



The Nassau County School District

1201 Atlantic Avenue
Fernandina Beach, Florida 32034



Kelly Burnette

Program Manager for Assessment and Accountability

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MEMORANDUM:

TO: Private Schools
FROM: Kelly Burnette
DATE: January 14, 2018
SUBJECT: **PRIVATE SCHOOL STUDENT PARTICIPATION IN THE SPRING ADMINISTRATION OF STATEWIDE END OF COURSE EXAMS**

The School District of Nassau County is offering an opportunity for private school students to participate in the Spring Administration of Statewide End-of-Course (EOC) exams.

The EOC assessments offered this Spring are listed below.

- Algebra 1 EOC
- Geometry EOC
- Civics
- Biology
- US History

To participate in the Spring Administration, parents and students must:

1. Read and complete the required activities on the *Florida End-of-Course Assessments Private School Student Parent/Guardian Information Sheet*.
 - Students are required to practice using an online test prior to the test. All students must take an electronic practice test (ePAT) prior to arriving to the test site for each EOC test.
 - FSA EOCS (Algebra 1, Geometry)
The FSA EOC Training Tests (<http://www.fsassessments.org/training-tests>) can be accessed and taken using any computer for the student to practice.
 - NGSSS EOCS (Biology, Civics, US History)
EOC ePats (<http://www.flassessments.com/ePATs>) can be accessed and taken using any computer for the student to practice.
 - **If the student has not practiced prior to taking the EOC test, they will be excused from the test site, and will have to retake the test at the next available test window.**
2. Complete the *Private School Student Registration Form for End-of-Course Testing*.
3. Complete the *2018-2019 Private School Student Accommodations Request Form* (for students with an IEP or 504 plan).
4. Provide a stamped, self-addressed envelope in order to receive student's test score.
5. Submit all documents by **Friday March 29, 2019** to:

Kelly Burnette Nassau County School Board
Department of Assessment & Accountability
1207 Atlantic Avenue
Fernandina Beach, FL 32034
Email: burnetteke@nassau.k12.fl.us



Florida End-of-Course Assessments Private School Student Parent/Guardian Information Sheet



Please review the following information and requirements regarding your private school student's participation in the upcoming Florida End-of-Course (EOC) Assessment administration.

Student Registration Form and Registration

Registration is required and must be completed as follows:

- Complete fields on the Student Registration Form and the Accommodations Request Form
- Provide accurate information and submit your completed form(s) no later than **Friday March 29, 2019** to:

Kelly Burnette
Nassau County School Board
Department of Assessment & Accountability
1207 Atlantic Avenue
Fernandina Beach, FL 32034
Email: diane.romon@nassau.k12.fl.us

Student Identification on Day of Test Requirement

The Florida Department of Education has created the following rule for admission of students to testing rooms: "Precautions must be taken at testing sites when students are unknown to the test administrator or other school staff. For security purposes, photo identification, such as a Florida ID or school ID, must be checked before admitting unfamiliar students to a testing room."

Your student MUST present **photo identification** to staff to verify his/her identity. ***Please ensure that your student has a school or Florida-issued Photo ID on the date of testing.*** Florida ID cards can be purchased at a local branch of the Department of Motor Vehicles. More information is at <http://www.dmv.org/fl-florida/id-cards.php>. A current passport is also acceptable if the picture is recent enough for recognition.

Practice Test Requirement

All students who will participate in an EOC assessment must participate in a Student Practice Test for that subject prior to test day. You are responsible for ensuring that your student has taken the practice test at home or at his or her private school using the appropriate administration script that guides students through the online platform. The purpose of the practice test is to orient students to the types of items and response formats on computer-based tests. Student responses should not be used as an indicator of student performance on the actual test.

- **FSA EOCS (Algebra 1, Geometry)**
The FSA EOC Training Tests (<http://www.fsassessments.org/training-tests>) can be accessed and taken using any computer for the student to practice. If the student has not practiced prior to taking the EOC test, they will be excused from the test site, and will have to retake the test at the next available test window.
- **NGSSS EOCS (Biology, Civics, US History)**
EOC ePats (<http://www.flassessments.com/ePATs>) can be accessed and taken using any computer for the student to practice.

Prior to testing, test administrators will ask students if they have participated in a Practice Test; If the student **has not** practiced prior to taking the EOC test, **they will be excused from the test site, and will have to retake the test at the next available test window.**



Florida End-of-Course Assessments Private School Student Parent/Guardian Information Sheet



Testing Policies

Please be sure to review the following policies and discuss them with your student before testing:

- **Electronic Devices**—If your student is found with ANY electronic devices, including, but not limited to, cell phones, smart phones, or smart watches during testing, including breaks (e.g. bathroom, lunch), his or her test will be invalidated, which means it will not be scored. The best practice is for students to leave devices at home on the day of testing.

- **Testing Rules Acknowledgment**—All EOC assessments include a Testing Rules Acknowledgment that reads, “I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.” Prior to testing, test administrators will read the rules to students, and students must acknowledge that they understand the testing rules by electronically checking a box next to the statement or by signature.

- **Discussing Test Content after Testing**—The last portion of the testing rules read to students before they sign/check the acknowledgement reads, “Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram.” Please make sure that your student understands that he or she may not discuss test items, even without the intent to cheat. This includes any kind of electronic communications, such as texting, emailing, or posting to blogs or social media websites (Facebook, Twitter, etc.).

- **Test Invalidations**—Students are responsible for doing their own work on the test and for protecting their answers from being seen by others. If students are caught cheating during testing, their tests will be invalidated. In addition, the FLDOE employs a test security company, Caveon Test Security, to analyze student test results to detect unusual similarities in answer patterns.
 - Student results within a classroom that are found to have extremely similar answer patterns will be invalidated.

- **Leaving Campus**—If your student leaves the testing facility before completing the test (for lunch, an appointment, or illness, etc.), he or she WILL NOT be allowed to complete the test.

Test Administration Details

- All EOC Assessments are delivered via a computer-based test (CBT) platform.
 - Algebra 1 and Geometry EOCs are administered on the FSA Test Delivery System (TDS)
 - Civics, Biology and US History are administered on the TestNav platform

- The following chart contains the EOC assessment times:

Algebra 1 EOC Geometry EOC	Two 90-minute sessions, 1 session per day for 2 days	<i>May 7th – May 16th</i> <i>Day and Starting Time are specific to each school</i>
Civics, Biology, US History	One 160 -minute session, one day	<i>May 7th – May 14th</i> <i>Day and Starting Time are specific to each school</i>



Florida End-of-Course Assessments Private School Student Parent/Guardian Information Sheet



▪ **Reference Materials Provided:**

Reference Material	Algebra 1 EOC	Geometry EOC
Online Scientific Calculator	Yes*	Yes*
Online Reference Sheet	Yes	Yes
Four-page, hard-copy work folders	Yes	Yes

*Session 2 only

Reference Material	Biology
Online Scientific Calculator	Yes
Online Periodic Table	Yes
Hard-copy Period Table if requested	Yes

▪ **Your Student's Score**

Student scores are reported on a score scale that varies by subject test, but all EOC scores are reported in five Achievement Levels. Students must achieve at least the minimum scale score in Achievement Level 3 to pass the assessment.

- **Receiving Scores:** Parents/guardians of private school students must provide a stamped, self-addressed envelope at the time of Registration, and will be mailed an individual, hard-copy report when the reports are provided by the Florida Department of Education.

▪ **Helpful Links and Resources**

Please access the following resources for more information.

- Algebra 1, and Geometry EOC Fact Sheet:
<http://www.fldoe.org/core/fileparse.php/5663/urlt/FSAEOCFS1617.pdf>
- Understanding EOC Reports:
<http://www.fldoe.org/core/fileparse.php/5662/urlt/UFSARReport16.pdf>
- Graduation Requirements:
<http://www.fldoe.org/core/fileparse.php/7764/urlt/GradRequireFSA.pdf>



Private School Student Registration Form For End-of-Course (EOC) Testing



Please complete and return this form by **Friday March 29, 2019** to:
Kelly Burnette, Nassau County School Board
 Department of Assessment & Accountability 1207 Atlantic Avenue
 Fernandina Beach, FL 32034
 Email: burnetteke@nassau.k12.fl.us

Please Print

Student First Name					
Student Last Name					
Gender	Male	Female			
Social Security Number					
Date of Birth		Current Grade			
Location of Birth (city, state)		Country of Birth			
Date Entered US School					
Ethnicity: Hispanic or Latino	Circle: Yes or No				
Race/Ethnicity (circle all that apply)	African American Asian Native Hawaiian/Pacific Island	American Indian/Alaska Native Hispanic/Latino White			
Parent/Guardian Name(s)					
Parent/Guardian Phone Number(s)	Home	Cell	Work/Other		
Parent/Guardian Mailing Address					
Parent/Guardian Email Address (required for notification purposes)					
EOC Assessment(s) <i>(circle all requested EOCs)</i>	Algebra 1	Geometry	Civics	Biology	US History
School of Current Enrollment					
Requested School Testing Site					

I certify that the above information is accurate and that my student, _____, is aware of testing policies, has participated/will participate in a computer-based practice test and that his/her required immunizations are up-to-date. In addition, I am aware that my student must bring a photo ID (school- or Florida-issued) on the day of testing.

Parent/Guardian Signature: _____ Date: _____



2018-2019 Private School Student Accommodations Request Form



Students with disabilities may be provided allowable accommodations on Florida End-of-Course (EOC) Assessments. Appendix A, of the Spring/Summer 2019 FSA Computer-Based Test Administration Manual, provides information on allowable accommodations. You may access the manual at <https://fsassessments.org/resources/user-guides-and-manuals/>. Please complete this form for a private school student needing accommodations on an EOC assessment, and return it to: Kelly Burnette, Nassau County School Board, Department of Assessment & Accountability 1207 Atlantic Avenue, Fernandina Beach, FL 32034 Email: burnetteke@nassau.k12.fl.us

Student Name: _____
Student Identification Number: _____
Student Grade Level: _____
Parent/Guardian Phone Number: _____
Parent/Guardian Email Address: _____

Please select the assessment(s) in which the student will participate. Then specify the student's disability and the accommodation(s) requested for the student.

Spring 2019 EOC Assessments

- Algebra 1 Geometry Civics Biology US History

Disability (as defined by Section 1003.01(3)(a), F.S., or subsection 6A-19.001(6), F.A.C.) Please describe the student's disability:

Accommodation(s) Requested

- Flexible Presentation
Please describe:
- Flexible Responding
Please describe:
- Flexible Scheduling
Please describe:
- Flexible Setting
Please describe:
- Assistive Device(s) other than standard calculator
Please describe:

The requested accommodation(s) is used regularly in the classroom for the student.

Parent/Guardian Signature (Required)

Date

Private School Administrator Signature (Required)

Date