



K12 FLORIDA L.L.C. POLICIES AND PROCEDURES RELATED TO PARTICIPATION IN STATE TESTING*

These “K12 Florida L.L.C. 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 Florida L.L.C. 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 K12 Florida L.L.C. Assessments Manager will work closely with the District Testing Coordinator as well as the K12 Florida L.L.C. IST Testing Coordinator to provide the assessments remotely for districts who choose this option. To the extent that Florida allows any other state tests to be administered remotely in the future, K12 Florida L.L.C. will follow the process set forth by the state to do so.

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 L.L.C. 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 Florida L.L.C.’s virtual instruction program’s administration, and the families to provide a positive testing experience for each student. In compliance with 1002.45 (5)(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 Florida L.L.C.’s 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 Florida L.L.C. 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 districts’ 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 Florida L.L.C.'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 Florida L.L.C.'s virtual instruction program that any student not participating in state mandated testing will not be permitted to participate in K12 Florida L.L.C.'s virtual instruction program the following year, unless the student has been exempted for a proper purpose under Florida law. K12 Florida L.L.C.'s virtual instruction program will work closely with the zoned district's virtual administrator to ensure K12 Florida L.L.C. stays within the guidelines provided by the Florida Department of Education. K12 Florida L.L.C. 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 Florida L.L.C. 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 Florida L.L.C. virtual instruction program are considered part time and will not be recorded or reported under the K12 Florida L.L.C. 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 the Digital Academies of Florida.

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, CLT, 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. The PSAT/NMSQT is administered at least one time per school year for all students in Grade 10 as required by the 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 the 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 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 3-10 participate in the FAST PM3 ELA Reading based on course of enrollment. 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

Florida Standards

All students enrolled in and completing one of the following courses aligned to the Florida Standards 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 School Director 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.

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 the school's internal testing management system, Testing Nirvana, school email, testing connection meetings, 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 prior (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 ensure understanding of 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.

Alternate Assessments: 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. Students may also be assessed using the FAA--Datafolio which is a portfolio collected three times per school year. The FAA--Datafolio data is not included in school grades, however. All students who are on alternate curriculum such as Access Points will participate in the FAA--PT or FAA--Datafolio.

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 the 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.