



Item Review Committee Meeting June 7–10, 2021

Dear Alternate Assessment Coordinator/Florida Educator,

Please review and distribute this message to educators in your district—general education teachers, exceptional student education (ESE) teachers, and administrators.

The Florida Department of Education (FDOE), in collaboration with Cognia, is looking to bring together a diverse team of educators to participate in the **Florida Standards Alternate Assessment—Performance Task (FSAA—PT) Item Review Committee Meeting** taking place the week of June 7, 2021, in Orlando. Content-specific groups comprised of general education teachers, ESE teachers, and administrators will review and provide feedback on content, alignment, complexity, and potential bias and sensitivity concerns on proposed field-test items developed for the Spring 2022 FSAA—PT administration.

Cognia will arrange overnight accommodations for attendees traveling more than 50 miles to Orlando. A stipend of \$175.00 per day will be paid to individuals who are not under contract at the time of the meeting. Districts providing a substitute for an attendee will be reimbursed for this cost.

Individuals who wish to participate must complete the online application at <https://www.research.net/r/2021FSAAIRC> no later than Friday, April 9, 2021. Cognia will send additional information to applicants selected to participate and to individuals placed on the waiting list around Friday, April 16, 2021.

Please contact the FSAA Service Center with any questions by phone (866-239-2149) or by e-mail (FSAAServiceCenter@Cognia.org).

- Standard hours: Monday–Friday from 8:00 a.m. to 5:00 p.m. (ET)
- Extended hours (February 16–May 28, 2021): Monday–Friday from 7:00 a.m. to 8:30 p.m. (ET)

COVID-19 Guidelines

- **Self-Monitoring** – Participants should self-monitor for signs and symptoms of COVID-19 and contact Cognia immediately if they experience symptoms of COVID-19 prior to, during, or for a period of fourteen (14) days after participating in the meeting;
- **Meeting Participant Guidelines** – During the meeting, participants are expected to follow health and safety guidelines, including but not limited to the following:
 - Participants should maintain physical distancing of at least six feet from other participants to the greatest extent possible.
 - Participants must wear a disposable or cloth face covering (e.g., mask) during the meeting at all times while in the meeting rooms or in common spaces within the hotel. Please refer to the [CDC](#), [WHO](#), or your local health organization for best practices on choosing effective face masks.

Please note: Because meeting activities will require you to work in groups, if you have a medical condition that prevents you from wearing a face mask, please do not apply as you will not be able to participate without one.

- Prior to the start of each day of the meeting, participants must complete the COVID-19 self-monitoring assessment, sign it, and hand it in during the meeting. Participants should not enter the

meeting space if they answer yes to any of the self-assessment questions and should immediately notify the FDOE personnel listed on the form.

- Participants will be assigned seating during the meeting to reduce the potential spread of COVID-19.
- Participants should wash their hands and utilize provided hand sanitizer frequently.
- Participants should avoid socializing in proximity during meeting breaks or after the meeting (e.g., coffee breaks, gathering in bars or restaurants).
- In the event a participant becomes ill or develops symptoms of COVID-19 during the meeting or learns that he or she has been exposed to COVID-19, the participant should immediately notify FDOE and should immediately remove himself or herself from meeting rooms. The participant should follow local guidelines related to travel and will follow hotel policy regarding continuation of their stay.
- In the event a participant becomes ill or tests positive for COVID-19 within fourteen (14) days following the meeting, the participant should notify FDOE for contact tracing purposes.