



**Online System**  
**Grades 3–8 and Access Civics**  
**End-of-Course Assessments**  
**Submission Deadline May 14, 2021**

Dear Alternate Assessment Coordinator,

We are quickly approaching the final Florida Standards Alternate Assessment—Performance Task (FSAA—PT) test administration deadline. The last day to submit student responses into the FSAA—PT Online System for elementary and middle school (grades 3–8 and Access Civics) is May 14, 2021. Please refer to the table below:

Elementary and Middle School (Grades 3–8) and Access Civics End-of-Course Testing Schedule	
Alternate Assessment Materials in Districts	February 15–19, 2021
Student Testing Window	March 1–May 14, 2021
<b>Deadline to Submit Course Assessment Reset Requests</b>	<b>No later than 2:00 p.m. (ET) on May 14, 2021</b>
<b>Student Responses Entered into Online System</b>	<b>No later than 11:59 p.m. (ET) on May 14, 2021</b>
Return of Test Materials to Piedra Data Services	April 23–June 11, 2021

As the end of the assessment window approaches:

**Alternate Assessment Coordinators (AACs) should be:**

- verifying that all eligible teachers have completed the appropriate training prior to administering the Spring 2021 FSAA—PT and entering student responses into the online system,
- monitoring student progress statuses to ensure that all assessments have been completed and submitted, and
- submitting any student course assessment reset requests of submitted assessments through the ART to the FSAA Service Center before the May 14 deadline.

**\*Please remind teachers that waiting until the last minute to input student responses can result in significant lag time in the online system and limits their time to request a reset on submitted assessments.**

**Teachers should be:**

- completing the course assessment submission steps listed below (refer to “*Course Assessments*” in the *FSAA—PT Online System User Guide* for more details) for each of their assigned students.
  - Step 1: Identify Students Not Assessing (Reason Not Assessed)
  - Step 2: Assign a Form Within the ART
  - Step 3: Launching the Form-Based Test
  - Step 4: Submitting Responses (**Remember to attach/include student responses to Writing Prompt 2.**)
  - Step 5: Course Assessment Review
  - Step 6: Test Submission

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

- Standard hours: Monday–Friday from 8:00 a.m. to 5:00 p.m. (ET)

- Extended hours (February 15–May 28, 2021): Monday–Friday from 7:00 a.m. to 8:30 p.m. (ET)