

# School Board of Brevard County

2700 Judge Fran Jamieson Way • Viera, FL 32940-6601

Desmond K. Blackburn, Ph.D., Superintendent



May 2, 2017

## MEMORANDUM

**TO:** Private School Parents  
**FROM:** Neyda Francis, Assistant Director  
Accountability, Testing and Evaluation  
**RE:** End-of-Course Assessment Process for Private School Students

The Florida Department of Education has asked districts to administer state end-of-course exams to private school students. These tests are intended for students who are currently completing or have completed these courses at the private school and who intend to enroll in a public school where the EOC is required for graduation or diploma designations. Brevard will administer the test to registered students on the assigned dates. Registration for summer testing opens **May 10, 2017**. Students who are not able to test in July, will have another opportunity to take the EOCs during the September 11-29, 2017 testing window, at the public school in which they are enrolled.

This is the process that will be used to administer in Brevard:

1. Every private school director has received information about the link on the Brevard Public Schools website that they were asked to share with interested parents and students. This link leads to:
  - a. Brevard Private School Testing Memo  
<http://bpsaccountabilityandtesting.brevardschools.org/layouts/15/start.aspx#/SitePages/Home.aspx>
  - b. Brevard's Process for Testing Private School Students on EOCs  
<http://bpsaccountabilityandtesting.brevardschools.org/SiteCollectionDocuments/Private%20School%20Testing%20Information%202017.pdf>
  - c. Student Information/Registration Form  
<https://docs.google.com/a/share.brevardschools.org/forms/d/1nFBmlr7jtGkNfbp5PmURSSJ6JKQZHFafK1gLMGlcGs/edit?usp=sharing>
  - d. Accommodations Request Form for eligible students with disabilities  
<http://bpsaccountabilityandtesting.brevardschools.org/SiteCollectionDocuments/Private%20School%20Student%20Accommodations%20Request%20Form%202017.pdf>
  - e. Electronic Practice Tests <http://fsassessments.org/students-and-families/practice-tests/>

Parents who call our office will be directed to the Brevard website for registration information.

2. **Parents must complete and submit the online application by the June 16, 2017 deadline. Any applications received after that date will not be accepted.**

Neyda Francis, M.Ed., Asst. Director  
Office of Accountability, Testing & Evaluation  
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3. When the applications are received by our office, students will be scheduled to test at the requested testing site. If the elected site is not available for summer testing another will be assigned.
4. Once students are assigned a testing date, an email will be sent to the email address provided on the registration form.
  - a. Students must have an official photo-ID to be admitted to testing. These may be purchased from the Department of Motor vehicles if needed
  - b. Students must have completed a practice test to be permitted to test. Follow the link to access the practice test: <http://fsassessments.org/students-and-families/practice-tests/>
  - c. No phones or other electronic devices are permitted during testing. There will be a secure collection site for devices/purses/backpacks, etc. as students enter the testing room. Any students found with an electronic device during testing or during breaks, whether it is being used or not, will have their tests invalidated and it will not be scored
  - d. If you would like the results mailed to you, please provide a self-addressed stamped envelope at the time of testing
  - e. Students who complete the test within the first 90 minutes will be dismissed and may call their parents to return to campus to pick them up when they have completed testing. Students will have their phones returned to them when they exit the testing room or will be provided with a phone to make the call if necessary
5. For students with disabilities who are eligible for accommodations, parents must complete and submit the Accommodations Request Form and other required documents to Accountability, Testing and Evaluation by **June 16, 2017**. Students who arrive for testing without these documents on file will not be provided accommodations.
  - a. Evidence that the student has been found eligible as a student with a disability as defined by Sections 1003.01(3)(a), F.S., or subsection 6A-19001(6), F.A.C.
  - b. Documentation that the requested accommodations are used regularly in the classroom as part of the instructional process
  - c. An IEP (Individual Education Plan) or a Services Plan
6. When test results are received, the Testing office will mail them to the student's home using the self-addressed stamped envelope provided on the day of testing. Results will be held in the Testing office for students who do not bring an envelope. **Results cannot be released over the phone.**
7. Except for providing accommodations for eligible students with disabilities, Brevard Public Schools **will not** consider individual requests for testing locations, dates, times, or circumstances.
8. Students who are unable to test during the Summer/July administration of the EOCs may test during the Fall EOC administration in September. Students who register for public schools may register directly at the school to take a Fall EOC. We recommend notifying the school that the student needs to take an EOC at the time of registration.