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

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

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.

Florida has transitioned to a Progress Monitoring model (F.A.S.T.) which includes the following assessments: VPK through grade 10 English Language Arts and VPK through grade 8 Mathematics.

A remote testing option is available for PM1 and PM2 for K – 10, and PM3 for K – 2 only. The Stride Assessments Manager will work closely with the District Testing Coordinator as well as the Stride IST Testing Coordinator to provide the assessments remotely for districts who choose this option.

For Spring testing, PM3 grades 3- 10, EOCs, NGSSS – required in-person testing, 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. 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. 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.

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 (including remote testing). 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.

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

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 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 FLCCA and DAOF during any administration window.

Note: College Board SAT Suite of Assessments or ACT are administered by FLCCA and DAOF at least one time per school year for all students in Grade 11 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 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 2024 Florida Statewide Assessments 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.

FSA – Florida Statewide Assessments (FSA)
Students must take the test(s) appropriate for the grade level/subject (course) in which they are receiving instruction. Students in grades 3-8 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.
  - 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 Alternate Assessment (FAA).

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. 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 Administrator will work with 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 2024 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.

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. Proctors are required for rooms with more than 25 students.
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.

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 administering 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.

<u>Alternate Assessments:</u> All Florida students participate in the state's assessment and accountability system. The Florida Alternate Assessment (FAA) 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 FAA 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 FAA Performance Task (FAA-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.

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 FSA scores are available to parents/legal guardians in the Family Portal. The SAC will ensure all legal guardians receive information on how to access the Family Portal at the end of each administration window throughout the school year. Principals will also have access to

distribute this information as needed.