

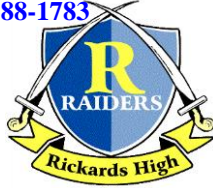
JAMES S. RICKARDS HIGH SCHOOL

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Dr. Joe Williams, IB Coordinator
Mr. Fred Varn, IB Dean
Mr. Sam Striplin, Dean

Dear Parent/Guardian,

The purpose of this letter is to inform you that your student will be taking the computer-based Florida Standards Assessments. If you or your student would like to gain familiarity with the computer-based testing platform, item types, and response formats your student will see on the FSA assessments, training tests and answer keys are available at <http://www.FSAssessments.org/training-tests>.

For information regarding all FSA assessments, please visit the FSA Portal at www.FSAssessments.org, click on the **Students and Families tab**.

Please review the following policies with your student before testing:

- **Electronic Devices**—Students are not permitted to have any electronic devices, including but not limited to cell phones and smartphones, at any time during testing OR during breaks (e.g., restroom), **even if they are turned off or students do not use them**. If your student is found with an electronic device, his or her test will be invalidated.
- **Calculators**—For EOC assessments, approved scientific **calculators may be used during SESSION 2 ONLY**. If students have handheld calculators during Session 1, their tests will be invalidated.
- **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 on their work folder.
- **Discussing Test Content after Testing**—the last portion of the testing rules read to students before they sign below the Testing Rules Acknowledgment states, “Because the content in all statewide assessments is secure, you may not discuss or reveal details about the passages or 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 your student understands that “discussing” test content includes any kind of electronic communication, such as texting, emailing, or posting to blogs or social media websites. 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.
- **Test Invalidations**—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. FDOE employs a test security company, Caveon Test Security, to analyze student test results to detect unusually similar answer patterns. Student results within a school that are found to have extremely similar answer patterns will be invalidated.
- **Leaving Campus**—if your student leaves campus before completing a test session (for lunch, an appointment, or illness, etc.), he or she **WILL NOT** be allowed to complete the test session. If your student does not feel well on the day of testing, it may be best for him or her to wait and be tested on a make-up day. Please remember not to schedule appointments on testing days.
- **Testing Accommodations**—If your student has an IEP or Section 504 plan, please contact the school to discuss the testing accommodations that will be provided for your student.

If you have any questions related to this test administration, you may contact Jacqueline Goodman, Testing Coordinator at goodmanj@leonschools.net.

For more information about the FSA assessment program, please visit the FSA Portal at www.FSAssessments.org. Thank you for supporting your student and encouraging him or her to do his or her best during this test administration

Sincerely,
Douglas Cook
Principal