



**Florida Performing Fine Arts Assessment Project  
Field Tests**

**March 10 to April 4, 2014**

Beth Cummings, Acting Director Fine Arts, PCSB (863) 647-4729 or [beth.cummings@polk-fl.net](mailto:beth.cummings@polk-fl.net)  
Mary Grace Gordon, Project Manager (863) 647-4728 or [Performing.Arts.Assessment@tampabay.rr.com](mailto:Performing.Arts.Assessment@tampabay.rr.com)

**PURPOSE**

The field tests are planned to assure clarity of the instructions for administering and taking the test within intended time allowances, as well as collecting item data. The purpose for the Field Test is fivefold:

1. to determine whether the students can handle the computer delivery of this unique assessment;
2. to determine whether students respond appropriately to the various item types: Selected Response (multiple choice), Short Answer, Extended Response (Essay) and Performance Tasks;
3. to determine whether the scorers understand and can use the scoring rubric for Short Answer, Extended Response (Essay) and Performance Tasks; and
4. to determine whether the administration instructions are clear and provide adequate information to administer each item type; and
5. to provide item level data.

**DATES and TIME FOR ASSESSMENT**

The Florida Department of Education's Hard-to-Measure Content Projects Field Tests will be held during **Monday, March 10, 2014 through Friday, April 4, 2014.**

The Field Tests will be short enough to be administered in a standard class period – no longer than **20 minutes in elementary and 40 minutes in secondary, with 10 minutes for instructions.**

*Performance Tasks are to be captured for individual students at a time convenient for the teacher and student.*

**SECURE SYSTEMS TESTER MINIMUM REQUIREMENTS**

Provide a computer lab or some other method by which students may participate in this computer-based assessment experience.

	<b>WINDOWS</b>	<b>MAC</b>
<b>Processor / Computer</b>	1.0 GHz or faster processor	Intel Core Duo 1.83 GHz or faster processor
<b>Operating System</b>	Microsoft Windows XP SP3 or Windows Vista or Windows 7	Apple Mac OS X 10.4.8 or above
<b>Memory</b>	512 MB RAM (1 GB recommended)	256 MB RAM (1 GB recommended)
<b>Available Disk Space</b>	80 MB	80 MB
<b>Display</b>	XGA (1024 x 768 pixel) resolution	XGA (1024 x 768 pixel) resolution
<b>Software</b>	Microsoft.net Framework 2.0	
<b>Sound equipment</b>	Headphone set for each student	Headphone set for each student
<b>Playback</b>	Sampling rate – 48K; Bit rate – 24 bit	Sampling rate – 48K; Bit rate – 24 bit
<b>Recording of Performance Tasks</b>	Digital recorder <i>(whatever is available at the school)</i>	Digital recorder

**FDOE DEADLINE**

**Monday, January 27, 2014** – scan and return the Field Test Approval Form (on page 2) to **Beth Cummings** at Polk County Public Schools Fine Arts Department via fax to **FAX # (863)647-4737** or scan the forms and send to my e-mail at [beth.cummings@polk-fl.net](mailto:beth.cummings@polk-fl.net), with the following information:

- County/School
- Teacher (First name & Last name)
- E-mail address
- Course # and Course Name
- Number of Classes
- Number of Students
- Approval of your District personnel

**TRAINING provided by the Florida Department of Education (FDOE) for review at school personnel's convenience**

- LEA/School IT Resource training – **February 19, 2014**
- Classroom Enrollment Tool (CET) training – **February, 27, 2014**
- Test Coordinator/Administrator training – **February, 27, 2014** *(approximately one hour, participate on one day)*
- Teacher training – **February 27, 2014** *(approximately one hour, participate on one day, two trainings offered after hours; on-demand recorded training)*
- Student training – **March 3-10, 2013** *(recorded module, teacher guided)*

Performance Tasks will require a **Student Release** *(Project provided)* signed by the parent/guardian for each participant.



Florida Performing Fine Arts Assessment Project  
Field Test Approval Form

Beth Cummings, Sr. Coordinator Music, PCSB (863) 647-4729 or [beth.cummings@polk-fl.net](mailto:beth.cummings@polk-fl.net)  
Mary Grace Gordon, Project Manager (863) 647-4728 or [Performing.Arts.Assessment@tampabay.rr.com](mailto:Performing.Arts.Assessment@tampabay.rr.com)

There are specific District personnel that **must approve participation** in the Field Test. Please obtain the following signatures and fax this page to Mary Grace Gordon at **FAX # (863) 647-4737**.

**DEADLINE IS Monday, January 27, 2014.**

DISTRICT: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

TEACHER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

COURSE#: \_\_\_\_\_ COURSE NAME: \_\_\_\_\_

NUMBER OF CLASSES: \_\_\_\_\_ NUMBER OF STUDENTS: \_\_\_\_\_

**SCHOOL PRINCIPAL**

\_\_\_\_ I approve participation in the Field Test.

\_\_\_\_\_  
*Principal signature*                                  *School name*                                  *Date*

**SCHOOL NETWORK MANAGER**

\_\_\_\_ I approve participation in the Field Test.

\_\_\_\_\_  
*Network Manager signature*                                  *School name*                                  *Date*

**SCHOOL TEST ADMINISTRATOR / TEACHER**

\_\_\_\_ I agree to participate in the Field Test.

\_\_\_\_\_  
*Test Administrator signature*                                  *School name*                                  *Date*

**DISTRICT FINE ARTS SUPERVISOR / CONTACT**

\_\_\_\_ I approve participation in the Field Test.

\_\_\_\_\_  
*Fine Arts Supervisor signature*                                  *Distict name*                                  *Date*

**DISTRICT ASSESSMENT SUPERVISOR / COORDINATOR**

\_\_\_\_ I approve participation in the Field Test.

\_\_\_\_\_  
*District Assessment Supervisor/Coordinator signature*                                  *District name*                                  *Date*

**You may use the template below to notify parents/guardians of the Performing Fine Arts Assessment Field Test administration. Please modify the red fields and place the letter on school or district letterhead prior to distribution. You may also use this language to post to your school or district website or distribute to parents/guardians via email.**

[Date]

Dear Parent/Guardian,

The purpose of this letter is to inform you that your student will be taking the Florida Performing Fine Arts Assessment Field Test on [Date], 2014. The Field Test is administered within one classroom period in which students respond to test items on a computer administered exam. The Performing Task portion of the exam will be recorded and uploaded to FDOE SchoolNet. The student's performance will be scored by Performing Arts education experts.

Please review the following policies with your student before testing:

- **Image/Voice Release**—Please complete the attached form and return it prior to the Field Test.
- **Electronic Devices**—If your student is found with ANY electronic devices, including, but not limited to, cell phones and smart phones, at any time during testing OR during breaks, his or her test will be invalidated, which means it will not be scored. The best practice is for students to leave devices at home or in their lockers on the day of testing.
- **Testing Rules Acknowledgment**—The test includes 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 will read the rules to students, and students must acknowledge that they understand the testing rules by signing their names under the statement.
- **Discussing Test Content after Testing**—The Performance Task portion of the testing rules will be read to students before they sign the acknowledgment and reads, “After the test, you may not discuss the test with anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram.” If students are found sharing information about test items, even without the intent to cheat, their tests will be invalidated.
- **Leaving Campus**—If your student leaves campus before completing the test (for an appointment, illness, etc.), he or she WILL NOT be allowed to complete the test. 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 the make-up day.

If you have any questions related to this test administration, you may contact [School Contact] at [Contact Info]. For more information about the statewide assessment program, visit the FDOE website at <http://fcats.fdoe.org/>.

Thank you for supporting your student as he or she prepares for the test.

Sincerely,

[Principal Name]



## IMAGE/VOICE RELEASE FOR MINOR STUDENTS

I, \_\_\_\_\_, being the parent/guardian of

\_\_\_\_\_, student, hereby grant my consent for my child to appear in a videotape, photograph, audio file, and/or motion picture that may be used by the Florida Department of Education as part of assessment items or assessments associated with courses in the state's course code directory, for teacher training, and promotional and informational use. Additionally, I grant my consent to allow the use of my child's work to be used as part of the assessment items or assessments. I authorize the Florida Department of Education, its contractors or grantees, to use and publish the same in print and/or electronically. These assessment items or assessments will be made available to Florida's public school districts as part of a statewide item bank designed to assist teachers and others within the school district with the development of high quality items used at the classroom level. These items will help a teacher determine such things as whether the student has learned the information provided or instruction needs to be adjusted.

For and in consideration of benefits to be derived from the furtherance of the educational programs of the FDOE RTTT Performing Fine Arts Assessment Project of Florida (Project), I personally do hereby consent, authorize and grant permission to the Project, its agents, employees or duly authorized representatives to take photographs, motion pictures, audio recordings, or video tapes of my child, and do further consent to the publication, circulation and dissemination of said photographs, motion pictures, audio files, or video tapes or any duplication or facsimile thereof for any purposes it may deem proper, including but not limited to use on the internet.

I also understand there will be no monetary reimbursement at any time for the use of the videotape, audio file, photograph or motion picture that includes my child.

By signing this form I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person or organization utilizing this material for educational purposes.

**Full Name of Student:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Daytime Telephone:** \_\_\_\_\_

**Date:** \_\_\_\_\_