

# FLORIDA DEPARTMENT OF EDUCATION



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

### IMPORTANT INFORMATION ABOUT CHEATING BEHAVIORS AND TEST SCORE INVALIDATIONS

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In its continuing effort to assure fairness and equity in examination administration conditions, the Florida Department of Education (the Department) cautions you against activities regarded as cheating by, or on behalf of, an examinee. Section 1 of this memorandum 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. These guidelines are applicable to the Florida Teacher Certification Examinations/Florida Educational Leadership Examination (FTCE/FELE) program. The Department is not precluded from appropriate action in cases of cheating that this memorandum does not address. Please be advised of the following repercussions, and refer to the "Agreement to the Testing Rules" in the document titled "Important Testing Information and Agreement to the Testing Rules" for details of consequences.

- **If an examinee is found possessing a cell phone or an electronic prohibited aid** as outlined in Section 2, the examinee 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.**
- **If an examinee is found to be engaging in any activity considered to be cheating**, the test site will report this information to the Department and, as a result, the test score(s) for that test administration may be invalidated. If a test score is invalidated due to cheating (including those involving use of a prohibited aid), such information **will be forwarded to the Office of Professional Practices Services for further review and investigation, with a copy to the Bureau of Educator Certification.**

#### **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 are purported to be, part of the examination;
- b. providing, or attempting to provide, to an examinee in advance of the examination administration, the specific questions, prompts, answers, responses, or examination question stimulus materials that are, or are purported to be, part of the examination;
- c. during testing, bringing, or attempting to bring, 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 administration, 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 stimulus materials in relation to examination questions;
- h. **during the examination administration, writing an essay that shows evidence of preparation before the examination (i.e., presenting an essay that the examinee has not originally composed during the test in direct and specific response to an essay topic presented on the test);**
- i. taking, or attempting to take, the examination while falsely purporting to be a registered examinee; and
- j. causing, or attempting to cause, another person to take the examination who falsely purports to be a registered examinee for that examination administration.

## **SECTION 2: PROHIBITED AIDS**

Prohibited aids (i.e., items that may give unfair advantage to an examinee and/or 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 and other books, rulers, slide rules, protractors, and compasses.

## **SECTION 3: CALCULATORS**

Examinees may not bring their own calculators to the test site. Test sites will provide scientific and four-function calculators as follows:

- Scientific calculators are provided for examinees who are taking Mathematics 6–12, the mathematics 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.