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MEMORANDUM

TO: Registered examinees for the Florida Teacher Certification Examinations (FTCE) or Florida Educational Leadership Examination (FELE)

FROM: Office of Assessment, Bureau of Postsecondary Assessment

DATE: February 2010

SUBJECT: Important Testing Information and Reminders

Please review the following important information and reminders about computer-based testing (CBT) test day preparation, score reports and score invalidations, and your agreement to the testing rules. If you have questions about testing, please contact FTCE/FELE Customer Service at (413) 256-2893 between the hours of 8 a.m. and 6 p.m. Monday through Friday, excluding holidays.

TEST DAY PREPARATION

Reviewing your admission ticket: Your admission ticket for a Florida Teacher Certification Examination (FTCE) or a Florida Educational Leadership Examination (FELE) is enclosed. It is very important that you read your admission ticket and make sure that all of the information is accurate before reporting to the test site on the day of your test(s).

You have been assigned to the test site printed on your admission ticket. You may test only at the site printed on your admission ticket. No other test site will be authorized to admit you for testing.

Your admission ticket lists your appointment time. **Please report to the test site 30 minutes before your scheduled appointment time.** Administration preparations, including verifying identification, seating examinees, and recording general information must take place before the actual testing begins. The tests vary in length. See the admission ticket for details. Late examinees **WILL NOT** be permitted to test. Late examinees will be marked "No Show" and **will not** receive a refund or credit of any kind, except as noted in "[Absentee/No Show Policy](#)."

What to bring: You must bring your admission ticket and two valid, unexpired forms of identification that are printed in English. The first form of identification must be government-issued and must have a clear photo **and** your signature, such as a driver's license, state-issued identification (ID) card, United States military ID with signature, or passport. If the test site personnel cannot sufficiently verify your

identity with the first form of identification, then you will be asked for a second form of identification which must have either a photo or a signature, such as a Social Security card, work ID, or student ID card. If you cannot provide correct forms of identification, you **will not** be permitted to test.

If you are taking a test that requires a calculator, the test site will provide one for you; do not bring your own calculator. You may wish to bring a sweater or jacket to ensure your comfort.

You will be provided with secure storage at the test site for your personal belongings. No materials except those provided by the test site will be allowed during testing. Please see the memorandum titled "Important Information about Cheating Behaviors and Test Score Invalidation" (sent with this memorandum and the admission ticket) for a list of the prohibited aids and information on what constitutes cheating. Please note that during registration, you acknowledged and agreed to be bound by all rules for FTCE/FELE testing (examinees are not able to continue with registration without acknowledging their understanding).

Test information guides: While most of the FTCE and FELE tests consist of multiple-choice test questions, a few tests have performance components such as essays, speaking portions, and listening portions. Descriptions of such special features may be found in the individual FTCE and FELE test information guides. To purchase a FTCE and FELE test information guide, visit www.fl.nesinc.com. For questions about ordering guides, call FTCE/FELE Customer Service at (413) 256-2893.

TEST SCORES AND SCORE REPORTS

A copy of your passing scores from this test administration will be submitted electronically to the Bureau of Educator Certification (BEC) at the Florida Department of Education in Tallahassee. It is your responsibility to communicate with the BEC concerning the issuance of your certificate.

Score reports will be sent to you by the score reporting dates posted on the FTCE/FELE contractor Web site (www.fl.nesinc.com). A copy of your score report will be sent to the college or school district of your choice **IF** you requested it when you registered. If you wish to share your scores with anyone else, you must provide the copies yourself.

There are two types of automatic score invalidations:

- If you retake the same test sooner than the 31st calendar day after the previous administration, or sooner than the 31st calendar day after attending a score verification session for that test, the score(s) for the latter administration will be invalidated.
- Possession of a cell phone (or any electronic prohibited aid) during testing will result in an automatic score invalidation.

For more information regarding score invalidations and invalidations due to cheating, refer to the memorandum titled "Important Information about Cheating Behaviors and Test Score Invalidations" and the "Agreement to the Testing Rules" below.

AGREEMENT TO THE TESTING RULES

The registration system includes the testing rules for the FTCE and the FELE. During registration, you acknowledged and agreed to be bound by all of the testing rules for the FTCE and the FELE, which are repeated on the next pages for your reference.

Florida Teacher Certification Examinations (FTCE) and Florida Educational Leadership Examination (FELE)

Agreement to the Testing Rules

I understand that the Florida Department of Education (the Department) reserves the right to refuse admission to me if I do not have the proper identification (i.e., valid admission ticket and two positive forms of identification, as specified on the admission ticket). I understand that if I arrive at the examination site after the scheduled examination time, I will not be permitted to test until the admission time for the next subtest, if applicable.

I understand that I will not be permitted to have any personal belongings or any items that are prohibited during testing. I understand that prohibited aids (items that may give unfair advantage to an examinee/detract from a fair and standardized assessment) include, but are not limited to the following:

- **Electronic aids:** cellular phones, MP3 players, compact disc (CD) players or any other electronic communication/recording/listening devices, removable storage devices, personal digital assistants (PDAs), calculator or computing watches, scan pens, laptop computers or any other computer (except if approved for an examinee with a disability), or calculators except those provided by the test site.
- **Non-electronic aids:** written notes, scratch paper (except that provided by the test site for certain examinations), dictionaries or other reference books, rulers, slide rules, protractors, and compasses.

I understand that if I am found **possessing a cell phone or an electronic prohibited aid** (regardless of circumstance and whether on/off), I will not be allowed to continue testing, the test site will report this information to the Department, and this act of possession of an electronic prohibited aid **will result in an automatic score invalidation**. I understand that the Department's decision for an automatic score invalidation in these cases is final, and that I will not be able to appeal this decision. I also understand that there will be no further repercussions in these cases other than the invalidation of the score(s), unless I was also found using the electronic prohibited aid to engage in cheating.

I acknowledge that during registration, prior to advancing to the testing information and reminders screen (which contains the same content as this letter), I already read and attested to my understanding of the important information about cheating behaviors and test score invalidation. I understand that cheating is any unauthorized activity that impairs or alters the circumstances of the examination as a measure of the knowledge or skills it was designed to assess, and is not limited to the items listed, and that the Department is not precluded from appropriate action in cases of cheating that the Department does not address.

I understand that if I were found **engaging in any cheating activity** (including those committed while using a cell phone or an electronic prohibited aid) which results in a score invalidation, such information will also be forwarded to the Office of Professional Practices Services for further review and investigation, with a copy to the Bureau of Educator Certification. **I understand that such review and investigation could lead to sanctions against my teaching certificate.**

Agreement to the Testing Rules (continued)

I understand that all of the examination materials are the sole property of the Florida Department of Education and that I am not permitted to take any of the examination materials from the examination site or to reproduce the materials in whole or part by any method. I understand that I am not permitted to provide others with any part of questions, answers, responses, or prompts from the examination at any time, whether before, during, or after the test, whether obtained or distributed by physical means or by memory.

I understand that during the examination I will not be permitted to use written notes, make written notes of the content of the examination, or communicate with others in any way. I understand that I am not permitted to give assistance to or receive assistance from other examinees. I must follow the testing instructions, and I must be the person whose name appears on the sign-in roster for this test.

I understand that any essay I write must be an original essay composed and organized by me on the test day in direct and complete response to a topic. I understand that my test score may be invalidated if the raters discover during the scoring session that my essay shows evidence of preparation before examination, with similar sentence structure, diction, organization, and/or content to other essays.

I understand that if I retake the same test sooner than the 31st calendar day after the previous administration, or sooner than the 31st calendar day after attending a score verification session for that test, the score(s) for the latter administration will be invalidated.

I authorize the team of proctors at my assigned examination site to serve as my agent in maintaining a secure and proper examination administration. I agree that in this capacity the proctors may relocate me before or during the examination.

I understand that there may be some experimental questions appearing in the examination which will not be counted in my final score.

By registering, I acknowledge that I have read the FTCE/FELE testing rules, understand them, and agree to be bound by these terms.