



## FSAA—Performance Task Administration Practices

The Florida Standards Alternate Assessment (FSAA) Performance Task student testing window for grades 3–8 is February 29–April 15, 2016 and teachers have until 11:59 p.m. EST on April 15, 2016 to enter student responses into the FSAA Online System. Although the FSAA Online System is not yet open for teachers to verify student information and input student responses, district and school staff should understand the following considerations:

- **Print-based FSAA materials should be made available to teachers who have completed administration training.** Measured Progress has provided Alternate Assessment Coordinators (AACs) with a report of teachers who have completed [online administration training](#) on January 14, February 3, and February 19, 2016. Updated reports will be distributed to AACs on March 2, March 14, March 28 and April 11, 2016. In addition, AACs have a record of teachers who attended a face-to-face training in their district. AACs should share this information with school test coordinators, as appropriate, so that school test coordinators can distribute print-based materials to teachers.
- **Teachers should administer the FSAA using print-based materials prior to entering student responses into the FSAA Online System.** Test administration and entry of student responses into the FSAA Online System are separate activities. Teachers should mark student responses in print-based test booklets during the test administration process. Teachers will enter responses into the FSAA Online System at a later time.
- **Teachers will need to complete the [FSAA Online System Student Verification tutorial](#) and the [FSAA Online System Submitting Student Responses module](#) prior to entering student responses.** These online training resources will be made available to teachers starting on March 2, 2016. Measured Progress will provide AACs with a report of teachers who have completed the FSAA Online System module in conjunction with the administration training reports outlined in the first bullet of this memo. Teacher participation in the tutorial is not tracked.
- **The FSAA Online System will open for teachers to verify student information and input student responses on March 14, 2016; however AACs can choose to make this date later if needed.**

**AACs should distribute this information to school test coordinators and teachers as soon as possible.**

Please contact the FSAA Service Center with any additional questions by phone (866.239.2149) or e-mail ([FSAAServiceCenter@measuredprogress.org](mailto:FSAAServiceCenter@measuredprogress.org)). Standard Hours are Monday–Friday from 8:00 a.m. to 5:00 p.m. (EST). Extended Hours are available February 29 – May 5, 2016 (Monday–Friday from 7:00 a.m. to 8:30 p.m. (EST)).