
>>> Raymond Bell 11/16/2015 9:41 AM >>>
Test and Technology Coordinators,

The spring 2016 Computer-Based Assessment (CBT) Certification Tool is now open for schools and centers. There are separate surveys in the tool for the AIR FSA and the Pearson FCAT/NGSSS EOC. Elementary schools will only complete the AIR FSA survey, whereas secondary will need to complete both surveys.

The Certification Tool must be completed by December 11, 2015.

The website to log in to the certification tool is <https://cbt.fldoe.org/certificationtool/>. The username is the two-digit district number followed by the four-digit school number (e.g., xxxxxx). The initial password is the same as the username and must be changed on the first login.

The district's testing schedule is attached and must be followed as you complete the daily test schedules for you school. For computer-based tests, the session numbers (1, 2 or 3) indicate the earliest start date for each assessment, but it is understood multiple test days may be needed depending on resources available. Also enclosed are the estimated number of "*Students to be tested*" for each assessment. The *Guide to the Computer-Based Testing Certification Tool Spring 2016* is attached.

School test and technology coordinators should work together to complete the survey/tool as accurately as possible to ensure all preparations for computer-based testing will be met. The section to report your computer hardware availability must be completed before the assessment scheduling plans can be populated. Please reference the attached district testing plan when scheduling assessments.

In addition to schools completing the certification survey, the Florida Department of Education is now requiring a district-wide AIR Infrastructure Trial. This trial will be conducted sometime within the week of February 8, 2016, and should mimic, as closely as possible, the anticipated FSA testing load for your busiest CBT day during Spring 2016. We will set the specific date/time based on feedback from school administrators. Additional information and guidance about preparations for the AIR Infrastructure Trial is located in the *FSA Infrastructure Trial Guide* posted to www.fsassessments.org under Technology Resources.

Please note, because the Computer-Based Assessments Certification Tool is being used as a part of the District Digital Classroom Plan (DCP), data from the tool will be shared with the legislature. New validations have been built into the tool to ensure that schools accurately schedule the number of students to be tested for a given test. For example, if a school needs to administer Grade 6 Mathematics to 100 students, the tool will provide an error message if the school schedules a number of students significantly above that amount.

Please contact Evaluation Services or District I.T., as appropriate, should you need assistance.

Thank you.

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