Key Training Points

- Encourage teachers and IEP teams to use the FSAA Assessment Planning Resource Guide for Individual Educational Plan (IEP) Teams. IEP teams should meet early in the school year if a change in the assessment path for a student needs to be made. This helps ensure that the instruction the student receives and the assessment he or she participates in are the same and appropriate. Additionally, the FSAA—Datafolio is a year-long assessment that begins shortly after school starts.

- Please remind teachers to be mindful of the EOC ordering window. Students should be assessed for an access EOC course only if they are enrolled and anticipate completion in the current school year. EOC materials should be ordered only for students who are enrolled in and anticipate completion of the EOC course during the current school year.

- Encourage your teachers to check the FSAA Portal for updates, information, and online training.

- Correct administration is critical! Remind teachers to read the Test Administration Manual instructions carefully and follow the administration procedures for each FSAA—PT session. Incorrect administration may have a negative impact on a student including not receiving a score on the assessment.

- The test booklet includes a “session page” at the beginning of each session. The large stop sign contains the administration procedures for each session.

- In Session 2, the test booklet includes additional cues for teachers at the top of the item table. The teacher MUST administer all tasks in Session 2 for every content area.

- Remind teachers that scaffolding is ONLY at Task 1. For Task 1 scaffolding, cover the incorrect answer with a piece of paper/cardboard. Do not cover with the hand. Helpful tip: The cardboard pieces that come with the cutout cards are usually good sizes to use.

- For Writing Prompts 1 and 2, remind teachers to be sure that the correct passage is read for each writing prompt. Writing Prompt 1 and Writing Prompt 2 each have their own passage.

- Remind teachers to record the student’s name and FLEID on the top of the student response template. It is recommended to do so prior to administering the assessment to ensure that all items are documented correctly. For students taking Grade 9 ELA 1 or Grade 10 ELA 2, the student’s name should be included on both the student outline and the student response template.

- The response options in one-sided response booklets do not have the item or task number printed on them. Remind teachers to label the back of each response option and organize all materials as they cut out the options. All parts of the booklets must be returned with the testing materials.
• Encourage teachers to use the practices tests with each student before the assessment window. Teachers can use the grade below and the grade above the student’s current grade level to allow for more practice. Engaging in these activities will familiarize students and teachers with the assessment presentation.

• Remind teachers to access the README file before printing practice tests. This file provides important printing guidelines to ensure that materials are printed correctly.

• Teachers can avoid common errors by reviewing their responses before submitting an assessment. Teachers need to double-check the form assigned, the student selected, the assessment assigned, and the responses entered into the online system. Once an assessment is submitted, the assessment cannot be accessed by the teacher. If corrections are needed, the teacher will have to request a test reset and reenter all responses.

• Remind teachers that when uploading a student response template, they need to ensure that there is only one document per student, which includes the FLEID, student name, and any annotations needed. All student responses must be in English.

• Remind teachers to verify that the uploaded open-response writing prompt on the student response template is readable in the preview section. If it is too light or illegible, adjust and re-upload the document. Unreadable documents will not be scored.

• All teacher-created materials for the open-response writing prompt must be returned with other secure testing materials for each student. This includes any vocabulary materials that are prepared and used by the teacher.