

## FSA Testing Policies 2019/2020

- **Electronic Devices Policy**—Students are not permitted to have any electronic devices, including, but not limited to, cell phones, smartphones, and smartwatches, at any time during testing or during breaks (e.g., restroom), even if they are turned off or students do not use them. If a student is found with an electronic device, his or her test will be invalidated. For information regarding limited exceptions for students with eligible accommodations, see Appendix A. Spring 2020 FSA Computer-Based Test Administration Manual 25 Test Administrator Responsibilities Before Testing
- **Testing Rules Acknowledgment**—All FSA tests 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 read the rules to students, and students acknowledge that they understand the testing rules by signing below the statement in their planning sheets, worksheets, work folders, or test and answer books.
- **Calculator Policy**—For FSA Mathematics and FSA EOC assessments, calculators may be used during Session 2 and 3 (if applicable) only. Schools must ensure that handheld calculators meet the specifications published by FDOE.
- **Leaving Campus**—If students leave campus before completing a test session (e.g., for lunch, an appointment, illness), they will not be allowed to return to that session. Students and parents/ guardians should be aware of this policy. If a student does not feel well on the day of testing, it may be best for the student to wait and be tested on a make-up day.
- **Discussing Test Content after Testing**—The last portion of the testing rules read to students before they affirm the Testing Rules Acknowledgment states that because the content of all statewide assessments is secure, students may not discuss or reveal details about the test content (including test items, passages, and prompts) after the test. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on Facebook, Twitter, Snapchat, or Instagram. Please make sure that students understand this policy prior to testing and remind them that “discussing” test content includes any kind of electronic communication, such as texting, emailing, posting to social media, or sharing online. While students may not share information about secure test content after

testing, this policy is not intended to prevent students from discussing their testing experiences with their parents/families.

- **Working Independently**—Students are responsible for doing their own work during 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, FDOE employs Caveon Test Security to analyze student test results to detect unusually similar answer patterns. Students' tests within a school that are found to have extremely similar answer patterns will be invalidated.

## **Test Invalidation Policies and Procedures**

District assessment coordinators should advise schools of the appropriate course of action if invalidation is being considered. Remember that 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.

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. For information regarding limited exceptions for students with eligible accommodations, see Appendix A.
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.

3. A student becomes ill and is unable to finish, or 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. However, if the validity of the test results has not been compromised and the student has not left the school's campus, the student may return to the testing room during the same school day to complete the test session. If a student starts a test session and leaves campus without finishing (e.g., for lunch, an appointment, illness), he or she will not be allowed to return to that test session.

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 results, that student's test must be invalidated. For information about allowable accommodations, see Appendix A. 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 or Section 504 Plan. Testing with accommodations not indicated on a student's IEP or Section 504 Plan may be cause for invalidation.

6. A student is not provided an allowable accommodation indicated on the student's IEP or Section 504 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. 18 Spring 2020 FSA Computer-Based Test Administration Manual Test Invalidation Policies and Procedures

7. An ELL student is given an accommodation not indicated in Appendix A. If an ELL student is given an accommodation that is not listed in the allowable accommodations for ELLs and which compromises the validity of the test results, the student's test must be invalidated.

8. An ELL student is not provided an accommodation listed in the allowable accommodations for ELLs in Appendix A. 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.

9. A student works in the wrong session. For example, if a student working in Session 2 of a test goes back and works in Session 1, the test must be invalidated.

10. 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.

11. 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.

12. 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