

2018-2019

DISTRICT ASSESSMENT MANUAL

Okeechobee County Schools



The Office of K-12

Accountability & Assessment

Achieving Excellence Through Data

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OVERVIEW

LOCAL ASSESSMENT REQUIREMENTS

In accordance with Board Policy 4.60, this District Assessment Manual will detail the process for the selection, development, administration, and scoring of these local assessments, as well as the procedure for the collection of assessment results. The assessment schedule for Okeechobee County Schools is included, as well (see Appendix).

SECURITY OF TESTS

All mandatory tests administered by or through the State Board of Education, District administered national norm-referenced achievement tests shall be secured pursuant to Florida Statutes and State Board of Education rules.

- I. District and school personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security.
 - a. The testing coordinator shall instruct school test coordinators and principals on test security measures.
 - b. Principals shall be responsible for informing their faculty of test security measures.
- II. The loss of tests, cheating, or any other breach of test security procedures and laws shall be reported immediately to the testing coordinator. Any unresolved problems in the District shall be reported to the Florida Department of Education pursuant to provisions in State Board of Education rules.
- III. The testing coordinator shall coordinate the return and/or the destruction of test materials as directed by the Florida Department of Education.

CONTACT INFORMATION

Please contact the Office of K-12 Accountability & Assessment with any questions you have related to local assessments. The office can be reached at (863) 462-5000 ext. 260.

Questions related to school-level administration schedules or policies should be directed to the principal of the school in question.

SELECTION OF LOCAL ASSESSMENTS

SELECTION PROCESS

The process for the selection of local assessments depends on which standardized assessments, if any, are administered for each course in the district. Local assessments are only created for those courses which do not currently have either a course-, state-, or national-level exam. Where possible, in an effort to mitigate the amount of testing a student in the district undergoes, courses are linked to student reading assessment results, negating the need for an additional assessment.

EXAMS CURRENTLY USED AS LOCAL ASSESSMENTS

The following exams are currently used as local assessments:

- Advanced Placement Exams
- Industry Certification Exams
- Dual Enrollment Final Exams
- PLATO Semester Exams
- PERT
- District-created End-of-Course Exams (“Common Course Exams”)
- Rubrics for Select Courses

DEVELOPMENT OF COMMON COURSE EXAMS

EXAM BLUEPRINTS

Blueprints have been created for each course requiring a Common Course Exam. These blueprints were created by teachers in the district, as well as reading coaches and other instructional leaders. Blueprints provide a guide for the following information:

- The instructional standards covered on each exam.
- The approximate percentage of each exam devoted to a particular instructional standard.
- The number of questions on an exam.
- The approximate Depth of Knowledge levels for the questions on a particular exam.

TEST DESIGN SPECIFICATIONS

The District has determined that all Common Course Exams will consist of the following:

Level	Number of Multiple Choice Questions	Approx. Number of DOK 1 Questions 15%	Approx. Number of DOK 2 Questions 70%	Approx. Number of DOK 3 Questions 15%
Middle	60 (two parts)	9	42	9
High	60 (block)	9	42	9

Please note that the Depth of Knowledge (DOK) will apply to the entire Common Course Exam and not specifically to each standard. The availability of each DOK will be determined by items in the test bank.

DRAFT EXAMS

Draft exams are created using the resources from one of the test item banks available to the District. Draft exams are populated with these questions, using exam blueprints as guides.

REVIEW OF DRAFT EXAMS

Once populated, teachers are given the opportunity to review the draft exams and provide feedback on their content, as well as their formatting and any spelling or grammar errors. After draft exams have been reviewed, they are edited, incorporating the feedback provided by the teachers who reviewed the exams.

In order to maintain test security, all personnel who review secure draft assessments will be required to sign the *Statement of Confidentiality* (see Appendix) document prior to participation.

EXAM FORMATS

Common Course Exams will be administered in both paper-based and computer-based formats. The format for the exams in question varies by grade level and subject area. To determine the format for a specific exam, consult the *Schedule for the Administration of Common Course Exams* (see Appendix).

QUESTION FORMATS

All questions on Common Course Exams will be multiple choice.

ADMINISTRATION OF COMMON COURSE EXAMS

TEST SECURITY

As the items that comprise Common Course Exams are deemed secure by the Florida Department of Education, test security protocols must be in place to safeguard these exams' validity. All test administrators will be required to undergo training to review administration procedures prior to giving an exam. Additionally, all test administrators will be required to sign the *Test Administration and Security Agreement* prior to administering an exam.

PROTOCOLS FOR THE ADMINISTRATION OF COMMON COURSE EXAMS

Common Course Exams are secure exams, and should be administered in the same manner as other standardized exams. The security of test materials must be maintained before, during, and after the testing period. All personnel are prohibited from examining or copying the test items.

Examples of prohibited activities are as follows:

- Reading the passages or test items (unless required by IEP test accommodations)
- Revealing the passages or test items
- Copying the passages or test items
- Explaining or reading passages or test items for students (unless required by IEP test accommodations)
- Changing or otherwise monitoring/interfering with student responses to test items by asking them to go back and check certain answers, etc.
- Copying or reading student responses
- Providing unauthorized reference materials
- Causing achievement of students to be inaccurately measured or reported

After a test administration, initial or makeup, materials must be returned to the school testing coordinator, so that they can be placed in locked storage. Secure materials should not remain in classrooms or be taken out of the building overnight.

The school testing coordinator will be responsible for receiving and disbursing test materials. Any test materials not returned to the school testing coordinator must be investigated and resolved.

SCORING OF COMMON COURSE EXAMS

PAPER-BASED EXAMS

Paper-based exams will be scored using the Performance Matters Scan Engine solution. This requires students to fill out an answer sheet separate from their test booklet. These sheets will then be scored using dedicated scanners at each school site. Answer sheets and test booklets will be stored securely at school sites.

COMPUTER-BASED EXAMS

Computer-based exams will be scored using the Performance Matters Unify solution. This requires students to take their exams on a computer, and once their exams have been submitted, they will be automatically scored.

AVAILABILITY OF STUDENT SCORES

Student scores will be available within 24-hours of their answer sheets being scanned or their exams being submitted electronically. Scores will be housed in the District's Performance Matters data warehouse, and will be accessible only by those users with an appropriate level of security clearance.

TEST ADMINISTRATION GUIDE FOR PAPER-BASED EXAMS

TEST ADMINISTRATION POLICY & PROCEDURES

STUDENTS TO BE TESTED

Students should participate in the Common Course Exams, per instructions communicated by the District. ESE students who do not participate in FCAT/FSA testing may participate in the district Common Course Exams if school staff determine that it would be appropriate.

ADMINISTRATION ACCOMMODATIONS

Accommodations should be provided to ESE students with current IEPs, limited English proficient (ELL) students, and students with 504 plans in the same manner that accommodations are provided regularly in the classroom and on the FCAT or FSA.

CALCULATORS

Students in grades K-6 are not permitted to use calculators. Students in grades 7-12 may use calculators that are allowed on classroom exams. Test administrators are required to observe any students with calculators capable of storing information clearing the memories of these devices.

ANSWER SHEETS

All students will record their answers on a separate answer sheet using a #2 pencil. There will be one answer sheet for each subject area.

If a new student enrolls at your school or an answer document is damaged, your school will have to print a replacement. If you require an additional answer sheet, please contact your school's testing coordinator.

Student answer sheets will be preprinted with student identification information from within Performance Matters. Schools must check the answer sheets following the session administration to make certain that students have responded in the correct area.

Please do not make any marks on the answer sheets with any writing instrument other than a #2 pencil. Test administrators should check answer sheets carefully for stray marks to ensure accurate scoring results.

TEST INVALIDATION & SECURITY PROCEDURES

TEST INVALIDATION

It may be necessary to invalidate a student's answer sheet during testing. If any of the following situations arise, the student's answer sheet should be marked as invalid:

- The student is caught cheating or is disruptive during testing.
- The student becomes ill during testing.
- The student is not allowed the correct amount of time to complete the session.

If any of these situations occur, do not scan the answer document. Instead write invalid on the front of the student's answer sheet and retain at the school site.

ADMINISTRATION RECORD

Schools should keep a record of any students for whom a test section was invalidated. This includes students who were absent for one or both sessions of the test within a subject area, students who became ill during testing, and students whose tests were invalidated for any reason. This information should be kept on file the school site.

SECURITY PROCEDURES

Common Course Exams are considered secure test documents. All test security rules and regulations apply to Common Course Exams. The Common Course Exams should be treated in the same manner as state assessments. Activities prohibited under test security protocols include:

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

All personnel are prohibited from examining or copying the test items and/or the contents of the student test books and answer sheets. The security of all test materials must be maintained before, during, and after testing.

SUSPECTED SECURITY BREACHES OR TESTING IRREGULARITIES

All suspected security breaches and/or testing irregularities must be reported immediately to the Office of K-12 Accountability & Assessment.

TEST ADMINISTRATOR RESPONSIBILITIES

BEFORE TESTING

- Prepare the room for testing. Arrange the room so that each student will have enough work space and so that there will be sufficient space between students to prevent cheating.
- Assemble materials needed during and after the test, including #2 pencils, a watch or clock to keep time, and the test books and answer sheets.
- Check the answer sheets. Make sure you have an answer sheet for every student in your class. Make sure that the correct answer sheet for the subject area being tested is being used. That subject should be clearly marked at the top of the answer document.
- Log-in to Performance Matters Unify to ensure you can see your students.

DURING TESTING

Distribute materials as specified in the scripts that follow, making sure that each student receives the pre-identified answer sheet with his/her name on it.

- Read scripts verbatim.
- Keep time during testing.
- Maintain test security.
- Supervise test administration. While students are working, the test administrator should move about the room and ensure that:
 - Students have cleared their desks of all materials except the appropriate test materials.
 - Students are working independently.
 - Students are using only a #2 pencil to mark their answers on the answer sheets.
 - Students are working in the correct session of the test and marking their answers appropriately on the correct answer sheet.

Students are permitted to use the empty space in their test books as work space. They may underline and/or circle words, phrases, etc. in the passages, problems, or questions if they find this strategy helpful. However, no extraneous marks should be made on the student answer sheets. Students must take care to only grid the answer choice that they have selected for each item on the answer sheet. Remember, only a #2 pencil should be used.

While it is appropriate to encourage students to continue working during the test administration, it is not appropriate to talk with them about any test item or to help them answer any test question. For example, if a student finishes the test before the allotted time for the session has elapsed or has not attempted to complete a question, it would be appropriate to address the entire class to go back and check their work, when they have completed the tests. It is not

acceptable to 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 a specific question. Do not talk to students about any specific test item or engage in any verbal or nonverbal communication that would allow students to conclude they have answered a question incorrectly.

AFTER TESTING

- Separate the To Be Scored answer sheets from the Not-To-Be Scored materials (test books, unused answer sheets, etc.)
- Make sure that no stray marks have been made on the student answer sheets. Carefully erase any stray pencil marks on the student answer sheets, without changing or otherwise interfering with student responses to test questions.
- Return all test materials (answer sheets, test books, and any other CCE materials) to the School Testing Coordinator.
- Notify the School Testing Coordinator immediately if any materials are missing.

SCRIPT FOR THE ADMINISTRATION OF COMMON COURSE EXAMS

The following script must be read verbatim. Do not paraphrase or skip any section of the script.

SAY	Welcome! You are here to take a District Common Course Exam. It is important for you to do your best on this test.
------------	--

OPTION B (GR. 6-12)

SAY	<p>Remove all materials from your desk. 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, 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> <p>During the test, you must not talk, make any disturbance, ask for help answering a test question, or look at another student's test. You are not allowed to have any electronic or recording devices in your possession, even if you do not use them.</p> <p>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 remember that during and after the test you MUST NOT:</p> <ul style="list-style-type: none">• talk or make any disturbance• look at another student's test• ask for help answering any test questions• have notes or scratch paper, other than what was provided to you• have any electronic or recording devices in your possession, even if you do not use them <p>Please raise your hand if you have any questions.</p>
------------	---

The test administrator should pause for questions.

SAY	<p>When you have completely finished the test, please be sure to double-check your answers, then turn your test booklet and answer sheet over and sit quietly.</p> <p>You may now begin working.</p>
------------	--

After 20 minutes,

SAY	There are 10 minutes left. You have 10 minutes to complete this test.
------------	---

After 10 more minutes,

SAY	Stop. Put your pencils down and close your test booklets.
------------	---

GRADE 6-8 EXAM SESSIONS SHOULD CONTINUE WITH THE FOLLOWING DIRECTIONS:

Complete the following:

START Time:	_____
Add 30 minutes:	+ 30 minutes
Time for stretch break:	_____
Add 20 minutes:	+ 20 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+ 10 minutes
STOP time:	_____

Write the **STOP** time on the board.

While students are working, Test Administrators should move around the room. Make sure that all students are working independently and working in the correct exam. Do not talk to students about any specific test item or engage in any verbal or nonverbal communication that would allow students to infer they have answered a question incorrectly.

After 30 minutes from the START time,

SAY	Stop. Turn over your answer sheet and your test booklet. You may stand and stretch, but do not talk or look at another student's test booklet or answer sheet. You may not talk.
------------	--

After a short break,

SAY	Now be seated. You still have 30 minutes to work, and I'll let you know when 10 minutes remain. Turn your test booklet and answer sheet over and find where you left off. You may now continue working.
------------	--

After 20 minutes,

SAY	There are 10 minutes left.
------------	----------------------------

After 10 more minutes,

SAY	Stop. Put your pencils down. Place your answer sheet inside your test booklet where you left off. We will resume testing tomorrow.
------------	--

At this time, the test administrator should collect all Common Course Exam materials, ensuring that each student returns his or her test booklet and answer sheet.

The directions for Day 2 of testing will be the same as those for Day 1, with the following directions substituted:

After 10 more minutes,

SAY	Stop. Put your pencils down and close your test booklets.
------------	---

GRADE 9-12 EXAM SESSIONS SHOULD CONTINUE WITH THE FOLLOWING DIRECTIONS:

Complete the following:

START Time:	_____
Add 60 minutes:	+ 60 minutes
Time for stretch break:	_____
Add 50 minutes:	+ 50 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+ 10 minutes
STOP time:	_____

Write the **STOP** time on the board.

While students are working, Test Administrators should move around the room. Make sure that all students are working independently and working in the correct exam. Do not talk to students about any specific test item or engage in any verbal or nonverbal communication that would allow students to infer they have answered a question incorrectly.

After 60 minutes from the START time,

SAY	Stop. Turn over your answer sheet and your test booklet. You may stand and stretch, but do not talk or look at another student's test booklet or answer sheet. You may not talk.
------------	--

After a short break,

SAY	Now be seated. You still have 60 minutes to work, and I'll let you know when 10 minutes remain. Turn your test booklet and answer sheet over and find where you left off. You may now continue working.
------------	--

After 50 minutes,

SAY	There are 10 minutes left.
------------	----------------------------

After 10 more minutes,

SAY	Stop. Put your pencils down and close your test booklets.
------------	---

At this time, the test administrator should collect all Common Course Exam materials, ensuring that each student returns his or her test booklet and answer sheet.

TEST ADMINISTRATION GUIDE FOR COMPUTER-BASED EXAMS

TEST ADMINISTRATION POLICY & PROCEDURES

STUDENTS TO BE TESTED

Students should participate in the Common Course Exams, per instructions communicated by the District. ESE students who do not participate in FCAT/FSA testing may participate in the district Common Course Exams if school staff determine that it would be appropriate.

ADMINISTRATION ACCOMMODATIONS

Accommodations should be provided to ESE students with current IEPs, limited English proficient (ELL) students, and students with 504 plans in the same manner that accommodations are provided regularly in the classroom and on the FCAT or FSA.

School testing coordinators must notify the Office of K-12 Accountability & Assessment of those students with paper-based accommodations on statewide assessment program exams. School testing coordinators should include a list the exams that each student will need to take in a paper-based format, so that the appropriate materials can be provided to schools for testing.

CALCULATORS

Students in grades K-6 are not permitted to use calculators. Students in grades 7-12 may use calculators that are allowed on classroom exams. Test administrators are required observe any students with calculators capable of storing information clearing the memories of these devices.

TEST INVALIDATION & SECURITY PROCEDURES

TEST INVALIDATION

It may be necessary to invalidate a student's exam during testing. If any of the following situations arise, the student's exam should be exited and recorded as invalidated:

- The student is caught cheating or is disruptive during testing.
- The student becomes ill during testing.
- The student is not allowed the correct amount of time to complete the session.

If any of these situations occur, have the student exit the exam and record his or her exam as having been invalidated.

ADMINISTRATION RECORD

Schools should keep a record of any students for whom a test section was invalidated. This includes students who were absent for one or both sessions of the test within a subject area, students who became ill during testing, and students whose tests were invalidated for any reason. This information should be kept on file at the school site.

SECURITY PROCEDURES

Common Course Exams are considered secure test documents. All test security rules and regulations apply to Common Course Exams. The Common Course Exams should be treated in the same manner as state assessments. Activities prohibited under test security protocols include:

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

All personnel are prohibited from examining or copying the test items and/or the contents of the student exams. The security of all test materials must be maintained before, during, and after testing.

SUSPECTED SECURITY BREACHES OR TESTING IRREGULARITIES

All suspected security breaches and/or testing irregularities must be reported immediately to the Office of K-12 Accountability & Assessment.

TEST ADMINISTRATOR RESPONSIBILITIES

BEFORE TESTING

- Prepare the room for testing. Arrange the room so that each student will have enough work space and so that there will be sufficient space between students to prevent cheating.
- Assemble materials needed during and after the test, such as a watch or clock to keep time.
- Ensure that you have an active Performance Matters account, and that you are able to log-in and see your students. Contact Michelle Branham if you are not able to do so.
- Release the exam to the students just prior to starting directions.

DURING TESTING

Have students log on to computers using their network logon credentials (i.e. username and password).

- Read scripts verbatim.
- Keep time during testing.
- Maintain test security.
- Supervise test administration. While students are working, the test administrator should move about the room and ensure that:
 - Students have cleared their desks of all materials except the appropriate test materials.
 - Students are working independently.
 - Students are working in the correct exam.

The Performance Matters login uses the following format:

USERNAME: students' network username (for example: doej0123)

PASSWORD: their birthday in a MMDDYYYY format

While it is appropriate to encourage students to continue working during the test administration, it is not appropriate to talk with them about any test item or to help them answer any test question. For example, if a student finishes the test before the allotted time for the session has elapsed or has not attempted to complete a question, it would be appropriate to address the entire class to go back and check their work, when they have completed the tests. It is not acceptable to 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 a specific question. Do not talk to students about any specific test item or engage in any verbal or nonverbal communication that would allow students to conclude they have answered a question incorrectly.

AFTER TESTING

- Ensure all students have submitted their exams.
- Return all test materials (answer sheets, test books, and any other CCE materials) to the School Testing Coordinator.
- Notify the School Testing Coordinator immediately if any materials are missing.

SCRIPT FOR THE ADMINISTRATION OF COMMON COURSE EXAMS

The following script must be read verbatim. Do not paraphrase or skip any section of the script.

SAY	<p>Welcome! You are here to take a District Common Course Exam. It is important for you to do your best on this test.</p> <p>Remove all materials from your desk. 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, 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>
------------	--

The test administrator should pause and collect any electronic or recording devices.

SAY	<p>During the test, you must not talk, make any disturbance, ask for help answering a test question, or look at another student's test. You are not allowed to have any electronic or recording devices in your possession, even if you do not use them.</p> <p>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 remember that during and after the test you MUST NOT:</p> <ul style="list-style-type: none">• talk or make any disturbance• look at another student's test• ask for help answering any test questions• have notes or scratch paper, other than what was provided to you• have any electronic or recording devices in your possession, even if you do not use them <p>Please raise your hand if you have any questions.</p>
------------	--

The test administrator should pause for questions.

SAY	<p>When you have completely finished the test, please be sure to double-check your answers.</p> <p>At this time, log on to Performance Matters and select the exam for this class. You may now begin working.</p>
------------	---

GRADE 6-8 EXAM SESSIONS SHOULD CONTINUE WITH THE FOLLOWING DIRECTIONS:

Complete the following:

START Time:	_____
Add 30 minutes:	+ 30 minutes
Time for stretch break:	_____
Add 20 minutes:	+ 20 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+ 10 minutes
STOP time:	_____

Write the **STOP** time on the board.

While students are working, Test Administrators should move around the room. Make sure that all students are working independently and working in the correct exam. Do not talk to students about any specific test item or engage in any verbal or nonverbal communication that would allow students to infer they have answered a question incorrectly.

After 30 minutes from the START time,

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

After a short break,

SAY	Now be seated. You still have 30 minutes to work, and I'll let you know when 10 minutes remain. You may now continue working.
------------	--

After 20 minutes,

SAY	There are 10 minutes left.
------------	----------------------------

After 10 more minutes,

SAY	Stop. At this time, you should click “SUBMIT” on your exam. Please log out of Performance Matters. We will resume testing tomorrow.
------------	---

At this time, the test administrator should collect all Common Course Exam materials, ensuring that each student has logged out of the computer appropriately.

The directions for Day 2 of testing will be the same as those for Day 1, with the following directions substituted:

After 10 more minutes,

SAY	Stop. At this time, you should click “SUBMIT” on your exam.
------------	---

GRADE 9-12 EXAM SESSIONS SHOULD CONTINUE WITH THE FOLLOWING DIRECTIONS:

Complete the following:

START Time:	_____
Add 60 minutes:	+ 60 minutes
Time for stretch break:	_____
Add 50 minutes:	+ 50 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+ 10 minutes
STOP time:	_____

Write the **STOP** time on the board.

While students are working, Test Administrators should move around the room. Make sure that all students are working independently and working in the correct exam. Do not talk to students about any specific test item or engage in any verbal or nonverbal communication that would allow students to infer they have answered a question incorrectly.

After 60 minutes from the START time,

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

After a short break,

SAY	Now be seated. You still have 60 minutes to work, and I'll let you know when 10 minutes remain. You may now continue working.
------------	--

After 50 minutes,

SAY	There are 10 minutes left.
------------	----------------------------

After 10 more minutes,

SAY	Stop. At this time, you should click "SUBMIT" on your exam. If you have not completed your test, click the "SUBMIT" button, then click the "EXIT" on the next screen. Please log out of Performance Matters, and then log out of the computer and sit quietly.
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At this time, the test administrator should collect all Common Course Exam materials, ensuring that each student has logged out of the computer appropriately.

APPENDIX

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SCHEDULE FOR THE ADMINISTRATION OF COMMON COURSE EXAMS

Schedule for the Administration of Common Course Exams 2018-2019

Middle School Grade Spans				
Course / Subject	Grades	CBT/PBT	Administration Window Opens	Administration Window Closes
Vocational, PE, and Art	6-8	CBT	December 10, 2018	December 14, 2018
Science and Social Studies	6-8	CBT	May 1, 2019	May 14, 2019
Vocational, PE, Art, and AVID	6-8	CBT	May 20, 2019	May 24, 2019

High School Grade Spans				
Course / Subject	Grades	CBT/PBT	Administration Window Opens	Administration Window Closes
Semester 1 Exams	9-12	CBT	December 19, 2018	December 21, 2018
Semester 2 Exams	9-12	CBT	May 28, 2019	May 30, 2019

STATEMENT OF CONFIDENTIALITY

Superintendent
Ken Kenworthy



School District of Okeechobee County

863-462-5000

700 S. W. Second Avenue
Okeechobee, Florida 34974

Fax 863-462-5068

Board Chairperson:
Jill Holcomb
Board Vice Chairperson:
Amanda Reidel
Board Members:
Joe Arnold
Melisa Jahner
Malissa Morgan

Statement of Confidentiality

I understand that my involvement in this project will include access to test items from a secure item bank, and that is my responsibility to maintain the security of these items. I will not:

- Copy items in any format,
- Discuss items except with other participants as necessary for the completion of project activities,
- Share items with anyone,
- Use materials from this project for any personal educational experience, or
- Encourage any individual in any of these prohibited activities.

I understand that all created test items must be my original material and any graphics will be my original creations or from non-copyrighted sources.

I will return all materials to the designated individual at the completion of the task.

Name-Printed

Signature

Date

TEST ADMINISTRATION AND SECURITY AGREEMENT

Superintendent
Ken Kenworthy



School District of Okeechobee County

863-462-5000

700 S. W. Second Avenue
Okeechobee, Florida 34974

Fax 863-462-5068

Board Chairperson:
Jill Holcomb
Board Vice Chairperson:
Amanda Reidel
Board Members:
Joe Arnold
Melisa Jahner
Malissa Morgan

Test Administration and Security Agreement 2018 - 2019

Okeechobee County Public Schools, Assessment Office

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 district or statewide assessment. The Rule prohibits activities that may threaten the integrity of the test. See the attached Florida Test Security Statute and State Board of Education Rule. Examples of prohibited activities are listed below:

- Reading the passages, test items, or performance tasks except as noted in directions,
- Revealing or discussing the passages, testing items, or performance tasks,
- Copying the passages, test items, or performance tasks,
- Explaining or reading test items or passages for students,
- Changing or otherwise interfering with student responses to test items (such as giving answers for any test items or even providing assistance to students that would lead them to a response),
- Pre-teaching specific test content or passages right before administration,
- Copying or reading student responses other than as indicated in directions,
- Causing achievement of schools to be inaccurately measured or reported,
- Prompting students not to do their best.

If any of the above examples are allowable accommodations for students with current IEPs, Section 504 plans, or LEP plans, test administrators are permitted to provide the accommodation(s) as described in the appropriate test manual.

All personnel are prohibited from examining or copying the test items and/or the contents of student test books and answer documents. The security of all test materials must be maintained before, during, and after the test administration. Please remember that ANY administration, initial OR make up, materials must be placed in secure storage.

The use of untrained test administrators increases the risk of test invalidation due to test irregularities or breaches in test security.

I, _____, have read the Florida Test Security Statute and State Board of Education Rule (attached) and the information and instructions provided to me for the appropriate and secure administration of all required Okeechobee County and state of Florida tests.

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 assessments given and cause student achievement to be inaccurately represented or reported.

School Name and Number

Print Name

Date

Signature



Administration Record/Security Checklist

2018-2019 Common Course Exams

School Name: _____

Test Administrator: _____

Date: _____

Course Name: _____

[illegible]