K12-PREPARATORY ACADEMY LLC POLICIES
AND PROCEDURES RELATED TO PARTICIPATION IN
STATE TEST

These K12 Preparatory Academy LLC Policies and Procedures Related to Participation in State Testing are posted on our disclosure website www.k12prepacademy.com as required in the Virtual Instruction Program Application for Provider Approval.

District Virtual Instruction Programs

Every student enrolled in a district virtual instruction program or virtual charter school must take state exams in the school district where they reside, and the resident district must give them access to the district's testing facilities in accordance with 1002.45 (6)(b) F.S.

All state exams must be taken by students who are enrolled full-time (active in four or more courses) in the district's virtual education programs. For their enrolled student, parents or legal guardians are responsible for providing transportation to and from the testing location(s). School districts that have a contract with K12 Preparatory Academy LLC ("K12Prep") for a virtual instruction program have the choice of requiring that virtual instruction program students be present at local schools zoned for them (based on their physical addresses) or at a nearby testing facility. This can include any educational facilities situated in the school district of the enrolled pupils, such as the district office. Contractual districts are required to make their testing facilities available to students.

In order to keep track of all students' testing requirements, testing dates, hours, and locations, the K12Prep virtual instruction program administration collaborates closely with the district's virtual program testing coordinator. Together with the district, K12Prep makes sure that students have access to the relevant test information. Families are informed of this information in a variety of ways, including, but not limited to, telephone, email, K12prepmail, and regular teacher communication. To ensure that each kid has a positive testing experience, zoned schools must collaborate with the district's virtual testing coordinators, K12Prep's administration, and the families.

Even if the assessment takes place over several days, students are still required to take part in every module. The Grade 3 English Language Arts Florida State Assessment is required of third-graders. Students in grades other than grade 3 who are proficient in English language arts will need to take a test to determine how much instruction they have received.

Manager of Assessment and Accountability

To meet all testing criteria, the district's virtual testing coordinators and the assessment coordinator collaborate closely. The state's yearly assessment meetings will be attended by the assessment coordinator, who will also seek to make all data available to staff, teachers, and parents. teachers, and district coordinator.

In order to ensure that children and families are aware of the district and state testing requirements, administrators work closely with them.

Participation
In accordance with 1008.22 F.S., K12Prep's virtual teaching program will take part in state exams, and 1008.31 F.S. mandates Florida's education performance accountability system. Any student enrolled in a FL school served by K12 Prep academy Virtual Instruction Program who does not take part in the state-mandated testing will not be allowed to enroll in the K12Prep virtual instruction program the following year, according to program policy. To make sure K12Prep adheres to the rules set forth by the Florida Department of Education, the virtual teaching program will closely collaborate with the virtual administrator for the zoned district. In order to ensure that all students take part in testing and, if required, take advantage of any make-up days, K12Prep teachers and testing coordinators will prepare a participation file. All information will be gathered, a participation file will be created by the K12Prep Testing Coordinator, and she will work with each district to assure accuracy by comparing the participation file to the tests that were collected within each district. Upon receipt of the INDV accountability file from the Accountability Office, which contains the results and the percentage of participation for the school membership for that school year, the final student participation list will be made available.

Students participating in the VIP for part time courses
Students who enroll in 1-3 courses through the K12Prep virtual instruction program are regarded as part-timers and are not documented or reported under the school number for the K12Prep virtual instruction program. In order to take part in state exams, these students will cooperate with the elementary school.

Virtual Charter Schools
Paper-Based State Testing
According to Section 1002.45(6)(b), Florida Statutes, children attending virtual charter schools must take state exams in their home district's testing center, which is the school district's responsibility. However, there may be times when virtual charter schools are unable to work with the school district to arrange for venues or support during the administration of state-mandated tests that are not computer-based. In those circumstances, virtual charter schools using the K12Prep curriculum will make use of test administration procedures and a regional testing structure that have been successfully used by virtual schools across the nation for the past thirteen years to ensure that students in a virtual school environment are given an equal opportunity to perform their best on the state standardized assessments. The regional approach guarantees student and test material security and has been approved by departments of education in 30 states.

When taking the required state standardized tests, students have a right to be in the greatest possible mental condition. Students are more likely to perform well on tests when they may sleep in their own homes and travel less to and from testing each day. In order to ensure that the majority of students have no more than an hour's drive each way for required state testing, the virtual charter school will map the enrollment demographic. The school will send out a parent survey with information about state testing, including details on all potential testing sites. Parents will have the choice to choose the testing location that best suits their requirements. After the survey is closed, staff will determine the final distribution of students and assign locations to those that did not complete the survey. Parents will be notified and provided a location map no later than two weeks prior to the first day of state testing. When necessary and

For families who require financial support to secure transportation to and from state testing locations, the school will have developed an appropriate method for transportation reimbursement.

At the state testing location, the parent or legal guardian must sign the student in and present identification. Parents are required to give a day-of emergency contact number when signing their children in. After the pupil and responsible adult have signed in, matching security wristbands are fastened to them. If the wristbands do not match when the student is picked up, they are not allowed to leave the testing site.

In order to ensure there is enough support during state testing, school personnel collaborates with parents to find parent volunteers for each testing location. Parents from the school help with registration, act as monitors outside the testing area, and a variety of other duties. These parents are there to monitor toilet breaks and/or call emergency numbers should a student become ill during testing. They are expected to attend training before serving in this capacity. Parents are not permitted in the testing room at any time.

School Assessment Coordinator Training

The assessment coordinator for the virtual charter school will go to all district and state testing workshops. This individual will put their signature on state affidavits relating to test security and other necessary procedures. In accordance with district and state standards, the assessment coordinator will prepare test administrator training. Test administration, test coding, student safety in a remote testing environment, secure material check-in and check-out, and other proctor duties are covered in training. The test coordinator will instruct all administrators and administer an exam to make sure they are familiar with the testing process. According to the quiz results, additional training will be scheduled as necessary until each administrator can confidently administer tests.

Test Security

Test manuals and other secure testing materials are checked out to each administrator by the testing coordinator in accordance with state deadlines. All tests and answer books must have the proper labels attached, and this is the responsibility of the school assessment coordinator. Non-secure products, which may include activities for students to perform after completing a testing portion, dictionaries, thesaurus, etc. as approved by the state's testing requirements, are packaged and inventoried separately from secure materials. All secured objects will be sent to state testing locations in a box that is sealed and zip-tied shut. Each day, the site coordinator will seal and unpack the boxes before leaving. Every day, the secure boxes will be locked and unlocked in public. The site coordinator and the witness will sign a log that lists the serial number of the zip tie that is used to secure the box the night before and then opened the next day.

The School Assessment Coordinator must ensure that all test and answer booklets have the proper labeling before delivering testing materials to the district assessment coordinator. Documents must also be divided into "to be scored" and "not to be scored" categories. items that need to be scored are put in the plastic return bags that came with the shipment of test items. Boxes will be labeled "To Be Scored" and return bags will be placed inside of them. A separate box marked "Do Not Process" will be used to hold all "not to be scored" items, passage booklets, and utilized defective documents. Boxes will be delivered back to the district assessment office.

coordinator.

Secure Test Locations
Prior to the test, the regional testing classes will be set up in suitable public meeting spaces within nearby community facilities. The spaces will be furnished with classroom-style tables and seats. All of the materials required for the setting and in accordance with test requirements will be given to the administrators in a ready-made package. The secure test booklets and the necessary classroom resources are carried into the testing room each morning before to the test, and they are delivered in compliance with state test administration regulations. To ensure test security, testing rooms allow parents to sign their children in and out in a separate area. The testing classroom is off-limits to parents, visitors, and anybody else outside the administrator and the test-takers.

All testing sites will meet ADA requirements; have easy access to restrooms, unblocked and clearly labeled exits and age appropriate accommodations. The site administrator will have a comprehensive testing binder that will include but not be limited to:

- List of all students testing, grade levels and room assignments
- Required documentation to support all testing accommodations that are provided at that testing site
- Fire and safety information for that location
- Sign in and out forms for testing materials

Computer-Based State Testing
The virtual charter school will make arrangements with the district to have its pupils tested as permitted and required by Section 1002.45(6)(b), Florida Statutes (F.S.), for all of Florida's computer-based state-mandated exams (CBT). During the charter contract discussion, the district and the virtual charter school will agree on the arrangements for tests to be given by the district and/or the virtual charter school. We are aware that state regulations and procedures for administering the computer-based assessments required by law may evolve over time. Based on the most recent information we have available, *the Computer-Based Test Administration Manual, we have developed a test preparation, administration, and reporting method.*

Prior to administering each computer-based assessment, test administrators will conduct a practice test that includes sample test questions in order to familiarize students with the formats, resources, and online testing environment they will use. For students to prepare independently, practice exams are also available via the Florida Standards Assessment (FSA) Portal. According to the rules in place at the moment, the District Assessment Coordinator, who is currently in charge of setting up arrangements for testing virtual charter school pupils, will collaborate closely with the School Assessment Coordinator of the virtual charter school. The District Assessment Coordinator, with input from the virtual charter School Assessment Coordinator, will become familiar with the participation requirements of the virtual charter school students, including allowable accommodations (e.g., large print, color contrast, zoom, screen reader, assistive devices, etc.). The district assessment coordinator will get in touch with the appropriate district school assessment coordinator(s) to arrange for the computer lab testing of the virtual charter school students. Each virtual charter school student will be assigned to the appropriate test sessions at the specified brick and mortar school by the district assessment coordinator.

testing location. Once the virtual charter school students have been assigned to their test sessions, the district School Assessment Coordinator(s) will be able to monitor and manage the student's tests in the appropriate sessions without being able to access or modify the student's profile or data. The District Assessment Coordinator will be responsible for recording any accommodations used once testing is complete, or invalidating a test as necessary.

If during charter contract negotiations with a school district it is determined that the district may not be able to provide facilities for the required computer based testing, the process outlined above for paper based testing will be modified to meet the requirements of computerized testing. The virtual charter School Assessment Coordinator, Technology Coordinator, and Test Administrators will be responsible for reading and becoming familiar with all information in the manuals applicable to each test administration.

The following lists of responsibilities for the virtual charter School Assessment Coordinator, Technology Coordinator, and Test Administrator are based on the current procedures as outlined in the *Computer-Based Test Administration Manual:*

SCHOOL ASSESSMENT COORDINATOR CHECKLIST
Before Testing
- Carefully read the test administration manual and the following, as applicable, and resolve any questions you might have with your district assessment coordinator (all resources are available in the FSA Portal):
  - Scripts and instructions for administering FSA paper-based accommodations and/or computer-based accommodations
  - Test Administrator User Guide
  - TIDE User Guide
  - Any local directions you have been given
- Read the Test Security Policies and Procedures in the manuals, and then sign the Test Administration and Security Agreement.
- Ensure that test administrators read the test administration manual and the Test Administrator User Guide. Those administering accommodated paper-based tests or computer-based accommodations must read the appropriate scripts and instructions for administering these tests. Scripts and instructions for administering paper-based and computer-based accommodations are available in the FSA Portal.
- Train your test administrators and proctors and ensure that they, as well as all school administrators, sign a Test Administration and Security Agreement, if they have not already done so. Also ensure that test administrators sign a Test Administrator Prohibited Activities Agreement, if they have not already done so.
- Receive test materials from your district assessment coordinator. Maintain an accurate Test Materials Chain of Custody Form at your school. Inventory the materials within 24 hours of receipt and report missing materials or request additional materials immediately.
- Communicate the process for collecting required administration information to your test administrators.
- Assign proctors, as needed.
- Ensure that appropriate test settings are available for all test sessions.

- If any students who require accommodations are testing at your school, discuss with test administrators how accommodations will be provided. Information regarding accommodations is located in the Test Administration Manual.

- **For CBT administrations:**
  - Work with your district assessment coordinator to ensure that test administrators have active usernames and passwords to log in to the Test Administrator Interface in TDS. Also ensure that all students are uploaded into TIDE, and verify that student eligibility is correct in TIDE.
  - Ensure test administrators understand how to create, monitor, and close test sessions in the Test Administrator Interface in TDS.
  - Arrange practice test sessions to familiarize students and test administrators with the testing platform.
  - Print test tickets to distribute to test administrators. Test tickets contain login information for students, and each student must have a test ticket to log in to a CBT FSA assessment. Refer to the TIDE User Guide for instructions.

- **For paper-based administrations:**
  - Verify information on On-Demand PreID Labels and affix labels to test and answer books according to your district's procedures. If information on a PreID Label is incorrect, update the student information in TIDE, print, and affix a new PreID Label.
  - If you print On-Demand PreID Labels, ensure student information is updated/entered in TIDE.
  - Distribute test group codes to test administrators.
  - Ensure secure materials are kept in locked storage until the day of testing.

During Testing

- For paper-based testing, distribute test materials for students in each testing room immediately before testing is scheduled to begin. Do NOT distribute these materials ahead of time.
- Be available to answer questions from test administrators.
- Provide test administrators with additional materials, as necessary.
- Test administrators are instructed to contact you if a student does not sign below the Testing Rules Acknowledgment. Determine the appropriate course of action for handling any such students; any student who refuses the acknowledgment should still be tested, but a record of the refusal should be retained at the school.
- Monitor each testing room to ensure that test administration and test security policies and procedures are being followed, seating charts and Security Logs are being properly completed, and required administration information is being collected.
- Monitor student progress and test completion rates in ORS.
- Arrange for and supervise make up administrations.

After Testing

- Verify that all distributed secure materials have been returned, if applicable. Complete your Test Materials Chain of Custody Form. Report missing materials to your district assessment coordinator and conduct the necessary investigation.
- Make copies of all collected required administration information, seating charts, and Security Logs, and file the copies.
- Ensure paper-based test materials are labeled with a PreID Label. If a test administrator notifies you of an incorrect PreID Label, update the student information in TIDE, print, and affix a new PreID Label over the incorrect label. A PreID Label MUST be applied, and student information MUST also be added to or updated in TIDE.
- Inspect student answer documents for stray marks ONLY on student demographic pages, verify that each student has completed the required information in the upper left corner of the demographic page, and, if applicable, remove any stray planning sheets.
- Organize test materials and return them to your district assessment coordinator as indicated in the Test Administration Manual.
- Complete the appropriate comment form in the FSA Portal, and encourage test administrators to complete a comment form.

TEST ADMINISTRATOR CHECKLIST
Before Testing

- Read the test administration manual, the Test Administrator User Guide, and any local directions you have been given, and resolve any questions you might have with your school assessment coordinator.
- If you are administering tests to students using paper-based or computer-based accommodations, familiarize yourself with the appropriate scripts and instructions prior to test administration. Scripts and instructions for administering paper-based and computer-based accommodations are located in the FSA Portal.
- Read the Test Security Policies and Procedures in the manual for the test(s) you are administering, as well as the Test Security Statute and Rule (located in the Test Administration Manual), then sign the Test Administration and Security Agreement.
- Read and sign the Test Administrator Prohibited Activities Agreement.
- Establish an appropriate setting for test administration and remove or cover any unauthorized aids in the testing room.
- Ensure you have a form to collect required administration information during testing.
- Prepare a Security Log and a seating chart to be used in your testing room.
- Make copies of the Do Not Disturb sign and the Electronic Devices sign to post prior to testing.
- Assemble all materials needed for test administration.
- Ensure that students and their parents/guardians understand policies regarding electronic devices, leaving campus during testing, the Testing Rules Acknowledgment, and discussing test content after testing.
- If you are administering tests to students who require accommodations, discuss with your school assessment coordinator how accommodations will be provided and familiarize yourself with accommodations information in the Test Administration Manual.
- Ensure you understand how to create, monitor, and close test sessions in the Test Administrator Interface in TDS.

During Testing

- Keep time and maintain your seating chart and record of required administration information.
- Ensure that proctors and anyone who enters your room for the purpose of monitoring the test sign the Security Log for your testing room.
- Administer the test according to the directions in the appropriate administration script(s) and read the SAY boxes verbatim to students.
- After the last session of a computer-based test, assist students with accessing the comment form, located at fsassessments.org/student-comment-form.

After Testing

- Verify that you have collected all required administration information, including accommodations used by each student. Make a copy for your files.
- Report any missing materials (test tickets, used planning sheets, used reference sheets, used CBT Worksheets, used CBT work folders, reading or writing passage booklets) to your school assessment coordinator immediately.
- Verify that your seating chart and Security Log have been completed correctly; make copies for your files.
- Organize test materials and return them to your school assessment coordinator.
- Complete the appropriate comment form in the FSA Portal.

TECHNOLOGY COORDINATOR CHECKLIST
(Tasks to be coordinated by district School and the virtual charter school Technology Coordinator)
Before Testing
- Verify that all of your school's computers that will be used for online testing meet the operating system requirements.
- Verify that your school's network and Internet are properly configured for testing, conduct network diagnostics, and resolve any issues.
- Install the secure browser on all computers that will be used for testing
- Secure Browser Installation Manual Enable pop-up windows and review software requirements for each operating system.
- On Windows computers, disable Fast User Switching. If a student can access multiple user accounts on a single computer, you are encouraged to disable the Fast User Switching function.
- Disable Fast User Switching On Mac 10.7, 10.8, 10.9, and 10.10 computers, disable Spaces in Mission Control
- Mission Control On iPads, ensure that Guided Access or ASAM is enabled and that TAs know how to activate Guided Access.
- On Android tablets, ensure that the secure browser keyboard is enabled.