after 80 minutes of testing.</p> <p>Now begin working.</p>
---	---

Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a 10-minute break:	_____
Add 10 minutes:	+10 minutes
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

If your school selected Option A, which allows students to be dismissed as they finish the test, remember that all students must remain in the room for the first 80 minutes of testing.

Follow the instructions below for the circumstances indicated:

- **Extended break or lunch**—Direct all students to click the **Go To** button to go to the item review screen and click on the **Exit** button. Then click **Yes, exit the test** and click **Yes** once more. Collect the Student Authorization Tickets, work folders, and calculators (and reference sheets) before the students leave the room. Place all materials in locked storage until testing resumes, and make sure that the computers are kept secure at all times. Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. **Students may not have electronic devices during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.** When the students return, make sure they are resumed in PearsonAccess and provide the Student Authorization Tickets, work folders, and calculators (and reference sheets) so that the students can resume testing.

Appendix A: Accommodations

- **Students have trouble resuming**—Contact your school assessment coordinator or your technology coordinator for assistance. Certain circumstances, such as loss of an Internet connection, trigger the “Early Warning System” (EWS) in TestHear, which alerts students to possible problems with the transmission of their test data and allows you to take action to ensure student responses are captured. If a student receives an alert, follow the prompts for the “Test Proctor” on the screen. For more information, see Appendix D. The student’s test may need to be resumed in PearsonAccess. Your attention should not be diverted from other students. If a student cannot complete the test on his or her computer, collect the Student Authorization Ticket, work folder, and calculator (and reference sheet) from the student and notify your school assessment coordinator.
- **Before dismissing students**—Before any students are dismissed, verify that each student has properly completed the test by checking his or her computer screen before the student leaves the room. Collect all work folders, (hardcopy reference sheets), Student Authorization Tickets, and calculators. Make sure that each computer displays the desktop. Assist any students who need help submitting the test. **Ensure students have completed the comment form posted at www.FLAssessments.com/EOCStudentCommentForm.**


After 80 minutes from the STARTING time,

 Say	STOP. You may stand and stretch, but do not talk or look at another student’s computer screen.
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After 10 minutes,

 Say	Now be seated.
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If your school selected Option A,

 Say	<p>Please raise your hand if you have submitted the test and completed your student comment form. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing.</p> <p><i>(Pause. Confirm that you have collected all test materials before dismissing students from the classroom.)</i></p> <p>You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the screen where you left off. Continue working.</p>
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If your school selected Option B or C,

 Say	<p>You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the screen where you left off. Continue working.</p>
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After 70 minutes from the TIME TESTING RESUMES,

 Say	You have 10 minutes. Remember that you will be permitted to continue working if you need additional time.
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After 10 more minutes,

 Say	<p>STOP. If you have not finished testing, stop working and raise your hand. Now, sit quietly while other students who have finished the test are dismissed.</p> <p>If you have finished the test and you haven't clicked Submit, do so now.</p> <p>After you submit the test, raise your hand. I will collect your work folder, (<i>reference sheet</i>), calculator, and authorization ticket and provide you with instructions for accessing the student comment form. Please complete the comment form and submit it as instructed.</p>
---	--


Assist students with accessing the comment form at www.FLAssessments.com/EOCStudentCommentForm.

Collect work folders, calculators, and authorization tickets (and reference sheets).

Dismiss all students who have completed testing, and then follow instructions from your school assessment coordinator for students who need additional time.


- If students will stay in the same room, they can continue testing once you have read the instructions in the Say box below.
- If students will be moved to a different location, instruct them to click the **Go To** button to go to the item review screen and click on the **Exit** button. Then click **Yes, exit the test** and click **Yes** once more. Remind students that they should **not Submit** the test at this time. Collect all test materials, and provide them to students once they are in the new location. These students will need to be resumed in PearsonAccess before they can continue testing. **A new seating chart must be created for this location.**

Once students are ready to start working,

 Say	<p>Now we will continue testing. Remember, if at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.</p> <p>Please raise your hand after you have submitted the test and completed your student comment form. I will confirm that I have your test materials, and then you may leave the room quietly.</p>
---	--

Please remember, if an extended break such as lunch occurs, direct all students to click the **Go To** button to go to the item review screen and click on the **Exit** button. Then click **Yes, exit the test** and click **Yes** once more. Collect the Student Authorization Tickets, (reference sheets), calculators, and work folders before the students leave the room. Place all work folders, (reference sheets), calculators, and Student Authorization Tickets in locked storage until testing resumes, and make sure that the computers are kept secure at all times. **Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. Remember that students may not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** The students will need to be resumed in PearsonAccess before they can continue testing. When the students return, provide the Student Authorization Tickets, (reference sheets), calculators, and work folders so that the students can resume testing.

If the school day is ending and there are students who are still working,

 Say	<p>STOP. If you haven't clicked Submit, do so now.</p> <p>After you submit your test, raise your hand. I will collect your work folder, (<i>reference sheet</i>), calculator, and authorization ticket and provide you with instructions for accessing the student comment form. Please complete the comment form and submit it as instructed.</p>
---	---

Assist students with accessing the comment form at www.FLAssessments.com/EOCStudentCommentForm.

Collect work folders, calculators, and authorization tickets (and reference sheets).

Appendix A: Accommodations

Complete the following steps:

1. Record all accommodations used by students on your record of required administration information. Include only accommodations actually used by students. Use the following accommodations codes to record this information:

For ESE/504 students:

1-FP = Flexible Presentation

1-FR = Flexible Responding

1-FSC = Flexible Scheduling

1-FSE = Flexible Setting

1-AD = Assistive Devices

For ELL students:

2-FSC = Flexible Scheduling

2-FSE = Flexible Setting

2-AHL = Assistance in Heritage Language

2-ADI = Approved Dictionary

2. See pages 20–21 if you think that a test should be invalidated and discuss the situation with your school assessment coordinator.
3. Report any missing authorization tickets, Session Rosters, work folders, and reference sheets to your school assessment coordinator immediately.
4. See the *Test Administrator Responsibilities After Testing* on pages 82–83 for additional instructions.

Script for Administering the Accommodated Computer-Based Biology 1 EOC Assessment

BIOLOGY 1
160 minutes

TestHear Computer-Based
Biology 1 EOC
Assessment

This script should be used to administer the Biology 1 EOC Assessment to students using TestHear accommodated CBT forms. If you are administering a paper-based test, see the script on pages 232–239. If you are administering a non-accommodated CBT form using TestNav, see the script on pages 43–52.

Ensure that you have a seating chart, a Security Log, and a form to collect required administration information for your room. Remember to maintain these documents during testing.

If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test. **No exceptions will be made once the student leaves the school's campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.

Provide individual restroom breaks as needed and maintain the security of the test during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens (e.g., monitors turned off, folders taped to screens) instead of having students exit and resume the test session. If a student exits the test session, the student's test will need to be resumed in PearsonAccess before the student can continue testing.

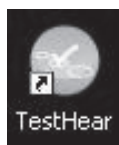
Follow the instructions from your school assessment coordinator for how students will access the student comment form once they have finished the test. The comment form is available at www.FLAssessments.com/EOCStudentCommentForm.

Before Testing

1. Ensure that the testing room is prepared as described on pages 22–23.
2. Ensure that you have the four-digit test group code assigned by your school assessment coordinator. **Do not display the test group code until you are told to do so in the script.**
3. Ensure that you understand your school assessment coordinator's instructions regarding students leaving the room for breaks and resuming testing.
4. Ensure that the Electronic Devices sign is posted where it is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room.
5. Make sure you have the correct Student Authorization Tickets for the Biology 1 EOC Assessment. **Do not distribute Student Authorization Tickets until instructed to do so in the script.**
6. Make sure you have enough work folders for the Biology 1 EOC Assessment. Distribute work folders **before** testing begins.

Appendix A: Accommodations

7. If your school is providing hard copies of the *Periodic Table of the Elements*, make sure you have sufficient copies for all students taking the Biology 1 EOC Assessment. Distribute periodic tables **before** testing begins. References to hardcopy periodic tables are in parentheses and italics in this script and should only be read to students, if applicable.
8. A supply of approved handheld four-function calculators should be available for all students using TestHear accommodated CBT forms. Approved large key/large display and talking four-function calculators should be available for students with visual impairments. TestHear does NOT have a built-in four-function calculator. Distribute calculators **before** testing begins.
9. Make sure that all students have a pen or pencil to sign their authorization tickets and work the problems. You should have a supply of extra pencils.
10. If any students are taking an accommodated form with the screen reader, instruct them to leave their headphones off until they are instructed to put them on.
11. Ensure that all software applications, including Internet browsers, are closed on all student workstations before this test begins.
12. Start TestHear on all computers that will be used for testing. To open a computer to the student login screen, double-click the TestHear icon, enter the URL as it appears on the Student Authorization Ticket, then click **Go**. **Note:** The URL is case-sensitive.



TestHear may take a moment to open.

When the connection is established, the student login screen is displayed as shown below. The computer is now ready for the student to begin. The login screen does not time out, but it will become inactive if interrupted by another application.



Today, you will take the **Biology 1 End-of-Course Assessment**. This is an administration of the Biology 1 EOC Assessment for students using accommodated forms. If you have never taken a practice test using the same accommodations you will use for this administration of the Biology 1 EOC Assessment, please raise your hand.

If any students did not participate in a practice test, contact the school assessment coordinator for instructions. Then,



You will use an approved handheld four-function calculator during this test. Calculators have already been distributed; however, if you have not yet received one, please raise your hand.

Distribute calculators as needed.



Remove all materials from your desk except your Florida Computer-Based Testing Work Folder, calculator, (*Periodic Table of the Elements*), and your pen or pencil. Write your name on your work folder. (*Pause.*)

Please do not type any information until I tell you to do so.

You may not have any electronic or recording devices except an approved four-function calculator at your desk, in your pockets, or anywhere you can reach them during testing, even if they are turned off or you do not use them. **If you are found with any electronic devices during this test, including, but not limited to, cell phones and smartphones, your test will not be scored.** If you have any electronic devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your district's procedures regarding electronic devices. **AT THIS TIME, ENSURE THAT YOUR OWN ELECTRONIC DEVICES ARE TURNED OFF.**



Now, look at the login screen. If you do not see this screen, raise your hand.

If a computer is not opened to the login screen, open TestHear and enter the URL as it appears on the Student Authorization Ticket, or move the student to another computer.



Please sit quietly while I distribute the authorization tickets. Do not begin typing until I tell you to start.

Distribute the Student Authorization Tickets.



Look at your authorization ticket and make sure it has your name, date of birth, and ID number on it. Your ID number is the last five digits of your Florida Student Number or the last four digits of your Social Security Number followed by an X.

Please note that your authorization ticket is valid for only one login attempt for this test. Do NOT log in before I instruct you to do so.

Raise your hand if you do not have the correct authorization ticket.

If a student was provided the wrong ticket, provide the correct Student Authorization Ticket to the student. If you don't have the correct ticket, the student may NOT be administered the Biology 1 EOC Assessment at this time. If the **First Name**, **Last Name**, or **ID** number for the student is incorrect, the student cannot use the ticket. Dismiss the student with instructions to see the school assessment coordinator, who will reschedule the assessment. If the **Date of Birth** is the only incorrect field on the ticket, the student may test with that ticket and updates to the Date of Birth can be made with the student database manager after testing.



Now, sign your name on your authorization ticket. (*Pause.*)

Then, on the login screen, type your Login ID exactly as shown on your authorization ticket. (*Pause.*)

Next, type the six-character test code exactly as shown on your authorization ticket. (*Pause.*)

Now click the **Login** button, but do NOT proceed past the next screen.

Pause to make sure that all students have signed their authorization tickets and have proceeded to the Welcome screen. Retype the Login ID and test code (password) for a student, if necessary.

Appendix A: Accommodations

Say

You should now see a Welcome screen. This screen identifies the test, which is the (2012 Winter/2013 Spring/2013 Summer) **Biology 1 EOC Assessment**. Please raise your hand if you do not see this test name on your Welcome screen. This screen also reminds you that this is a secure test and that it is unlawful to reveal any information in the test to others.

If any students are not in the correct test, contact your school assessment coordinator for instructions.

Say

First, we will review the accessibility tools that are available to students with certain accommodated forms. Click the **Next** button in the bottom right corner to proceed to the next screen. Do NOT proceed past this screen until I instruct you to do so. Below the Testing Rules Acknowledgment, the left side of the screen shows your name, and the right side of the screen shows which accommodated form you are using. Confirm that the information you see here matches what I have told you about which accommodations you should expect on a computer-based test. If you have any questions, please raise your hand.

Answer all questions. If any students are not assigned to the correct accommodated form, contact your school assessment coordinator for instructions.

Read the appropriate instructions below for the accommodated forms you are administering.

Color Contrast

Say

If you are taking the test using **Color Contrast** as an accommodation, then listen as I review the tools for this form. The **Color Contrast** button on the top toolbar is the button with a circle that is colored half white and half black. This button allows you to switch the screen from contrasted to non-contrasted.

On the top right of the screen, click on the down arrow to switch to the next screen of the accessibility toolbar.

The first button on this toolbar is the **Customize** button. This button allows you to make changes to certain tools. Click the **Customize** button.

In the **Color Contrast** area of the toolbox, there is a drop-down menu with three different options for color contrast. Notice how the previewed text appears below when you adjust your selection. Choose one of these options to use during this test. (*Pause.*)

Click **OK** at the bottom of the box to exit the **Customize** toolbox. Once you have selected your contrast options, you still need to click the **Color Contrast** button on the toolbar to turn on the contrast.

Are there any questions?

Screen Reader

Say

If you are taking the test using **Screen Reader** as an accommodation, then listen as I review the following tools.

On the bottom left portion of the screen is the **Read** button. This button turns the screen reader on and off. When the screen reader is first turned on, it begins reading at the top of the page.

The **sentence**, **paragraph**, **question**, and **answer** buttons can also be used with the screen reader. When the screen reader is turned on, you can use the Click Navigate tool or use the arrows to navigate to different portions of the screen and the screen reader will read the sentence, paragraph, question, or answer choices to you.

If you do not already see the **Customize** button on the top left of the screen, click the down arrow on the top right of the screen to switch to the accessibility toolbar.

The first button on this toolbar is the **Customize** button. This button allows you to make changes to the volume and rate of the screen reader. Click on the **Customize** button.

The top of the toolbox says **Screen Reader** and contains the options available to customize the TestHear screen reader. You cannot change the Test Voice selection that appears in the first box.

There are two sliders: one is for volume and the other is for rate. Moving the volume slider to the left will decrease the volume of the screen reader, and moving the slider to the right will increase the volume of the screen reader. Practice moving the slider on the volume bar. If you have headphones, you may wear them now, but be sure you can still hear my instructions. Click **Test Voice** to hear the volume changes. (*Pause.*)

The next slider is for adjusting the rate of the screen reader. Moving the slider to the left will slow down the screen reader and moving the slider to the right will speed up the screen reader. Practice moving the slider on the rate bar. Click **Test Voice** to hear the rate changes. (*Pause.*)

Click **OK** at the bottom of the box to exit the **Customize** toolbox.

The **Slow** and **Fast** buttons to the right of the **Customize** button on the accessibility toolbar are another way to speed up or slow down the screen reader.

Please remove your headphones. Are there any questions?

Large Print

Say

If you are taking the test using **Large Print** as an accommodation, there are no additional tools to review or selections to make. The text will appear in 18-point font. Remember to scroll to read all of the items. Are there any questions?

Zoom



If you are taking the test using **Zoom** as an accommodation, then listen as I review the following tools. If you do not already see the **Customize** button on the top left of the screen, click the down arrow on the top right of the screen to switch to the accessibility toolbar.

The first button on this toolbar is the **Customize** button. This button allows you to make changes to the size of the cursor. Click on the **Customize** button.

In the Cursor Size area of the toolbox, there are three options to change the size of the cursor to Normal, Medium, and Large. When you choose one of these options, the cursor changes to the size you have chosen. Choose a cursor size to use during this test. (*Pause.*)

Click **OK** at the bottom of the box to exit the **Customize** toolbox.

Now locate the **Zoom** buttons on the top of the accessibility toolbar. These buttons look like magnifying glasses and allow you to increase or decrease the size of the text on the screen. The magnifying glass with the minus symbol makes the text on the screen smaller, and the magnifying glass with the plus symbol makes the text on the screen bigger. As you increase the zoom, you will use the vertical and horizontal scroll bars or the Pan tool, which looks like a hand, to view all of the test content. Are there any questions?

Assistive Devices



If you are taking the test using **Assistive Devices** only, there are no additional tools to review or selections to make. Are there any questions?



Does anyone have any questions about the accessibility tools available to you on the test? You can use the **Help** tool to review the tools available to you.

Answer any questions.



Now I will review how to navigate through the test. Do not click any buttons at this time. You will use the **Next** button to move to the next question, or the **Back** button to return to the previous question.

If you come to a question you want to skip and return to later, flag it for review using the **Review** button and keep going. The **Go To** button will show you all answered and unanswered questions and any questions that were marked for review. Also click the **Go To** button to access the **Submit** button or to move to a different question. At any time during the test, you may use the eliminate choice tool, highlighter, eraser, and straightedge, but you are not required to use these tools.

Now we will review the important resources in the **Exhibit** tool. Click the Exhibit tool icon.



Once you open the Exhibit window, you will see two tabs. The first tab is **Periodic Table**. Click the Periodic Table tab to view the *Periodic Table of the Elements*. You will need to scroll all the way down and use the horizontal scroll bar at the bottom of the screen to see all of the information in the periodic table.

The second tab in the Exhibit window is **Instructions**, which includes a diagram of a four-function calculator and **Helpful Hints for Using a Four-Function Calculator**.

You may refer to the periodic table and instructions at any time while taking the Biology 1 EOC Assessment. Now click the X in the top corner of the pop-up window or click the **Close** button to close the Exhibit window.

If your school provided paper copies of the Periodic Table of the Elements for students to use,



Now look at the top of your paper periodic table. It should say *Periodic Table of the Elements*. Examine it carefully to ensure content near the edge of the table has not been cut off. Please raise your hand if there are any problems with the periodic table.

Pause. Collect any defective periodic tables and return them to the school assessment coordinator. Distribute new periodic tables to these students and instruct them to check the tables carefully.



Write your name in the upper right corner on the front of the periodic table now. (*Pause.*)

This is considered a secure document and must be returned with your work folder. You will also have access to the periodic table in the Exhibit tool in TestHear.

Please raise your hand if you have any questions.

Answer any questions.



Read each question carefully, then choose the best answer to each question.

You may use your work folder to work the problems. You cannot use any other paper. If you need another folder during testing, raise your hand. You must turn in your work folder, calculator, (*periodic table*), and authorization ticket before you leave the room.

When you finish, be sure to click **Submit**. A window will appear on your screen that displays the number of unanswered questions. This window only shows Section 2 of the test. Section 1 contains the Testing Rules Acknowledgment and the test group code, which are required items. Once you enter the test group code and click **Next**, you cannot return to these items or this section. Section 2 contains all of the test questions. This window provides two options: **Yes, submit my test** or **No, return to the test**. If you want to end the test, confirm by clicking **Yes, submit my test** and then click **Yes**. **Remember that once you have clicked this button, you cannot go back to the test.**

I cannot help you with answering test questions, but raise your hand if you have any difficulties with your computer or need help submitting your test.

Appendix A: Accommodations

Say

You will have 160 minutes to take the Biology 1 EOC Assessment, and you will be permitted to continue working if you need additional time. After 80 minutes, we will take a stretch break.

If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.

Please raise your hand if you have any questions.

Answer any questions.

Read Option A, B, or C based on instructions from your district/school assessment coordinator.

Option A**Say**

When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your work folder, calculator, (*periodic table*), and authorization ticket and provide you with instructions for accessing the student comment form.

If you finish within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. After the 10-minute break, you will be dismissed.

If you finish the test and the comment form and it is after the 10-minute break, you may leave quietly.

Please raise your hand if you have any questions.

OR**Option B****Say**

When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your work folder, calculator, (*periodic table*), and authorization ticket and provide you with instructions for accessing the student comment form. When you have completed the comment form, sit quietly until everyone is finished. Do not use the computer once you finish the comment form.

Please raise your hand if you have any questions.

OR

Option C

Say

When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your work folder, calculator, (*periodic table*), and authorization ticket and provide you with instructions for accessing the student comment form. When you have completed the comment form, sit quietly until everyone is finished. You may read, but you may not write or use the computer.

Please raise your hand if you have any questions.

After answering all questions,

Say

Please listen as I read the testing rules. During the test, you must not:

- talk to other students or make any disturbance
- look at another student's computer screen or work folder
- allow another student to look at your computer screen or work folder
- ask for help answering any test questions
- have notes or scratch paper, other than your work folder
- have any electronic or recording devices, other than your calculator, in your possession at any time, including breaks, even if you do not use them
- fail to follow any other instructions given

Are there any questions?

Answer all questions.

Say

Now, read silently as I read the Testing Rules Acknowledgment out loud.

I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.

Now, click the circle next to the Testing Rules Acknowledgment.

Pause while students click the circle. If a student does not click the circle, contact your school assessment coordinator.


Say

Now, click **Next** at the bottom of the screen.

The next screen is where you will enter your four-digit test group code. Before entering the code, you will verify that your monitor correctly displays shading on the screen. The rectangle behind the words "Test Group Code" should be lightly shaded. If you do not see the shading, please raise your hand.

Pause to make sure that all students can see the shading in the Test Group Code box. If a student cannot see the shading, have the student enter the test group code, click **Next**, then click **Go To** in order to **Exit** the test. Contact your school assessment coordinator or technology coordinator to make adjustments to the contrast and/or brightness settings on the monitor. See the *2012–2013 End-of-Course Assessments Technology Coordinator Guide* for instructions on how to adjust these monitor settings to display shading. The student will need to be resumed in PearsonAccess before proceeding with the test.

Now display the test group code for students.

	Enter the test group code _____ in the boxes and click Next .
	Remember, you have 160 minutes to take the Biology 1 EOC Assessment, and you will be permitted to continue working if you need additional time. We will take a short stretch break after 80 minutes of testing.
	Now begin working.

Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a 10-minute break:	_____
Add 10 minutes:	+10 minutes
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

If your school selected Option A, which allows students to be dismissed as they finish the test, remember that all students must remain in the room for the first 80 minutes of testing.


Follow the instructions below for the circumstances indicated:

- **Extended break or lunch**—Direct all students to click the **Go To** button to go to the item review screen and click on the **Exit** button. Then click **Yes, exit the test** and click **Yes** once more. Collect the Student Authorization Tickets, work folders, calculators, and any periodic tables before the students leave the room. Place all materials in locked storage until testing resumes, and make sure that the computers are kept secure at all times. Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. **Students may not have electronic devices during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.** When the students return, make sure they are resumed in PearsonAccess and provide the Student Authorization Tickets, work folders, calculators, and any periodic tables so that the students can resume testing.
- **Students have trouble resuming**—Contact your school assessment coordinator or your technology coordinator for assistance. Certain circumstances, such as loss of an Internet connection, trigger the “Early Warning System” (EWS) in TestHear, which alerts students to possible problems with the transmission of their test data and allows you to take action to ensure student responses are captured. If a student receives an alert, follow the prompts for the “Test Proctor” on the screen. For more information, see Appendix D. The student’s test may need to be resumed in PearsonAccess. Your attention should not be diverted from other students. If a student cannot complete the test on his or her computer, collect the Student Authorization Ticket, work folder, calculator, and periodic table from the student and notify your school assessment coordinator.
- **Before dismissing students**—Before any students are dismissed, verify that each student has properly completed the test by checking his or her computer screen before the student leaves the room. Collect all work folders, hardcopy periodic tables, Student Authorization Tickets, and calculators. Make sure that each computer displays the desktop. Assist any students who need help submitting the test. **Ensure students have completed the comment form posted at www.FLAssessments.com/EOCStudentCommentForm.**


After 80 minutes from the STARTING time,

 Say	STOP. You may stand and stretch, but do not talk or look at another student's computer screen.
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After 10 minutes,

 Say	Now be seated.
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If your school selected Option A,

 Say	<p>Please raise your hand if you have submitted the test and completed your student comment form. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing.</p> <p><i>(Pause. Confirm that you have collected all test materials before dismissing students from the classroom.)</i></p> <p>You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the screen where you left off. Continue working.</p>
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If your school selected Option B or C,

 Say	<p>You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the screen where you left off. Continue working.</p>
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After 70 minutes from the TIME TESTING RESUMES,

 Say	You have 10 minutes. Remember that you will be permitted to continue working if you need additional time.
---	---

After 10 more minutes,

 Say	<p>STOP. If you have not finished testing, stop working and raise your hand. Now, sit quietly while other students who have finished the test are dismissed.</p> <p>If you have finished the test and you haven't clicked Submit, do so now.</p> <p>After you submit the test, raise your hand. I will collect your work folder, calculator, <i>(periodic table)</i>, and authorization ticket and provide you with instructions for accessing the student comment form. Please complete the comment form and submit it as instructed.</p>
---	---

Assist students with accessing the comment form at www.FLAssessments.com/EOCStudentCommentForm.


Collect work folders, authorization tickets, and calculators (and periodic tables).

Appendix A: Accommodations

Dismiss all students who have completed testing, and then follow instructions from your school assessment coordinator for students who need additional time.


- If students will stay in the same room, they can continue testing once you have read the instructions in the Say box below.
- If students will be moved to a different location, instruct them to click the **Go To** button to go to the item review screen and click on the **Exit** button. Then click **Yes, exit the test** and click **Yes** once more. Remind students that they should **not Submit** the test at this time. Collect all test materials, and provide them to students once they are in the new location. These students will need to be resumed in PearsonAccess before they can continue testing. **A new seating chart must be created for this location.**

Once students are ready to start working,

	<p>Now we will continue testing. Remember, if at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.</p> <p>Please raise your hand after you have submitted the test and completed your student comment form. I will confirm that I have your test materials, and then you may leave the room quietly.</p>
---	--

Please remember, if an extended break such as lunch occurs, direct all students to click the **Go To** button to go to the item review screen and click on the **Exit** button. Then click **Yes, exit the test** and click **Yes** once more. Collect the Student Authorization Tickets, (periodic tables), calculators, and work folders before the students leave the room. Place all work folders, (periodic tables), calculators, and Student Authorization Tickets in locked storage until testing resumes, and make sure that the computers are kept secure at all times. **Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. Remember that students may not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** The students will need to be resumed in PearsonAccess before they can continue testing. When the students return, provide the Student Authorization Tickets, (periodic tables), calculators, and work folders so that the students can resume testing.

If the school day is ending and there are students who are still working,

	<p>STOP. If you haven't clicked Submit, do so now.</p> <p>After you submit your test, raise your hand. I will collect your work folder, calculator, (<i>periodic table</i>), and authorization ticket and provide you with instructions for accessing the student comment form. Please complete the comment form and submit it as instructed.</p>
---	--

Assist students with accessing the comment form at www.FLAssessments.com/EOCStudentCommentForm.

Collect work folders, authorization tickets, and calculators (and periodic tables).

Complete the following steps:

1. Record all accommodations used by students on your record of required administration information. Include only accommodations actually used by students. Use the following accommodations codes to record this information:

For ESE/504 students:

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL students:

2-FSC = Flexible Scheduling

2-FSE = Flexible Setting

2-AHL = Assistance in Heritage Language

2-ADI = Approved Dictionary

2. See pages 20–21 if you think that a test should be invalidated and discuss the situation with your school assessment coordinator.
3. Report any missing authorization tickets, Session Rosters, work folders, and periodic tables to your school assessment coordinator immediately.
4. See the *Test Administrator Responsibilities After Testing* on pages 82–83 for additional instructions.

Script for Administering the Accommodated Computer-Based Geometry EOC Assessment

GEOMETRY
160 minutes

This script should be used to administer the Geometry EOC Assessment to students using TestHear accommodated CBT forms. If you are administering a paper-based test, see the script on pages 240–248. If you are administering a non-accommodated CBT form using TestNav, see the script on pages 53–63.

Ensure that you have a seating chart, a Security Log, and a form to collect required administration information for your room. Remember to maintain these documents during testing.

If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test. **No exceptions will be made once the student leaves the school's campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.

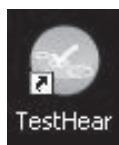
Provide individual restroom breaks as needed and maintain the security of the test during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens (e.g., monitors turned off, folders taped to screens) instead of having students exit and resume the test session. If a student exits the test session, the student's test will need to be resumed in PearsonAccess before the student can continue testing.

Follow the instructions from your school assessment coordinator for how students will access the student comment form once they have finished the test. The comment form is available at www.FLAssessments.com/EOCStudentCommentForm.

Before Testing

1. Ensure that the testing room is prepared as described on pages 22–23.
2. Ensure that you have the four-digit test group code assigned by your school assessment coordinator. **Do not display the test group code until you are told to do so in the script.**
3. Ensure that you understand your school assessment coordinator's instructions regarding students leaving the room for breaks and resuming testing.
4. Ensure that the Electronic Devices sign is posted where it is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room.
5. Make sure you have the correct Student Authorization Tickets for the Geometry EOC Assessment. **Do not distribute Student Authorization Tickets until instructed to do so in the script.**
6. Make sure you have enough work folders for the Geometry EOC Assessment. Distribute work folders **before** testing begins.

7. If your school is providing hard copies of the *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet*, make sure you have sufficient copies for all students taking the Geometry EOC Assessment. Distribute reference sheets **before** testing begins. References to hardcopy reference sheets are in parentheses and italics in this script and should only be read to students if applicable.
8. A supply of approved handheld scientific calculators should be available for all students using TestHear accommodated CBT forms. Approved large key/large display and talking scientific calculators should be available for students with visual impairments. TestHear does NOT have a built-in scientific calculator. Distribute the calculators **before** testing begins.
9. Make sure that all students have a pen or pencil to sign their authorization tickets and work the problems. You should have a supply of extra pencils.
10. If any students are taking an accommodated form with the screen reader, instruct them to leave their headphones off until they are instructed to put them on.
11. Ensure that all software applications, including Internet browsers, are closed on all student workstations before this test begins.
12. Start TestHear on all computers that will be used for testing. To open a computer to the student login screen, double-click the TestHear icon, enter the URL as it appears on the Student Authorization Ticket, then click **Go**. **Note:** The URL is case-sensitive.



TestHear may take a moment to open.

When the connection is established, the student login screen is displayed as shown below. The computer is now ready for the student to begin. The login screen does not time out, but it will become inactive if interrupted by another application.



Today, you will take the **Geometry End-of-Course Assessment**. This is an administration of the Geometry EOC Assessment for students using accommodated forms. If you have never taken a practice test using the same accommodations you will use for this administration of the Geometry EOC Assessment, please raise your hand.

If any students did not participate in a practice test, contact the school assessment coordinator for instructions. Then,



You will use an approved handheld scientific calculator during this test. Calculators have already been distributed; however, if you have not yet received one, please raise your hand.

Distribute calculators as needed.

Appendix A: Accommodations

Say

Remove all materials from your desk except your Florida Computer-Based Testing Work Folder, calculator, (*Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet*), and your pen or pencil. Write your name on your work folder. (*Pause.*)

Please do not type any information until I tell you to do so.

You may not have any electronic or recording devices, except an approved scientific calculator, at your desk, in your pockets, or anywhere you can reach them during testing, even if they are turned off or you do not use them. **If you are found with any electronic devices during this test, including, but not limited to, cell phones and smartphones, your test will not be scored.** If you have any electronic devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your district's procedures regarding electronic devices. **AT THIS TIME, ENSURE THAT YOUR OWN ELECTRONIC DEVICES ARE TURNED OFF.**

Say

Now, look at the login screen. If you do not see this screen, raise your hand.

If a computer is not opened to the login screen, open TestHear and enter the URL as it appears on the Student Authorization Ticket, or move the student to another computer.

Say

Please sit quietly while I distribute the authorization tickets. Do not begin typing until I tell you to start.

Distribute the Student Authorization Tickets.**Say**

Look at your authorization ticket and make sure it has your name, date of birth, and ID number on it. Your ID number is the last five digits of your Florida Student Number or the last four digits of your Social Security Number followed by an X.

Please note that your authorization ticket is valid for only one login attempt for this test. Do NOT log in before I instruct you to do so.

Raise your hand if you do not have the correct authorization ticket.

If a student was provided the wrong ticket, provide the correct Student Authorization Ticket to the student. If you don't have the correct ticket, the student may NOT be administered the Geometry EOC Assessment at this time. If the **First Name**, **Last Name**, or **ID** number for the student is incorrect, the student cannot use the ticket. Dismiss the student with instructions to see the school assessment coordinator, who will reschedule the assessment. If the **Date of Birth** is the only incorrect field on the ticket, the student may test with that ticket and updates to the Date of Birth can be made with the student database manager after testing.

Say

Now, sign your name on your authorization ticket. (*Pause.*)

Then, on the login screen, type your Login ID exactly as shown on your authorization ticket. (*Pause.*)

Next, type the six-character test code exactly as shown on your authorization ticket. (*Pause.*)

Now click the **Login** button, but do NOT proceed past the next screen.

Pause to make sure that all students have signed their authorization tickets and have proceeded to the Welcome screen. Retype the Login ID and test code (password) for a student, if necessary.

Say

You should now see a Welcome screen. This screen identifies the test, which is the (2012 Winter/2013 Spring/2013 Summer) **Geometry EOC Assessment**. Please raise your hand if you do not see this test name on your Welcome screen. This screen also reminds you that this is a secure test and that it is unlawful to reveal any information in the test to others.

If any students are not in the correct test, contact your school assessment coordinator for instructions.

Say

First, we will review the accessibility tools that are available to students with certain accommodated forms. Click the **Next** button in the bottom right corner to proceed to the next screen. Do NOT proceed past this screen until I instruct you to do so. Below the Testing Rules Acknowledgment, the left side of the screen shows your name, and the right side of the screen shows which accommodated form you are using. Confirm that the information you see here matches what I have told you about which accommodations you should expect on a computer-based test. If you have any questions, please raise your hand.

Answer all questions. If any students are not assigned to the correct accommodated form, contact your school assessment coordinator for instructions.

Read the appropriate instructions below for the accommodated forms you are administering.

Color Contrast

Say

If you are taking the test using **Color Contrast** as an accommodation, then listen as I review the tools for this form. The **Color Contrast** button on the top toolbar is the button with a circle that is colored half white and half black. This button allows you to switch the screen from contrasted to non-contrasted.

On the top right of the screen, click on the down arrow to switch to the next screen of the accessibility toolbar.

The first button on this toolbar is the **Customize** button. This button allows you to make changes to certain tools. Click the **Customize** button.

In the **Color Contrast** area of the toolbox, there is a drop-down menu with three different options for color contrast. Notice how the previewed text appears below when you adjust your selection. Choose one of these options to use during this test. (*Pause.*)

Click **OK** at the bottom of the box to exit the **Customize** toolbox. Once you have selected your contrast options, you still need to click the **Color Contrast** button on the toolbar to turn on the contrast.

Are there any questions?

Screen Reader

Say

If you are taking the test using **Screen Reader** as an accommodation, then listen as I review the following tools.

On the bottom left portion of the screen is the **Read** button. This button turns the screen reader on and off. When the screen reader is first turned on, it begins reading at the top of the page.

The **sentence**, **paragraph**, **question**, and **answer** buttons can also be used with the screen reader. When the screen reader is turned on, you can use the Click Navigate tool or use the arrows to navigate to different portions of the screen and the screen reader will read the sentence, paragraph, question, or answer choices to you.

If you do not already see the **Customize** button on the top left of the screen, click the down arrow on the top right of the screen to switch to the accessibility toolbar.

The first button on this toolbar is the **Customize** button. This button allows you to make changes to the volume and rate of the screen reader. Click on the **Customize** button.

The top of the toolbox says **Screen Reader** and contains the options available to customize the TestHear screen reader. You cannot change the Test Voice selection that appears in the first box.

There are two sliders: one is for volume and the other is for rate. Moving the volume slider to the left will decrease the volume of the screen reader, and moving the slider to the right will increase the volume of the screen reader. Practice moving the slider on the volume bar. If you have headphones, you may wear them now, but be sure you can still hear my instructions. Click **Test Voice** to hear the volume changes. *(Pause.)*

The next slider is for adjusting the rate of the screen reader. Moving the slider to the left will slow down the screen reader and moving the slider to the right will speed up the screen reader. Practice moving the slider on the rate bar. Click **Test Voice** to hear the rate changes. *(Pause.)*

Click **OK** at the bottom of the box to exit the **Customize** toolbox.

The **Slow** and **Fast** buttons to the right of the **Customize** button on the accessibility toolbar are another way to speed up or slow down the screen reader.

Please remove your headphones. Are there any questions?

Large Print

Say

If you are taking the test using **Large Print** as an accommodation, there are no additional tools to review or selections to make. The text will appear in 18-point font. Remember to scroll to read all of the items. Are there any questions?

Zoom



If you are taking the test using **Zoom** as an accommodation, then listen as I review the following tools. If you do not already see the **Customize** button on the top left of the screen, click the down arrow on the top right of the screen to switch to the accessibility toolbar.

The first button on this toolbar is the **Customize** button. This button allows you to make changes to the size of the cursor. Click on the **Customize** button.

In the Cursor Size area of the toolbox, there are three options to change the size of the cursor to Normal, Medium, and Large. When you choose one of these options, the cursor changes to the size you have chosen. Choose a cursor size to use during this test. *(Pause.)*

Click **OK** at the bottom of the box to exit the **Customize** toolbox.

Now locate the **Zoom** buttons on the top of the accessibility toolbar. These buttons look like magnifying glasses and allow you to increase or decrease the size of the text on the screen. The magnifying glass with the minus symbol makes the text on the screen smaller, and the magnifying glass with the plus symbol makes the text on the screen bigger. As you increase the zoom, you will use the vertical and horizontal scroll bars or the Pan tool, which looks like a hand, to view all of the test content. Are there any questions?

Assistive Devices



If you are taking the test using **Assistive Devices** only, there are no additional tools to review or selections to make. Are there any questions?



Does anyone have any questions about the accessibility tools available to you on the test? You can use the **Help** tool to review the tools available to you.

Answer any questions.



Now I will review how to navigate through the test. Do not click any buttons at this time. You will use the **Next** button to move to the next question, or the **Back** button to return to the previous question.

If you come to a question you want to skip and return to later, flag it for review using the **Review** button and keep going. The **Go To** button will show you all answered and unanswered questions and any questions that were marked for review. Also click the **Go To** button to access the **Submit** button or to move to a different question. At any time during the test, you may use the eliminate choice tool, highlighter, eraser, and straightedge, but you are not required to use these tools.

Now we will review the important resources in the **Exhibit** tool. Click the Exhibit tool icon.



Once you open the Exhibit window, you will see two tabs. The first tab is **Formulas**. Click the Formulas tab to view the *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet*. You will need to scroll all the way down and use the horizontal scroll bar at the bottom of the screen to see all of the information on the reference sheet.

The second tab in the Exhibit window is **Instructions**, which includes the **Directions for Completing Fill-in Response Items**, a diagram of a scientific calculator, and **Helpful Hints for Using a Scientific Calculator**.

Now read silently as I read aloud the **Directions for Completing Fill-in Response Items**.

1. Work the problem and find an answer.

2. Place your answer in the answer boxes.

- Use your keyboard or number pad to type digits or symbols in the boxes.
- Place your answer with the first digit in the left answer box OR with the last digit in the right answer box.
- Place only one digit or symbol in each answer box. Do NOT leave a blank answer box in the middle of an answer.
- If a decimal point, fraction bar, or negative sign is part of an answer, the symbol must be placed in the answer box. Use the proper key on the keyboard to enter the decimal point, fraction bar, or negative sign.
 - To enter a decimal point, use the period symbol on the keyboard. On a desktop keyboard, the period is also located on the number pad.
 - To enter a fraction bar, use the forward slash symbol on the keyboard. On a desktop keyboard, the forward slash is also located on the number pad.
 - To enter a negative sign, use the dash symbol located on the keyboard. On a desktop keyboard, the negative sign is also located on the number pad.
- When a test item requires an answer with a dollar value, fill in the numerical value only. The \$ symbol CANNOT be included.
- When a percent is required, do NOT convert the percent to its decimal equivalent. Enter the numeric value only. The % symbol CANNOT be included.
- Do NOT use a comma in numbers containing more than three digits. The answer boxes will not allow commas.
- Many answers may be entered as either a decimal or a fraction, unless the test item requires that the answer be given in a specific form. Students must NOT place a MIXED NUMBER such as $13\frac{1}{4}$ in the answer boxes. If the answer is a mixed number, it must be converted to an improper fraction, such as $\frac{53}{4}$, or to a decimal number, such as 13.25. If $13\frac{1}{4}$ were entered as is, it would be scored as $\frac{131}{4}$ and would be counted as incorrect.

Say

3. To delete your entry, click the box and use the delete key on your keyboard.
4. To change your entry, click the box and use the delete key or type a new digit or symbol in the box.

You may refer to the **Directions for Completing Fill-in Response Items** at any time while taking the Geometry EOC Assessment. Now click the X in the top corner of the pop-up window or click the **Close** button to close the Exhibit window.

If your school provided paper copies of the *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet* for students to use,

Say

Now look at the top of your paper reference sheet. It should say *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet*. Turn it over and ensure both sides of the reference sheet have the correct title. Examine both sides carefully to ensure content near the edge of the reference sheet has not been cut off. Please raise your hand if there are any problems with the reference sheet.

Pause. Collect any defective reference sheets and return them to the school assessment coordinator. Distribute new reference sheets to these students and instruct them to check the sheets carefully.

Say

Write your name in the upper right corner on both sides of the reference sheet now. (*Pause.*)

This is considered a secure document and must be returned with your work folder. You will also have access to the reference sheet in the Exhibit tool in TestHear in case you have any questions about any formulas.

Please raise your hand if you have any questions.

Answer any questions.

Say

Read each question carefully, then choose the best answer to each question.

For fill-in response questions, be sure to check your response in the boxes before you go on to the next question. Remember, for fill-in response questions, you may only type the digits zero through nine, and you may use the symbols for a fraction bar, decimal point, and negative sign. The fraction bar is the forward slash symbol on your keyboard. Do not use a fraction bar in the first or the last box.

You may use your work folder to work the problems. You cannot use any other paper. If you need another folder during testing, raise your hand. You must turn in your work folder, (*reference sheet*), calculator, and authorization ticket before you leave the room.

Appendix A: Accommodations

Say

When you finish, be sure to click **Submit**. A window will appear on your screen that displays the number of unanswered questions. This window only shows Section 2 of the test. Section 1 contains the Testing Rules Acknowledgment and the test group code, which are required items. Once you enter the test group code and click **Next**, you cannot return to these items or this section. Section 2 contains all of the test questions. This window provides two options: **Yes, submit my test** or **No, return to the test**. If you want to end the test, confirm by clicking **Yes, submit my test** and then click **Yes**. **Remember that once you have clicked this button, you cannot go back to the test.**

I cannot help you with answering test questions, but raise your hand if you have any difficulties with your computer or need help submitting your test.

You will have 160 minutes to take the Geometry EOC Assessment, and you will be permitted to continue working if you need additional time. After 80 minutes, we will take a stretch break.

If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.

Please raise your hand if you have any questions.

Answer any questions.

Read Option A, B, or C based on instructions from your district/school assessment coordinator.

Option A

Say

When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question.

Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your work folder, (*reference sheet*), calculator, and authorization ticket and provide you with instructions for accessing the student comment form.

If you finish within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. After the 10-minute break, you will be dismissed.

If you finish the test and the comment form and it is after the 10-minute break, you may leave quietly.

Please raise your hand if you have any questions.

OR

Option B

Say

When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your work folder, (*reference sheet*), calculator, and authorization ticket and provide you with instructions for accessing the student comment form. When you have completed the comment form, sit quietly until everyone is finished. Do not use the computer once you finish the comment form.

Please raise your hand if you have any questions.

OR

Option C

Say

When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your work folder, (*reference sheet*), calculator, and authorization ticket and provide you with instructions for accessing the student comment form. When you have completed the comment form, sit quietly until everyone is finished. You may read, but you may not write or use the computer.

Please raise your hand if you have any questions.

After answering all questions,

Say

Please listen as I read the testing rules. During the test, you must not:

- talk to other students or make any disturbance
- look at another student's computer screen or work folder
- allow another student to look at your computer screen or work folder
- ask for help answering any test questions
- have notes or scratch paper, other than your work folder
- have any electronic or recording devices, other than your calculator, in your possession at any time, including breaks, even if you do not use them
- fail to follow any other instructions given

Are there any questions?

Answer all questions.

Say


Now, read silently as I read the Testing Rules Acknowledgment out loud.

I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.

Now, click the circle next to the Testing Rules Acknowledgment.


Appendix A: Accommodations

Pause while students click the circle. If a student does not click the circle, contact your school assessment coordinator.

	<p>Now, click Next at the bottom of the screen.</p> <p>The next screen is where you will enter your four-digit test group code. Before entering the code, you will verify that your monitor correctly displays shading on the screen. The rectangle behind the words “Test Group Code” should be lightly shaded. If you do not see the shading, please raise your hand.</p>
---	--

Pause to make sure that all students can see the shading in the Test Group Code box. If a student cannot see the shading, have the student enter the test group code, click **Next**, then click **Go To** in order to **Exit** the test. Contact your school assessment coordinator or technology coordinator to make adjustments to the contrast and/or brightness settings on the monitor. See the *2012–2013 End-of-Course Assessments Technology Coordinator Guide* for instructions on how to adjust these monitor settings to display shading. The student will need to be resumed in PearsonAccess before proceeding with the test.

Now display the test group code for students.

	<p>Enter the test group code _____ in the boxes and click Next.</p> <p>Remember, you have 160 minutes to take the Geometry EOC Assessment, and you will be permitted to continue working if you need additional time. We will take a short stretch break after 80 minutes of testing.</p> <p>Now begin working.</p>
---	--

Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a 10-minute break:	_____
Add 10 minutes:	+10 minutes
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

If your school selected Option A, which allows students to be dismissed as they finish the test, remember that all students must remain in the room for the first 80 minutes of testing.

Follow the instructions below for the circumstances indicated:


- Extended break or lunch**—Direct all students to click the **Go To** button to go to the item review screen and click on the **Exit** button. Then click **Yes, exit the test** and click **Yes** once more. Collect the Student Authorization Tickets, work folders, and calculators (and reference sheets) before the students leave the room. Place all materials in locked storage until testing resumes, and make sure that the computers are kept secure at all times. Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. **Students may not have electronic devices during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.** When the students return, make sure they are resumed in PearsonAccess and provide the Student Authorization Tickets, work folders, and calculators (and reference sheets) so that the students can resume testing.

- **Students have trouble resuming**—Contact your school assessment coordinator or your technology coordinator for assistance. Certain circumstances, such as loss of an Internet connection, trigger the “Early Warning System” (EWS) in TestHear, which alerts students to possible problems with the transmission of their test data and allows you to take action to ensure student responses are captured. If a student receives an alert, follow the prompts for the “Test Proctor” on the screen. For more information, see Appendix D. The student’s test may need to be resumed in PearsonAccess. Your attention should not be diverted from other students. If a student cannot complete the test on his or her computer, collect the Student Authorization Ticket, work folder, and calculator (and reference sheet) from the student and notify your school assessment coordinator.
- **Before dismissing students**—Before any students are dismissed, verify that each student has properly completed the test by checking his or her computer screen before the student leaves the room. Collect all work folders, (hardcopy reference sheets), Student Authorization Tickets, and calculators. Make sure that each computer displays the desktop. Assist any students who need help submitting the test. **Ensure students have completed the comment form posted at www.FLAssessments.com/EOCStudentCommentForm.**


After 80 minutes from the STARTING time,

 Say	STOP. You may stand and stretch, but do not talk or look at another student’s computer screen.
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After 10 minutes,

 Say	Now be seated.
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If your school selected Option A,

 Say	<p>Please raise your hand if you have submitted the test and completed your student comment form. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing.</p> <p><i>(Pause. Confirm that you have collected all test materials before dismissing students from the classroom.)</i></p> <p>You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the screen where you left off. Continue working.</p>
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If your school selected Option B or C,


 Say	<p>You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the screen where you left off. Continue working.</p>
---	---

After 70 minutes from the TIME TESTING RESUMES,

 Say	You have 10 minutes. Remember that you will be permitted to continue working if you need additional time.
---	---

Appendix A: Accommodations

After 10 more minutes,

	<p>STOP. If you have not finished testing, stop working and raise your hand. Now, sit quietly while other students who have finished the test are dismissed.</p> <p>If you have finished the test and you haven't clicked Submit, do so now.</p> <p>After you submit the test, raise your hand. I will collect your work folder, (<i>reference sheet</i>), calculator, and authorization ticket and provide you with instructions for accessing the student comment form. Please complete the comment form and submit it as instructed.</p>
---	--


Assist students with accessing the comment form at www.FLAssessments.com/EOCStudentCommentForm.

Collect work folders, calculators, and authorization tickets (and reference sheets).

Dismiss all students who have completed testing, and then follow instructions from your school assessment coordinator for students who need additional time.


- If students will stay in the same room, they can continue testing once you have read the instructions in the Say box below.
- If students will be moved to a different location, instruct them to click the **Go To** button to go to the item review screen and click on the **Exit** button. Then click **Yes, exit the test** and click **Yes** once more. Remind students that they should **not Submit** the test at this time. Collect all test materials, and provide them to students once they are in the new location. These students will need to be resumed in PearsonAccess before they can continue testing. **A new seating chart must be created for this location.**

Once students are ready to start working,

	<p>Now we will continue testing. Remember, if at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.</p> <p>Please raise your hand after you have submitted the test and completed your student comment form. I will confirm that I have your test materials, and then you may leave the room quietly.</p>
---	--

Please remember, if an extended break such as lunch occurs, direct all students to click the **Go To** button to go to the item review screen and click on the **Exit** button. Then click **Yes, exit the test** and click **Yes** once more. Collect the Student Authorization Tickets, (reference sheets), calculators, and work folders before the students leave the room. Place all work folders, (reference sheets), calculators, and Student Authorization Tickets in locked storage until testing resumes, and make sure that the computers are kept secure at all times. **Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. Remember that students may not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** The students will need to be resumed in PearsonAccess before they can continue testing. When the students return, provide the Student Authorization Tickets, (reference sheets), calculators, and work folders so that the students can resume testing.

If the school day is ending and there are students who are still working,

	<p>STOP. If you haven't clicked Submit, do so now.</p> <p>After you submit your test, raise your hand. I will collect your work folder, (<i>reference sheet</i>), calculator, and authorization ticket and provide you with instructions for accessing the student comment form. Please complete the comment form and submit it as instructed.</p>
---	---

Assist students with accessing the comment form at www.FLAssessments.com/EOCStudentCommentForm.

Collect work folders, calculators, and authorization tickets (and reference sheets).

Complete the following steps:

1. Record all accommodations used by students on your record of required administration information. Include only accommodations actually used by students. Use the following accommodations codes to record this information:

For ESE/504 students:

1-FP = Flexible Presentation

1-FR = Flexible Responding

1-FSC = Flexible Scheduling

1-FSE = Flexible Setting

1-AD = Assistive Devices

For ELL students:

2-FSC = Flexible Scheduling

2-FSE = Flexible Setting

2-AHL = Assistance in Heritage Language

2-ADI = Approved Dictionary

2. See pages 20–21 if you think that a test should be invalidated and discuss the situation with your school assessment coordinator.
3. Report any missing authorization tickets, Session Rosters, work folders, and reference sheets to your school assessment coordinator immediately.
4. See the *Test Administrator Responsibilities After Testing* on pages 82–83 for additional instructions.

Script for Administering the Accommodated Computer-Based U.S. History EOC Assessment

U.S. HISTORY
160 minutes

This script should be used to administer the U.S. History EOC Assessment to students using TestHear accommodated CBT forms. If you are administering a paper-based test, see the script on pages 249–256. If you are administering a non-accommodated CBT form using TestNav, see the script on pages 65–73.

Ensure that you have a seating chart, a Security Log, and a form to collect required administration information for your room. Remember to maintain these documents during testing.

If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test. **No exceptions will be made once the student leaves the school's campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.

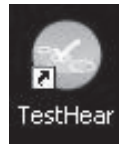
Provide individual restroom breaks as needed and maintain the security of the test during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens (e.g., monitors turned off, folders taped to screens) instead of having students exit and resume the test session. If a student exits the test session, the student's test will need to be resumed in PearsonAccess before the student can continue testing.

Follow the instructions from your school assessment coordinator for how students will access the student comment form once they have finished the test. The comment form is available at www.FLAssessments.com/EOCStudentCommentForm.

Before Testing

1. Ensure that the testing room is prepared as described on pages 22–23.
2. Ensure that you have the four-digit test group code assigned by your school assessment coordinator. **Do not display the test group code until you are told to do so in the script.**
3. Ensure that you understand your school assessment coordinator's instructions regarding students leaving the room for breaks and resuming testing.
4. Ensure that the Electronic Devices sign is posted where it is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room.
5. Make sure you have the correct Student Authorization Tickets for the U.S. History EOC Assessment. **Do not distribute Student Authorization Tickets until instructed to do so in the script.**
6. Make sure that all students have a pen or pencil to sign their authorization tickets. You should have a supply of extra pencils.
7. If any students are taking an accommodated form with the screen reader, instruct them to leave their headphones off until they are instructed to put them on.

8. Ensure that all software applications, including Internet browsers, are closed on all student workstations before this test begins.
9. Start TestHear on all computers that will be used for testing. To open a computer to the student login screen, double-click the TestHear icon, enter the URL as it appears on the Student Authorization Ticket, then click **Go**. **Note:** The URL is case-sensitive.



TestHear may take a moment to open.

When the connection is established, the student login screen is displayed as shown below. The computer is now ready for the student to begin. The login screen does not time out, but it will become inactive if interrupted by another application.



Today, you will take the **U.S. History End-of-Course Assessment**. This is an administration of the U.S. History EOC Assessment for students using accommodated forms. If you have never taken a practice test using the same accommodations you will use for this administration of the U.S. History EOC Assessment, please raise your hand.

If any students did not participate in a practice test, contact the school assessment coordinator for instructions. Then,



Remove all materials from your desk except your pen or pencil.
Please do not type any information until I tell you to do so.
You may not have any electronic or recording devices at your desk, in your pockets, or anywhere you can reach them during testing, even if they are turned off or you do not use them. **If you are found with any electronic devices during this test, including, but not limited to, cell phones and smartphones, your test will not be scored.** If you have any electronic devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your district's procedures regarding electronic devices. **AT THIS TIME, ENSURE THAT YOUR OWN ELECTRONIC DEVICES ARE TURNED OFF.**



Now, look at the login screen. If you do not see this screen, raise your hand.

If a computer is not opened to the login screen, open TestHear and enter the URL as it appears on the Student Authorization Ticket, or move the student to another computer.

Appendix A: Accommodations

 Say

Please sit quietly while I distribute the authorization tickets. Do not begin typing until I tell you to start.

Distribute the Student Authorization Tickets. Say

Look at your authorization ticket and make sure it has your name, date of birth, and ID number on it. Your ID number is the last five digits of your Florida Student Number or the last four digits of your Social Security Number followed by an X.

Please note that your authorization ticket is valid for only one login attempt for this test. Do NOT log in before I instruct you to do so.

Raise your hand if you do not have the correct authorization ticket.

If a student was provided the wrong ticket, provide the correct Student Authorization Ticket to the student. If you don't have the correct ticket, the student may NOT be administered the U.S. History EOC Assessment at this time. If the **First Name**, **Last Name**, or **ID** number for the student is incorrect, the student cannot use the ticket. Dismiss the student with instructions to see the school assessment coordinator, who will reschedule the assessment. If the **Date of Birth** is the only incorrect field on the ticket, the student may test with that ticket and updates to the Date of Birth can be made with the student database manager after testing.

 Say

Now, sign your name on your authorization ticket. (*Pause.*)

Then, on the login screen, type your Login ID exactly as shown on your authorization ticket. (*Pause.*)

Next, type the six-character test code exactly as shown on your authorization ticket. (*Pause.*)

Now click the **Login** button, but do NOT proceed past the next screen.

Pause to make sure that all students have signed their authorization tickets and have proceeded to the Welcome screen. Retype the Login ID and test code (password) for a student, if necessary.

 Say

You should now see a Welcome screen. This screen identifies the test, which is the (2013 Spring/2013 Summer) **U.S. History EOC Assessment**. Please raise your hand if you do not see this test name on your Welcome screen. This screen also reminds you that this is a secure test and that it is unlawful to reveal any information in the test to others.

If any students are not in the correct test, contact your school assessment coordinator for instructions.

 Say

First, we will review the accessibility tools that are available to students with certain accommodated forms. Click the **Next** button in the bottom right corner to proceed to the next screen. Do NOT proceed past this screen until I instruct you to do so. Below the Testing Rules Acknowledgment, the left side of the screen shows your name, and the right side of the screen shows which accommodated form you are using. Confirm that the information you see here matches what I have told you about which accommodations you should expect on a computer-based test. If you have any questions, please raise your hand.

Answer all questions. If any students are not assigned to the correct accommodated form, contact your school assessment coordinator for instructions.

Read the appropriate instructions below for the accommodated forms you are administering.

Color Contrast

Say

If you are taking the test using **Color Contrast** as an accommodation, then listen as I review the tools for this form. The **Color Contrast** button on the top toolbar is the button with a circle that is colored half white and half black. This button allows you to switch the screen from contrasted to non-contrasted.

On the top right of the screen, click on the down arrow to switch to the next screen of the accessibility toolbar.

The first button on this toolbar is the **Customize** button. This button allows you to make changes to certain tools. Click the **Customize** button.

In the **Color Contrast** area of the toolbox, there is a drop-down menu with three different options for color contrast. Notice how the previewed text appears below when you adjust your selection. Choose one of these options to use during this test. (*Pause.*)

Click **OK** at the bottom of the box to exit the **Customize** toolbox. Once you have selected your contrast options, you still need to click the **Color Contrast** button on the toolbar to turn on the contrast.

Are there any questions?

Screen Reader

Say

If you are taking the test using **Screen Reader** as an accommodation, then listen as I review the following tools.

On the bottom left portion of the screen is the **Read** button. This button turns the screen reader on and off. When the screen reader is first turned on, it begins reading at the top of the page.

The **sentence**, **paragraph**, **question**, and **answer** buttons can also be used with the screen reader. When the screen reader is turned on, you can use the Click Navigate tool or use the arrows to navigate to different portions of the screen and the screen reader will read the sentence, paragraph, question, or answer choices to you.

If you do not already see the **Customize** button on the top left of the screen, click the down arrow on the top right of the screen to switch to the accessibility toolbar.

The first button on this toolbar is the **Customize** button. This button allows you to make changes to the volume and rate of the screen reader. Click on the **Customize** button.

The top of the toolbox says **Screen Reader** and contains the options available to customize the TestHear screen reader. You cannot change the Test Voice selection that appears in the first box.



There are two sliders: one is for volume and the other is for rate. Moving the volume slider to the left will decrease the volume of the screen reader, and moving the slider to the right will increase the volume of the screen reader. Practice moving the slider on the volume bar. If you have headphones, you may wear them now, but be sure you can still hear my instructions. Click **Test Voice** to hear the volume changes. *(Pause.)*

The next slider is for adjusting the rate of the screen reader. Moving the slider to the left will slow down the screen reader and moving the slider to the right will speed up the screen reader. Practice moving the slider on the rate bar. Click **Test Voice** to hear the rate changes. *(Pause.)*

Click **OK** at the bottom of the box to exit the **Customize** toolbox.

The **Slow** and **Fast** buttons to the right of the **Customize** button on the accessibility toolbar are another way to speed up or slow down the screen reader.

Please remove your headphones. Are there any questions?

Large Print



If you are taking the test using **Large Print** as an accommodation, there are no additional tools to review or selections to make. The text will appear in 18-point font. Remember to scroll to read all of the items. Are there any questions?

Zoom



If you are taking the test using **Zoom** as an accommodation, then listen as I review the following tools. If you do not already see the **Customize** button on the top left of the screen, click the down arrow on the top right of the screen to switch to the accessibility toolbar.

The first button on this toolbar is the **Customize** button. This button allows you to make changes to the size of the cursor. Click on the **Customize** button.

In the Cursor Size area of the toolbox, there are three options to change the size of the cursor to Normal, Medium, and Large. When you choose one of these options, the cursor changes to the size you have chosen. Choose a cursor size to use during this test. *(Pause.)*

Click **OK** at the bottom of the box to exit the **Customize** toolbox.

Now locate the **Zoom** buttons on the top of the accessibility toolbar. These buttons look like magnifying glasses and allow you to increase or decrease the size of the text on the screen. The magnifying glass with the minus symbol makes the text on the screen smaller, and the magnifying glass with the plus symbol makes the text on the screen bigger. As you increase the zoom, you will use the vertical and horizontal scroll bars or the Pan tool, which looks like a hand, to view all of the test content. Are there any questions?

Assistive Devices



If you are taking the test using **Assistive Devices** only, there are no additional tools to review or selections to make. Are there any questions?



Does anyone have any questions about the accessibility tools available to you on the test? You can use the **Help** tool to review the tools available to you.

Answer any questions.



Now I will review how to navigate through the test. Do not click any buttons at this time. You will use the **Next** button to move to the next question, or the **Back** button to return to the previous question.

If you come to a question you want to skip and return to later, flag it for review using the **Review** button and keep going. The **Go To** button will show you all answered and unanswered questions and any questions that were marked for review. Also click the **Go To** button to access the **Submit** button or to move to a different question. At any time during the test, you may use the eliminate choice tool, highlighter, eraser, notepad, and straightedge, but you are not required to use these tools.

Please raise your hand if you have any questions.

Answer any questions.



Read each question carefully, then choose the best answer to each question.

When you finish, be sure to click **Submit**. A window will appear on your screen that displays the number of unanswered questions. This window only shows Section 2 of the test. Section 1 contains the Testing Rules Acknowledgment and the test group code, which are required items. Once you enter the test group code and click **Next**, you cannot return to these items or this section. Section 2 contains all of the test questions. This window provides two options: **Yes, submit my test** or **No, return to the test**. If you want to end the test, confirm by clicking **Yes, submit my test** and then click **Yes**. **Remember that once you have clicked this button, you cannot go back to the test.**

I cannot help you with answering test questions, but raise your hand if you have any difficulties with your computer or need help submitting your test.

You will have 160 minutes to take the U.S. History EOC Assessment, and you will be permitted to continue working if you need additional time. After 80 minutes, we will take a stretch break.

If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.

Please raise your hand if you have any questions.

Answer all questions.

Read Option A, B, or C based on instructions from your district/school assessment coordinator.

Option A



When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your authorization ticket and provide you with instructions for accessing the student comment form.

If you finish within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. After the 10-minute break, you will be dismissed.

If you finish the test and the comment form and it is after the 10-minute break, you may leave quietly.

Please raise your hand if you have any questions.

OR

Option B



When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your authorization ticket and provide you with instructions for accessing the student comment form. When you have completed the comment form, sit quietly until everyone is finished. Do not use the computer once you finish the comment form.

Please raise your hand if you have any questions.

OR


Option C




When you have finished the test, click the **Go To** button and review the item review screen to make sure you have answered every question. Once you have clicked **Submit** and confirmed that you want to submit your test, raise your hand. I will collect your authorization ticket and provide you with instructions for accessing the student comment form. When you have completed the comment form, sit quietly until everyone is finished. You may read, but you may not write or use the computer.

Please raise your hand if you have any questions.


After answering all questions,

 Say	<p>Please listen as I read the testing rules. During the test, you must not:</p> <ul style="list-style-type: none"> ■ talk to other students or make any disturbance ■ look at another student's computer screen ■ allow another student to look at your computer screen ■ ask for help answering any test questions ■ have notes or scratch paper ■ have any electronic or recording devices in your possession at any time, including breaks, even if you do not use them ■ fail to follow any other instructions given <p>Are there any questions?</p>
---	--

Answer all questions.


 Say	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p style="text-align: center;">I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, click the circle next to the Testing Rules Acknowledgment.</p>
---	---

Pause while students click the circle. If a student does not click the circle, contact your school assessment coordinator.

 Say	<p>Now, click Next at the bottom of the screen.</p> <p>The next screen is where you will enter your four-digit test group code. Before entering the code, you will verify that your monitor correctly displays shading on the screen. The rectangle behind the words "Test Group Code" should be lightly shaded. If you do not see the shading, please raise your hand.</p>
---	--

Pause to make sure that all students can see the shading in the Test Group Code box. If a student cannot see the shading, have the student enter the test group code, click **Next**, then click **Go To** in order to **Exit** the test. Contact your school assessment coordinator or technology coordinator to make adjustments to the contrast and/or brightness settings on the monitor. See the *2012–2013 End-of-Course Assessments Technology Coordinator Guide* for instructions on how to adjust these monitor settings to display shading. The student will need to be resumed in PearsonAccess before proceeding with the test.

Now display the test group code for students.

 Say	<p>Enter the test group code _____ in the boxes and click Next.</p> <p>Remember, you have 160 minutes to take the U.S. History EOC Assessment, and you will be permitted to continue working if you need additional time. We will take a short stretch break after 80 minutes of testing.</p> <p>Now begin working.</p>
---	--

Appendix A: Accommodations

Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a 10-minute break:	_____
Add 10 minutes:	+10 minutes
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

If your school selected Option A, which allows students to be dismissed as they finish the test, remember that all students must remain in the room for the first 80 minutes of testing.


Follow the instructions below for the circumstances indicated:

- Extended break or lunch**—Direct all students to click the **Go To** button to go to the item review screen and click on the **Exit** button. Then click **Yes, exit the test** and click **Yes** once more. Collect the Student Authorization Tickets before the students leave the room. Place all materials in locked storage until testing resumes, and make sure that the computers are kept secure at all times. Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. **Students may not have electronic devices during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.** When the students return, make sure they are resumed in PearsonAccess and provide the Student Authorization Tickets so that the students can resume testing.
- Students have trouble resuming**—Contact your school assessment coordinator or your technology coordinator for assistance. Certain circumstances, such as loss of an Internet connection, trigger the “Early Warning System” (EWS) in TestHear, which alerts students to possible problems with the transmission of their test data and allows you to take action to ensure student responses are captured. If a student receives an alert, follow the prompts for the “Test Proctor” on the screen. For more information, see Appendix D. The student’s test may need to be resumed in PearsonAccess. Your attention should not be diverted from other students. If a student cannot complete the test on his or her computer, collect the Student Authorization Ticket from the student and notify your school assessment coordinator.
- Before dismissing students**—Before any students are dismissed, verify that each student has properly completed the test by checking his or her computer screen before the student leaves the room. Collect all Student Authorization Tickets. Make sure that each computer displays the desktop. Assist any students who need help submitting the test. **Ensure students have completed the comment form posted at www.FLAssessments.com/EOCStudentCommentForm.**

After 80 minutes from the STARTING time,

 Say	STOP. You may stand and stretch, but do not talk or look at another student’s computer screen.
---	--

After 10 minutes,

 Say	Now be seated.
---	----------------

If your school selected Option A,

Say

Please raise your hand if you have submitted the test and completed your student comment form. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing.

(Pause. Confirm that you have collected all test materials before dismissing students from the classroom.)

You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the screen where you left off. Continue working.

If your school selected Option B or C,

Say

You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the screen where you left off. Continue working.

After 70 minutes from the TIME TESTING RESUMES,

Say

You have 10 minutes. Remember that you will be permitted to continue working if you need additional time.

After 10 more minutes,

Say

STOP. If you have not finished testing, stop working and raise your hand. Now, sit quietly while other students who have finished the test are dismissed.

If you have finished the test and you haven't clicked **Submit**, do so now.

After you submit the test, raise your hand. I will collect your authorization ticket and provide you with instructions for accessing the student comment form. Please complete the comment form and submit it as instructed.

Assist students with accessing the comment form at www.FLAssessments.com/EOCStudentCommentForm.


Collect authorization tickets.

Dismiss all students who have completed testing, and then follow instructions from your school assessment coordinator for students who need additional time.

- If students will stay in the same room, they can continue testing once you have read the instructions in the Say box on the next page.
- If students will be moved to a different location, instruct them to click the **Go To** button to go to the item review screen and click on the **Exit** button. Then click **Yes, exit the test** and click **Yes** once more. Remind students that they should **not Submit** the test at this time. Collect all test materials, and provide them to students once they are in the new location. These students will need to be resumed in PearsonAccess before they can continue testing. **A new seating chart must be created for this location.**


Appendix A: Accommodations

Once students are ready to start working,

	<p>Now we will continue testing. Remember, if at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.</p> <p>Please raise your hand after you have submitted the test and completed your student comment form. I will confirm that I have your test materials, and then you may leave the room quietly.</p>
---	--

Please remember, if an extended break such as lunch occurs, direct all students to click the **Go To** button to go to the item review screen and click on the **Exit** button. Then click **Yes, exit the test** and click **Yes** once more. Collect the Student Authorization Tickets before the students leave the room. Place all Student Authorization Tickets in locked storage until testing resumes, and make sure that the computers are kept secure at all times. **Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. Remember that students may not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** The students will need to be resumed in PearsonAccess before they can continue testing. When the students return, provide the Student Authorization Tickets so that the students can resume testing.

If the school day is ending and there are students who are still working,

	<p>STOP. If you haven't clicked Submit, do so now.</p> <p>After you submit your test, raise your hand. I will collect your authorization ticket and provide you with instructions for accessing the student comment form. Please complete the comment form and submit it as instructed.</p>
---	--

Assist students with accessing the comment form at www.FLAssessments.com/EOCStudentCommentForm.

Collect authorization tickets.

Complete the following steps:

- Record all accommodations used by students on your record of required administration information. Include only accommodations actually used by students. Use the following accommodations codes to record this information:

For ESE/504 students:

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL students:

- 2-FSC = Flexible Scheduling
 - 2-FSE = Flexible Setting
 - 2-AHL = Assistance in Heritage Language
 - 2-ADI = Approved Dictionary
- See pages 20–21 if you think that a test should be invalidated and discuss the situation with your school assessment coordinator.
 - Report any missing authorization tickets or Session Rosters to your school assessment coordinator immediately.
 - See the *Test Administrator Responsibilities After Testing* on pages 82–83 for additional instructions.

Script for Administering the Paper-Based Algebra 1 EOC Assessment

(Regular Print Paper-Based Accommodation Only)

ALGEBRA 1
160 minutes

This script should be used to administer the Algebra 1 EOC Assessment to students using the regular print paper-based accommodation. A modified script for students using braille versions of the test is provided with the braille test materials and is also available in PearsonAccess. If you are administering the computer-based Algebra 1 EOC Assessment, you must use the TestNav administration script on pages 31–41 or the TestHear administration script on pages 171–184, as applicable.

The *Special Documents* section of this manual includes modifications to this script for students using large print test materials as a unique accommodation for the Spring 2013 and Summer 2013 administrations.

Ensure that you have a seating chart, a Security Log, and a form to collect required administration information for your room. Remember to maintain these documents during testing.

If a student starts a test and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test. **No exceptions will be made once the student leaves the school's campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.

Provide individual restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the testing room at a time. The student should close his or her test and answer book and should not discuss the test or exchange information about the test. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.**

Before reading this script:


1. Display the district name, school name, and the four-digit test group code assigned by your school assessment coordinator.
2. Ensure that the Electronic Devices sign is posted where it is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are provided in Appendix E.)
3. Ensure that each student has a No. 2 pencil.
4. Provide each student with an *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet*.
5. Provide each student with an approved four-function calculator. Approved large key/large display and talking four-function calculators should be available for students with visual impairments.
6. Ensure that all student desktops are free of any unauthorized aids (e.g., charts, rulers).

Then,



Today you will take the **Algebra 1 End-of-Course Assessment**.

Appendix A: Accommodations

	<p>Remove all materials from your desk except a No. 2 pencil, an approved four-function calculator, and an <i>Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet</i>.</p> <p>You may take the Algebra 1 EOC Assessment only ONCE during this administration.</p> <p>You may not have any electronic or recording devices, except an approved four-function calculator, at your desk, in your pockets, or anywhere you can reach them during testing, even if they are turned off or you do not use them. If you are found with any electronic devices during this test, including, but not limited to, cell phones and smartphones, your test will not be scored. If you have any electronic devices with you right now, please turn them off and raise your hand.</p>
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If a student raises his or her hand, follow your district’s procedures regarding electronic devices. **AT THIS TIME, ENSURE THAT YOUR OWN ELECTRONIC DEVICES ARE TURNED OFF.** Distribute the *(Winter/Spring/Summer) Algebra 1 EOC Assessment Next Generation Sunshine State Standards Test and Answer Books*.

Follow the instructions in Option A or Option B, depending on whether test and answer books have been preidentified.

Option A

If you are distributing books with the labels already affixed, or if the student grid sheets have already been gridded, ensure that each student receives the preidentified book with his or her name on it.

Then,

	<p>Make sure that you have the test and answer book with your name on it.</p>
---	---


OR

Option B

If you are distributing books that are not preidentified, distribute them in the order in which they are packaged.

Contact the school assessment coordinator if you have preidentified books that do not belong to students testing in your room or if you need extra test and answer books. Update your record of required administration information, as necessary.

After reading Option A OR Option B,

	<p>The only things on your desk should be your No. 2 pencil, your <i>(Winter/Spring/Summer) Algebra 1 EOC Assessment Next Generation Sunshine State Standards Test and Answer Book</i>, your reference sheet, and an approved four-function calculator. No other calculator may be used. Do not open your book.</p> <p>Look at the box in the upper left corner of your test and answer book. Print your first and last names next to Student Name.</p> <p>Print _____ (name of the school) next to School Name.</p> <p>Print _____ (name of the district) next to District Name.</p>
---	--



Now turn your book over and write the test group code _____ in the boxes. Grid the corresponding bubbles. (*Pause.*) Now turn your book back over.

The box in the upper left corner of the student grid sheet must be completed by each student, even when a student PreID label is affixed or student demographic information has already been gridded by school personnel.

If school personnel have not already gridded or verified the student information prior to testing, read the *Script for Gridding a Non-Preidentified Student Grid Sheet* on pages 257–258 or the *Script for Verifying a Preidentified Label* on pages 259–260 before reading the remainder of this script.

After reading either or both scripts, OR if school personnel have already gridded or verified the student information,



Find the plastic pull tab on the right side of your book. Gently pull the tab OUT and DOWN. Do not try to remove any remaining pieces of the plastic.

Pause to make sure that all students pull the tabs correctly. If a student tears his or her book, contact the school assessment coordinator to obtain a replacement, and add the new security number to your record of required administration information.



Next, open your book to page 2. Check each page through the end of the book to see that all page numbers are in order and that there aren't any missing or upside-down pages. Do not read the questions before the test begins.

If you see any problems, raise your hand. If not, close the book and sit quietly.

Wait until all students finish. **If no defective books are found, continue to the next SAY box.** If a defective book is found, contact the school assessment coordinator to obtain a replacement, and add the new security number to your record of required administration information.

Do not remove the student PreID label from the defective book. Direct the student to write his or her name, school name, and district name in the box in the upper left corner on the front cover of the replacement book and grid his or her grade level in the student grade level box. After testing has ended, all other student information must be gridded on the replacement book, according to the instructions in the *Script for Gridding a Non-Preidentified Student Grid Sheet* on pages 257–258. Set the defective book aside and return it with all other NOT TO BE SCORED materials.



Now open your book to page 2 again and look at the Testing Rules Acknowledgment at the top of the page.

Please listen as I read the testing rules. During the test, you must not:

- talk to other students or make any disturbance
- look at another student's test and answer book
- allow another student to look at your test and answer book
- ask for help answering any test questions
- give help to another student in answering test questions
- have notes or scratch paper
- have any electronic or recording devices, other than your calculator, in your possession at any time, including breaks, even if you do not use them
- fail to follow any other instructions given

Appendix A: Accommodations

 Say

After the test, you may not discuss the test items with anyone.

Are there any questions?

Answer all questions.

 Say

Now, read silently as I read the Testing Rules Acknowledgment out loud.

I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.

Now, sign your name on the line next to **Signature**.

Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

 Say

Now look below the Testing Rules Acknowledgment and read silently as I read aloud the **Directions for Completing the Response Grids**.

1. **Work the problem and find an answer.**
2. **Write your answer in the answer boxes at the top of the grid.**
 - **Print your answer with the first digit in the left answer box OR with the last digit in the right answer box.**
 - **Print only one digit or symbol in each answer box. Do NOT leave a blank answer box in the middle of an answer.**
 - **Be sure to write a decimal point, fraction bar, and/or negative sign in the answer box if it is part of the answer.**
 - **Many answers may be entered as either a decimal or a fraction, unless the test item requires that the answer be given in a specific form. Students must NOT place a MIXED NUMBER such as $13\frac{1}{4}$ in the answer boxes. If the answer is a mixed number, it must be converted to an improper fraction, such as $\frac{53}{4}$, or to a decimal number, such as 13.25. If $13\frac{1}{4}$ were entered as is, it would be scored as $\frac{131}{4}$ and would be counted as incorrect.**
3. **Fill in a bubble under each box in which you wrote your answer.**
 - **Fill in one and ONLY one bubble for each answer box. Do NOT fill in a bubble under an unused answer box.**
 - **Fill in each bubble by making a solid mark that completely fills the circle.**
 - **You MUST fill in the bubbles accurately to receive credit for your answer.**

You may refer to the **Directions for Completing the Response Grids** at any time while taking the Algebra 1 EOC Assessment.

You will also be asked to answer multiple-choice questions. For multiple-choice questions, choose the best answer and, in the space provided in your book, fill in the bubble for the answer you choose.



Now look at page 3 of your book. The picture of the four-function calculator indicates the function of each of the keys. Note that some calculators display the negative sign to the right of the numbers rather than to the left. Let's perform a calculator check. Key in the subtraction problem *three minus seven*. Your calculator will display the answer as a 4 followed by a negative sign or as a negative sign followed by a 4 ($4 -$ or $- 4$). Either is correct.

The bottom half of the page lists **HELPFUL HINTS FOR USING A FOUR-FUNCTION CALCULATOR**. Take a minute to read through the list of hints. You may refer to this page at any time during the test.

Pause to allow students time to review the list.



Turn to page 4 and read silently as I read aloud the directions at the top of the page.

Use the space in the Test and Answer Book to do your work. Then fill in the bubble or grid completely to show your answer. If you change your answer, be sure to erase completely.

Now close your book.

Look at the *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet*. The reference sheet contains formulas and conversions you may need to answer the mathematics questions. You may refer to this sheet at any time during the Algebra 1 EOC Assessment.

Pause to allow students time to look at their reference sheets.



Remember the following:

- Mark your answers directly in your book.
- Mark only the bubble for the answer you choose.
- Do not make a mark in any of the other bubbles. If you draw a line or an X through an answer that you think is wrong and the mark goes into a bubble, that bubble might be counted as your answer.
- Do not circle answers. If you circle the answers instead of gridding the bubbles, your answers will NOT be scored.
- Refer to the **Directions for Completing the Response Grids** on page 2 to make sure you have completed the grids correctly.
- When you have completed the test, check through your answers to make sure you have filled in only one bubble for each multiple-choice question.

Remember, you will have 160 minutes to take the Algebra 1 EOC Assessment, and you will be permitted to continue working if you need additional time. We will take a stretch break after 80 minutes of testing. Try to answer every question. If you aren't sure how to answer a question, skip it and keep going. After you have answered all the other questions, go back and answer any questions you skipped.

You may not have scratch paper, but you may use the blank space in your test and answer book as workspace.

If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. Place your reference sheet inside your test and answer book and close it before you leave. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.

Appendix A: Accommodations

 Say

Please raise your hand if you have any questions.

Answer all questions.

Read Option A, B, or C based on instructions from your district/school assessment coordinator.

Option A Say

When you have finished the test, review your work carefully and make sure you have answered every question. Then, close your test and answer book and raise your hand. I'll come and collect your test materials. Once I have collected your book, I will not be able to return it to you.

If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. After the 10-minute break, you will be dismissed.

If you finish the test and it is after the 10-minute break, you may leave quietly.

Please raise your hand if you have any questions.

OR

Option B Say

When you have finished the test, review your work carefully and make sure you have answered every question. Then, close your test and answer book and raise your hand. I'll come and collect your test materials. Once I have collected your book, I will not be able to return it to you. Then you must sit quietly until everyone is finished.

Please raise your hand if you have any questions.


OR

Option C Say

When you have finished the test, review your work carefully and make sure you have answered every question. Then, close your test and answer book and raise your hand. I'll come and collect your test materials. Once I have collected your book, I will not be able to return it to you. Then you must sit quietly until everyone is finished. You may read, but you may not write.

Please raise your hand if you have any questions.

After answering all questions,

 Say	Remember, you have 160 minutes to take the Algebra 1 EOC Assessment, and you will be permitted to continue working if you need additional time. We will take a short stretch break after 80 minutes of testing. Now turn to page 4 and begin working.
--	---

Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a 10-minute break:	_____
Add 10 minutes:	+10 minutes
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

During testing, do not use cell or classroom phones (except for emergencies), check email, grade papers, etc. Your full attention should be on students AT ALL TIMES. Although it is your responsibility to ensure that students are working independently, you are prohibited from reading the contents of the test and answer books before, during, and after the test.


If your school selected Option A, which allows students to be dismissed as they finish the test, remember that all students must remain in the room for the first 80 minutes of testing.

After 80 minutes from the STARTING time,

 Say	STOP. You may stand and stretch, but do not talk.
--	---

After 10 minutes, read the appropriate option below.

If your school selected Option A,

 Say	<p>Now be seated. Please raise your hand if you have completed the test. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing.</p> <p><i>(Pause. Confirm that you have collected all test materials before dismissing students from the classroom.)</i></p> <p>You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the page where you left off.</p> <p>Continue working.</p>
--	--

OR

Appendix A: Accommodations

If your school selected Option B or Option C,

Now be seated. You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the page where you left off.

Continue working.

After 70 minutes from the TIME TESTING RESUMES,



You have 10 minutes. Remember that you will be permitted to continue working if you need additional time.

After 10 more minutes,



STOP. Close your test and answer book. Please raise your hand if you have not completed the test and you will need additional time. I will dismiss the other students, and then I will provide instructions for you to continue testing. Please wait patiently and do not continue working during this time. (*Pause.*)

If you have finished the test, I will collect your test and answer book, calculator, and reference sheet now.

Dismiss all students who have completed testing, and then follow instructions from your school assessment coordinator for students who need additional time.

- If students will stay in the same room, they can continue testing once you have read the instructions in the Say box below. Students should keep their test and answer books closed until all other students have exited the room.
- If students will be moved to a different location, collect all test materials and provide them to students once they are in the new location. **A new seating chart must be created for this location.**

Once students are ready to start working,



Now we will continue testing. Remember, if at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.

Please raise your hand when you complete the test. I will collect your test materials, and then you may leave the room quietly.

If an extended break such as lunch occurs, ALL test materials should be collected and verified before students are allowed to leave the room. All test materials should be returned to the school assessment coordinator until testing resumes. **Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. Remember that students may not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** Also, remind students that they may not leave the school's campus. When the students return, provide the test and answer books, reference sheets, and calculators so that the students can resume testing.

If the school day is ending and there are students who are still working,



STOP. Put your pencil down, close your test and answer book, and place the reference sheet on top of your book.

Complete the following steps:

1. Make sure that each student returns his or her test and answer book, reference sheet, and calculator, and indicate on your record of required administration information that each book is returned.
2. Keep reference sheets in a separate stack and, if necessary, remove any stray reference sheets from test and answer books.
3. Report any missing test materials and/or test security irregularities to your school assessment coordinator immediately.
4. Ensure that the box in the top left corner of the student grid sheet has been completed by each student and that the gridded or preidentified information is accurate and complete as described on pages 106–112.
5. Ensure that the Testing History Box and the Student Enrollment Information Box on the back cover of the test and answer book are completed correctly for each student.
6. Grid the appropriate bubbles on student grid sheets for any accommodation type used by students during this test.
7. Return all materials to your school assessment coordinator, as described on pages 82–83.

Script for Administering the Paper-Based Biology 1 EOC Assessment

(Regular Print Paper-Based Accommodation Only)

BIOLOGY 1
160 minutes

Paper-Based
Biology 1 EOC
Assessment

This script should be used to administer the Biology 1 EOC Assessment to students using the regular print paper-based accommodation. A modified script for students using braille versions of the test is provided with the braille test materials and is also available in PearsonAccess. If you are administering the computer-based Biology 1 EOC Assessment, you must use the TestNav administration script on pages 43–52 or the TestHear administration script on pages 185–197, as applicable.

The *Special Documents* section of this manual includes modifications to this script for students using large print test materials as a unique accommodation for the Spring 2013 and Summer 2013 administrations.

Ensure that you have a seating chart, a Security Log, and a form to collect required administration information for your room. Remember to maintain these documents during testing.

If a student starts a test and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test. **No exceptions will be made once the student leaves the school's campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.

Provide individual restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the testing room at a time. The student should close his or her test and answer book and should not discuss the test or exchange information about the test. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.**

Before reading this script:

1. Display the district name, school name, and the four-digit test group code assigned by your school assessment coordinator.
2. Ensure that the Electronic Devices sign is posted where it is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are provided in Appendix E.)
3. Ensure that each student has a No. 2 pencil.
4. Provide each student with a *Periodic Table of the Elements*.
5. Provide each student with an approved four-function calculator. Approved large key/large display and talking four-function calculators should be available for students with visual impairments.
6. Ensure that all student desktops are free of any unauthorized aids (e.g., charts, rulers).

Then,



Today you will take the **Biology 1 End-of-Course Assessment**.



Remove all materials from your desk except a No. 2 pencil, an approved four-function calculator, and a *Periodic Table of the Elements*.

You may take the Biology 1 EOC Assessment only ONCE during this administration.

You may not have any electronic or recording devices, except an approved four-function calculator, at your desk, in your pockets, or anywhere you can reach them during testing, even if they are turned off or you do not use them. **If you are found with any electronic devices during this test, including, but not limited to, cell phones and smartphones, your test will not be scored.** If you have any electronic devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your district's procedures regarding electronic devices. **AT THIS TIME, ENSURE THAT YOUR OWN ELECTRONIC DEVICES ARE TURNED OFF.** Distribute the (*Winter/Spring/Summer*) *Biology 1 EOC Assessment Next Generation Sunshine State Standards Test and Answer Books*.

Follow the instructions in Option A or Option B, depending on whether test and answer books have been preidentified.

Option A

If you are distributing books with the labels already affixed, or if the student grid sheets have already been gridded, ensure that each student receives the preidentified book with his or her name on it.

Then,



Make sure that you have the test and answer book with your name on it.

OR

Option B

If you are distributing books that are not preidentified, distribute them in the order in which they are packaged.

Contact the school assessment coordinator if you have preidentified books that do not belong to students testing in your room or if you need extra test and answer books. Update your record of required administration information, as necessary.

After reading Option A OR Option B,



The only things on your desk should be your No. 2 pencil, your (*Winter/Spring/Summer*) *Biology 1 EOC Assessment Next Generation Sunshine State Standards Test and Answer Book*, your *Periodic Table of the Elements*, and an approved four-function calculator. No other calculator may be used. Do not open your book.

Look at the box in the upper left corner of your test and answer book. Print your first and last names next to **Student Name**.

Print _____ (name of the school) next to **School Name**.

Print _____ (name of the district) next to **District Name**.

Appendix A: Accommodations

Say

Now turn your book over and write the test group code _____ in the boxes. Grid the corresponding bubbles. (*Pause.*) Now turn your book back over.

The box in the upper left corner of the student grid sheet must be completed by each student, even when a student PreID label is affixed or student demographic information has already been gridded by school personnel.

If school personnel have not already gridded or verified the student information prior to testing, read the *Script for Gridding a Non-Preidentified Student Grid Sheet* on pages 257–258 or the *Script for Verifying a Preidentified Label* on pages 259–260 before reading the remainder of this script.

After reading either or both scripts, OR if school personnel have already gridded or verified the student information,

Say

Find the plastic pull tab on the right side of your book. Gently pull the tab OUT and DOWN. Do not try to remove any remaining pieces of the plastic.

Pause to make sure that all students pull the tabs correctly. If a student tears his or her book, contact the school assessment coordinator to obtain a replacement, and add the new security number to your record of required administration information.

Say

Next, open your book to page 2. Check each page through the end of the book to see that all page numbers are in order and that there aren't any missing or upside-down pages. Do not read the questions before the test begins.

If you see any problems, raise your hand. If not, close the book and sit quietly.

Wait until all students finish. **If no defective books are found, continue to the next SAY box.** If a defective book is found, contact the school assessment coordinator to obtain a replacement, and add the new security number to your record of required administration information.


Do not remove the student PreID label from the defective book. Direct the student to write his or her name, school name, and district name in the box in the upper left corner on the front cover of the replacement book and grid his or her grade level in the student grade level box. After testing has ended, all other student information must be gridded on the replacement book, according to the instructions in the *Script for Gridding a Non-Preidentified Student Grid Sheet* on pages 257–258. Set the defective book aside and return it with all other NOT TO BE SCORED materials.

Say


Now open your book to page 2 again and look at the Testing Rules Acknowledgment at the top of the page.

Please listen as I read the testing rules. During the test, you must not:


- talk to other students or make any disturbance
- look at another student's test and answer book
- allow another student to look at your test and answer book
- ask for help answering any test questions
- give help to another student in answering test questions
- have notes or scratch paper
- have any electronic or recording devices, other than your calculator, in your possession at any time, including breaks, even if you do not use them
- fail to follow any other instructions given

 Say	<p>After the test, you may not discuss the test items with anyone.</p> <p>Are there any questions?</p>
---	--


Answer all questions.

 Say	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p style="text-align: center;">I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature.</p>
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Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

 Say	<p>Now look at page 3 of your book. The picture of the four-function calculator indicates the function of each of the keys. Note that some calculators display the negative sign to the right of the numbers rather than to the left. Let's perform a calculator check. Key in the subtraction problem <i>three minus seven</i>. Your calculator will display the answer as a 4 followed by a negative sign or as a negative sign followed by a 4 (<i>4 – or – 4</i>). Either is correct.</p> <p>The bottom half of the page lists HELPFUL HINTS FOR USING A FOUR-FUNCTION CALCULATOR. Take a minute to read through the list of hints. You may refer to this page at any time during the test.</p>
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Pause to allow students time to review the list.

 Say	<p>Turn to page 4 and read silently as I read aloud the directions at the top of the page.</p> <p style="text-align: center;">Use the space in the Test and Answer Book to do your work. Then fill in the bubble completely to show your answer. If you change your answer, be sure to erase completely.</p> <p>Now close your book.</p> <p>Now look at the top of your paper periodic table. It should say <i>Periodic Table of the Elements</i>. Examine it carefully to ensure content near the edge of the table has not been cut off. Please raise your hand if there are any problems with the periodic table.</p>
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Collect any defective periodic tables and return them to the school assessment coordinator. Distribute new periodic tables to these students and instruct them to check the tables carefully.

 Say	<p>Remember the following:</p> <ul style="list-style-type: none"> ■ Mark your answers directly in your book. ■ Mark only the bubble for the answer you choose. ■ Do not make a mark in any of the other bubbles. If you draw a line or an X through an answer that you think is wrong and the mark goes into a bubble, that bubble might be counted as your answer. ■ Do not circle answers. If you circle the answers instead of gridding the bubbles, your answers will NOT be scored. ■ When you have completed the test, check through your answers to make sure you have filled in only one bubble for each multiple-choice question.
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Appendix A: Accommodations

Say

Remember, you will have 160 minutes to take the Biology 1 EOC Assessment, and you will be permitted to continue working if you need additional time. We will take a stretch break after 80 minutes of testing. Try to answer every question. If you aren't sure how to answer a question, skip it and keep going. After you have answered all the other questions, go back and answer any questions you skipped.

You may not have scratch paper, but you may use the blank space in your test and answer book as workspace.

If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. Place your periodic table inside your test and answer book and close it before you leave. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.

Please raise your hand if you have any questions.

Answer all questions.

Read Option A, B, or C based on instructions from your district/school assessment coordinator.

Option A**Say**

When you have finished the test, review your work carefully and make sure you have answered every question. Then, close your test and answer book and raise your hand. I'll come and collect your test materials. Once I have collected your book, I will not be able to return it to you.

If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. After the 10-minute break, you will be dismissed.

If you finish the test and it is after the 10-minute break, you may leave quietly.

Please raise your hand if you have any questions.

OR**Option B****Say**

When you have finished the test, review your work carefully and make sure you have answered every question. Then, close your test and answer book and raise your hand. I'll come and collect your test materials. Once I have collected your book, I will not be able to return it to you. Then you must sit quietly until everyone is finished.

Please raise your hand if you have any questions.

OR

Option C

Say

When you have finished the test, review your work carefully and make sure you have answered every question. Then, close your test and answer book and raise your hand. I'll come and collect your test materials. Once I have collected your book, I will not be able to return it to you. Then you must sit quietly until everyone is finished. You may read, but you may not write.

Please raise your hand if you have any questions.

After answering all questions,

Say

Remember, you have 160 minutes to take the Biology 1 EOC Assessment, and you will be permitted to continue working if you need additional time. We will take a short stretch break after 80 minutes of testing. Now turn to page 4 and begin working.

Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a 10-minute break:	_____
Add 10 minutes:	+10 minutes
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

During testing, do not use cell or classroom phones (except for emergencies), check email, grade papers, etc. Your full attention should be on students AT ALL TIMES. Although it is your responsibility to ensure that students are working independently, you are prohibited from reading the contents of the test and answer books before, during, and after the test.

If your school selected Option A, which allows students to be dismissed as they finish the test, remember that all students must remain in the room for the first 80 minutes of testing.

After 80 minutes from the STARTING time,

Say

STOP. You may stand and stretch, but do not talk.

Appendix A: Accommodations

After 10 minutes, read the appropriate option below.

If your school selected Option A,



Now be seated. Please raise your hand if you have completed the test. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing.

(Pause. Confirm that you have collected all test materials before dismissing students from the classroom.)

You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the page where you left off.

Continue working.

OR

If your school selected Option B or Option C,



Now be seated. You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the page where you left off.

Continue working.

After 70 minutes from the TIME TESTING RESUMES,



You have 10 minutes. Remember that you will be permitted to continue working if you need additional time.

After 10 more minutes,




STOP. Close your test and answer book. Please raise your hand if you have not completed the test and you will need additional time. I will dismiss the other students, and then I will provide instructions for you to continue testing. Please wait patiently and do not continue working during this time. *(Pause.)*

If you have finished the test, I will collect your test and answer book, calculator, and periodic table now.

Dismiss all students who have completed testing, and then follow instructions from your school assessment coordinator for students who need additional time.


- If students will stay in the same room, they can continue testing once you have read the instructions in the Say box on the next page. Students should keep their test and answer books closed until all other students have exited the room.
- If students will be moved to a different location, collect all test materials and provide them to students once they are in the new location. **A new seating chart must be created for this location.**

Once students are ready to start working,

 Say	<p>Now we will continue testing. Remember, if at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.</p> <p>Please raise your hand when you complete the test. I will collect your test materials, and then you may leave the room quietly.</p>
---	---

If an extended break such as lunch occurs, ALL test materials should be collected and verified before students are allowed to leave the room. All test materials should be returned to the school assessment coordinator until testing resumes. **Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. Remember that students may not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** Also, remind students that they may not leave the school's campus. When the students return, provide the test and answer books, periodic tables, and calculators so that the students can resume testing.

If the school day is ending and there are students who are still working,

 Say	<p>STOP. Put your pencil down, close your test and answer book, and place the periodic table on top of your book.</p>
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Complete the following steps:

1. Make sure that each student returns his or her test and answer book, periodic table, and calculator, and indicate on your record of required administration information that each book is returned.
2. Keep periodic tables in a separate stack and, if necessary, remove any stray periodic tables from test and answer books.
3. Report any missing test materials and/or test security irregularities to your school assessment coordinator immediately.
4. Ensure that the box in the top left corner of the student grid sheet has been completed by each student and that the gridded or preidentified information is accurate and complete as described on pages 106–112.
5. Ensure that the Testing History Box and the Student Enrollment Information Box on the back cover of the test and answer book are completed correctly for each student.
6. Grid the appropriate bubbles on student grid sheets for any accommodation type used by students during this test.
7. Return all materials to your school assessment coordinator, as described on pages 82–83.

Script for Administering the Paper-Based Geometry EOC Assessment

(Regular Print Paper-Based Accommodation Only)

GEOMETRY
160 minutes

This script should be used to administer the Geometry EOC Assessment to students using the regular print paper-based accommodation. A modified script for students using braille versions of the test is provided with the braille test materials and is also available in PearsonAccess. If you are administering the computer-based Geometry EOC Assessment, you must use the TestNav administration script on pages 53–63 or the TestHear administration script on pages 198–211, as applicable.

The *Special Documents* section of this manual includes modifications to this script for students using large print test materials as a unique accommodation for the Spring 2013 and Summer 2013 administrations.

Ensure that you have a seating chart, a Security Log, and a form to collect required administration information for your room. Remember to maintain these documents during testing.

If a student starts a test and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test. **No exceptions will be made once the student leaves the school's campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.

Provide individual restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the testing room at a time. The student should close his or her test and answer book and should not discuss the test or exchange information about the test. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.**

Before reading this script:

1. Display the district name, school name, and the four-digit test group code assigned by your school assessment coordinator.
2. Ensure that the Electronic Devices sign is posted where it is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are provided in Appendix E.)
3. Ensure that each student has a No. 2 pencil.
4. Provide each student with an *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet*.
5. Provide each student with an approved scientific calculator. Approved large key/large display and talking scientific calculators should be available for students with visual impairments.
6. Ensure that all student desktops are free of any unauthorized aids (e.g., charts, rulers).

Then,



Today you will take the **Geometry End-of-Course Assessment**.



Remove all materials from your desk except a No. 2 pencil, an approved scientific calculator, and an *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet*.

You may take the Geometry EOC Assessment only ONCE during this administration.

You may not have any electronic or recording devices, except your approved scientific calculator, at your desk, in your pockets, or anywhere you can reach them during testing, even if they are turned off or you do not use them. **If you are found with any electronic devices during this test, including, but not limited to, cell phones and smartphones, your test will not be scored.** If you have any electronic devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your district's procedures regarding electronic devices. **AT THIS TIME, ENSURE THAT YOUR OWN ELECTRONIC DEVICES ARE TURNED OFF.** Distribute the *(Winter/Spring/Summer) Geometry EOC Assessment Next Generation Sunshine State Standards Test and Answer Books*.

Follow the instructions in Option A or Option B, depending on whether test and answer books have been preidentified.

Option A

If you are distributing books with the labels already affixed, or if the student grid sheets have already been gridded, ensure that each student receives the preidentified book with his or her name on it.

Then,



Make sure that you have the test and answer book with your name on it.

OR

Option B

If you are distributing books that are not preidentified, distribute them in the order in which they are packaged.

Contact the school assessment coordinator if you have preidentified books that do not belong to students testing in your room or if you need extra test and answer books. Update your record of required administration information, as necessary.

After reading Option A OR Option B,



The only things on your desk should be your No. 2 pencil, your *(Winter/Spring/Summer) Geometry EOC Assessment Next Generation Sunshine State Standards Test and Answer Book*, your reference sheet, and an approved scientific calculator. No other calculator may be used. Do not open your book.

Look at the box in the upper left corner of your test and answer book. Print your first and last names next to **Student Name**.

Print _____ (name of the school) next to **School Name**.

Print _____ (name of the district) next to **District Name**.

Appendix A: Accommodations



Now turn your book over and write the test group code _____ in the boxes. Grid the corresponding bubbles. (*Pause.*) Now turn your book back over.

The box in the upper left corner of the student grid sheet must be completed by each student, even when a student PreID label is affixed or student demographic information has already been gridded by school personnel.

If school personnel have not already gridded or verified the student information prior to testing, read the *Script for Gridding a Non-Preidentified Student Grid Sheet* on pages 257–258 or the *Script for Verifying a Preidentified Label* on pages 259–260 before reading the remainder of this script.

After reading either or both scripts, OR if school personnel have already gridded or verified the student information,



Find the plastic pull tab on the right side of your book. Gently pull the tab OUT and DOWN. Do not try to remove any remaining pieces of the plastic.

Pause to make sure that all students pull the tabs correctly. If a student tears his or her book, contact the school assessment coordinator to obtain a replacement, and add the new security number to your record of required administration information.



Next, open your book to page 2. Check each page through the end of the book to see that all page numbers are in order and that there aren't any missing or upside-down pages. Do not read the questions before the test begins.

If you see any problems, raise your hand. If not, close the book and sit quietly.

Wait until all students finish. **If no defective books are found, continue to the next SAY box.** If a defective book is found, contact the school assessment coordinator to obtain a replacement, and add the new security number to your record of required administration information.

Do not remove the student PreID label from the defective book. Direct the student to write his or her name, school name, and district name in the box in the upper left corner on the front cover of the replacement book and grid his or her grade level in the student grade level box. After testing has ended, all other student information must be gridded on the replacement book, according to the instructions in the *Script for Gridding a Non-Preidentified Student Grid Sheet* on pages 257–258. Set the defective book aside and return it with all other NOT TO BE SCORED materials.



Now open your book to page 2 again and look at the Testing Rules Acknowledgment at the top of the page.

Please listen as I read the testing rules. During the test, you must not:

- talk to other students or make any disturbance
- look at another student's test and answer book
- allow another student to look at your test and answer book
- ask for help answering any test questions
- give help to another student in answering test questions
- have notes or scratch paper
- have any electronic or recording devices, other than your calculator, in your possession at any time, including breaks, even if you do not use them
- fail to follow any other instructions given



After the test, you may not discuss the test items with anyone.

Are there any questions?

Answer all questions.



Now, read silently as I read the Testing Rules Acknowledgment out loud.

I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.

Now, sign your name on the line next to **Signature**.

Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.



Now look below the Testing Rules Acknowledgment and read silently as I read aloud the **Directions for Completing the Response Grids**.

1. **Work the problem and find an answer.**
2. **Write your answer in the answer boxes at the top of the grid.**
 - **Print your answer with the first digit in the left answer box OR with the last digit in the right answer box.**
 - **Print only one digit or symbol in each answer box. Do NOT leave a blank answer box in the middle of an answer.**
 - **Be sure to write a decimal point, fraction bar, and/or negative sign in the answer box if it is part of the answer.**
 - **Many answers may be entered as either a decimal or a fraction, unless the test item requires that the answer be given in a specific form. Students must NOT place a MIXED NUMBER such as $13\frac{1}{4}$ in the answer boxes. If the answer is a mixed number, it must be converted to an improper fraction, such as $\frac{53}{4}$, or to a decimal number, such as 13.25. If $13\frac{1}{4}$ were entered as is, it would be scored as $\frac{131}{4}$ and would be counted as incorrect.**
3. **Fill in a bubble under each box in which you wrote your answer.**
 - **Fill in one and ONLY one bubble for each answer box. Do NOT fill in a bubble under an unused answer box.**
 - **Fill in each bubble by making a solid mark that completely fills the circle.**
 - **You MUST fill in the bubbles accurately to receive credit for your answer.**

You may refer to the **Directions for Completing the Response Grids** at any time while taking the Geometry EOC Assessment.

You will also be asked to answer multiple-choice questions. For multiple-choice questions, choose the best answer and, in the space provided in your book, fill in the bubble for the answer you choose.

Appendix A: Accommodations

Say

Now look at page 3 of your book. The picture of the scientific calculator indicates the function of each of the keys. Note that some calculators display the negative sign to the right of the numbers rather than to the left. Let's perform a calculator check. Key in the subtraction problem *three minus seven*. Your calculator will display the answer as a 4 followed by a negative sign or as a negative sign followed by a 4 ($4 -$ or $- 4$). Either is correct.

The bottom half of the page lists **HELPFUL HINTS FOR USING A SCIENTIFIC CALCULATOR**. Take a minute to read through the list of hints. You may refer to this page at any time during the test.

Pause to allow students time to review the list.

Say

Turn to page 4 and read silently as I read aloud the directions at the top of the page.

Use the space in the Test and Answer Book to do your work. Then fill in the bubble or grid completely to show your answer. If you change your answer, be sure to erase completely.

Now close your book.

Look at the *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet*. The reference sheet contains formulas and conversions you may need to answer the mathematics questions. You may refer to this sheet at any time during the Geometry EOC Assessment.

Pause to allow students time to look at their reference sheets.

Say

Remember the following:

- Mark your answers directly in your book.
- Mark only the bubble for the answer you choose.
- Do not make a mark in any of the other bubbles. If you draw a line or an X through an answer that you think is wrong and the mark goes into a bubble, that bubble might be counted as your answer.
- Do not circle answers. If you circle the answers instead of gridding the bubbles, your answers will NOT be scored.
- Refer to the **Directions for Completing the Response Grids** on page 2 to make sure you have completed the grids correctly.
- When you have completed the test, check through your answers to make sure you have filled in only one bubble for each multiple-choice question.

Remember, you will have 160 minutes to take the Geometry EOC Assessment, and you will be permitted to continue working if you need additional time. We will take a stretch break after 80 minutes of testing. Try to answer every question. If you aren't sure how to answer a question, skip it and keep going. After you have answered all the other questions, go back and answer any questions you skipped.

You may not have scratch paper, but you may use the blank space in your test and answer book as workspace.

If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. Place your reference sheet inside your test and answer book and close it before you leave. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.



Please raise your hand if you have any questions.

Answer all questions.

Read Option A, B, or C based on instructions from your district/school assessment coordinator.

Option A



When you have finished the test, review your work carefully and make sure you have answered every question. Then, close your test and answer book and raise your hand. I'll come and collect your test materials. Once I have collected your book, I will not be able to return it to you.

If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. After the 10-minute break, you will be dismissed.

If you finish the test and it is after the 10-minute break, you may leave quietly.

Please raise your hand if you have any questions.

OR

Option B



When you have finished the test, review your work carefully and make sure you have answered every question. Then, close your test and answer book and raise your hand. I'll come and collect your test materials. Once I have collected your book, I will not be able to return it to you. Then you must sit quietly until everyone is finished.

Please raise your hand if you have any questions.

OR

Option C




When you have finished the test, review your work carefully and make sure you have answered every question. Then, close your test and answer book and raise your hand. I'll come and collect your test materials. Once I have collected your book, I will not be able to return it to you. Then you must sit quietly until everyone is finished. You may read, but you may not write.

Please raise your hand if you have any questions.

Appendix A: Accommodations

After answering all questions,

 Say	Remember, you have 160 minutes to take the Geometry EOC Assessment, and you will be permitted to continue working if you need additional time. We will take a short stretch break after 80 minutes of testing. Now turn to page 4 and begin working.
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Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a 10-minute break:	_____
Add 10 minutes:	+10 minutes
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

During testing, do not use cell or classroom phones (except for emergencies), check email, grade papers, etc. Your full attention should be on students AT ALL TIMES. Although it is your responsibility to ensure that students are working independently, you are prohibited from reading the contents of the test and answer books before, during, and after the test.


If your school selected Option A, which allows students to be dismissed as they finish the test, remember that all students must remain in the room for the first 80 minutes of testing.

After 80 minutes from the STARTING time,

 Say	STOP. You may stand and stretch, but do not talk.
---	---

After 10 minutes, read the appropriate option below.

If your school selected Option A,

 Say	<p>Now be seated. Please raise your hand if you have completed the test. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing.</p> <p><i>(Pause. Confirm that you have collected all test materials before dismissing students from the classroom.)</i></p> <p>You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the page where you left off.</p> <p>Continue working.</p>
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OR

If your school selected Option B or Option C,



Now be seated. You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the page where you left off.

Continue working.

After 70 minutes from the TIME TESTING RESUMES,



You have 10 minutes. Remember that you will be permitted to continue working if you need additional time.

After 10 more minutes,



STOP. Close your test and answer book. Please raise your hand if you have not completed the test and you will need additional time. I will dismiss the other students, and then I will provide instructions for you to continue testing. Please wait patiently and do not continue working during this time. *(Pause.)*

If you have finished the test, I will collect your test and answer book, calculator, and reference sheet now.

Dismiss all students who have completed testing, and then follow instructions from your school assessment coordinator for students who need additional time.

- If students will stay in the same room, they can continue testing once you have read the instructions in the Say box below. Students should keep their test and answer books closed until all other students have exited the room.
- If students will be moved to a different location, collect all test materials and provide them to students once they are in the new location. **A new seating chart must be created for this location.**

Once students are ready to begin working,



Now we will continue testing. Remember, if at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.

Please raise your hand when you complete the test. I will collect your test materials, and then you may leave the room quietly.

If an extended break such as lunch occurs, ALL test materials should be collected and verified before students are allowed to leave the room. All test materials should be returned to the school assessment coordinator until testing resumes. **Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. Remember that students may not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** Also, remind students that they may not leave the school's campus. When the students return, provide the test and answer books, reference sheets, and calculators so that the students can resume testing.

If the school day is ending and there are students who are still working,

Appendix A: Accommodations



STOP. Put your pencil down, close your test and answer book, and place the reference sheet on top of your book.

Complete the following steps:

1. Make sure that each student returns his or her test and answer book, reference sheet, and calculator, and indicate on your record of required administration information that each book is returned.
2. Keep reference sheets in a separate stack and, if necessary, remove any stray reference sheets from test and answer books.
3. Report any missing test materials and/or test security irregularities to your school assessment coordinator immediately.
4. Ensure that the box in the top left corner of the student grid sheet has been completed by each student and that the gridded or preidentified information is accurate and complete as described on pages 106–112.
5. Ensure that the Testing History Box and the Student Enrollment Information Box on the back cover of the test and answer book are completed correctly for each student.
6. Grid the appropriate bubbles on student grid sheets for any accommodation type used by students during this test.
7. Return all materials to your school assessment coordinator, as described on pages 82–83.

Script for Administering the Paper-Based U.S. History EOC Assessment

(Regular Print Paper-Based Accommodation Only)

U.S. HISTORY
160 minutes

This script should be used to administer the U.S. History EOC Assessment to students using the regular print paper-based accommodation. A modified script for students using braille versions of the test is provided with the braille test materials and is also available in PearsonAccess. If you are administering the computer-based U.S. History EOC Assessment, you must use the TestNav administration script on pages 65–73 or the TestHear administration script on pages 212–222, as applicable.

The *Special Documents* section of this manual includes modifications to this script for students using large print test materials as a unique accommodation.

Ensure that you have a seating chart, a Security Log, and a form to collect required administration information for your room. Remember to maintain these documents during testing.

If a student starts a test and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test. **No exceptions will be made once the student leaves the school's campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.

Provide individual restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the testing room at a time. The student should close his or her test and answer book and should not discuss the test or exchange information about the test. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.**

Before reading this script:

1. Display the district name, school name, and the four-digit test group code assigned by your school assessment coordinator.
2. Ensure that the Electronic Devices sign is posted where it is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are provided in Appendix E.)
3. Ensure that each student has a No. 2 pencil.
4. Ensure that all student desktops are free of any unauthorized aids (e.g., charts, rulers).

Then,



Today you will take the U.S. History End-of-Course Assessment.

Remove all materials from your desk except a No. 2 pencil.

You may take the U.S. History EOC Assessment only ONCE during this administration.

Appendix A: Accommodations

Say

You may not have any electronic or recording devices at your desk, in your pockets, or anywhere you can reach them during testing, even if they are turned off or you do not use them. **If you are found with any electronic devices during this test, including, but not limited to, cell phones and smartphones, your test will not be scored.** If you have any electronic devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your district's procedures regarding electronic devices. **AT THIS TIME, ENSURE THAT YOUR OWN ELECTRONIC DEVICES ARE TURNED OFF.** Distribute the *(Spring/Summer) U.S. History EOC Assessment Next Generation Sunshine State Standards Test and Answer Books*.

Follow the instructions in Option A or Option B, depending on whether test and answer books have been preidentified.

Option A

If you are distributing books with the labels already affixed, or if the student grid sheets have already been gridded, ensure that each student receives the preidentified book with his or her name on it.

Then,

Say

Make sure that you have the test and answer book with your name on it.

OR**Option B**

If you are distributing books that are not preidentified, distribute them in the order in which they are packaged.

Contact the school assessment coordinator if you have preidentified books that do not belong to students testing in your room or if you need extra test and answer books. Update your record of required administration information, as necessary.

After reading Option A OR Option B,

Say

The only things on your desk should be your No. 2 pencil and your *(Spring/Summer) U.S. History EOC Assessment Next Generation Sunshine State Standards Test and Answer Book*. Do not open your book.

Look at the box in the upper left corner of your test and answer book. Print your first and last names next to **Student Name**.

Print _____ (name of the school) next to **School Name**.

Print _____ (name of the district) next to **District Name**.

Now turn your book over and write the test group code _____ in the boxes. Grid the corresponding bubbles. *(Pause.)* Now turn your book back over.

The box in the upper left corner of the student grid sheet must be completed by each student, even when a student PreID label is affixed or student demographic information has already been gridded by school personnel.

If school personnel have not already gridded or verified the student information prior to testing, read the *Script for Gridding a Non-Preidentified Student Grid Sheet* on pages 257–258 or the *Script for Verifying a Preidentified Label* on pages 259–260 before reading the remainder of this script.

After reading either or both scripts, OR if school personnel have already gridded or verified the student information,



Find the plastic pull tab on the right side of your book. Gently pull the tab OUT and DOWN. Do not try to remove any remaining pieces of the plastic.

Pause to make sure that all students pull the tabs correctly. If a student tears his or her book, contact the school assessment coordinator to obtain a replacement, and add the new security number to your record of required administration information.



Next, open your book to page 2. Check each page through the end of the book to see that all page numbers are in order and that there aren't any missing or upside-down pages. Do not read the questions before the test begins.

If you see any problems, raise your hand. If not, close the book and sit quietly.

Wait until all students finish. **If no defective books are found, continue to the next SAY box.** If a defective book is found, contact the school assessment coordinator to obtain a replacement, and add the new security number to your record of required administration information.

Do not remove the student PreID label from the defective book. Direct the student to write his or her name, school name, and district name in the box in the upper left corner on the front cover of the replacement book and grid his or her grade level in the student grade level box. After testing has ended, all other student information must be gridded on the replacement book, according to the instructions in the *Script for Gridding a Non-Preidentified Student Grid Sheet* on pages 257–258. Set the defective book aside and return it with all other NOT TO BE SCORED materials.



Now open your book to page 2 again and look at the Testing Rules Acknowledgment at the top of the page.

Please listen as I read the testing rules. During the test, you must not:

- talk to other students or make any disturbance
- look at another student's test and answer book
- allow another student to look at your test and answer book
- ask for help answering any test questions
- give help to another student in answering test questions
- have notes or scratch paper
- have any electronic or recording devices in your possession at any time, including breaks, even if you do not use them
- fail to follow any other instructions given

After the test, you may not discuss the test items with anyone.

Are there any questions?

Answer all questions.

Appendix A: Accommodations



Now, read silently as I read the Testing Rules Acknowledgment out loud.

I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.

Now, sign your name on the line next to **Signature**.

Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.



Turn to page 3 and read silently as I read aloud the directions at the top of the page.

Read each question in this Test and Answer Book. Then, choose the best answer to each question. Fill in the bubble completely beside the answer you choose. If you change your answer, be sure to erase completely.

Now close your book.

Remember the following:

- Mark your answers directly in your book.
- Mark only the bubble for the answer you choose.
- Do not make a mark in any of the other bubbles. If you draw a line or an X through an answer that you think is wrong and the mark goes into a bubble, that bubble might be counted as your answer.
- Do not circle answers. If you circle the answers instead of gridding the bubbles, your answers will NOT be scored.
- When you have completed the test, check through your answers to make sure you have filled in only one bubble for each multiple-choice question.

Remember, you will have 160 minutes to take the U.S. History EOC Assessment, and you will be permitted to continue working if you need additional time. We will take a stretch break after 80 minutes of testing. Try to answer every question. If you aren't sure how to answer a question, skip it and keep going. After you have answered all the other questions, go back and answer any questions you skipped.

You may not have scratch paper, but you may use the blank space in your test and answer book as workspace.


If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.

Please raise your hand if you have any questions.

Answer all questions.


Read Option A, B, or C based on instructions from your district/school assessment coordinator.

Option A

	<p>When you have finished the test, review your work carefully and make sure you have answered every question. Then, close your test and answer book and raise your hand. I'll come and collect your test materials. Once I have collected your book, I will not be able to return it to you.</p> <p>If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. After the 10-minute break, you will be dismissed.</p> <p>If you finish the test and it is after the 10-minute break, you may leave quietly.</p> <p>Please raise your hand if you have any questions.</p>
---	---


OR

Option B


	<p>When you have finished the test, review your work carefully and make sure you have answered every question. Then, close your test and answer book and raise your hand. I'll come and collect your test materials. Once I have collected your book, I will not be able to return it to you. Then you must sit quietly until everyone is finished.</p> <p>Please raise your hand if you have any questions.</p>
--	--

OR

Option C

	<p>When you have finished the test, review your work carefully and make sure you have answered every question. Then, close your test and answer book and raise your hand. I'll come and collect your test materials. Once I have collected your book, I will not be able to return it to you. Then you must sit quietly until everyone is finished. You may read, but you may not write.</p> <p>Please raise your hand if you have any questions.</p>
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After answering all questions,

	<p>Remember, you have 160 minutes to take the U.S. History EOC Assessment, and you will be permitted to continue working if you need additional time. We will take a short stretch break after 80 minutes of testing. Now turn to page 3 and begin working.</p>
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Appendix A: Accommodations

Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a 10-minute break:	_____
Add 10 minutes:	+10 minutes
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

During testing, do not use cell or classroom phones (except for emergencies), check email, grade papers, etc. Your full attention should be on students AT ALL TIMES. Although it is your responsibility to ensure that students are working independently, you are prohibited from reading the contents of the test and answer books before, during, and after the test.


If your school selected Option A, which allows students to be dismissed as they finish the test, remember that all students must remain in the room for the first 80 minutes of testing.

After 80 minutes from the STARTING time,

 Say	STOP. You may stand and stretch, but do not talk.
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After 10 minutes, read the appropriate option below.

If your school selected Option A,

 Say	<p>Now be seated. Please raise your hand if you have completed the test. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing.</p> <p><i>(Pause. Confirm that you have collected all test materials before dismissing students from the classroom.)</i></p> <p>You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the page where you left off.</p> <p>Continue working.</p>
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OR

If your school selected Option B or Option C,



Now be seated. You still have 80 minutes of testing, and I will let you know when you have 10 minutes left. Make sure you are on the page where you left off.

Continue working.

After 70 minutes from the TIME TESTING RESUMES,



You have 10 minutes. Remember that you will be permitted to continue working if you need additional time.

After 10 more minutes,



STOP. Close your test and answer book. Please raise your hand if you have not completed the test and you will need additional time. I will dismiss the other students, and then I will provide instructions for you to continue testing. Please wait patiently and do not continue working during this time. *(Pause.)*

If you have finished the test, I will collect your test and answer book now.

Dismiss all students who have completed testing, and then follow instructions from your school assessment coordinator for students who need additional time.

- If students will stay in the same room, they can continue testing once you have read the instructions in the Say box below. Students should keep their test and answer books closed until all other students have exited the room.
- If students will be moved to a different location, collect all test materials and provide them to students once they are in the new location. **A new seating chart must be created for this location.**

Once students are ready to begin working,



Now we will continue testing. Remember, if at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.

Please raise your hand when you complete the test. I will collect your test materials, and then you may leave the room quietly.

If an extended break such as lunch occurs, **ALL test materials should be collected and verified before students are allowed to leave the room.** All test materials should be returned to the school assessment coordinator until testing resumes. **Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. Remember that students may not be given access to electronic devices (e.g., cell phones, smartphones, netbooks) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** Also, remind students that they may not leave the school's campus. When the students return, provide the test and answer books so that the students can resume testing.

If the school day is ending and there are students who are still working,



STOP. Put your pencil down and close your test and answer book.

Appendix A: Accommodations

Complete the following steps:

1. Make sure that each student returns his or her test and answer book, and indicate on your record of required administration information that each book is returned.
2. Report any missing test materials and/or test security irregularities to your school assessment coordinator immediately.
3. Ensure that the box in the top left corner of the student grid sheet has been completed by each student and that the gridded or preidentified information is accurate and complete as described on pages 106–112.
4. Ensure that the Testing History Box (Summer 2013 only) and the Student Enrollment Information Box on the back cover of the test and answer book are completed correctly for each student.
5. Grid the appropriate bubbles on student grid sheets for any accommodation type used by students during this test.
6. Return all materials to your school assessment coordinator, as described on pages 82–83.

Script for Gridding a Non-Preidentified Student Grid Sheet

Do not read this script if school personnel have already gridded student information prior to testing.

Display the district and school number as a six-digit number for use later in this script. If students from special programs (e.g., FTC Scholarship, McKay Scholarship, Home Education, K–8 Virtual School Continuity) are testing at your school, ensure that they use the appropriate district and school numbers for their programs. See the table on page 6 for the correct numbers.

Say

Now you'll be completing information on the front of your test and answer book. It is very important that you record the information correctly. Listen carefully as I read the instructions and raise your hand if you have any questions. Mark only in the spaces that I tell you to mark.

In the section labeled **LAST NAME**, print your last name. Starting at the left, print one letter of your name in each box. If your last name has more than twelve letters, print only the first twelve letters. If you don't need all the boxes, leave the last boxes blank. In the section labeled **FIRST NAME**, print each letter of your full, legal first name. Do not use a nickname. If your full, legal first name has more than eleven letters, print only the first eleven letters. In the box labeled **M**, print the first letter of your middle name. If you don't have a middle name, leave the box blank.

Now grid the corresponding bubble in the column below each letter of your full, legal name. If any box is empty, don't grid a bubble.

In the box labeled **DISTRICT/SCHOOL NUMBER**, write our six-digit district/school number. The district/school number is _____. It is displayed for you. Now grid the corresponding bubble in the column below each number.

Look at the **SOCIAL SECURITY NUMBER OR FLORIDA STUDENT NUMBER** box. If you have a Social Security Number, write the nine-digit number followed by an *X* in the boxes. If you don't have a Social Security Number, write your ten-digit Florida Student Number in the boxes. Now grid the corresponding bubble in the column below each box.

In the box labeled **DATE OF BIRTH**, grid the bubble for the month you were born, and write in the two-digit day and the two-digit year you were born. If the day you were born is a one-digit number, put a zero in the first box and the number in the second box. Now grid the corresponding bubble in the column below each box.

Now look at the **STUDENT GRADE LEVEL** box. Grid the bubble for your current grade.

In the box labeled **GENDER**, grid the appropriate bubble.

In the **ETHNICITY** section, grid **Y** for Yes if you are Hispanic or Latino or **N** for No if you are not.

Appendix A: Accommodations

Say

Now grid **Y** for Yes or **N** for No for each **RACE** category. You may grid **Y** for Yes for more than one of these categories:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

If a student has difficulty determining his or her ethnicity, you may read the following definition of **Hispanic/Latino**:

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition to “Hispanic or Latino.”

If a student has difficulty determining his or her racial category, you may read the following definitions:

American Indian or Alaska Native (shown as **I** on label)

A person having origins in any of the original peoples of North America and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian (shown as **A** on label)

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American (shown as **B** on label)

A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (shown as **P** on label)

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White (shown as **W** on label)

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Say

Now turn your book over, and we will fill out the information on the back.

In the **Testing History Box**, grid the first bubble if you are taking the (*Algebra 1/Biology 1/Geometry/U.S. History*) EOC Assessment for the first time. Grid the second bubble if you have taken this EOC assessment before.

In the box labeled **Student Enrollment Information Box**, grid the appropriate bubble depending on whether you are or have ever been enrolled in one of the courses listed in the Course List Box.

Do not grid any other bubbles on the front or back of your grid sheet, and do not open your test and answer book.

Please raise your hand if you have any questions.

Answer all questions. If a student is unsure how to fill in this information, ensure that the information is completed and verified after testing.

After answering all questions, return to the appropriate administration script.

Script for Verifying a Preidentified Label

Do not read this script if school personnel have already verified the student information prior to testing.

Display the district and school number as a six-digit number for use later in this script. If students from special programs (e.g., FTC Scholarship, McKay Scholarship, Home Education, K–8 Virtual School Continuity) are testing at your school, ensure that they use the appropriate district and school numbers for their programs.

Because the complete Social Security Number is not printed on student labels, school personnel must use the student PreID roster to verify the complete number before testing begins.

If the **student name, ID number, district number, AND school number** are CORRECT on a label, even if other information is incorrect, use the test and answer book.

If the **student name, ID number, district number, OR school number** is INCORRECT on a label, a replacement non-preidentified test and answer book **MUST** be gridded. Set incorrectly preidentified test and answer books aside to be returned to the school assessment coordinator with all other NOT TO BE SCORED documents.

If any information is missing from a student label, the information must be added to the preidentified document by gridding the appropriate bubbles on the student grid sheet. **Incorrect information CANNOT be corrected by gridding, except for grade level.**

Report any incorrect information noted by students to your school assessment coordinator after testing is completed.



Now you'll be checking the PreID label on the front of your test and answer book. It is very important that you review the information carefully. Listen as I read the instructions and raise your hand if you have any questions.

Look at the label in the lower left corner of your book.

Your name must be spelled correctly on the label.

Your **ID** is the last four digits of your nine-digit Social Security Number followed by an **X** OR your ten-digit Florida Student Number. Your Social Security Number has already been verified by school personnel. If your Florida Student Number is printed on the label, verify this information.

Your district and school (**DIST/SCH**) numbers must match the information I have displayed for you.

If your name, ID number, district number, or school number is **INCORRECT**, raise your hand and I'll give you a new test and answer book.

If any of the following information is **INCORRECT**, please let me know so that we can change it later; however, use the test and answer book for this administration.

Your current grade level should appear next to the letters **GRD**.

For your gender (**GEN**), **F** is used if you're a female (*girl*), and **M** is used if you're a male (*boy*).

DOB stands for date of birth. Verify that the correct month, day, and year are printed here.

The next information we will check is ethnicity. If you are Hispanic or Latino, there is a **Y** for Yes next to **HISP/LATINO** on the label. If you are not, there is an **N** for No.

Appendix A: Accommodations



Now we will check the information printed for race. Next to **RACE** on the label, one or more of the following letters are printed to reflect your racial category or categories:

- **I** is for **American Indian or Alaska Native**.
- **A** is for **Asian**.
- **B** is for **Black or African American**.
- **P** is for **Native Hawaiian or Other Pacific Islander**.
- **W** is for **White**.

Verify the information printed next to **HISP/LATINO** and **RACE**. Raise your hand if you have any questions.

If a student has difficulty determining his or her ethnicity, you may read the following definition of **Hispanic/Latino**:

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition to “Hispanic or Latino.”

If a student has difficulty determining his or her racial category, you may read the following definitions:

American Indian or Alaska Native (shown as **I** on label)

A person having origins in any of the original peoples of North America and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian (shown as **A** on label)

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American (shown as **B** on label)

A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (shown as **P** on label)

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White (shown as **W** on label)

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

After answering all questions, return to the appropriate administration script.

Special Documents (Braille, Large Print) Instructions

These instructions serve as a guideline for administering the 2012–2013 EOC assessments to students who use braille or large print materials. These instructions should be used with the *General Information* sections; the *Test Administrator*, *School Assessment Coordinator*, and *District Assessment Coordinator Responsibilities* sections; and the additional information on general test administration procedures and accommodations in this appendix.

The pre-populated Administration Record/Security Checklist (available in PearsonAccess) lists each school's secure materials, including braille and large print materials. Written documentation of the security numbers must be maintained at all times when secure materials are distributed and returned. Please remember to use a separate Special Document Return Envelope for each student when packaging materials for return.

Braille Test Administrator Responsibilities Before and During Testing

Assemble Braille Materials

Your school assessment coordinator will provide the materials needed to administer the Winter 2012/ Spring 2013/Summer 2013 EOC Assessments to students using braille materials. Each EOC Assessment is divided into two braille test books: Volume 1 and Volume 2. Read the following chart to ensure that you have all appropriate materials. If you are missing any materials or have questions about their use, contact your school assessment coordinator. See *Test Administrator Responsibilities Before Testing* on pages 22–27 for additional information.

Students using braille materials record their responses on braille paper. Regular print versions of the test materials are also included in the braille test materials kits. Braille notes provide a detailed list of the differences between the braille version and the regular print version of the test documents. School/district personnel are responsible for preparing the grid sheet of the student's regular print test and answer book so that the student's responses can be transcribed into the regular print document by the contractor.

Braille EOC Assessment Materials			
Algebra 1	Biology 1	Geometry	U.S. History
<p>Test Administrator</p> <ul style="list-style-type: none"> ■ Required Administration Information ■ Braille Script ■ Braille Notes (clipped to inside front cover of each braille test book) ■ Regular Print Algebra 1 EOC Assessment Test and Answer Book ■ Special Document Return Envelope ■ Approved Regular Four-Function Calculator 	<p>Test Administrator</p> <ul style="list-style-type: none"> ■ Required Administration Information ■ Braille Script ■ Braille Notes (clipped to inside front cover of each braille test book) ■ Regular Print Biology 1 EOC Assessment Test and Answer Book ■ Special Document Return Envelope ■ Approved Regular Four-Function Calculator 	<p>Test Administrator</p> <ul style="list-style-type: none"> ■ Required Administration Information ■ Braille Script ■ Braille Notes (clipped to inside front cover of each braille test book) ■ Regular Print Geometry EOC Assessment Test and Answer Book ■ Special Document Return Envelope ■ Approved Regular Scientific Calculator 	<p>Test Administrator</p> <ul style="list-style-type: none"> ■ Required Administration Information ■ Braille Script ■ Braille Notes (clipped to inside front cover of each braille test book) ■ Regular Print U.S. History EOC Assessment Test and Answer Book ■ Special Document Return Envelope

Braille EOC Assessment Materials			
Algebra 1	Biology 1	Geometry	U.S. History
<p>Student</p> <ul style="list-style-type: none"> ■ Braille Algebra 1 EOC Test Book—Volume 1 ■ Braille Algebra 1 EOC Test Book—Volume 2 ■ Braille Testing Rules Acknowledgment Sheet (clipped to inside front cover of the braille Volume 1 test book) ■ Braille Algebra 1 EOC and Geometry EOC Assessments Reference Sheet ■ Braille Paper (for student responses) ■ Approved Talking Four-Function Calculator 	<p>Student</p> <ul style="list-style-type: none"> ■ Braille Biology 1 EOC Test Book—Volume 1 ■ Braille Biology 1 EOC Test Book—Volume 2 ■ Braille Testing Rules Acknowledgment Sheet (clipped to inside front cover of the braille Volume 1 test book) ■ Braille Periodic Table of the Elements ■ Braille Paper (for student responses) ■ Approved Talking Four-Function Calculator 	<p>Student</p> <ul style="list-style-type: none"> ■ Braille Geometry EOC Test Book—Volume 1 ■ Braille Geometry EOC Test Book—Volume 2 ■ Braille Testing Rules Acknowledgment Sheet (clipped to inside front cover of the braille Volume 1 test book) ■ Braille Algebra 1 EOC and Geometry EOC Assessments Reference Sheet ■ Braille Paper (for student responses) ■ Approved Talking Scientific Calculator 	<p>Student</p> <ul style="list-style-type: none"> ■ Braille U.S. History EOC Test Book—Volume 1 ■ Braille U.S. History EOC Test Book—Volume 2 ■ Braille Testing Rules Acknowledgment Sheet (clipped to inside front cover of the braille Volume 1 test book) ■ Braille Paper (for student responses)

Braille Scripts and Notes

When administering the EOC Assessments to students using braille materials, use the braille script provided with the braille test materials. Braille scripts are also available in PearsonAccess. It is important that you review the braille scripts BEFORE testing begins.

Braille notes are also included with the braille test materials and provide a page-by-page detailed list of the differences between the braille version and the regular print version of the test books. It is very important that you read through the braille notes carefully before administering the test and **that you use them**, as appropriate, during the test.

Prepare Student Braille Documents

To ensure that each student's test documents are processed correctly, verify that the student's first and last names, district name, school name, and grade level are included on the front cover of his or her braille test books (Volume 1 and Volume 2). Make sure the student's first and last names, district name, school name, grade level, and the tested subject are included on each braille answer sheet and on the Testing Rules Acknowledgment Sheet.

The grid sheet on the front cover of each student's regular print test and answer book must also be completed in one of the following ways:

- If the student has a preidentified label, verify the accuracy of the information on the label and carefully place it in the lower left corner of the grid sheet in the box that reads **PLACE STUDENT LABEL HERE**.
- If the student does not have a label, grid the student information with a No. 2 pencil.

Appendix A: Accommodations

Examine each student's braille test materials and each student's regular print test and answer book to ensure that they have been completed correctly. For information about completing the student grid sheet, see pages 106–112. For information about gridding non-preidentified documents or verifying preidentified documents, refer to the *Script for Gridding a Non-Preidentified Student Grid Sheet* on pages 257–258 or the *Script for Verifying a Preidentified Label* on pages 259–260.

Distribute Braille Materials

Refer to the charts on pages 262–263 and to *Test Administrator Responsibilities Before Testing* on pages 22–27 to ensure that you have all necessary materials.

Calculators

Provide each student using braille materials the appropriate calculator for use on the EOC Assessment. Each student participating in the Algebra 1 and Biology 1 EOC Assessments should receive a four-function calculator. Each student participating in the Geometry EOC Assessment should receive a scientific calculator. Ensure that a supply of approved regular, large key/large display, and talking calculators is available prior to the administration date and that each student has sufficient practice time using the calculator(s). See pages 10–11 for more information regarding calculators.

Some talking four-function calculators provided by the FDOE do not have a key for finding the square root of a number. Prior to testing, inform each student using a talking calculator that he or she can request the use of an approved regular four-function calculator for finding the square root of a number if his or her talking calculator does not have a square root key. In this case, the student must tell you what keys to press to find the square root of a number, and then you may read the display to the student.

Similarly, some talking four-function calculators may not have a change sign key (+/-), which is used to perform operations involving negative numbers. Before testing begins, notify each student using a talking calculator that he or she may request the use of an approved regular four-function calculator to perform operations involving negative numbers if his or her talking calculator does not have a change sign key. Keep in mind that you may perform only actions involving negative numbers and then read the display to the student.

In both instances, you may perform only actions requested by the student.

Reference Sheets

Each student should receive a braille *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet* for use on the Algebra 1 and Geometry EOC Assessments.

Periodic Tables

Each student should receive a braille *Periodic Table of the Elements* for use on the Biology 1 EOC Assessment.

Testing Rules Acknowledgment Sheets

A separate braille **Testing Rules Acknowledgment Sheet** is clipped to the inside front cover of each braille Volume 1 test book. Students must read and affirm the Testing Rules Acknowledgment by brailleing their initials or signing their names on the braille **Testing Rules Acknowledgment Sheets** before participating in each test administration.

Student Responses

Students who use braille materials will record their responses on **braille paper**. The contractor will transcribe the student's responses from the braille paper into the **regular print test and answer book** included in the student's return envelope. School/district personnel are responsible for preparing the grid sheet of the student's regular print test and answer book before placing it in the student's Special Document Return Envelope.

If a student using braille materials provides verbal or signed responses, you may record the student's responses in the regular print test and answer book provided for the student. Include the student's braille test materials and regular print test and answer book containing his or her responses in the student's Special Document Return Envelope(s).

Braille

Test Administrator

Responsibilities After Testing

Return Braille Materials

Complete the following steps as soon as testing has been completed:

1. Verify that you have collected all required administration information (see pages 82–83). Copy and file this information. Notify your school assessment coordinator immediately if any secure test materials are missing.
2. Verify that your Security Log has been completed correctly. Copy and file this log.
3. Ensure the student’s first and last names, district name, school name, and grade level are included on the front cover of his or her braille test books. Make sure the student’s first and last names, district name, school name, grade level, and the tested subject are included on each braille answer sheet and on the **Testing Rules Acknowledgment Sheet**.
4. Verify that the grid sheet on the front of each student’s regular print test and answer book has been completed correctly or has a student label affixed.
5. If a test is TO BE SCORED, verify that the DNS bubble on the grid sheet of the regular print test and answer book has not been gridded. If a DNS bubble has been gridded by mistake, erase the DNS bubble and grid the UNDO bubble. If a test is NOT TO BE SCORED, verify that the DNS bubble has been gridded.
6. Place each student’s braille materials in the Special Document Return Envelope according to the chart below. **Do not place materials for more than one student in the same envelope.** Do NOT seal the envelope(s).

Return Braille Test Materials
<ul style="list-style-type: none"> ■ Braille Answer Sheets containing student responses (separated by subject) ■ Braille Test Books (Volume 1 and Volume 2) ■ Braille Testing Rules Acknowledgment Sheet <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ■ Regular Print Test and Answer Book

7. Complete a Special Document Return Envelope for each student according to the instructions on the envelope. Use the space on the envelope marked STUDENT ENVELOPE ____ OF ____ to number each student’s envelopes 1 of n , 2 of n , etc., where n is the total number of envelopes for that student.
8. Return the completed Special Document Return Envelopes and all other materials (e.g., unused braille paper, calculators) to your school assessment coordinator.
9. Go to www.FLAssessments.com/EOC, select the appropriate form for the test administration (Winter 2012, Spring 2013, or Summer 2013), and complete the form. Information from this form will be summarized by the contractor for FDOE use. Please provide feedback that will be meaningful to the FDOE and the test contractor. If you have comments pertaining to school/district procedures, please contact your school or district assessment coordinator.

Large Print Test Administrator Responsibilities Before and During Testing

Assemble Large Print Materials

Your school assessment coordinator will provide the materials needed to administer the (*Spring 2013/Summer 2013*) EOC Assessments to students using large print materials. Beginning with the Spring 2013 administration, large print test materials are available as a unique accommodation for students who are unable to access the computer-based large print form via TestHear. Requests must be submitted to FDOE using the *Unique Accommodations Request Form* and must be approved by the Commissioner of Education or a designee.

Read the following charts to ensure that you have all appropriate materials. If you are missing any materials or have questions about their use, contact your school assessment coordinator. See *Test Administrator Responsibilities Before Testing* on pages 22–27 for additional information.

Students using large print materials record their responses directly in the large print test and answer book. Regular print versions of the test materials are included in the large print test materials kits. School/district personnel are responsible for preparing the grid sheet of the student's regular print answer document so that the student's responses can be transcribed into the regular print document by the contractor. **School/district personnel should not transcribe student responses from the large print test and answer books into the regular print answer documents, except when indicated for an accommodation.**

Large Print EOC Assessment Materials			
Algebra 1	Biology 1	Geometry	U.S. History
Test Administrator <ul style="list-style-type: none"> ■ Required Administration Information ■ Regular Print Algebra 1 EOC Assessment Test and Answer Book ■ Special Document Return Envelope ■ Approved Regular Four-Function Calculator 	Test Administrator <ul style="list-style-type: none"> ■ Required Administration Information ■ Regular Print Biology 1 EOC Assessment Test and Answer Book ■ Special Document Return Envelope ■ Approved Regular Four-Function Calculator 	Test Administrator <ul style="list-style-type: none"> ■ Required Administration Information ■ Regular Print Geometry EOC Assessment Test and Answer Book ■ Special Document Return Envelope ■ Approved Regular Scientific Calculator 	Test Administrator <ul style="list-style-type: none"> ■ Required Administration Information ■ Regular Print U.S. History EOC Assessment Test and Answer Book ■ Special Document Return Envelope

Appendix A: Accommodations

Large Print EOC Assessment Materials			
Algebra 1	Biology 1	Geometry	U.S. History
<p>Student</p> <ul style="list-style-type: none"> ■ Large Print Algebra 1 EOC Assessment Test and Answer Book ■ EOC Response Grid Instructions for Large Print Documents ■ Large Print Algebra 1 EOC and Geometry EOC Assessments Reference Sheet ■ Approved Large Key/Large Display or Talking Four-Function Calculator 	<p>Student</p> <ul style="list-style-type: none"> ■ Large Print Biology 1 EOC Assessment Test and Answer Book ■ Large Print Periodic Table of the Elements ■ Approved Large Key/Large Display or Talking Four-Function Calculator 	<p>Student</p> <ul style="list-style-type: none"> ■ Large Print Geometry EOC Assessment Test and Answer Book ■ EOC Response Grid Instructions for Large Print Documents ■ Large Print Algebra 1 EOC and Geometry EOC Assessments Reference Sheet ■ Approved Large Key/Large Display or Talking Scientific Calculator 	<p>Student</p> <ul style="list-style-type: none"> ■ Large Print U.S. History EOC Assessment Test and Answer Book

Large Print Scripts

You will use the regular print paper-based scripts provided in this manual to administer tests to students using large print materials. **Modifications to the regular test administration scripts should be made as specified below.** It is important that you review the scripts and modifications BEFORE testing begins.

For ALL Subjects

- Remove all references to students removing the plastic pull tabs on their test materials. None of the large print test documents are sealed.

Algebra 1

- Distribute the large print *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet* and instruct students to refer to it at any time during the Algebra 1 EOC Assessment.
- Instruct students to ignore the **Directions for Completing the Response Grids** printed in the large print test and answer book. Distribute the gridding instructions, **Algebra 1 and Geometry EOC Response Grid Instructions for Large Print Documents**, as a replacement and read aloud in the script. Instruct students to refer to these gridding instructions to make sure they have completed the grids correctly.

Biology 1

- Distribute the large print *Periodic Table of the Elements* and instruct students to refer to it at any time during the Biology 1 EOC Assessment.

Geometry

- Distribute the large print *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet* and instruct students to refer to it at any time during the Geometry EOC Assessment.

- Instruct students to ignore the **Directions for Completing the Response Grids** printed in the large print test and answer book. Distribute the gridding instructions, **Algebra and Geometry EOC Response Grid Instructions for Large Print Documents**, as a replacement and read aloud in the script. Instruct students to refer to these gridding instructions to make sure they have completed the grids correctly.

U.S. History

- No other modifications are necessary.

As you read the scripts, ensure that students understand how to properly indicate answers for multiple-choice and gridded-response items. Students are required to grid bubbles for multiple-choice answers. For gridded-response items, responses must be written legibly in the answer boxes and the decimal point, fraction bar, or negative sign gridded if it is part of the answer.

Prepare Student Large Print Documents

To ensure that each student's test documents are processed correctly, verify that the student name and the district/school name are written on the front cover in the box in the upper left corner of the large print test and answer book.

The grid sheet on the front cover of each student's regular print test and answer book must also be completed in one of the following ways:

- If the student has a preidentified label, verify the accuracy of the information on the label and carefully place it in the lower left corner of the grid sheet in the box that reads **PLACE STUDENT LABEL HERE**.
- If the student does not have a label, grid the student information with a No. 2 pencil.

Examine each student's large print test and answer book and each student's regular print test and answer book to ensure that they have been completed correctly. For information about completing the student grid sheet, see pages 106–112. For information about gridding non-preidentified documents or verifying preidentified documents, refer to the *Script for Gridding a Non-Preidentified Student Grid Sheet* on pages 257–258 or the *Script for Verifying a Preidentified Label* on pages 259–260.

Distribute Large Print Materials

Refer to the charts on pages 267–268 and to *Test Administrator Responsibilities Before Testing* on pages 22–27 to ensure that you have all necessary materials.

Calculators

Provide each student using large print materials the appropriate calculator for use on the EOC Assessment. Each student participating in the Algebra 1 and Biology 1 EOC Assessments should receive a four-function calculator. Each student participating in the Geometry EOC Assessment should receive a scientific calculator. Ensure that a supply of approved regular, large key/large display, and talking calculators is available prior to the administration date and that each student has sufficient practice time using the calculator(s). See pages 10–11 for more information regarding calculators.

Some talking four-function calculators provided by the FDOE do not have a key for finding the square root of a number. Prior to testing, inform each student using a talking calculator that he or she can request the use of an approved regular four-function calculator for finding the square root of a number if his or her talking calculator does not have a square root key. In this case, the student must tell you what keys to press to find the square root

Appendix A: Accommodations

of a number, and then you may read the display to the student.

Similarly, some talking four-function calculators may not have a change sign key (+/-), which is used to perform operations involving negative numbers. Before testing begins, notify each student using a talking calculator that he or she may request the use of an approved regular four-function calculator to perform operations involving negative numbers if his or her talking calculator does not have a change sign key. Keep in mind that you may perform only actions involving negative numbers and then read the display to the student.

In both instances, you may perform only actions requested by the student.

Reference Sheets

Each student should receive a large print *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet* for use on the Algebra 1 and Geometry EOC Assessments.

Periodic Tables

Each student should receive a large print *Periodic Table of the Elements* for use on the Biology 1 EOC Assessment.

Student Responses

Students using large print materials will record their responses directly in the large print test and answer book. Students are required to grid bubbles for multiple-choice answers. For gridded-response items, responses must be written legibly in the answer boxes and the decimal point, fraction bar, or negative sign gridded if it is part of the answer. The contractor will transcribe the student's responses from the large print test and answer book into the regular print answer document included in the student's return envelope. School/district personnel are responsible for preparing the grid sheet of the student's regular print answer document before placing it in the student's Special Document Return Envelope.

Flexible responding accommodations should be provided as necessary to eligible students using large print materials to ensure that student responses are indicated correctly. For students who cannot grid bubbles or write clearly in gridded-response answer boxes, you should record or transcribe the student's responses into the regular print answer document provided for the student. If a student using large print materials provides verbal or signed responses, you will record the student's responses in the student's regular print answer document. Student responses are recorded or transcribed into regular print answer documents for provision of these accommodations only. In these cases, include the student's large print test materials and the regular print answer document containing his or her responses in the student's Special Document Return Envelope(s).

If a student is using multiple learning media (e.g., a student uses braille materials and records his or her responses in a large print test and answer book), make sure that ALL of the student's responses are in ONE answer document type. Place TO BE SCORED test materials containing the student's responses in the student's Special Document Return Envelope(s) according to the return instructions for that document type. See page 156 for additional information on flexible responding accommodations.

Large Print Test Administrator Responsibilities After Testing

Return Large Print Materials

Complete the following steps as soon as testing has been completed:

1. Verify that you have collected all required administration information (see page 23). Copy and file this information. Notify your school assessment coordinator immediately if any secure test materials are missing.
2. Verify that your Security Log has been completed correctly. Copy and file this log.
3. Remove stray large print reference sheets and gridded response instructions from the test materials.
4. Ensure that the student's first and last names, school name, and district name are written in the box in the upper left corner of the student's large print test and answer book.
5. Verify that the grid sheet on the front of each regular print test and answer book has been completed correctly or has a student label affixed.
6. Ensure that student responses are indicated clearly (i.e., bubbles are gridded for multiple-choice items, responses in gridded-response answer boxes are legible and completed according to the large print response grid instructions). **If student responses are not recorded properly, they will not be scored.**
7. If a test is TO BE SCORED, verify that the DNS bubble has not been gridded. If a DNS bubble has been gridded by mistake, erase the DNS bubble and grid the UNDO bubble. If a test is NOT TO BE SCORED, verify that the DNS bubble has been gridded.
8. Place each student's large print materials in the Special Document Return Envelope according to the chart below. **Do not place materials for more than one student in the same envelope.** Do NOT seal the envelope(s).

Return Large Print Test Materials
<ul style="list-style-type: none"> ■ Large Print Test and Answer Book <li style="text-align: center;">AND ■ Regular Print Test and Answer Book

9. Complete a Special Document Return Envelope for each student according to the instructions on the envelope. Use the space on the envelope marked STUDENT ENVELOPE ____ OF ____ to number each student's envelope 1 of n , 2 of n , etc., where n is the total number of envelopes for that student.
10. Return the completed Special Document Return Envelopes and all other materials (e.g., reference sheets, response grid instructions, calculators) to your school assessment coordinator.
11. Go to www.FLAssessments.com/EOC, select the appropriate form for the test administration (Spring 2013 or Summer 2013) and complete the form. Information from this form will be summarized by the contractor for FDOE use. Please provide feedback that will be meaningful to the FDOE and the test contractor. If you have comments pertaining to school/district procedures, please contact your school or district assessment coordinator.

Appendix B: Florida Test Security Statute and Rule

Florida Test Security Statute

1008.24 Test Security

- (1) It is unlawful for anyone knowingly and willfully to violate test security rules adopted by the State Board of Education for mandatory tests administered by or through the State Board of Education or the Commissioner of Education to students, educators, or applicants for certification or administered by school districts pursuant to s. 1008.22, or, with respect to any such test, knowingly and willfully to:
 - (a) Give examinees access to test questions prior to testing;
 - (b) Copy, reproduce, or use in any manner inconsistent with test security rules all or any portion of any secure test booklet;
 - (c) Coach examinees during testing or alter or interfere with examinees' responses in any way;
 - (d) Make answer keys available to examinees;
 - (e) Fail to follow security rules for distribution and return of secure test as directed, or fail to account for all secure test materials before, during, and after testing;
 - (f) Fail to follow test administration directions specified in the test administration manuals; or
 - (g) Participate in, direct, aid, counsel, assist in, or encourage any of the acts prohibited in this section.
- (2) Any person who violates this section commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.
- (3)
 - (a) A district school superintendent, a president of a postsecondary educational institution, or a president of a nonpublic postsecondary educational institution shall cooperate with the Commissioner of Education in any investigation concerning the administration of a test administered pursuant to state statute or rule.
 - b) The identity of a school or postsecondary educational institution, the personally identifiable information of any personnel of any school district or postsecondary educational institution, or any specific allegations of misconduct obtained or reported pursuant to an investigation conducted by the Department of Education of a testing impropriety are confidential and exempt from the provisions of s. 119.07(1) and s. 24(a), Art. I of the State Constitution until the conclusion of the investigation or until such time as the investigation ceases to be active. For the purpose of this paragraph, an investigation shall be deemed concluded upon a finding that no impropriety has occurred, upon the conclusion of any resulting preliminary investigation pursuant to s. 1012.796, upon the completion of any resulting investigation by a law enforcement agency, or upon the referral of the matter to an employer who has the authority to take disciplinary action against an individual who is suspected of a testing impropriety. For the purpose of this paragraph, an investigation shall be considered active so long as it is ongoing and there is a reasonable, good faith anticipation that an administrative finding will be made in the foreseeable future. This paragraph is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2014, unless reviewed and saved from repeal through reenactment by the Legislature.

History.—s. 370, ch. 2002-387; s. 1, ch. 2009-143.

Florida State Board of Education Test Security Rule

6A-10.042 Maintenance of Test Security

- (1) Tests implemented in accordance with the requirements of Sections 1004.93, 1008.22, 1008.29, 1008.30, 1012.55, and 1012.56, Florida Statutes, shall be maintained and administered in a secure manner such that the integrity of the tests shall be preserved.
 - (a) Test questions shall be preserved in a secure manner by individuals who are developing and validating the tests. Such individuals shall not reveal in any manner, verbally or in writing, the test questions under development.
 - (b) Tests or individual test questions shall not be revealed, copied, or otherwise reproduced by persons who are involved in the administration, proctoring, or scoring of any test.
 - (c) Examinees shall not be assisted in answering test questions by any means by persons administering or proctoring the administration of any test.
 - (d) Examinees' answers to questions shall not be interfered with in any way by persons administering, proctoring, or scoring the examinations.
 - (e) Examinees shall not be given answer keys by any person.
 - (f) Persons who are involved in administering or proctoring the tests or persons who teach or otherwise prepare examinees for the tests shall not participate in, direct, aid, counsel, assist in, or encourage any activity which could result in the inaccurate measurement or reporting of the examinees' achievement.
 - (g) Each person who has access to tests or test questions during the development, printing, administration, or scoring of the tests shall be informed of specifications for maintaining test security, the provisions in statute and rule governing test security, and a description of the penalties for breaches of test security.
 - (h) During each test administration, school district and institutional test administration coordinators and contractors employing test administrators and proctors shall ensure that required testing procedures are being followed at all test administration sites. Officials from the Department are authorized to conduct unannounced observations of test administration procedures at any test administration site to ensure that testing procedures are being correctly followed.
- (2) Test materials, including all test booklets and other materials containing secure test questions, answer keys, and student responses, shall be kept secure and precisely accounted for in accordance with the procedures specified in the examination program administration manuals and other communications provided by the Department. Such procedures shall include but are not limited to the following:
 - (a) All test materials shall be kept in secure, locked storage prior to and after administration of any test.
 - (b) All test materials shall be precisely accounted for and written documentation kept by test administrators and proctors for each point at which test materials are distributed and returned.
 - (c) Any discrepancies noted in the number or serial numbers of testing materials received from contractors shall be reported to the Department by designated institutional or school district personnel prior to the administration of the test.
 - (d) In the event that test materials are determined to be missing while in the possession of an institution or school district, designated institutional or school district personnel shall investigate the cause of the discrepancy and provide the Department with a report of the investigation within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or witness to the occurrence. Officials from the Department are authorized to conduct additional investigations.

Appendix B: Florida Test Security Statute and Rule

- (e) In those cases where the responsibility for secure destruction of certain test materials is assigned by the Department to designated institutional or school district personnel, the responsible institutional or school district representative shall certify in writing that such destruction was accomplished in a secure manner.
 - (f) In those cases where test materials are permitted by the Department to be maintained in an institution or school district, the test materials shall be maintained in a secure manner as specified in the instructions provided by the Department. Access to the materials shall be limited to the individuals and purposes specified by the Department.
- (3) In those situations where an employee of the educational institution, school district, or contractor, or an employee of the Department suspects a student of cheating on a test or suspects other violations of the provisions of this rule, a report shall be made to the Department or test support contractor, as specified in the test administration procedures, within ten (10) calendar days. The report shall include a description of the incident, the names of the persons involved in or witness to the incident, and other information as appropriate. Officials from the Department are authorized to conduct additional investigations.
- (4) Violations of test security provisions shall be subject to penalties provided in statute and State Board Rules.

Specific Authority 1001.02(1), 1008(24)(1) FS. Law Implemented 1001.02, 1008.24 FS. History-New 7-5-87, Amended 10-26-94.

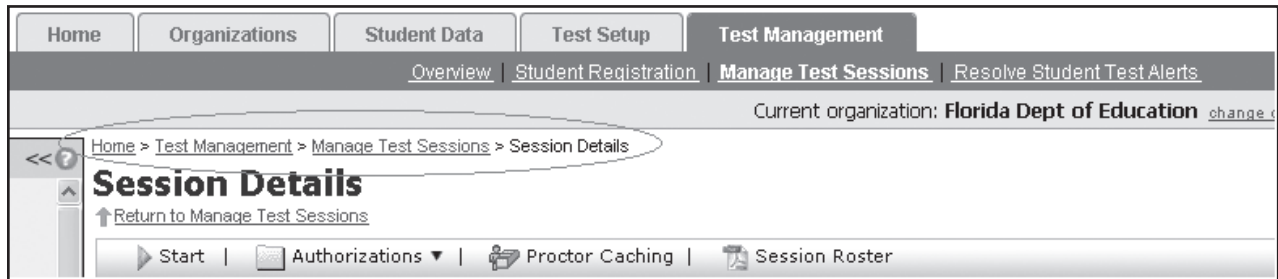
Appendix C: Pearson Support and PearsonAccess

Contacting Pearson Support

If you contact Pearson at 877-847-3043 or Florida@support.pearson.com during this computer-based administration, make sure that you know the answers to all relevant questions below so that Pearson can assist you effectively and efficiently.

PearsonAccess

- Are you using a PC or a Mac?
- What is your role (district assessment coordinator, district technology coordinator, school assessment coordinator, school technology coordinator, or test administrator)?
- What screen are you on? Provide the path, if possible. See screenshot below.



- What task were you trying to complete when you encountered an error?
- What was the error message? If there wasn't an error message, what are you unable to do?
- If you were working from the manual, what page were you on?

TestNav/TestHear

- Is the student using a PC or a Mac?
- What task was the student trying to complete in TestNav/TestHear when he/she encountered an error?
- Did an error code or message appear?
- Can you provide a log file?
- What is the IP address of the Proctor Caching computer?
- Do you use a proxy server and, if so, what is the IP address?
- Have the TestNav URLs been allowed through your firewall/content filter?

Proctor Caching

- Are you using a PC or a Mac?
- Were you setting up Proctor Caching on a workstation or a server?
- Have you installed the Proctor Caching software?
- Did you start the Proctor Caching software prior to attempting to Proctor Cache?
- Did you add an IP address to your Proctor Caching server locations? This needs to be the IP address of the Proctor Caching computer. Did you add the appropriate port? This is typically port 4480 but could vary depending on your district/school firewall or content filtering software.
- Did you add the whitelist URLs to your firewall and content filtering software? The whitelist URLs that need to be added can be found under *Network Configuration Notes* in the *2012–2013 EOC Technology Coordinator Guide*.

PearsonAccess

Logging in to PearsonAccess

The district assessment coordinator is responsible for creating two accounts for you: one for the operational PearsonAccess site and one for the PearsonAccess Training Center. You should receive an email with your username and instructions for creating your password for each PearsonAccess site. If you have not received these instructions, contact your district assessment coordinator.

The Training Center will be used for the Infrastructure Trial, and it also provides a place to practice PearsonAccess activities in a non-operational environment. To access the Training Center, select **Training Center** at www.PearsonAccess.com/fl. Before completing an activity using either account, confirm that you are logged in to the appropriate site. If you experience difficulty logging in to either PearsonAccess site, before contacting the Pearson Help Desk, ensure that you are logging in using the correct account information. The operational PearsonAccess site has blue headers and a blue toolbar, and the Training Center has brown headers and a brown toolbar.

The following are recommended operating system and browser combinations for workstations accessing PearsonAccess:

Windows XP (SP3)

- Internet Explorer 6.0
- Internet Explorer 7.0
- Internet Explorer 8.0
- Firefox 2.0
- Firefox 3.0
- Safari 3.0
- Safari 4.0

Windows Vista

- Internet Explorer 7.0
- Internet Explorer 8.0
- Firefox 3.0
- Safari 3.0
- Safari 4.0

Mac OS X 10.4

- Safari 2.0
- Safari 3.0
- Safari 4.0
- Firefox 2.0
- Firefox 3.0

Mac OS X 10.5

- Safari 3.0
- Safari 4.0
- Firefox 3.0

Mac OS X 10.6

- Safari 4.0
- Firefox 3.0

Mac OS X 10.7

- Safari 5.0
- Firefox 5.0

■ Log in for the First Time

After you receive the email providing your username,

- Click the link in the email.
- Create a password; you will be prompted to enter it twice, and then click **Set Password**.
- Read the Confidentiality Agreement and click **Accept**.
- Perform the tasks described in this section.
- Click **Logout** when finished.

You have only **five** chances to enter the correct username and password on the login screen. If the fifth attempt is

unsuccessful, your account will be locked. If your account is locked, contact the Pearson Help Desk.

■ **To Reset your Password**

- On the Login screen, click **Forgot Your User Name or Password?** to go to the Reset Password screen.
- Enter your username and email address, and then click **Reset Password**.

You must enter your **exact** username and email address. If you do not know your username, contact your district assessment coordinator. If either your username or email does not match the name and email associated with your user account, you will not be able to reset the password.

- Upon a successful match, an email containing instructions on how to set up a new password will be sent to the email address associated with your account.

■ **Log in Again**

The second time that you log in, use the following login procedure:

For PearsonAccess

- Go to www.PearsonAccess.com/fl.
- Click **Log into PearsonAccess** to go to the login screen.
- Enter your username and password, and then click **Login** to go to the Home page.

For the Training Center

- Go to www.PearsonAccess.com/fl.
- Click the **Training Center** tab.
- Click **Log into PearsonAccess Training Site** to go to the login screen.
- Enter your username and password, and then click **Login** to go to the Home page.

Training Center

Accessed from the PearsonAccess Home page, the Training Center provides an opportunity to practice PearsonAccess tasks. It requires username and password setup, and Training Center accounts are created by the district assessment coordinators. If your school wishes to walk through a complete simulation of test setup and administration (i.e., Infrastructure Trial), this should be set up in the Training Center.

To set up the Training Center for a simulation of test setup and administration, follow the instructions provided in the *Infrastructure Readiness Guide*. To access this guide, go to www.FLAssessments.com/AdditionalResources.

School assessment coordinators and school technology coordinators may also want to use the Training Center to create sample students and practice signing on to a practice test in TestNav using student computers. **Remember that once a Student Authorization Ticket has been used to sign on to TestNav, it cannot be used again until that student has been resumed in the Session Details screen.** Even if the test does not load completely (because all setup steps were not completed), check the Session Details screen before attempting to use the same ticket again.

This appendix also includes the Test Setup Exercise, which can be completed in the Training Center. This exercise will take you through all of the major test setup tasks (e.g., student, class, session), and it will ensure that your school has a computer capable of completing required administrative tasks, including printing Student Authorization Tickets and Session Rosters.

Test Setup Exercise

Familiarize yourself with PearsonAccess procedures by walking through all of the steps described below. The headers and toolbar are brown in the Training Center and blue in the operational PearsonAccess site. Please

note that some fields in the Training Center may not resemble the same fields in the operational site, which is customized for specific administrations. **Any data or settings you manipulate in the Training Center will not affect actual data or settings for your school.** The process requires you to register a sample student, John Doe, to take the Sample Session. Following registration, you will use the authorization ticket created for John Doe to open the Sample Session. Once you have completed the steps and successfully opened the Sample Session, you will be prepared to perform all required test setup tasks in the PearsonAccess operational site.

To Complete Test Setup Exercise at a School

- Go to www.PearsonAccess.com/fl and click the **Training Center** tab.
- Click **Log into PearsonAccess Training Site** to go to the login screen. Enter your username and password, and then click **Login** to go to the Home page.
- Select the **Florida Training Administration** and click **Save**.
- From the Home page, click the **Student Data** tab, then **Student Data Information**.
- Click **New Student**.

Edit Student Details

- Use JOHN DOE for the student name, and enter mock data for all other required fields (indicated by red arrows). The student name must be entered in all caps. The Florida Student ID Number field requires 10 characters, which can be the nine-digit Social Security Number followed by an X.
- Scroll down and select your school.
- Click **Save and Next**.

Edit Test Registration Details

- Enter mock data for all required fields (indicated by red arrows). Do NOT change the default test administration.
- Click **Save and Next**.

Edit Class Registration

- Click **New Class**.
- Type *SAMPLE* in Class Name (limit of 12 characters, must be all caps).
- Click **Save**.
- Click the box next to **SAMPLE** on the list on the screen.
- Click **Save and Next**.

Edit Assigned Tests and Enable the Student to Test on Computer (Set Online Indicator)

- Select **Florida Infrastructure Trial**.
- Select a grade from the Tested Grade drop-down box.
- Select **Yes** from the Online Indicator drop-down box.
- Click **Save and Exit**. A screen will appear letting you know that you have successfully created the student profile.

Create a New Test Session

- Click **Manage Test Sessions** under the **Test Management** tab, then "**View By: Test Sessions**."
- Click **New Session** and create a session named *Sample Session*.
- Select your school, select **Infrastructure Trial** from the Test to be Administered field, and select **TestNav** from the Form Group Type field.
- Enter today's date for the start date, and click the box next to **SAMPLE** in the Class Name column.
- Click **Save**.

Start Session

- Select **Go to session Sample Session**.
- Click **Start** and then click **Yes – Start Session**.
- Go to **Manage Test Sessions**.
- Click **Sample Session**.

Print Student Authorization Tickets

- Click **Authorizations** and select **Student Authorizations** from the drop-down list. Select Detail View, Grid View, or List View to download a PDF of the Student Authorization Tickets.
- Click **Open** and print the Student Authorization Ticket for John Doe.
- After you print the ticket, log out of all applications to prepare to log in to take the test from a workstation that has TestNav 6.9 installed.

Log in to TestNav

- Double-click the TestNav icon on the workstation desktop. A window with an Address field will appear.
- In the Address field, enter the URL exactly as shown on the Student Authorization Ticket and click **Go**.
- Enter the Login ID and test code (password) from the Student Authorization Ticket.

Once you have successfully logged in to the Sample Session, you have completed your Test Setup Exercise.


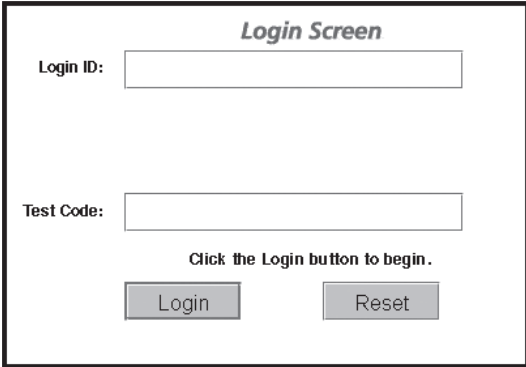
Appendix D: CBT Test Administrator Quick Reference Guide


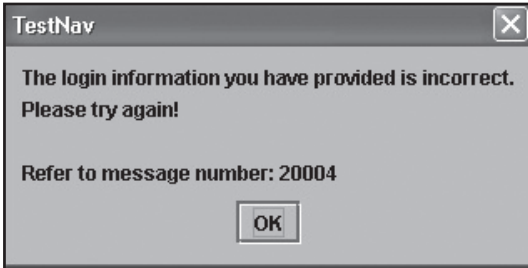

CBT Test Administrator Quick Reference Guide


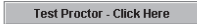



Updated 11/23/2011, v.4.0

Test Administrator Responsibilities

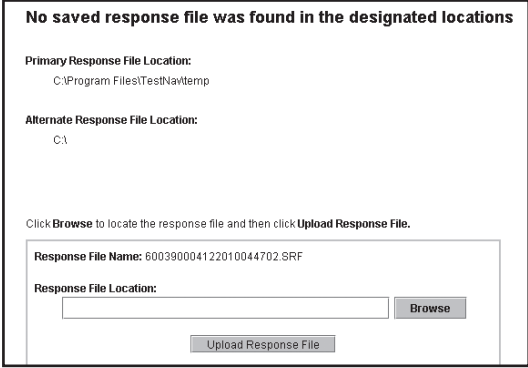
Detailed instructions for test administrators can be found in the *Before Testing* and the *During Testing* sections of this manual. Test administration manuals are printed and distributed to districts prior to each test administration. A PDF of each manual is posted at www.PearsonAccess.com/fl under **Support** and **Resources**. Select the appropriate administration.

TestNav		
Message (What You'll See on the Screen)	Possible Causes (What Does This Mean?)	Actions (What Should I Do?)
	<p>TestNav GO Screen</p>	<ul style="list-style-type: none"> Verify the URL matches the Student Authorization Ticket and click GO.
	<p>Login Screen</p>	<ul style="list-style-type: none"> The student will type the Login ID and test code (password) from the Student Authorization Ticket and click Login.

TestNav: Early Warning System		
Message (What You'll See on the Screen)	Possible Causes (What Does This Mean?)	Actions (What Should I Do?)
	<p>The student attempts to log in before the test session has been started.</p>	<ul style="list-style-type: none"> ■ Contact the school assessment coordinator to start the test session in PearsonAccess. ■ After the session has been started, click OK, and then have the student log in.
	<ul style="list-style-type: none"> ■ The student entered the wrong login information (Login ID and/or Test Code). ■ The URL was entered incorrectly. ■ The student used the wrong test ticket for the test session, or needs a new test ticket for a new test session (e.g., student changed sessions). 	<ul style="list-style-type: none"> ■ Click OK. ■ Ensure the student has the correct student authorization ticket. ■ Launch TestNav and enter the URL specified on the student authorization ticket. ■ Verify that the student enters the URL, Login ID, and test code exactly as printed on the student authorization ticket.
	<p>The student exited the test (may have signed in early and exited) and is not in <i>Resumed</i> or <i>Resumed-Upload</i> status to restart the test.</p>	<ul style="list-style-type: none"> ■ Resume the student on the <i>Test Session Details</i> screen in PearsonAccess or contact your school assessment coordinator to resume the student. ■ Launch TestNav and enter the URL specified on the student authorization ticket. ■ Verify that the student enters the URL, Login ID, and test code exactly as printed on the student authorization ticket.

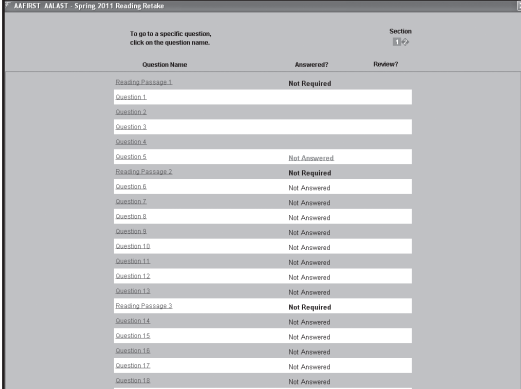
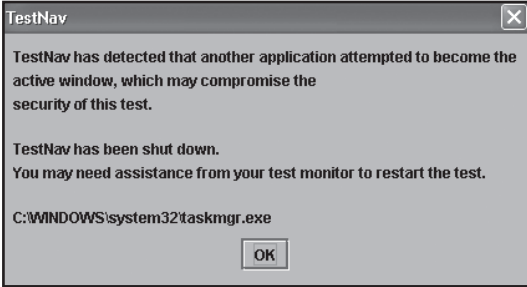
TestNav: Early Warning System		
Message (What You'll See on the Screen)	Possible Causes (What Does This Mean?)	Actions (What Should I Do?)
 Please notify your teacher or test proctor 	<p>The Early Warning System (EWS) has launched, possibly due to power or connectivity issues.</p>	<ul style="list-style-type: none"> ■ The student should notify the test administrator if either screen appears. ■ Click Test Proctor – Click Here. ■ Follow the prompts provided on the screen.
 Your test has been saved.  Please contact your teacher or test proctor to complete the process. 		

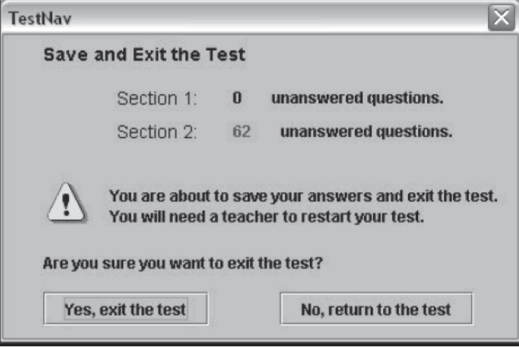
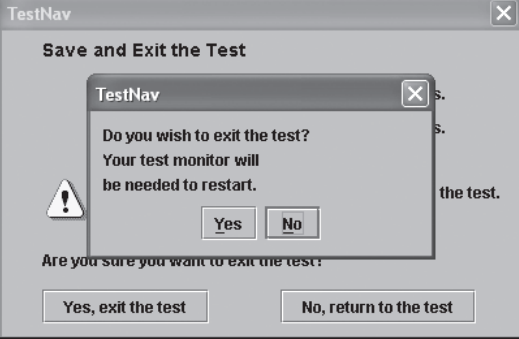
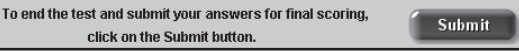
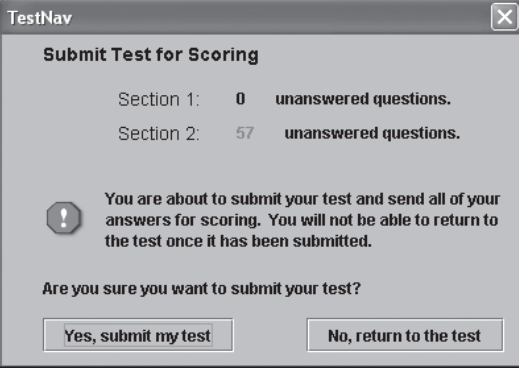
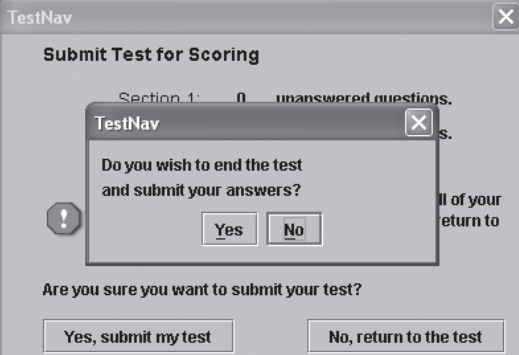
TestNav: Early Warning System		
Message (What You'll See on the Screen)	Possible Causes (What Does This Mean?)	Actions (What Should I Do?)
<p>Unable to save student response file Primary Response File Location (not working): C:\Program Files\TestNav\Temp Alternate Response File Location (not working): C:\Temp2 Browse to a new location where the student's responses can be saved, and then click Save and Continue to return to testing. Response File Location: <input type="text" value="C:\Program Files\TestNav\Temp"/> <input type="button" value="Browse"/> <input type="button" value="Save and Continue"/> If you are unable to locate the response file, contact your local technical support or call the Pearson help desk listed in the user's guide. To view the student's responses, click View Responses. To close TestNav and lose all unsaved responses, click Close TestNav.</p>	<p>This screen is displayed when the designated locations for saving a response file (backups in case of network interruption) are not working.</p>	<ul style="list-style-type: none"> ■ Click Browse to designate a new location where student responses can be saved, and then click Save and Continue. ■ TestNav will check the new location to ensure it can save to it. If it can save to the new location, testing can continue. If it cannot save to the new location, you will be brought back to this screen again. ■ If a valid location cannot be designated, click View Responses to view or print a hardcopy record of any responses the student has entered. Contact Pearson for help if there are questions on how to perform this action. Any printed responses must be securely destroyed after the student has completed testing. ■ If a valid location CANNOT be designated AND you have a hardcopy record of the student's responses, click Close TestNav.


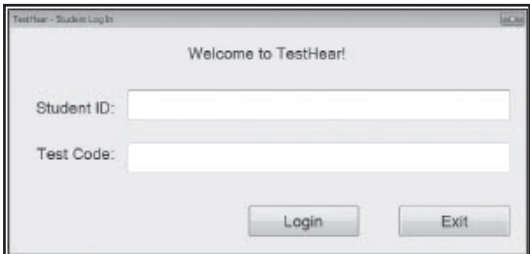
TestNav: Early Warning System		
Message (What You'll See on the Screen)	Possible Causes (What Does This Mean?)	Actions (What Should I Do?)
 <p>No saved response file was found in the designated locations</p> <p>Primary Response File Location: C:\Program Files\TestNav\Temp</p> <p>Alternate Response File Location: C:\</p> <p>Click Browse to locate the response file and then click Upload Response File.</p> <p>Response File Name: 600390004122010044702.SRF</p> <p>Response File Location: <input type="text"/> Browse</p> <p>Upload Response File</p>	<p>This screen is displayed when the student's status in <i>Test Management > Manage Test Sessions</i> in PearsonAccess is set to <i>Resumed-Upload</i>, but no student response file (SRF) was found in the designated response file location.</p>	<ul style="list-style-type: none"> ■ Click Browse to locate the response file locally, and then click Upload Response File to submit the responses to the testing server. ■ If the response file is located on a computer or a network drive that is unavailable at this time, click Close TestNav. After the student response file has been located and saved to a location that can be accessed from the student's testing machine, the student can log in. The system automatically will search for a response file. If a file is not found, the EWS will come back to this screen, where you can browse for a response file and point to the location of the moved response file. The student may need to be resumed in PearsonAccess before attempting to log in again. ■ To continue testing WITHOUT loading a response file, click Skip Upload. (Note that any responses from a previous login not received by the Pearson testing server will be lost. Call Pearson support if you are unsure whether to click Skip Upload. If the student has not yet answered any questions, click Skip Upload.)


TestNav: Early Warning System		
Message (What You'll See on the Screen)	Possible Causes (What Does This Mean?)	Actions (What Should I Do?)
<p>Saved response file located</p> <p>The student was not in "Resume with File" status, but a saved response file was located in one or both designated response file locations. The test responses saved in this file will be loaded.</p> <p>Primary Response File Location: C:\Program Files\TestNav\temp</p> <p>Alternate Response File Location: C:\</p> <p style="text-align: right;"><input type="button" value="Continue Testing"/></p>	<p>This screen is displayed when the student is in <i>Resumed</i> status (instead of <i>Resumed-Upload</i>) in <i>Test Management > Manage Test Sessions</i> in PearsonAccess. This screen indicates that the system has located a valid saved file containing the student's responses.</p>	<ul style="list-style-type: none"> ■ To submit the saved responses to the testing server, click Continue Testing. The student can now resume testing.
<p>Unable to communicate with the testing server</p> <p>All of student's responses have been saved here:</p> <p>Primary Response File Location: C:\Program Files\TestNav\temp</p> <p>Alternate Response File Location: C:\</p> <p>Response File Name: 600390004122010043627.SRF</p> <p>To try again later, click Close TestNav</p> <p style="text-align: center;"><input type="button" value="Close TestNav"/></p> <p>To view the student's responses, click View Responses.</p>	<ul style="list-style-type: none"> ■ This screen is displayed when the connection with the testing server is interrupted prior to the student submitting his or her test. ■ The student's responses have been saved in the designated response file location, but not all responses could be submitted to the Pearson testing server and the student remains in <i>Active</i> testing status on the Session Details page of PearsonAccess. 	<ul style="list-style-type: none"> ■ Click Close TestNav. ■ After the connection is restored, the student can be resumed and log in. The system will automatically search for and submit the response file. ■ See <i>Resume Students' Tests</i> section in the test administration manual for instructions on resuming a test after a student exits from TestNav before completing a test.

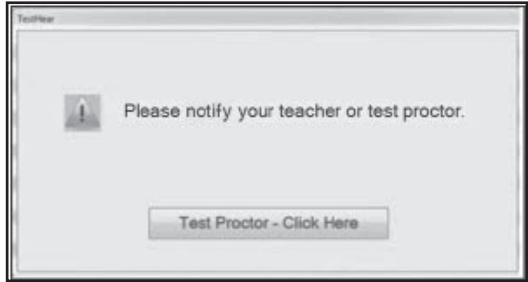
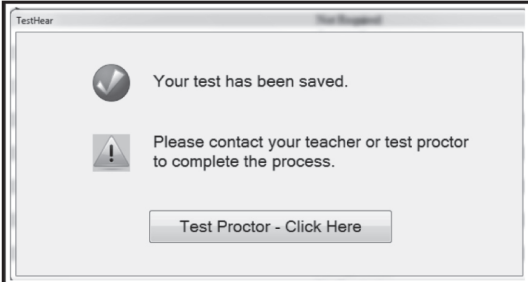
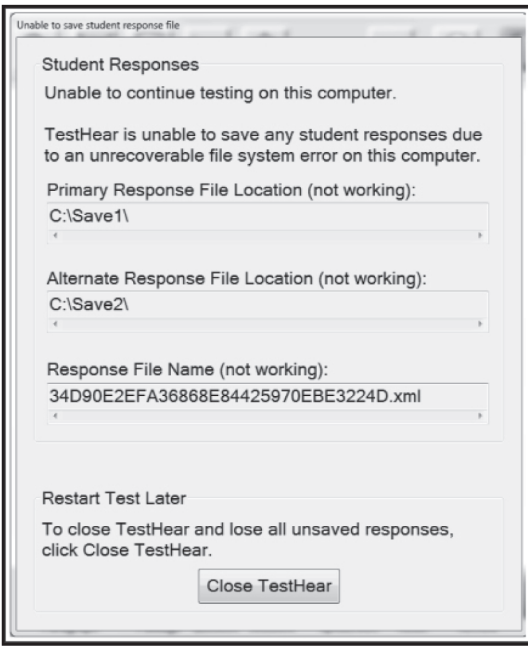
TestNav: Early Warning System		
Message (What You'll See on the Screen)	Possible Causes (What Does This Mean?)	Actions (What Should I Do?)
<div style="border: 1px solid black; padding: 5px;"> <p>Unable to communicate with the testing server</p> <p>All student responses have been saved here:</p> <p>Primary Response File Location: C:\Program Files\TestNav\temp</p> <p>Alternate Response File Location: C:\</p> <p>Response File Name: 600390004122010044702.SRF</p> <p>To see if the connection has been restored, click Retry.</p> <p style="text-align: center;"><input type="button" value="Retry"/></p> <p>To view the student's responses, click View Responses. To submit the test at a later time, click Close TestNav.</p> </div>	<ul style="list-style-type: none"> ■ This screen is displayed when the connection with the testing server is interrupted while the student is attempting to submit his or her test. ■ The student's responses have been saved in the designated response file location, but not all responses could be submitted to the Pearson testing server and the student remains in <i>Active</i> testing status on the Session Details page of PearsonAccess. 	<ul style="list-style-type: none"> ■ Quickly check to see if the student's machine is connected to the school network. Check if the Ethernet cable is still plugged into the wall and computer or if a wireless router has become disconnected or accidentally shut off. ■ Click Retry to check whether the connection is restored. ■ Wait a short while and continue clicking Retry if you believe the connection may be restored. ■ Click View Responses to view or print the student's responses that are saved locally. ■ If you have clicked Retry and the connection with the testing server still has not been restored, click Close TestNav. After the connection is restored, the student can log in (or the school assessment coordinator can log in with the student's login credentials). The system will automatically search for and submit the response file. ■ See <i>Resume Students' Tests</i> section of the test administration manual for instructions on resuming a test after a student exits from TestNav before completing a test.

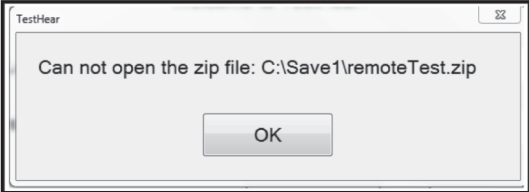
TestNav: Early Warning System		
Message (What You'll See on the Screen)	Possible Causes (What Does This Mean?)	Actions (What Should I Do?)
	<p>The <i>View Responses</i> screen displays a record of the responses that the student has entered. Section 1 is the test group code and Testing Rules Acknowledgment and cannot be returned to after the code is entered. Section 2 contains the student responses to test items. An answered question will have a blank beside it in the "Answered?" column. "Not Answered" will appear beside the unanswered questions. "Not Answered" will appear in red if the student viewed the item but did not enter a response.</p>	<ul style="list-style-type: none"> Click Save and Exit to exit the student from the test without submitting the test for scoring. Click Submit if the student has completed the test and would like to submit the test for scoring.
	<p>TestNav has detected another application has tried to take over the computer.</p>	<ul style="list-style-type: none"> Notify the school assessment coordinator. If possible, determine whether the student was attempting to access another program. If a software notification or screen saver disrupted testing, contact the school technology coordinator. Click OK to have the student exit TestNav. The student will need to be resumed in PearsonAccess under <i>Test Management > Manage Test Sessions</i>. See <i>Resume Students' Tests</i> section of the test administration manual for instructions on resuming a test after a student exits from TestNav before completing a test. Open TestNav and have the student log in again.

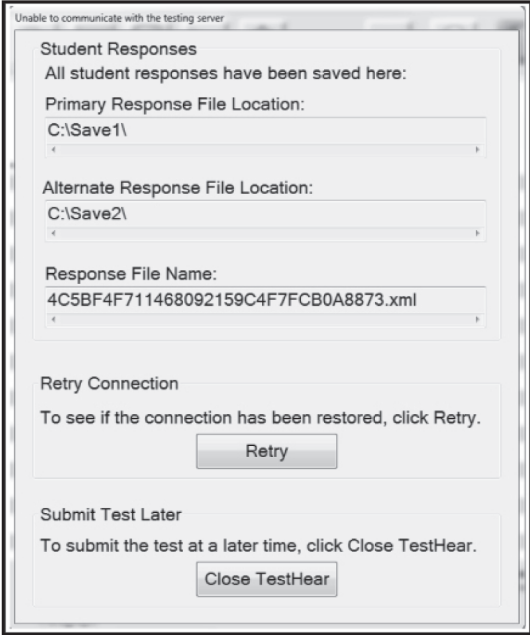
TestNav: Early Warning System		
Message (What You'll See on the Screen)	Possible Causes (What Does This Mean?)	Actions (What Should I Do?)
 	<p style="text-align: center;">Exiting the Test</p> <p>The student needs to exit the test session, or the session has been interrupted and the student is not ready to submit all responses for scoring.</p>	<ul style="list-style-type: none"> ■ Click the red X in the upper corner of TestNav to exit the test. ■ If the student needs to exit but has not completed the test and is not ready to submit responses to be scored, select Yes, exit the test and then Yes when the confirmation window appears. ■ If the student decides he or she is not ready to exit the test, click No, return to the test or No on the confirmation window.
  	<p style="text-align: center;">Submitting the Test</p> <p>The student has completed the test and is ready to submit responses for scoring.</p>	<ul style="list-style-type: none"> ■ If the student has completed the test and is ready to submit responses to be scored, select Submit at the bottom of the item review screen. ■ A window appears and if the student is ready to submit, click Yes, submit my test and then Yes when the confirmation window appears. ■ If the student decides he or she is not ready to submit the test, then click No, return to the test or No on the confirmation window.

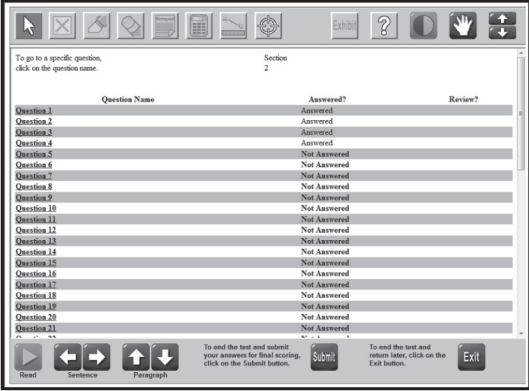
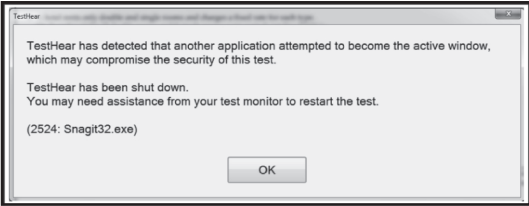
TestHear		
Message (What You'll See on the Screen)	Possible Causes (What Does This Mean?)	Actions (What Should I Do?)
 <p>The screenshot shows a window titled "TestHear - Test Site Address". It contains a text input field labeled "Test Site Address" with the URL "http://www9.etest.pearson.com/FL" entered. Below the field is a "GO" button.</p>	<p>TestHear GO Screen</p>	<ul style="list-style-type: none"> ■ Verify the URL matches the Student Authorization Ticket and click GO.
 <p>The screenshot shows a window titled "TestHear - Student Login". It contains the text "Welcome to TestHear!". Below this are two input fields: "Student ID:" and "Test Code:". At the bottom are "Login" and "Exit" buttons.</p>	<p>Login Screen</p>	<ul style="list-style-type: none"> ■ The student will type in the Login ID and Test Code (password) from the Student Authorization Ticket and click Login.

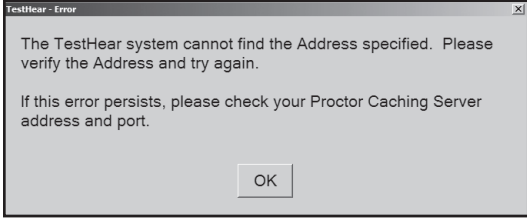
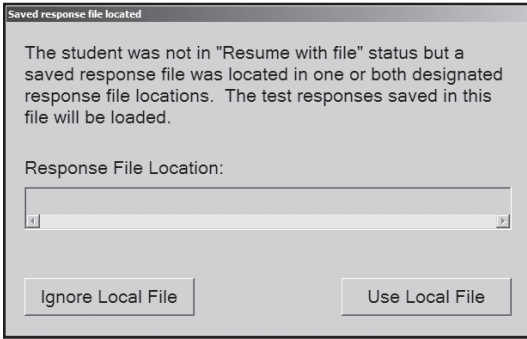
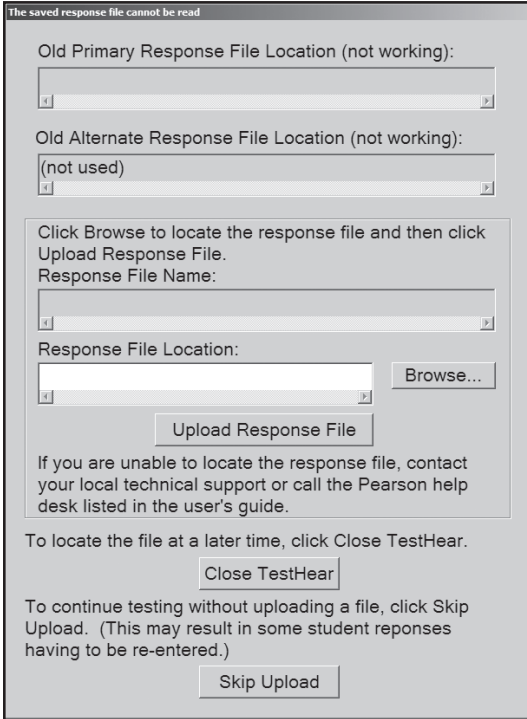
TestHear: Early Warning System		
Message (What You'll See on the Screen)	Possible Causes (What Does This Mean?)	Actions (What Should I Do?)
	<ul style="list-style-type: none"> ■ The student entered the wrong login information (Login ID and/or Test Code). ■ The URL was entered incorrectly. ■ The student used the wrong test ticket for the test session, or needs a new test ticket for a new test session (e.g., student changed sessions). ■ The student attempts to log in before the test session has been started. ■ The student is in Active or Exited status in PearsonAccess. 	<ul style="list-style-type: none"> ■ Click OK. ■ Ensure the student has the correct student authorization ticket. ■ Launch TestHear and enter the URL specified on the student authorization ticket. ■ Verify that the student enters the URL, Login ID, and test code exactly as printed on the student authorization ticket. ■ Session Not Started: Contact the school assessment coordinator to start the test session in Pearson Access. After the session has been started, click OK, and then have the student log in. ■ Student in Active or Exited Status: Resume the student on the <i>Test Session Details</i> screen in PearsonAccess or contact your school assessment coordinator to resume the student. Launch TestHear and enter the URL specified on the student authorization ticket. Verify that the student enters the URL, Login ID, and test code exactly as printed on the student authorization ticket.

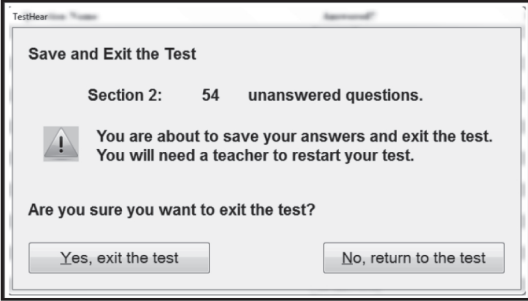
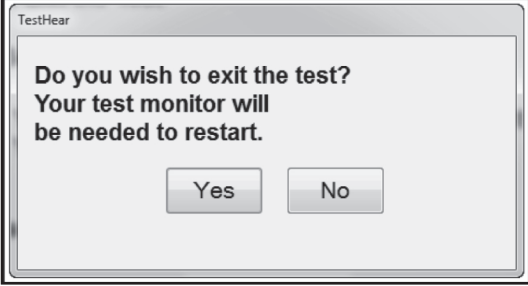
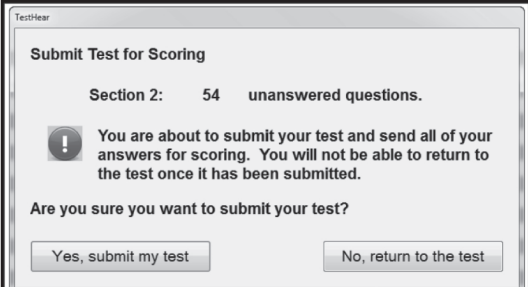
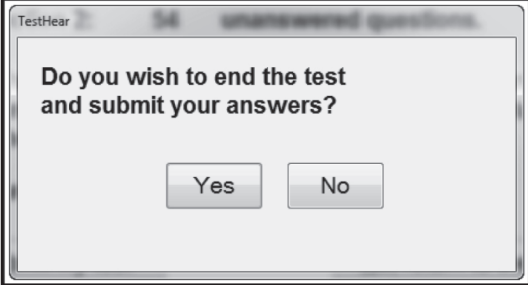
TestHear: Early Warning System		
Message (What You'll See on the Screen)	Possible Causes (What Does This Mean?)	Actions (What Should I Do?)
	<p>The Early Warning System (EWS) has launched, possibly due to power or connectivity issues.</p>	<ul style="list-style-type: none"> ■ The student should notify the test administrator if either screen appears. ■ Click Test Proctor – Click Here. ■ Follow the prompts provided on the screen.
		
	<p>This screen is displayed when the designated locations for saving a response file (backups in case of network interruption) are not working.</p>	<ul style="list-style-type: none"> ■ Click Close TestHear and notify your Technology Coordinator of an issue with the designated save locations.

TestHear: Early Warning System		
Message (What You'll See on the Screen)	Possible Causes (What Does This Mean?)	Actions (What Should I Do?)
	<p>This screen is displayed when the connection with the testing server is interrupted prior to the test being completely downloaded.</p>	<ul style="list-style-type: none"> ■ Click OK. ■ After the connection is restored, the student can be resumed and log in. The system will automatically search for and submit the response file. ■ See <i>Resume Students' Tests</i> section in the test administration manual for instructions on resuming a test after a student exits from TestHear before completing a test.

TestHear: Early Warning System		
Message (What You'll See on the Screen)	Possible Causes (What Does This Mean?)	Actions (What Should I Do?)
	<ul style="list-style-type: none"> ■ This screen is displayed when the connection with the testing server is interrupted while the student is attempting to submit his or her test. ■ The student's responses have been saved in the designated response file location, but not all responses could be submitted to the Pearson testing server and the student remains in <i>Active</i> testing status on the Session Details page of PearsonAccess. 	<ul style="list-style-type: none"> ■ Quickly check to see if the student's machine is connected to the school network. Check if the Ethernet cable is still plugged into the wall and computer or if a wireless router has become disconnected or accidentally shut off. ■ Click Retry to check whether the connection is restored. ■ Wait a short while and continue clicking Retry if you believe the connection may be restored. ■ If you have clicked Retry and the connection with the testing server still has not been restored, click Close TestHear. After the connection is restored, the student can log in (or the school assessment coordinator can log in with the student's login credentials). The system will automatically search for and submit the response file. ■ See <i>Resume Students' Tests</i> section of the test administration manual for instructions on resuming a test after a student exits from TestHear before completing a test.

TestHear: Early Warning System		
Message (What You'll See on the Screen)	Possible Causes (What Does This Mean?)	Actions (What Should I Do?)
 <p>The screenshot shows a window titled 'Section 2' with a toolbar at the top. Below the toolbar is a table with columns 'Question Name', 'Answered?', and 'Review?'. The table lists 21 questions. Questions 1-4 are marked 'Answered', while questions 5-21 are marked 'Not Answered'. At the bottom of the window are buttons for 'Read', 'Sentence', 'Paragraph', 'Submit', and 'Exit'. There are also instructions: 'To end the test and submit your answers for final scoring, click on the Submit button.' and 'To end the test and return later, click on the Exit button.'</p>	<p>The item review screen displays a record of the responses that the student has entered. An answered question will have "Answered" in the "Answered?" column. "Not Answered" will appear beside the unanswered questions.</p>	<ul style="list-style-type: none"> Click Exit to exit the student from the test without submitting the test for scoring. Click Submit if the student has completed the test and would like to submit the test for scoring.
 <p>The screenshot shows a dialog box titled 'TestHear'. The text inside reads: 'TestHear has detected that another application attempted to become the active window, which may compromise the security of this test. TestHear has been shut down. You may need assistance from your test monitor to restart the test. (2524: Snagit32.exe)'. There is an 'OK' button at the bottom.</p>	<p>TestHear has detected that another application has tried to take over the computer.</p>	<ul style="list-style-type: none"> Notify the school assessment coordinator. If possible, determine whether the student was attempting to access another program. If a software notification or screen saver disrupted testing, contact the school technology coordinator. Click OK to have the student exit TestHear. The student will need to be resumed in PearsonAccess under <i>Test Management > Manage Test Sessions</i>. See <i>Resume Students' Tests</i> section of the test administration manual for instructions on resuming a test after a student exits from TestHear before completing a test. Open TestHear and have the student log in again.

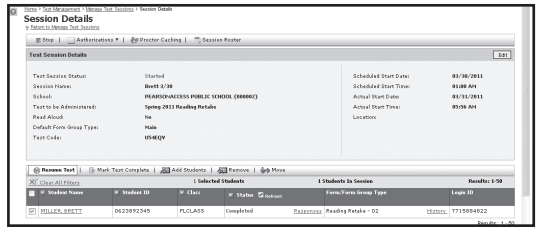
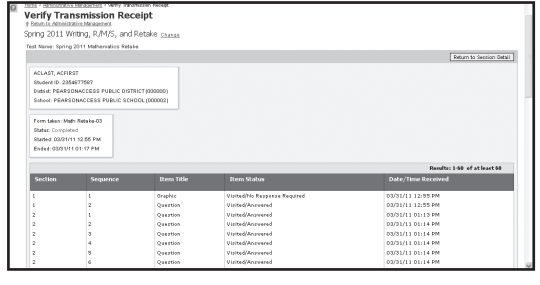
TestHear: Early Warning System		
Message (What You'll See on the Screen)	Possible Causes (What Does This Mean?)	Actions (What Should I Do?)
	<ul style="list-style-type: none"> ■ The address given in the TestHear GO Screen could not be found. ■ The student entered the wrong login information (Login ID and/or Test Code). ■ The URL was entered incorrectly. ■ The student used the wrong test ticket for the test session, or needs a new test ticket for a new test session (e.g., student changed sessions). 	<ul style="list-style-type: none"> ■ Click OK. ■ Ensure the student has the correct student authorization ticket. ■ Launch TestHear and enter the URL specified on the student authorization ticket. ■ Verify that the student enters the URL, Login ID, and test code exactly as printed on the student authorization ticket.
	<p>A saved response file was found on the system, but the server returned saved response data.</p>	<ul style="list-style-type: none"> ■ To use the response data returned from the server, click Ignore Local File. (Recommended) ■ To use the locally saved response data, click Use Local File.
	<p>This screen is displayed when the student's responses have been saved in the designated response file location but could not be read. This is due either to the file not being present or its becoming corrupt.</p>	<ul style="list-style-type: none"> ■ To use a previously saved Response File, click Browse and navigate to the correct Response File save location. ■ To locate the Response File at a later time, click Close TestHear. ■ If you believe there are no saved responses, click Skip Upload. Please note that if you locate a Response File after clicking on Skip Upload you will NOT be able to upload the previously saved responses.

TestHear: Early Warning System		
Message (What You'll See on the Screen)	Possible Causes (What Does This Mean?)	Actions (What Should I Do?)
	<p>Exiting the Test</p> <p>The student needs to exit the test session, or the session has been interrupted and the student is not ready to submit all responses for scoring.</p>	<ul style="list-style-type: none"> Click on Exit on the Review screen to exit the test. If the student needs to exit but has not completed the test and is not ready to submit responses to be scored, select Yes, exit the test and then Yes when the confirmation window appears. If the student decides he or she is not ready to exit the test, click No, return to the test or No on the confirmation window.
		
	<p>Submitting the Test</p> <p>The student has completed the test and is ready to submit responses for scoring.</p>	<ul style="list-style-type: none"> If the student has completed the test and is ready to submit responses to be scored, select Submit at the bottom of the Review Responses screen. A window appears and if the student is ready to submit click Yes, submit my test and then Yes when the confirmation window appears. If the student decides he or she is not ready to submit the test, then click on No, return to the test or No on the confirmation window.
		

Common Error Codes and Solutions (TestNav)	
Error Code	Solution
20001: The session has been terminated by your test monitor. Please wait.	This is caused when a session has been stopped. In order to start the test, the student will have to be moved to a different session.
20004: The login information you have provided is incorrect. Please try again.	The most common solution is to verify that the correct URL is being used in TestNav. Refer to the URL and login information printed on the authorization ticket.
20006: You have not been assigned to a test session. Please notify your Test Monitor.	An incorrect URL is being used to log into TestNav. For example: http://www9.etest.pearson.com/ would result in this error message, but a valid URL such as http://www9.etest.pearson.com/FL/ will bring up the login page.
20007: Your test session has not been started. Please notify your Test Monitor.	The session must be started before a student can log in to the test.
20008: Your test administration date has expired or is not active. Please notify your Test Monitor.	This error occurs when a student is trying to log in while the testing window is closed.
20011: Your test has been completed. Please notify your Test Monitor.	The test has been submitted, and the student can no longer log in.
20012: This test requires your computer's screen resolution to be set to 1024 by 768 or higher. Please notify your Test Monitor.	This message will be received if the computer's screen resolution is not set to at least 1024 x 768.
20019: Can't find the login item for the particular Test Program. Or there was an unknown problem with it.	This error indicates an Internet connectivity problem.
20023: The TestNav system cannot find a host server. Please see your user documentation for technical support assistance. Refer to message number: 20023	The proxy server needs to be configured to allow traffic from Pearson URLs.
20026: The TestNav system cannot find the Address specified, please verify the Address and try again.	The most common solution is to verify that the correct URL is being used in TestNav. Refer to the URL and login information printed on the authorization ticket.
20028: Could not find a file on the server.	This error indicates an Internet connectivity problem.
20040: The TestNav system cannot find the host server.	This error indicates an Internet connectivity problem.
20043: The test you are attempting to access with this login information is already in progress. If you are attempting to restart this test, please notify your Test Monitor to authorize your login to resume the test.	Close TestNav completely. Resume the student in PearsonAccess under Session Details. Start TestNav and try logging in again.
20047: You have attempted to log in an excessive number of times. Please see your Administrator.	The student has entered the login information incorrectly at least three times. The student will have to be resumed in order to log in.
20081: TestNav has detected that another application attempted to become the active window, which may compromise the security of this test. TestNav has been shut down. You may need assistance from your test monitor to restart the test.	TestNav has detected another application is trying to take over. Check the student log to see if TestNav captured the offending program (e.g., screen saver, desktop monitoring software).
20093: The login ID for this test is being used by someone else.	The test proctor should stop the test for this ID and resume it again. Any responses to questions that were not already uploaded to the testing server have been lost.

Common Error Codes and Solutions (TestNav)	
Error Code	Solution
20095: The response file location provided is invalid. You must designate a valid response file location.	The primary and/or alternate save locations specified in the proxysettings.properties file are not valid or the student does not have write-access to the save locations.
20118: There has been a problem accessing your form.	Have the student try logging into a different computer. This error is related to the monitor not displaying the form at its current resolution. The screen settings can be changed by opening the \TestNav\proxysettings.properties file and updating the "DisableAutoScreenRes=False" line to "DisableAutoScreenRes=True."
20127: Write access is denied to the temp directory. Testing cannot continue. Please contact your testing proctor for further instructions.	Student is unable to write or delete files from the TestNav/Temp folder.
20138: Write access is denied to the temp directory. Testing cannot continue. Please contact your testing proctor for further instructions.	The TestNav/Temp folder does not have full permissions.
20156: Login error. Please notify your Test Monitor to authorize your login to resume the test and try again.	The student's test should be resumed in order for this student to log in.

Additional Screens

	<p>Session Details</p> <p>To resume a student who has exited or received error messages, click the box by the student's name and click Resume Test. Even if the student status is "Active," it may be necessary to resume the student's test. To verify student responses have been received by Pearson, click on Responses next the student's status indicator.</p>
	<p>Verify Transmission Receipt</p> <p>Verify Transmission Receipt page shows each question on the test and whether it has been answered by the student.</p>

Pearson Customer Support Information

Contact Pearson Customer Support when experiencing technical difficulties that cannot be easily remedied on your own. Phone: 877-847-3043 or Email: Florida@support.pearson.com.

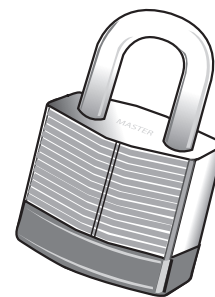
Appendix E: Perforated Forms and Signs

Florida EOC Test Administration and Security Agreement

Florida Department of Education Bureau of K–12 Assessment

Florida State Board of Education Rule 6A-10.042, FAC, was developed to meet the requirements of the Test Security Statute, s. 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment. The Rule prohibits activities that may threaten the integrity of the test. See Appendix B of this manual for the *Florida Test Security Statute and State Board of Education Rule*. Examples of prohibited activities are listed below:

- Reading or viewing the test items
- Revealing the test items
- Copying the test items
- Explaining or reading test items for students
- Changing or otherwise interfering with student responses to test items
- Copying or reading student responses
- Causing achievement of schools to be inaccurately measured or reported



If any of the above examples are allowable accommodations for students with current IEPs, Section 504 plans, or ELL plans, test administrators are permitted to provide the accommodation(s) as described in Appendix A of this manual.

All personnel are prohibited from examining or copying the test items and/or the contents of the computer-based test. The security of all test materials must be maintained before, during, and after the test administration. Please remember that after ANY administration, initial OR make-up, materials must be returned immediately to the school assessment coordinator and placed in locked storage. Secure materials should not remain in classrooms or be taken out of the building overnight.

The use of untrained test administrators increases the risk of test invalidation due to test irregularities or breaches in test security. Inappropriate actions by district or school personnel will result in further investigation and possible loss of teaching certification.

I, _____, have received adequate training regarding the administration of the EOC Assessment and have read the *Florida Test Security Statute and State Board of Education Rule* in Appendix B, and the information and instructions provided in all applicable sections of the *2012–2013 End-of-Course Test Administration Manual*. I agree to administer the EOC Assessment according to these procedures.

Further, I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of the EOC and cause student achievement to be inaccurately represented.

School Name and Number

Print Name

Date

Signature

Test Administrator Prohibited Activities Agreement

It is important for you to know that, as a test administrator of a statewide assessment, if you engage in any of the following activities, you will be investigated and possibly lose your teaching certification or be prosecuted for violation of law. Please read the following list of prohibited activities and sign your name on the signature line at the bottom of this page indicating that you understand these violations and their consequences.

I understand that before testing I may not:

- Leave test materials unattended
- Remove test materials from the school's campus
- Open and check through test books
- Read test items

I understand that during testing I may not:

- Answer student questions about test items
- Read test items and student responses as I monitor the room
- Give verbal cues ("you may want to re-check number 7") or non-verbal cues (pointing at a specific item) to students
- Give students more than one school day to complete an EOC assessment (unless a student has an extended time accommodation that specifically allows the student to test over multiple days)
- Encourage students to finish early
- Display or fail to cover visual aids (e.g., charts showing scientific or mathematical concepts) that may aid students
- Use my cell phone, check email, grade papers, or engage in other activities that will result in my attention not being on students at all times
- Leave the room unattended for any period of time
- Allow students to talk or cause disturbances
- Allow students to use cell phones or other electronic devices
- Coach students during testing regarding test-taking strategies
- Administer the assessment to my family members

I understand that after testing I may not:

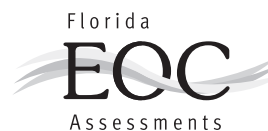
- Leave test materials unattended
- Remove test materials from the school's campus
- Read through student test documents
- Change student answers
- Discuss the content of the test with anyone, including students or other school personnel

If you are administering a test(s) to students with a flexible-responding or flexible-presentation accommodation that requires you to read test items, you may not reveal, copy, or share the items, nor use the test content during instruction after testing.

I acknowledge the information above and will not engage in any of the prohibited activities on this page.

Signature: _____ Date: _____ Certification Number: _____

Return this agreement to your school assessment coordinator.



Test Materials Chain of Custody Form

The following information must be collected for each test administration at your school. You may duplicate this form for use by grade-level, etc., but you may not alter the content of the form. Contact your district assessment coordinator if you have any questions.

Your Name (School Assessment Coordinator): _____

District Name: _____

School Name: _____

School Number: _____

Location of Locked Storage Room: _____

Names of Persons with Access to Locked Storage Room/Location:

1. _____

2. _____

3. _____

Date Materials Arrived at the School: _____

Date Shrink-Wrapped Test Material Packages Are Opened: _____

Packages Opened by: _____

Date Materials Are Prepared (PreID labels applied, etc.): _____

Materials Prepared by: _____

Date Materials Are Packaged for Return: _____

Materials Packaged by: _____

Date Materials Are Returned to the District: _____

Fold and Tear Carefully Along Dotted Line.

2012–2013 Computer-Based EOC Assessments



TEST ADMINISTRATOR CHECKLIST

Before Testing

- Carefully read the test administration manual, as well as any local directions you have been given. Resolve any questions you might have with your school assessment coordinator.
- Read the *Test Administration Policies and Procedures* and Appendix B, then sign the *Florida EOC Test Administration and Security Agreement* (located in Appendix E).
- Read and sign the *Test Administrator Prohibited Activities Agreement* (located in Appendix E).
- Establish an appropriate setting for test administration and remove or cover any unauthorized aids in the testing room (pages 22–23).
- Prepare necessary forms to collect required administration information during testing (pages 23–24).
- Prepare a Security Log (located in Appendix E) to be used in your testing room.
- Make copies of the Do Not Disturb sign and Electronic Devices sign (located in Appendix E) to post prior to testing.
- Prepare a seating chart to be used in your testing room. Ensure that you record room name/number, student names, their location in the room during testing, date, time, subject tested, your name, names of proctors (if applicable), and the test group code.
- Receive your test group codes from your school assessment coordinator.
- Assemble all materials needed for test administration (pages 24–26).
- Ensure that your students understand the electronic devices policy prior to the first day of testing.
- If you are administering tests to students who require special accommodations, become familiar with the accommodations specified in their IEPs, Section 504 plans, or ELL plans. Discuss with your school assessment coordinator how accommodations will be provided (Appendix A).
- Ensure that you are familiar with how to open TestNav or TestHear to the login screen for each student computer prior to testing.

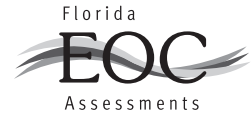
During Testing

- Maintain your seating chart and record of required administration information.
- Ensure that proctors and anyone who enters your room for the purpose of monitoring the test sign the Security Log for your testing room.
- Administer the test according to the directions in the appropriate administration script and read the SAY boxes verbatim to students.

After Testing

- Verify that you have collected all required administration information, including accommodations actually used by each student. Make a copy for your files. Report any missing materials to your school assessment coordinator (page 18).
- Verify that your seating chart and Security Log have been completed correctly; make copies for your files.
- Organize materials and return them to your school assessment coordinator (page 82).
- Complete the Test Administrator Comment Form at www.FLAssessments.com/EOC.

2012–2013 Computer-Based EOC Assessments



SCHOOL ASSESSMENT COORDINATOR CHECKLIST

Before Testing

- Carefully read this test administration manual, as well as any local directions you have been given. Resolve any questions you might have with your district assessment coordinator.
- Read the *Test Administration Policies and Procedures* and Appendix B, then sign the *Florida EOC Test Administration and Security Agreement* (located in Appendix E).
- Train your test administrators and proctors and ensure that they, as well as all school administrators, sign a *Florida EOC Test Administration and Security Agreement*.
- Ensure that test administrators sign a *Test Administrator Prohibited Activities Agreement* (located in Appendix E).
- Receive test materials from your district assessment coordinator. Maintain an accurate Test Materials Chain of Custody form (located in Appendix E) at your school. Inventory the materials within 24 hours of receipt and report missing materials or request additional materials immediately (pages 84–85).
- Communicate the process for collecting required administration information to your test administrators (page 86).
- Distribute test group codes to test administrators (page 85).
- Make arrangements to test any special program students (e.g., district virtual instruction programs, Home Education Program) who may be testing at your school (page 88).
- Assign proctors, as needed (page 88).
- Ensure that appropriate test settings are available for all test sessions (page 87).
- If any students who require special accommodations are testing at your school, discuss with test administrators how accommodations will be provided (Appendix A).
- Verify student information and create test sessions (pages 90–93).
- Distribute Session Rosters and Student Authorization Tickets on the day of test administration (page 105).
- Complete any Computer-Based Assessments Certification district readiness activities as directed by the FDOE.

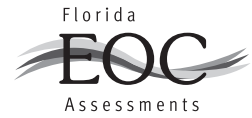
During Testing

- Ensure the test sessions have been started in PearsonAccess.
- Provide test administrators with additional materials, as necessary.
- Monitor each testing room to ensure that test administration and test security policies and procedures are followed, seating charts and Security Logs are being properly completed, and required administration information is being collected.
- Be available during testing to answer questions from test administrators.
- In PearsonAccess, monitor session status and resume students' tests, if necessary.
- Arrange for and supervise make-up administrations (pages 104–105 and 117).

After Testing

- Verify that all distributed secure materials have been returned. Complete your Test Materials Chain of Custody form. Report any missing materials to your district assessment coordinator and conduct the necessary investigation (page 18).
- Make copies of all collected required administration information, seating charts, and Security Logs and file the copies.
- In PearsonAccess, stop test sessions and invalidate student tests, if necessary (pages 121–122).
- In PearsonAccess, record accommodations actually used by students (pages 122–123).
- Organize materials and return them to your district assessment coordinator (pages 124–138).
- Complete the School Assessment Coordinator Comment Form at www.FLAssessments.com/EOC, and encourage test administrators to complete their forms.

2012–2013 Computer-Based EOC Assessments



TECHNOLOGY COORDINATOR CHECKLIST

Before Testing

- Carefully read the *2012–2013 End-of-Course Assessments Technology Coordinator Guide*, as well as the relevant portions of this test administration manual and any local directions you have been given. Resolve any questions you might have with your district assessment coordinator.
- Read the *Test Administration Policies and Procedures* and Appendix B, then sign the *Florida EOC Test Administration and Security Agreement* (located in Appendix E).
- Ensure all workstations meet the minimum requirements at www.FLAssessments.com/MinimumSpecs, including screen resolutions set to 1024 x 768 or higher.
- Confirm TestNav 6.9 software has been installed (file share or local install) on all computers to be used for testing.
- Install TestHear on all computers to be used for testing for students requiring accommodated CBT forms.
- Ensure all student workstations have successfully loaded the Infrastructure Trial.
- Meet with the school assessment coordinator to discuss the administration of the computer-based test and to walk through the test administration.
- Discuss and implement plans for handling possible technical interruptions during testing.
- Run the TestNav System Check to determine the amount of bandwidth needed for testing.
- Evaluate the testing locations in the school to ensure availability of sufficient electrical outlets and network jacks.
- Ensure appropriate security protocols are used. There are many different types of security protocols and settings depending on the hardware and usage requirements. The three most common protocols are: Wired Equivalent Privacy (WEP), Wireless Access Protocol (WAP), and Wireless Access Protocol Version 2 (WAP2). WAP2 is recommended because it offers the highest level of security.
- Ensure you are aware of the applications that must be disabled prior to testing. Any screen savers, automated virus scan software, remote access applications, and the Macintosh control strip should be disabled during the period of computer-based testing.
- Confirm that the computers used for test administration (i.e., PearsonAccess) have the appropriate required version of a standard Internet browser based on the operating system in use on the computer and the pop-up blocker is disabled (see Appendix C).
- Ensure the school has a high-speed connection to the Internet AND the connection is not over-allocated.
- If a firewall is used, confirm the appropriate destination/port/protocol combinations are allowed through the firewall.
- Ensure that any proxy servers have been checked to ensure that the appropriate URLs are not blocked.
- Confirm that Internet content filters are configured to allow the specific IP addresses required for administering computer-based testing.
- Ensure Proctor Caching computers have been set up properly.
- Ensure a printer is available for printing the Student Authorization Tickets and Session Rosters (color is not required).
- Analyze the network to determine whether network bottlenecks exist.
- Confirm that student computers and the Proctor Caching computer have not been updated with any additional software and will not be updated before testing begins.
- Confirm that test content has been cached for all scheduled test sessions. Test content is available one week prior to the test administration window.
- Verify that the performance of your Internet connection is consistent with expected levels of performance for computer-based testing.

- ❑ Alert your Internet Service Provider to your computer-based testing window, and also confirm that no scheduled maintenance or outages are planned during that entire window.
- ❑ Verify, as needed, that no high bandwidth network activity other than computer-based testing will be occurring during the computer-based testing window.
- ❑ If utilizing wireless network connections for computer-based testing, ensure that all computers can effectively communicate with their access point from the testing location.
- ❑ If utilizing wireless network connections for computer-based testing, ensure that all security measures have been properly enabled.
- ❑ Ensure that laptops are connected to AC power. If batteries must be used, ensure that they are fully charged and have the capacity to last for the entire test session.
- ❑ Ensure that each computer station is equipped with a keyboard and mouse (or other pointing device).
- ❑ Disable instant messaging and email notification.
- ❑ Disable screen savers, power savers, and remote desktop.
- ❑ Disable or delay anti-virus, auto-scan and/or auto-update, system restore utilities, Windows Security Firewall, Web content filtering, or other software that may impact CPU speed or scan/block information transferred between the workstation and the servers.
- ❑ Alert your school to the dates and times for computer-based testing and require students and teachers not testing to refrain from using any streaming media or other high-bandwidth applications while students are testing.
- ❑ Ensure student workstations and the user profiles and logins being used for testing allow full permissions (read-/write-/modify-) to the TestNav/Temp, TestNav/Logs, and gh\TestHearPearson\Data directories.
- ❑ Ensure that the primary and secondary save locations are set for student response files and that students have read-/write-access to these locations.
- ❑ Ensure that test administrators are familiar with how to access TestNav and TestHear software from student workstations and how to access the student comment forms (if shortcuts are provided).
- ❑ On each day of testing, confirm that the Proctor Caching computer and Proctor Caching software are turned on and remain running.

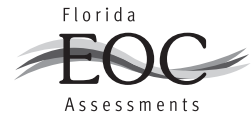
During Testing

- ❑ Ensure Proctor Caching software is running on all Proctor Caching computers.
- ❑ Monitor each testing room to ensure that there are no technical issues.
- ❑ Be available during testing to answer questions from test administrators.

After Testing

- ❑ Purge test content from the Proctor Caching computer(s).
- ❑ Complete the Technology Coordinator Comment Form at www.FLAssessments.com/EOC.

2012–2013 Computer-Based EOC Assessments



DISTRICT ASSESSMENT COORDINATOR CHECKLIST

Before Testing

- Carefully read the test administration manual, as well as any local directions you have been given. Resolve any questions you might have with the state assessment office.
- Ensure that PearsonAccess accounts and Training Center accounts (if necessary) have been created for all district and school users, per the directions provided by the FDOE.
- Train school assessment coordinators and technology coordinators (pages 141–142).
- Receive test materials and make sure each school receives the range of boxes assigned (pages 139–140).
- Communicate the process for collecting required administration information to your school assessment coordinators (pages 140–141).
- Distribute test group codes to school assessment coordinators (page 9).
- As applicable, make arrangements to test students enrolled in special programs (e.g., district virtual instruction programs, Home Education Program) (pages 143–144).
- Provide assistance to school assessment coordinators to address any special needs they may have regarding test accommodations (Appendix A).
- Ensure that all school assessment coordinators, school administrators, test administrators, and proctors sign a *Florida EOC Test Administration and Security Agreement* and that test administrators sign a *Test Administrator Prohibited Activities Agreement*.

During Testing

- Provide schools with additional materials, as necessary.
- Monitor schools to ensure that test administration and test security policies and procedures are followed.
- Be available during testing to answer questions from school personnel.

After Testing

- Return TO BE SCORED paper-based materials (accommodations) (pages 149–150).
- Review the records of required administration information from your District Assessment Coordinator ONLY boxes, report any missing materials to the FDOE, and conduct any necessary investigations (page 18).
- Verify that seating charts and Security Logs were completed and file them.
- Store ancillary materials (work folders, seating charts, etc.) until after scores for this administration have been reported.
- Complete the District Assessment Coordinator Comment Form at www.FLAssessments.com/EOC, and encourage school assessment coordinators and technology coordinators to complete their forms.



TESTING

**Please
Do Not Disturb**



Electronic devices
of any kind are NOT
permitted during
testing. Possession of
such devices is cause
for invalidation.

Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet






Area	
Parallelogram	$A = bh$
Triangle	$A = \frac{1}{2}bh$
Trapezoid	$A = \frac{1}{2}h(b_1 + b_2)$
Circle	$A = \pi r^2$
Regular Polygon	$A = \frac{1}{2}aP$

KEY	
b = base	A = area
h = height	B = area of base
w = width	C = circumference
d = diameter	V = volume
r = radius	P = perimeter of base
ℓ = slant height	$S.A.$ = surface area
a = apothem	
Use 3.14 or $\frac{22}{7}$ for π .	

Circumference	
$C = \pi d$ or $C = 2\pi r$	

Volume/Capacity

Total Surface Area

	Rectangular Prism	$V = bwh$ or $V = Bh$	$S.A. = 2bh + 2bw + 2hw$ or $S.A. = Ph + 2B$
	Right Circular Cylinder	$V = \pi r^2 h$ or $V = Bh$	$S.A. = 2\pi rh + 2\pi r^2$ or $S.A. = 2\pi rh + 2B$
	Right Square Pyramid	$V = \frac{1}{3}Bh$	$S.A. = \frac{1}{2}P\ell + B$
	Right Circular Cone	$V = \frac{1}{3}\pi r^2 h$ or $V = \frac{1}{3}Bh$	$S.A. = \frac{1}{2}(2\pi r)\ell + B$
	Sphere	$V = \frac{4}{3}\pi r^3$	$S.A. = 4\pi r^2$

Sum of the measures of the interior angles of a polygon = $180(n-2)$

Measure of an interior angle of a regular polygon = $\frac{180(n-2)}{n}$

where:

n represents the number of sides

Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet

Slope formula

$$m = \frac{y_2 - y_1}{x_2 - x_1}$$

where m = slope and (x_1, y_1) and (x_2, y_2) are points on the line

Distance between two points

$$P_1(x_1, y_1) \text{ and } P_2(x_2, y_2)$$

$$\sqrt{(x_2 - x_1)^2 + (y_2 - y_1)^2}$$

Slope-intercept form of a linear equation

$$y = mx + b$$

where m = slope and b = y -intercept

Midpoint between two points

$$P_1(x_1, y_1) \text{ and } P_2(x_2, y_2)$$

$$\left(\frac{x_1 + x_2}{2}, \frac{y_1 + y_2}{2} \right)$$

Point-slope form of a linear equation

$$y - y_1 = m(x - x_1)$$

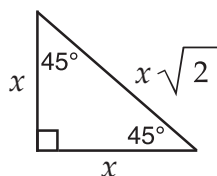
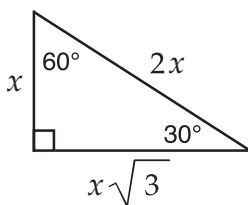
where m = slope and (x_1, y_1) is a point on the line

Quadratic formula

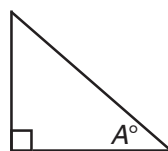
$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

where a , b , and c are coefficients in an equation of the form $ax^2 + bx + c = 0$

Special Right Triangles



Trigonometric Ratios



$$\sin A^\circ = \frac{\text{opposite}}{\text{hypotenuse}}$$

$$\cos A^\circ = \frac{\text{adjacent}}{\text{hypotenuse}}$$

$$\tan A^\circ = \frac{\text{opposite}}{\text{adjacent}}$$

Conversions

1 yard = 3 feet

1 mile = 1,760 yards = 5,280 feet

1 acre = 43,560 square feet

1 hour = 60 minutes

1 minute = 60 seconds

1 cup = 8 fluid ounces

1 pint = 2 cups

1 quart = 2 pints

1 gallon = 4 quarts

1 pound = 16 ounces

1 ton = 2,000 pounds

1 meter = 100 centimeters = 1000 millimeters

1 kilometer = 1000 meters

1 liter = 1000 milliliters = 1000 cubic centimeters

1 gram = 1000 milligrams

1 kilogram = 1000 grams

Periodic Table of the Elements

(based on $^{12}_6\text{C} = 12.0000$)

Group		Transition Metals										Representative Elements					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1A	2A											3A	4A	5A	6A	7A	8A
1 H Hydrogen 1.008												B Boron 10.81	C Carbon 12.011	N Nitrogen 14.007	O Oxygen 15.999	F Fluorine 18.998	He Helium 4.003
2 Li Lithium 6.941	Be Beryllium 9.012											Al Aluminum 26.982	Si Silicon 28.086	P Phosphorus 30.974	S Sulfur 32.06	Cl Chlorine 35.453	Ar Argon 39.948
3 Na Sodium 22.990	Mg Magnesium 24.305	Sc	Ti	V	Cr	Mn	Fe	Co	Ni	Cu	Zn	Ga	Ge	As	Se	Br	Kr
4 K Potassium 39.098	Ca Calcium 40.078	Sc Scandium 44.956	Ti Titanium 47.88	V Vanadium 50.942	Cr Chromium 51.996	Mn Manganese 54.938	Fe Iron 55.847	Co Cobalt 58.933	Ni Nickel 58.693	Cu Copper 63.546	Zn Zinc 65.39	Ga Gallium 69.723	Ge Germanium 72.61	As Arsenic 74.922	Se Selenium 78.96	Br Bromine 79.904	Kr Krypton 83.80
5 Rb Rubidium 85.468	Sr Strontium 87.62	Y Yttrium 88.906	Zr Zirconium 91.224	Nb Niobium 92.906	Mo Molybdenum 95.94	Tc Technetium 98	Ru Ruthenium 101.07	Rh Rhodium 102.906	Pd Palladium 106.42	Ag Silver 107.868	Cd Cadmium 112.411	In Indium 114.82	Sn Tin 118.710	Sb Antimony 121.757	Te Tellurium 127.60	I Iodine 126.905	Xe Xenon 131.29
6 Cs Cesium 132.905	Ba Barium 137.327	La Lanthanum 138.905	Hf Hafnium 178.49	Ta Tantalum 180.948	W Tungsten 183.85	Re Rhenium 186.207	Os Osmium 190.2	Ir Iridium 192.22	Pt Platinum 195.08	Au Gold 196.967	Hg Mercury 200.59	Tl Thallium 204.383	Pb Lead 207.2	Bi Bismuth 208.980	Po Polonium 208.982	At Astatine 210	Rn Radon 222
7 Fr Francium 223	Ra Radium 226.025	Ac Actinium 227.028	Rf Rutherfordium (261)	Db Dubnium (262)	Sg Seaborgium (263)	Bh Bohrium (264)	Hs Hassium (265)	Mt Meitnerium (268)									

Inner Transition Metals

Lanthanide series

58 Ce Cerium 140.12	59 Pr Praseodymium 140.908	60 Nd Neodymium 144.24	61 Pm Promethium 144.913	62 Sm Samarium 150.36	63 Eu Europium 151.96	64 Gd Gadolinium 157.25	65 Tb Terbium 158.925	66 Dy Dysprosium 162.50	67 Ho Holmium 164.930	68 Er Erbium 167.26	69 Tm Thulium 168.934	70 Yb Ytterbium 173.04	71 Lu Lutetium 174.967
90 Th Thorium 232.038	91 Pa Protactinium 231.036	92 U Uranium 238.029	93 Np Neptunium 237.048	94 Pu Plutonium 244.064	95 Am Americium 243.061	96 Cm Curium 247.070	97 Bk Berkelium 247.070	98 Cf Californium 251.080	99 Es Einsteinium 252.083	100 Fm Fermium 257.095	101 Md Mendelevium 258.099	102 No Nobelium 259.101	103 Lr Lawrencium 260.105

Actinide series

14	Atomic number
Si	Symbol
Silicon	Name
28.086	Average Atomic Mass

← Metals Nonmetals →



TO BE SCORED

Subject (*CIRCLE ONLY ONE*)

Algebra 1

Biology 1

Geometry

U.S. History

**NOT
TO BE
SCORED**

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**PRIVATE SCHOOL APPLICATION TO ADMINISTER
FCAT 2.0 AND EOC ASSESSMENTS IN 2013-14**

Attachment G: EOC Test Administration Manual

SIGNATURE PAGE

I hereby confirm that I have read and will abide by Attachment G: EOC Test Administration Manual.

Signature

Name – Please Print

Position

Date