K12 FLORIDA LLC POLICIES AND PROCEDURES RELATED TO PARTICIPATION IN STATE TESTING*

Note: These policies and procedures will be reviewed and revised as needed based on Florida's implementation of Florida Assessment of Student Thinking (F.A.S.T.) plan.

These "K12 Florida LLC Policies and Procedures Related to Participation in State Testing" are posted on our disclosure website www.k12.com as required in the Virtual Instruction Program Application for Provider Renewal.

District Virtual Instruction Programs Assessment Policy

In compliance with 1002.45 (6)(b) F.S, every student enrolled in a district virtual instruction program must take state assessments within the school district in which the student resides and the resident district must provide the student with access to the district's testing facilities.

Students enrolled full time (active in 4 or more courses) in district virtual instruction programs will participate in all state testing under the K12 virtual instruction program's school number. Parents/Legal Guardians are responsible for providing transportation to and from the testing site(s) for their enrolled student. School districts which have contracted with K12 Florida LLC ("K12") for a virtual instruction program have the option to mandate that virtual instruction program students be present either at locally zoned schools (based on physical addresses of the students) **or** at a local testing facility. This can include the district office or other education buildings that are located in the school district of the enrolled students. Contracted districts must provide student access to the district's testing facilities.

The K12 virtual instruction program administration works closely with the district's virtual program testing coordinator to account for all students' testing requirements, testing dates, times and locations. K12 and the district work together to ensure students have the necessary testing information. This information is communicated with the families in various ways including, but not limited to email, regular teacher communication, and telephone. It is necessary for zoned schools to work with the district's virtual testing coordinators, K12 virtual instruction program's administration, and the families to provide a positive testing experience for each student.

Assessment and Accountability Manager

The Assessment Coordinator works closely with district's virtual testing coordinators to comply with all testing requirements. The Assessment Coordinator will attend annual state assessment meetings and will work to provide all data to families, teachers, and staff. Teachers and administrators work closely with students and families to provide an understanding of the district and state testing requirements.

Participation

K12's virtual instruction program will participate in statewide assessments per 1008.22 F.S. and Florida's education performance accountability system under 1008.31 F.S. It is the policy of the K12 virtual instruction program that any student not participating in state mandated testing will not be permitted to participate in the K12 virtual instruction program the following year, unless the student has been exempted for a proper purpose under Florida law. The K12 virtual instruction program will work closely with the zoned district's virtual administrator to ensure K12 stays within the guidelines

provided by the Florida Department of Education. K12 teachers and testing coordinators will create a participation file, ensuring that all students participate in testing and, if necessary, take advantage of any make up dates. The K12 Testing Coordinator will collect all data, prepare a participation file, and work with each district to compare the participation file to the tests collected within each district to ensure accuracy. The final student participation list will be available upon receipt of the INDV accountability file from the Accountability Office showing the scores and participation percentage of that school year's school membership.

Students participating in the VIP for part time courses
Students taking 1-3 courses with the K12 virtual instruction program are considered part time and will not be recorded or reported under the K12 virtual instruction program's school number. These students will work with the primary school to participate in state testing.

Florida Cyber Charter Academy and Digital Academy of Florida Assessment Policy

SCHOOL ASSESSMENT AND ACCOUNTABILITY COORDINATOR
The Florida Cyber Charter Academy (FLCCA) and Digital Academy of Florida (DAOF) School Assessment and Accountability Coordinator (SAC) is the primary point of contact for all state assessments. The SAC will meet with each District Assessment Coordinator at the beginning of the school year to discuss the initial test plan. Test planning will be a collaborative effort between FLCCA, DAOF and the Sponsor Assessment office when applicable and/or when required. FLCCA and DAOF will notify the appropriate district offices as required of testing plan and test sites. Written correspondence will serve as documentation that meetings and agreements are in place for each of the Florida Cyber Charter Academies and DAOF.

TESTING MODE
All assessments will be administered in the State mandated format (both PBT and CBT) per FLDOE State Assessment and Accountability. For FLCCA and DAOF students, this means testing at a location outside of the student's home, in-person, on select dates throughout the school year. FLCCA and DAOF teachers, staff and contracted teachers and staff will administer assessments to all students who are required to test and enrolled in an FLCCA or DAOF during any administration window.

Note: College Board SAT Suite of Assessments and ACT are administered by FLCCA and DAOF at least one time per school year as required by FLDOE and district guidelines. Additionally, students may choose to complete these assessments outside of the school using the high school codes for the school they are enrolled in.   School Counselors will provide information to all high school students as applicable.

TEST SITES
A Site Survey team is deployed to visit each site during the contracting phase of securing test sites. A report is generated and shared with the SAC and School Director which includes the following information and ratings:
- Early Setup Availability/Flexibility, Tear Down Requirement
- Availability/Flexibility to Re-Setup after Tear Down
- Internet Quality
- Room Quality (Number of Outlets/Special Equipment Needs/Desk and chairs conducive to student testing)
- Multiple Staff/Emergency PoC

- Facility Cleanliness, Facility Safety
- What is the total student testing capacity at one time?
- POC Name/ POC Phone/ POC Email
- Loading Dock? UPS/FedEx Pickup Delivery? Can we ship equipment to the site at least 7 days BEFORE testing?
- Is there a locked storage Room Available Onsite? Where will equipment be stored prior to first test day?
- Can we store equipment on site for a minimum of 4 days after testing? Who has Access to Secured Room?
- Can we do initial setup a couple days prior to start of testing (Sat/Sun)? What day can we do setup and what time can we gain access?
- Can we leave the equipment set up for the entire duration of testing?
- What are normal operating hours? What is the earliest time that we can get into the building and have access to the equipment?
- Are elevators available at the site? Is there any construction that would hinder arrival? Is rush hour a concern? Address / Name displayed on building? Is there sufficient parking?

The report is analyzed by the schools and helps determine which sites the FLCCA and DAOF will contract with for test administration each school year.

STUDENTS TO BE TESTED
All students enrolled in tested grade levels/subjects participate in the Spring 2022 FSA administration with or without accommodations, per Section 1008.22(3)(a), Florida Statutes (F.S.). Students who have received a GED diploma are not eligible to participate in FSA administrations.

Students must take the test(s) appropriate for the grade level/subject (course) in which they are receiving instruction.

FSA – Florida Standards Assessments
For FSA ELA, students must take the **same** grade-level test for ELA Writing and ELA Reading to receive an ELA score. Students in middle grades take only one FSA Math assessment per school year based on grade level. If a student is enrolled in Algebra 1 or Geometry, the student will take the EOC associated with that course and not the grade-level Math assessment.

The following students are eligible to participate in FSA EOC administrations:
- Students who still need to pass an assessment for graduation purposes (Algebra 1 Retake only)
- Students who must earn a passing score on an assessment for a standard diploma with a scholar designation (Geometry only)
- Students who have not yet taken an assessment to be averaged as 30% of their course grades
- Students who are in grade forgiveness programs and wish to retake an assessment to improve their course grades
- Students in a credit acceleration program (CAP) who wish to take an assessment to earn course credit

NGSSS – Next Generation Sunshine State Standards

All students enrolled in and completing one of the following courses aligned to the NGSSS will participate in the appropriate assessment:

- Biology 1, Civics and US History.
- Statewide Science Assessment
- Students enrolled in grades 5 and 8 will participate in the Statewide Science Assessment.
- Students receiving accelerated instruction in science may participate in the appropriate Statewide Science Assessment.
- In accordance with section 1008.22(3)(b)2., Florida Statutes, middle grades students will not be tested on both the Statewide Science Assessment and the Biology EOC Assessment.
  - o Students enrolled in Biology 1 must take the EOC assessment, not the Statewide Science Assessment.

STUDENTS WITH DISABILITIES

Students with disabilities participate in the statewide assessment program by taking one of the following:

- FSA without accommodations,
- FSA with accommodations, or
- Florida Standards Alternate Assessment.

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

EXEMPTIONS

Per s. 1008.212, F.S., a student with a disability whom the IEP team determines is prevented by a circumstance or condition from physically demonstrating the mastery of skills that have been acquired and are measured by the statewide standardized assessment, a statewide standardized EOC assessment, or an alternate assessment shall be granted an extraordinary exemption from the administration of the assessment. A learning, emotional, behavioral, or significant cognitive disability, or the receipt of services through the homebound or hospitalized program in accordance with Rule 6A-6.03020, Florida Administrative Code (FAC), is not, in and of itself, an adequate criterion for the granting of an extraordinary exemption. A written request for an extraordinary exemption must be submitted to the district school superintendent by the student's IEP team **no later than 60 calendar days before the first day of the administration window of the assessment** for which the request is made. An exemption request for FSA ELA applies to both Writing and Reading assessments and should have been submitted no later than 60 calendar days before the first day of the FSA ELA Writing test administration. The Commissioner of Education shall determine whether the extraordinary exemption is granted or denied.

In addition to the extraordinary exemption option, a child with a medical complexity may be exempt from participating in statewide, standardized assessments pursuant to the provisions of s. 1008.22(11), F.S.

In the rare circumstances in which a student cannot take a state assessment during the entire testing window due to significant medical conditions, the Florida Cyber Charter Academy or Digital Academy of Florida Head of School will submit on school letterhead a written request to the Florida Department of Education for permission to medically exempt the student. Prior to developing the letter, parent/guardian consent will be obtained. The request will include the medical condition preventing participation in the respective administration window and make up period. In addition, the request will

include the following:
- Student First and Last Name
- Student ID #
- Grade Level
- Name of the of test which the exception is being requested
- Dates of the scheduled test administration/testing window
- If the student has an IEP, the Functional Behavioral Assessment (FBA), and Behavioral Intervention Plan (BIP), if applicable.
- If the student has a 504 plan that will be attached.
- Date of onset of illness/injury or condition
- Expected duration of illness/injury or condition
- A detailed explanation of how the significant illness/injury or condition affects the student daily including impact on instruction. If supporting evaluations and/or doctor's notes are available, they will be attached.

The Special Programs manager will handle the students that require medical exceptions and work alongside the SAC who will be in contact with the Florida Department of Education regarding these students. In many cases an emergency 504 plan can also be put in place to assist.

TEST SYSTEMS INFORMATION
Testing Nirvana – Internal Assessment Management System

Testing Nirvana is an Assessment Management System used by Florida Cyber Charter Academy and Digital Academy of Florida to plan, schedule, assign, communicate, track and otherwise administer all state testing. This management system is also used for state accountability tracking for internal documentation.

About Testing Nirvana: Parents and students are provided login information to access the site directly in addition to the electronic communications sent from Testing Nirvana. This system allows parents to select the test site that is nearest to their residence by showing the distance to each site from their address. Testing Nirvana sites and test dates are shared in Fall so families can plan to be out of their homes on the required test dates in Spring. The earlier communication also allows the families to work with the school on any transportation needed before the test administration windows open. This will aid in preventing any student absences during the Spring 2022 test windows. Makeup dates are embedded within the schedule in Testing Nirvana so if a student is not in attendance on any given test day, a rescheduling communication will be sent and the student will need to attend on the alternate date(s).

ROLES AND RESPONSIBILITIES OF TESTING PERSONNEL AND INFORMATION ON TRAINING FOR TEST ADMINISTRATIONS
Describe the roles and responsibilities of the positions listed below and indicate the test administration training each will receive prior to all test administrations.

Head of School
1. Has ultimate responsibility for all testing activities for the school.
2. Appoints the FLCCA and DAOF SAC.
3. Supervises Principals and FLCCA and DAOF SAC to ensure that they fulfill their specific responsibilities for the administration of tests.

4. Maintains contact with FLCCA and DAOF SAC to become thoroughly informed of all testing activities.
5. Conducts investigations of reported testing irregularities (e.g., student cheating, unethical professional conduct). Reports unethical professional conduct to the Educator Ethics Division.
6. Informs local board members, parents, and other citizens about requirements pertaining to statewide testing.
7. Ensures that appropriate local personnel attend Florida Standards Assessment/Pearson workshops concerning state assessment programs.
8. Reviews and returns certification/verification forms to the Office of Assessment and Accountability at the Districts by the due dates.
9. Ensures that Test Administration Forms are completed after each test administration and retained as required.
10. Approves all special administrations.
11. Informs citizens residing within the local system's area concerning the collective achievement of enrolled students by school.
12. Ensures that local calendars are planned so that all tests are administered according to the state- published testing calendar.

School Assessment Coordinator (SAC)
1. Coordinates all test administration activities within the school.
2. Serves as liaison between the school and the Districts for all test administration activities.
3. Assumes responsibility for carrying out the approved plan for administration of all tests.
4. Furnishes all information and submits all forms required by the Districts by specified dates.
5. Provides training to all test staff each year on Test Security and Test Administration.
6. Ensures Test Site Coordinators and Test Administrators complete the Test Administrator (TA) Certification Course (if required each school year) and, after training, ensures all sign a Test Administrator Security Agreement and Prohibited Activities Agreement each school year.
7. Orders special format tests (Braille, large print, advanced reading aids).
8. Receives test materials from Testing Sites at a designated time.
9. Ensures that the Regional Site Managers account for the security of all test materials during the time the materials are in their building.
10. Ensures all materials are stored in a secure, locked location with restricted access, confirms Access is restricted by accounting for keys.
11. Ensures the number of test booklets assigned to each testing site is sufficient and accounts for material distribution and return.
12. Locates all testing sites.
13. Assists Principals in assigning testing roles (test administrator, proctors, volunteers, and attendance monitors). Test Administrators and Proctors are assigned appropriately within state guidelines.
14. Ensures that only staff members who have been trained on the proper management of secure test materials handle such materials.
15. Reviews and follows all procedures in all administration manuals and is familiar with administrators' roles and proctors' roles.
16. Adheres to state/system test dates, time schedules, and specified instructions set by the Florida Department of Education.
17. Ensures that each test site is suitable, has an assigned Regional Site Manager and a Test

Site Coordinator.

18. Accounts for and distributes all test materials distributed to each Regional Site Manager and for the disposition of specific materials.
19. Attends statewide testing program meetings.
20. Arranges sites for staff to monitor schools during testing sessions.
21. Ensures that all the following personnel are trained: Teachers/school personnel involved in test administration, including RSMs, TSCs, Test Administrators, Proctors, the system Special Education Coordinator (on the administration of the Alternate Assessment), the system ESOL Coordinator (on the administration of ACCESS for ELLs/Alternate ACCESS), and any others who have responsibilities related to testing and/or testing materials.
22. Ensures that Principals and RSMs are aware of and follow the protocols or procedures prescribed in Student Assessment Handbook, testing manuals, and other materials.
23. Maintains a portfolio of all training session materials and rosters of attendees.
24. Answers questions of all RSMs, TSCs and Principals and makes decisions regarding testing, when appropriate.
25. Ensures that Regional Site Managers and TSCs account for all students in terms of testing requirements.
26. Ensures strict test security and reports to Head of School concerning testing irregularities (e.g., student cheating, unethical professional conduct).
27. Under supervision, ensures that the Site Coordinator checks for accuracy of the student ID numbers on each answer document.
28. Communicates to the Districts when testing irregularities occur.
29. Distributes test results to the Districts and to the schools in a timely manner and ensures that students are informed of the expected date for the return of the test results.
30. Interprets test results to school personnel and appropriate others.
31. Ensures that local calendars are planned so that all tests are administered according to the state- published testing calendar that provides testing dates for the current and future academic years.
32. Ensures that students, parents, and the governing boards have access to information concerning all test administrations and utilization of test results.
33. Works with school personnel to communicate to parents of students with IEPs, 504s and ELL plans pertinent information regarding all statewide tests.
34. Ensures that the Guidance Department submits the transfer of Alternate Assessment portfolios when students withdraw from or enroll in the school system.
35. Ensures that students have only one opportunity to test during each session.
36. Use Online Requesting System (ORS) to order additional materials from district.

Regional Test Site Manager (RSM)
1. Is responsible for managing group test sites as assigned by the SAC.
2. Serves as first point of contact for all Test Site Coordinators in assigned region.
3. Ensures that each test setting (room) is suitable, has an assigned a test administrator, and has the appropriate number of proctors.
4. Works with SAC to obtain computers for each Test Site in assigned region.
5. Works with SAC to obtain all testing materials for each Test Site in assigned region.
6. Maintains records of all materials at each test site and ensures return of materials to the SAC.
7. Monitors Testing Nirvana for each test site in assigned region.
8. Pulls reports in Testing Nirvana for each test site in assigned region.

9. Attends daily and weekly meetings with other RSMs led by the SAC to report on test activity.
10. Reports on participation rates at each test site in assigned region.
11. Reports on makeup activity/needs at each test site in assigned region.
12. Alerts SAC of any invalidation requests.
13. Alerts SAC of any test irregularities to be reported to the district.

Test Site Coordinator

1. Has ultimate responsibility for testing activities at the local site.
2. Creates an atmosphere in which all staff members know that their cooperation is needed and expected for successful test administration.
3. Ensures proper environment for test administration.
4. Ensures that all testing sites are appropriately prepared: adequate student workspace, proper lighting, good ventilation, sufficient number of desks in good repair, instructional materials (e.g., posters, word walls, etc.) removed or covered, etc.
5. Ensures that the test accommodations identified in students' IEPs, 504s and ELL plans are provided for each student as specified.
6. Ensures that testing sites are free of interruptions during test administration (e.g., intercom messages, visitors, wandering students).
7. Receives test materials from assigned District and verifies numbers received.
8. Determines the number of test booklets to be assigned to each testing site and accounts for material distribution and return.
9. Assists in assigning Test Administrator(s).
10. Assigns Proctor(s) appropriately in accordance with state guidelines.
11. Accounts for the security of all test materials during the time the materials are in the building.
12. Under supervision, ensures the accuracy of student ID numbers on each answer document.
13. Ensures all materials are stored in a secure, locked location with restricted access, confirms access is restricted by accounting for keys.
14. Ensures that only staff members who have been trained on the proper management of secure test materials handle such materials.
15. Ensures the orientation sessions for Test Administrators and Proctors.
16. Ensures that students and parents/guardians are informed about the purpose of testing, dates and times for testing, and expected dates for return of test results.
17. Adheres to FLCCA/DAOF testing schedule.
18. Distributes test materials to and collects from each Test Administrator on the testing days.
19. Ensures Test Administrators sign out (date and time) materials each testing day shortly before testing begins each day.
20. Ensures Test Administrators return (sign, date, and time) materials immediately after testing each day.
21. Ensures that a minimum of one certified administrator is present and witnesses the transcription of student responses when/where necessary (e.g. such as when a student has the accommodation of marking answers in the test booklet). Documentation of this process must be retained.
22. Provides each Test Administrator with a list of student ID numbers.
23. Gives Test Administrators additional No. 2 pencils, pens for writing tests, and resource materials, if appropriate.

24. Accounts for all students in terms of testing requirements.
25. Notifies FLCCA/DAOF SAC of any emergency situation and helps to decide what action needs to be taken.
26. Conducts, coordinates, and supervises inspection of all completed answer documents before delivering them to the Designated District for the following purposes only: to ensure that student demographic/identification information is accurate, that necessary coding/labeling is complete, and that documents are in good condition for scanning.
27. Counts materials returned from Test Administrators each day and accounts for all materials distributed each day of testing.
28. Packages and returns materials to FLCCA/DAOF SAC according to directions and time line.
29. Immediately notifies FLCCA/DAOF RSM who will notify SAC of any testing irregularities and provides explanation of circumstances.
30. Maintains dated student sign-in/sign-out sheets for each test administration.
31. Maintains all other secure test documents per FLDOE in a binder at the site.
32. Reports to the assigned Regional Site Manager daily.

Test Administrator
1. Participates in all training and masters all assessments.
2. Reviews and follows all procedures in handling all administration materials.
3. Counts materials prior to testing and after testing to verify accuracy.
4. Ensures the security of test booklets while they are in the testing site before, during, and after testing.
5. Provides No. 2 pencils, erasers, pens for writing tests, and resource materials (if appropriate).
6. Follows procedures for testing as given in the *Test Administrator's Manual*, including reading all directions to students.
7. Maintains control of testing situation and keeps students on task. Test Administrators should actively circulate and monitor students throughout the testing session(s).
8. Confirms that all assigned students have entered and bubbled in the test form number correctly if one is required.
9. Allows no student to leave the test room unless there is an emergency.
10. Counts and verifies all testing materials each day prior to dismissing students.
11. With direct site coordinator supervision, at the conclusion of testing, inspects answer documents for the following purposes only: to ensure that student demographic/ identification information is accurate, that necessary coding/labeling is complete, and that documents are in good condition for scanning.
12. Returns all test materials to Site Coordinators immediately after testing each day, including special format tests, such as Braille or large print.
13. Documents the daily receipt (date, time, and number received) of test materials and the daily return of test materials.
14. Ensures that no content-related instructional materials are displayed in the testing site. Charts, diagrams, and posters should not be visible. Whiteboards should be free of any writing except for test procedure information. Electronic devices are not allowed during testing administration. Devices should be collected and powered off prior to materials being distributed. (Follow script as written in FLDOE manuals).

Note: Certified educators (teachers, counselors, administrators, paraprofessionals) must administer all assessments. Educators without Florida certification from the Florida Department of Education may not administer state assessments, unless otherwise communicated by the district sponsor

Assessment and Accountability Department.

Proctor
1. Florida Department of Education strongly recommends that proctors be assigned to rooms with fewer than 25 students whenever possible. <u>Proctors are required for rooms with more than 25 students.</u>
2. School personnel and non-school personnel may be trained as proctors. Prior to testing, proctors must be informed of their duties and of the appropriate test security policies and procedures.
3. School personnel proctor duties may include preparing and distributing materials (e.g., worksheets).
4. 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 test materials, providing accommodations).
5. Volunteers (e.g., parents, retired teachers) may be trained as proctors and may perform non-school personnel duties.
6. All proctors may help monitor rooms during test administration; however, they may NOT assist in rooms where their family members are testing.

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 Test Administration and Security Agreement and the Security Log for that room for each test session.

PARENT NOTIFICATION OF TEST ADMINISTRATION DATES FOR THE SCHOOL YEAR
The school will share with teachers, students, and parents a schedule of the state test administration dates for the school year.
- Testing administration dates will be noted in the parent/student handbook and will also be communicated via Testing Nirvana, email, orientation sessions and phone messages throughout the year.
- Notification of testing location will be sent out via school email using Testing Nirvana 90 Days prior (12 weeks in advance) and phone calls 60 days prior (8 weeks in advance) and then 30 days (4 weeks in advance).
  - Confirmation of both test sites and test administration dates is managed within Testing Nirvana.
  - Teachers will follow up with parents to confirm receipt of testing location/time and address any concerns parents may have regarding location.

TECHNOLOGY AND COMPUTERS
TECHNOLOGY REQUIREMENTS AND SECURE BROWSER INSTALLATION
Computers are ordered through Testing Nirvana. K12 state assessment computers are updated each school year with the latest Secure Test Browsers including the FSA Secure Portal and TestNav. K12 Technology state testing department ensures all computers have the correct Voice Pack for Text-to-Speech (TTS) accommodations installed prior to shipping to the school. All information can be shared with this department through Testing Nirvana.

K12 computers will have the correct technical specifications installed prior to FLCCA/DAOF receiving them.

SAC will order the computers using Testing Nirvana. Number of computers is determined by the number of students that can be tested at any given time at each site with an overage of at least 5 student computers. SAC will have computers shipped directly to each Testing Site.

1. Site coordinators will verify the correct number of computers are received at the test site.
2. Site coordinator will scan the barcodes on each computer and upload into Testing Nirvana.
3. Site technology teams will visit and run an infrastructure trial at each site to ensure all test sites will function with the K12 computers and secure internet.
4. Computers will remain in possession of site coordinator and/or in a secure location at the test site.

Computer Return

1. Site Coordinator will package all computers and cradle points in original K12 test boxes.
2. Site Coordinator will scan the computers to be returned and upload into Testing Nirvana.
3. Site Coordinator will schedule a pick-up with UPS using the already printed return label provided.
4. K12 State Testing department will verify receipt of materials and update Testing Nirvana accordingly.

MATERIALS INFORMATION
SECURE, LOCKED FACILITY FOR TEST MATERIALS

The tests will be stored in a secure, locked facility when not in use. Access to the storage area will be limited to one or two authorized school personnel when secure materials are being stored. Unauthorized personnel (e.g., cleaning staff, secretary) will not have access to the storage area where secure materials are stored. The location within each testing building of the secure, locked storage facility as well as the authorized school personnel given access to the storage facilities are listed below.

Building	Personnel Granted Access
School Office	Materials will be behind two locked doors with only the Director, School Assessment Coordinator and Operations Manager with a key.
All other test centers	Materials will be left at testing site. Test Site Coordinator will have the key or code to the secure lock box for materials, excluding when the materials are checked out to the test administrators.

MATERIALS HANDLING SYSTEM (ORDERING, RECEIVING MATERIALS, MATERIAL STORAGE AND RETURN OF TEST MATERIALS)
Ordering Test Materials

Paper based test materials will be ordered, as applicable, by the SAC. This is done by ensuring all student information is up to date in FOCUS and working with the district assessment coordinator to ensure all students are accounted for within the test systems. Accommodations will be updated in

FOCUS which is the SIS that determines all pre-IDs into TIDE. Materials are ordered primarily in this manner. Any additional materials are ordered by the SAC at the direction of each district.

Materials – Shipping and Delivery

Florida Cyber Charter Academy will verify with Clay, Duval, and Osceola Assessment offices the shipping address for all paper-based test materials – including manuals. Each district assessment office will ship or otherwise deliver all test materials to the FLCCA office. Materials will be prepared and shipped from the FLCCA office via FedEx to each test site facility and for each test administration window. Materials will be returned to the FLCCA office via FedEx. All materials transfers will be documented in the Materials Chain of Custody located in SharePoint.

The testing center will use the following system to account to the Sponsor and Florida Standards Assessment/Pearson TestNav for all test materials received and to ensure all materials are returned and accounted for. Access to secure tests must be limited to school personnel who have been trained and signed Test Administration and Prohibited Activities agreements.

TEST TICKETS

All Test Tickets will be downloaded by the School Assessment Coordinator from TIDE. The SAC will print the Test Tickets in the FLCCA Office and prepare for shipment to test sites. All students test tickets will be separated by test site and then packaged and shipped via FedEx to the appropriate test site. The SAC will document on Materials Chain of Custody located in SharePoint. The Test Site Coordinator will receive the test tickets and document on the Materials Chain of Custody located in SharePoint. The Test Site Coordinator will then place in a locked box until ready to use (Test Site Security Bin provided by FLCCA with a lock and code only the SAC and the Test Site Coordinator know). The Test Site Security Bin will then be stored at the Test Site location for the duration of testing. The Test Site Security Bin will be emptied at the end of the test administration window. The secure materials are packaged on-site, sealed, and shipped back to the FLCCA school office. The boxes are to be opened by the SAC only.

Receiving Materials

Only the SAC or the school director's designee is permitted to sign upon delivery of secure test materials.

Each District Assessment Coordinator will be contacted by the SAC to ascertain when materials will be shipped or if the SAC will be picking the materials up from the district.

The SAC should expect the following for each test:
1. The following materials for this administration, as applicable (may not be packaged in the order indicated):

   School Boxes
   • School SAC Box (White)
   • School Cover Memo
   • School Packing List
   • School Box Range Sheet
   • School Order Summary
   • School Security Checklist
   • PreID Rosters
   • PreID Labels

- Blank PreID Labels
- Orange - Labels (TO BE SCORED regular print materials)
- Striped - Labels (TO BE SCORED materials—for calibration schools ONLY)
- White - Labels (TO BE SCORED large print/one-item-per-page materials)
- Pink - Labels (TO BE SCORED braille materials)
- Yellow- Labels (NOT TO BE SCORED materials)
- Roll of Plastic Return Bags
- Test Administration Manuals
- Test and Answer Books (PBT accommodation)
- Reading Passage Booklets (CBT accommodation)

SAC will inventory all materials to ensure all needed material is provided upon receipt. SAC will sort by site and prepare all site materials to be shipped out to each test site. (Materials tracking will be documented on Chain of Custody trackers in Share Point).

Test Site Coordinator and Test Administrators receipt of materials

1. Test materials (secure and not secure) will be shipped directly to the test site.
2. Under direction of the SAC, a Test site Coordinator/team member will open and inspect the contents of administration box and materials boxes. They will make sure that there is enough of all supplies (forms, scratch paper, etc.) in the admin box.

Review each student pre-identified test booklets and/or answer sheets. Test Site Coordinators/team member will ensure all materials are accounted for using the Chain of Custody tracker in Share Point.

Returning Materials to Florida Cyber Charter Academy/ Digital Academy of Florida

See procedures below in chart. FLCCA/DAOF TSC will pack and ship materials, both used and unused in accordance with Florida Cyber Charter Academy once the testing window closes.

Returning Materials to District or Testing Vendor

Varies by district.   FLCCA/DAOF SAC will pack and ship materials, both used and unused in accordance with district assessment coordinator guidelines and timelines once the testing window closes.

Reporting Discrepancies in the Count (include reporting discrepancies from FLCCA/DAOF, vendors, and test administrators)

It is crucial that secure test materials be tracked and accounted for at each level of distribution. The use of the Chain of Custody tracker in SharePoint is designed so that all testing personnel know the location of each test item at all times.

A testing irregularity will be submitted by the SAC for any missing secure test materials using the appropriate district, and a school-level investigation must be completed.

ACCOMMODATIONS AND ALTERNATE ASSESSMENT INFORMATION
Exceptional Student Education:

The school will use the following plan (1) to ensure eligible students' test accommodations are documented, (2) to ensure the accommodations are provided to the students, and (3) to determine the extent the accommodations are used by the students during the test administrations. The plan must include the person responsible for managing/updating/compliance with the students' Individual Educational Plans (IEP)/504 documents.

Meetings for Managing/Updating Individual Educational Plans (IEPs)/504 Documents
The Special Programs Manager will meet at least annually for students with 504 Accommodation

Plans and students with IEP Plans. The 504 Team/IEP Team will determine if testing accommodations are necessary for the student to access the test. If the Team decides accommodations are necessary, they will be noted on the 504 Plan and IEP. It is the expectation that these accommodations are used throughout the school year during all testing situations including standardized testing. The Review of Accommodations Used During Testing Form will be completed as documented below.

Review of Accommodations Used During Testing

The Special Programs Manager in collaboration with the SAC will re-examine The Review of Accommodations Used During Testing Form prior to testing. The Special Programs Manager/Case Manager will document and sign the required accommodations prior to testing. The Special Programs Manager will review the Review of Accommodations Used During Testing Form with the test administrator to assure understanding each accommodation. The information for the form will be acquired through FOCUS (student information system) and Testing Accommodations page of the IEP. During testing, the person administrating the test will document how the accommodations were administered and if the student used the accommodation. The Review of Accommodations Form will then be reviewed during IEP meetings. The team may consider adjusting accommodations for the subsequent year based on student participation.

All accommodations will be analyzed each year by the Special Programs Manager and the SAC to ensure all comply with the current FLDOE publication of FSA Accommodations Guide which is updated annually.

Alternate Assessments: All Florida students participate in the state's assessment and accountability system. The Florida Standards Alternate Assessment (FSAA) is designed for students whose participation in the general statewide assessment program (Florida Standards Assessments, Statewide Science Assessment, Next Generation Sunshine State Standards End-of-Course Assessments) is not appropriate, even with accommodations. The FSAA measures student academic performance on the Access Points (FS-AP) in Language Arts, Mathematics, Science, and Social Studies. Access Points are academic expectations written specifically for students with significant cognitive disabilities. They reflect the essence or core intent of the standards that apply to all students in the same grade, but at reduced levels of complexity. The FSAA Performance Task (FSAA-PT) is designed to assess students at three levels of complexity and results are reported through achievement levels.

All students who are on alternate curriculum such as ULS will participate in the FSAA.

TEST SECURITY
Testing Environment
- All test sites are visited prior to securing contracts for the school. (See Test Site Survey for more information).
- Tests will be administered in a room that has comfortable seating and good lighting. The room will be adequately ventilated and free of distractions.
- All visual aids in the room will be removed or covered, such as word lists or charts showing mathematical concepts. Students may not have access to any unauthorized aids. Discuss any concerns with your School Assessment Coordinator.
- Sufficient workspace will be provided for students to use their test materials (planning sheets, reference sheets, worksheets, work folders, etc.). Students must not be able to easily view other students' computer or device screens, planning sheets, passage

booklets, reference sheets, worksheets, or work folders. The configuration of each testing room will be checked to ensure each will be able to provide a secure environment during testing. Adjustments will be made prior to the test administration. If necessary, use visual blocks (e.g., file folders taped to the sides of computer screens).

- During testing each test room will post a sign that reads TESTING-PLEASE DO NOT DISTURB. Inside of each room the following signs will be posted for each test day: No Electronic Devices, Session 1 or Session 2 signs, and, when applicable, No Calculators sign.
- Seating Charts will be maintained for each testing room. The chart should record the following:
  o Room name/number
  o Subject
  o Student names and their locations in the room during testing
  o Direction each student is facing
  o Date
  o Start and End times
  o Test Site Coordinator Name
  o Test Administrator Name
  o Session ID/Test Group Code

All seating charts must indicate the front and back of the room. 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. Seating charts are returned to the School Assessment Coordinator after testing.

TEST MATERIALS SECURITY – THROUGHOUT TESTING
All state testing materials will be delivered to each testing administrative office and remain there until the distribution to specific test site. All materials will be housed within a secure designated office space within the administrative office. To ensure safety of the materials, the space will have a locking door that can only be accessed by appropriate staff. During the time the testing materials are in this space, a sign will be posted to ensure that the space is not entered by unapproved individuals. If an appropriate staff member is required to enter the room, a sign-in/out form will be located on the door to indicate the name of the person entering, along with the day and time.

PRACTICE TESTS
FLCCA/DAOF will ensure all students have had an opportunity to take a practice test in the same format the assessment will be administered.

Principals will establish a guideline for all teachers to follow which will ensure all students have the opportunity to partake in a practice test at least 2 weeks prior to state test administration date(s). A communication will be sent by the SAC to all parents which will include the links above so that parents can also allow their student to practice under their guidance.

TESTING VIOLATIONS AND TESTING IRREGULARITIES
All Site Coordinators must immediately contact the SAC when test irregularity, test security breach or test invalidation are known or suspected. The SAC will work with the Site Coordinator on next steps after the correct course of action is determined.

Test Irregularities

Test administrators should report any test irregularities (e.g., disruptive students, loss of Internet connectivity) to the School Assessment Coordinator immediately. A test irregularity may include testing that is interrupted for an extended period due to a local technical malfunction or severe weather. School Assessment Coordinators must notify district assessment coordinators of any test irregularities that are reported. Decisions regarding test invalidation should not be made prior to communicating with the district assessment coordinator

Security Breaches

Test administrators should report possible breaches of test security (e.g., secure test content that has been photographed, copied, or otherwise recorded) to the School Assessment Coordinator immediately. If a security breach is identified, the School Assessment Coordinator must contact the district assessment coordinator.,

Test Invalidation Policies and Procedures

The main purpose of invalidation is to identify when the validity of test results has been compromised.

Test administrators should discuss any situation involving possible invalidation with the School Assessment Coordinator, and the situation should be investigated immediately. District assessment coordinators will advise the SAC of the appropriate course of action if invalidation is being considered.

For assistance identifying circumstances when invalidation is an appropriate course of action, review the following guidelines.

1. **A student has an electronic device during testing.** If a student is found with an electronic device that he or she is not using for testing purposes 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 and/or copying from another student's test, allowing another student to look at or copy from the student's test, or accessing unauthorized aids. Please note, as stated in Rule 6A-10.042, FAC, in situations involving cheating, a report must be submitted to FDOE within 10 calendar days of the incident.
3. **A student is not allowed the correct amount of time.** Invalidation decisions should be made based on whether the student was provided adequate time to respond completely to the test items. The student should be asked if he or she is comfortable with his or her performance on the test to determine if the test should be scored. If the student feels he or she 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 respond completely **and** the validity of the test results has been compromised, the test should be invalidated.
4. **A student is given an accommodation not allowed on statewide assessments.** If a student is given an accommodation that is not allowed on statewide assessments and compromises the validity of the test, that student's test must be invalidated. Test administrators who will administer tests to students who require accommodations should be familiar with allowable accommodations to ensure that they are not offering classroom testing accommodations that are 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 may be 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 procedures that could compromise the validity of test results.** If the validity of the test results has been compromised (e.g., a student 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.

REPORTING

Obtaining Student Assessment Scores: All student scores are available in state assessment portals as listed below. The School Assessment Coordinator (SAC) is responsible for obtaining these scores upon release from the FLDOE. Student scores are available for download by the SAC only as identified in TIDE and Pearson Access Next.

FSA Reporting System: The FSA Reporting System provides score data for each FSA test, which includes Grades 3–10 English Language Arts (ELA), Grade 10 ELA Retake, Grades 3–8 Mathematics, and Algebra 1, Algebra 1 Retake (reported in Spring only), Geometry, and Algebra 2 End-of-Course assessments. Scores for initial and late reporting releases are available to users in the FSA Reporting System.

Access to the reports provided in the FSA Reporting System depends on each user's role and its school and district associations. These roles are assigned in the Test Information Distribution Engine (TIDE) website.

Pearson Access next Reporting System: The Pearson Access next Reporting System provides score data for each NGSSS test, which includes Grades 5 and 8 Statewide Science and Civics, Biology and US History End-of-Course assessments.

Obtaining Student Score Reports: All paper student score reports are released from the FLDOE to the District Assessment Coordinator (DAC). The DAC coordinates with each school's SAC to determine how the reports will be delivered to FLCCA. The SAC can pick the scores up or have them shipped to the school depending on what the DAC prefers.

Distribution of Student Score Reports (ISR): All paper student score reports must be mailed (US MAIL) to each students' residence. There are multiple reports and they may be delivered to the school at separate times as they are released from the state. Upon receipt of student paper score reports, the Assessment Department will follow this procedure:

1. Assessment Specialist will oversee the following take place:
   - Sort all Individual Score Reports from each subject to combine students reports to be mailed.

- Mail original report(s) to the student residence addressed to the parents of named student.
- Notify SAC when above is completed for each student.
- FOCUS serves as the official record of test history for each student.