

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

Important Information about Cheating Behaviors and Test Score Invalidation

To FTCE and FELE Registered Examinee:

In its continuing effort to assure fairness and equity in examination administration conditions, the Florida Department of Education is putting into written form those activities that have been, and continue to be, regarded as cheating by, or on behalf of, an examinee. The specific items represent cheating activities encountered throughout the history of the Department's assessment programs, but do not preclude the Department from appropriate action in cases of cheating that do not fall under a specific item. These guidelines are applicable to the Florida Teacher Certification Examinations program and the Florida Educational Leadership Examination program. Section 1 defines those behaviors that constitute cheating. Section 2 lists materials, equipment, and other aids that examinees are prohibited from using during the examination. Section 3 discusses the use of calculators.

Please be advised that if an examinee is found to be cheating or possessing a prohibited aid, that information will be reported to the Department of Education and, as a result, the test score(s) for that test administration may be invalidated. If a test score is invalidated due to cheating or possessing a prohibited aid, that information will be forwarded to the Bureau of Educator Certification and Professional Practices Services for further review and investigation.

Section 1: Cheating

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, including but not limited to the following:

- a. Obtaining, or attempting to obtain, in advance of the examination administration, the specific questions, prompts, answers, responses, or examination question stimulus materials that are, or purport to be, part of the examination.
- b. Providing, or attempting to provide, to an examinee in advance of the examination administration, the specific questions, answers, responses, or examination question stimulus materials that are, or purport to be, part of the examination.
- c. Bringing, or attempting to bring, into the examination room materials, equipment, or information in any tangible form that could be used to provide unauthorized assistance in responding to examination questions or directions.
- d. During the examination administration, looking, or attempting to look, at the examination answers, responses, or other materials of another examinee.
- e. During the examination administration, providing, or attempting to provide, examination answers, responses, or other unauthorized information to an examinee.
- f. During the examination, using, or attempting to use, prohibited aids, as identified in Section 2.
- g. During or after the examination administration, taking, or attempting to take, from the examination room, copies of, or notes regarding, examination questions, prompts, answers, responses, or examination question stimulus materials.

- h. During the examination administration, continuing to work on the examination after the testing time has elapsed, and a directive to stop working has been given by a room proctor or room supervisor.
- i. Taking, or attempting to take, the examination while falsely purporting to be a registered examinee.
- j. Causing, or attempting to cause, another person to take the examination who falsely purports to be a registered examinee for that examination administration.
- k. During the examination administration, writing an essay that shows evidence of having been prepared before the examination; that is, presenting an essay that is not an original essay composed by the examinee during the test in direct and specific response to an essay topic presented on the test.

Section 2: Prohibited Aids

You cannot bring any of the following prohibited aids to the test room: cell phones or any other electronic communication or recording device such as a beeper, personal digital assistant (PDA) such as a Palm Pilot, or listening device such as a compact disc or tape player. Also prohibited are written notes, scratch paper, and communication of any kind between examinees. You cannot bring dictionaries or other books of any kind; correction fluid or any correction tapes or substances; rulers, slide rules, protractors, compasses; Timex Data Link™ wrist watches or calculator watches; laptop computer or any computer (except if approved for an examinee with a disability); or calculators except those provided by the test site.

Section 3: Calculators

Examinees may not bring their own calculators. The test site will provide both the scientific and the four-function calculators as follows.

Scientific calculators are provided for the examinees who are taking Mathematics 6–12, the math portion of Middle Grades Integrated Curriculum 5–9 (MGIC), Middle Grades Mathematics 5–9, Chemistry 6–12, or Physics 6–12.

Four-function calculators are provided for examinees who are taking the General Knowledge Mathematics subtest.