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August 15, 2011

TO: District School Superintendents

FROM: Dr. Michael Grego

SUBJECT: Computer-Based Testing Guidelines for 2011-12

I want to congratulate you for your critical role in ensuring that your schools achieved 100 percent Computer-Based Testing (CBT) readiness last spring. Approximately 497,000 computer-based student assessments were successfully administered. Thank you for your help.

The purpose of this memorandum is to provide information and resources regarding the Computer-Based Assessments Certification process and tool that will be implemented in 2011-2012.

This year, the Computer-Based Testing Certification tool will be completed four times for the following assessments:

- Fall Certification:
 - FCAT Mathematics Retakes
 - FCAT Reading Retakes (CBT optional) and
 - FCAT 2.0 Reading Retakes
- Winter Certification:
 - December/January Algebra 1 EOC Assessment
- Spring FCAT/FCAT 2.0 Certification:
 - FCAT Mathematics Retakes
 - FCAT 2.0 Reading Retakes and
 - Grade 6 FCAT 2.0 Reading
 - Grade 10 FCAT 2.0 Reading
- Spring EOC Certification:
 - Algebra 1
 - Biology 1

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CHANCELLOR OF PUBLIC SCHOOLS

- Geometry
- U. S. History Field Test (sampled high schools only)

The certification tool will open on **August 29, 2011**, for the Fall Certification process. The tool will remain open for four weeks, and the district must submit their school certifications of CBT readiness to the Florida Department of Education no later than **September 23, 2011**. The Department will then review the certifications prior to the first day of the Fall Retake window (October 10). As schools complete their certification tasks, you may advise them to complete their checklist information closer to the deadline, which will make this information more current and accurate for a district's evaluation of CBT readiness. The timeframes for the remaining three tool completions will be announced in the near future.

As recommended by the CBT District Advisory Committee, the Infrastructure Trial will now be conducted on a local level, on a timeline established by the district (not the state). All schools that will administer a CBT must still participate in a trial no later than March 2, 2012, to ensure readiness for the spring

Login Process:

The website to login to the Certification Tool is: <https://app1.fldoe.org/CBT/CertificationTool>. Your username will be your two-digit district number (add "0" for 1-9) and four zeroes with no spaces (e.g., 010000). The first time you log in, your password will be the same as your username (two-digit district number and four zeroes). There will be one district-level login to be shared by all district staff that will access the tool. Please forward this information to your district assessment coordinator (or other designated contact) who will open the tool for school staff. For school logins, the username is the two-digit district number followed by the four-digit school number. The initial password is the same as the username and must be changed on the first login.

The quality and proven stability of Pearson's TestNav 6.9 testing software provided an optimal assessment experience for Florida students last year, and Florida will continue to use this testing software for the 2011-2012 school year.

The Department will again provide online training sessions, test administration manuals, and supplementary resources for district and school use. The availability dates of these resources will be announced soon.

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

Attached please find the minimum technology specifications for computer-based testing and a chart that describes the transition to CBT over a five-year period. The *Guide to the 2011-2012 Computer-Based Assessments Certification Tool* and screenshots of the 2011-12 Computer Based Assessments Certification Tool will be provided soon.

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