

J. Michael Conley Elementary School at Southwood

2400 Orange Avenue East
Tallahassee, Florida 32311
Phone 850-414-5610
Fax 850-414-8163



Jason Koerner, Principal

Ava Williams, Assistant Principal

March 11, 2022

Dear Parent/Guardian,

This letter is to inform you that your student is scheduled to take one or more paper-based Florida Standards Assessments listed below, by grade level. **All students must complete assessments during the dates listed below.**

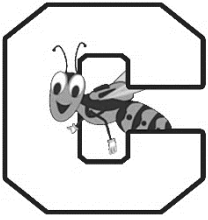
3 rd Grade		4 th Grade		5 th Grade	
Assessment	Date	Assessment	Date	Assessment	Date
Reading ELA	April 5 & April 6	Writing ELA	April 7	Writing ELA	April 7
Math	May 12 & May 13	Reading ELA	May 3 & May 4	Reading ELA	May 3 & May 4
		Math	May 10 & May 11	Math	May 10 & May 11
				Science	May 17 & May 18

Some of the assessments are designed to be taken over two days, one session per day. Scores will only be assigned when both sessions of a test are complete. If you have questions, including the administration or participation, please contact your child’s teacher. For information regarding session lengths for assessments, please see [2021–2022 Florida Statewide Grade-Level Assessments Fact Sheet](#).

Assessments are scheduled to begin promptly at 9:00 AM and we ask that students arrive on campus after 7:45 but no later 8:25 AM to ensure adequate time for check-in. To help students become comfortable with the assessments, resources are available at <https://fsassessments.org/families.html> under the “Paper-Based Practice Tests” tab.

Before assessments begin, we ask that you review the following information with your student:

- **Electronic Devices**— Students are not permitted to have any electronic devices, including, but not limited to, cell phones, smartphones, smartwatches, and Bluetooth/wireless headphones/earbuds, at any time during testing **or** during breaks (e.g., restroom), even if the devices are turned off or students do not use them. If your student is found with an electronic device, his or her test will be invalidated. Students that bring cell phones on campus will be required to turn them off and check them in with the proctor until testing is completed.
- **Calculators**—Calculators are not permitted during Grades 3–5 Mathematics tests.
- **Testing Rules Acknowledgment**—All tests include a Testing Rules Acknowledgment form printed in the student’s test and answer book. It states, “*I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.*” Prior to testing, test administrators read the rules to students and students acknowledge they understand the rules by signing their name in their test and answer book.



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- **Discussing Test Content after Testing**—Another portion of the testing rules state, “*Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test content (including test items, responses, passages, and prompts) after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.*” Please make sure your student understands this policy prior to testing and remind them that discussing test content includes electronic communication, such as texting, emailing, posting to social media, or sharing online. While students may not share information about secure content, this policy is not intended to prevent students from discussing their testing experiences with their parents/families.
- **Working Independently**—Students are responsible for doing their own work during the test and for protecting their answers from being seen by others. If students are caught cheating during testing, their tests will be invalidated. In addition, FDOE employs Caveon Test Security to analyze student test results to detect unusually similar answer patterns. Student tests within a school that have similar answer patterns will be invalidated.
- **Leaving Campus**—If your student leaves campus before completing a test session (Lunch, appointments, illness), he or she will not be allowed to return to the test session. If your student does not feel well on test day, it may be best to wait and be tested on a make-up day. Please remember not to schedule appointments on test days.
- **Testing Accommodations**—If your student has an Individual Education Plan (IEP), a Section 504 plan, an English Language Learner (ELL), or are recently exited ELL, you will receive information from your teacher regarding accommodations. You may also contact the school to discuss testing accommodations for your student.

If you have any questions related to test administration, please contact Ava Williams, Assistant Principal at williamsa8@leonschools.net or 850-414-5610. For more information about the Florida Statewide Assessments program, please visit the portal at www.FSAssessments.org.

Thank you for supporting your student and encouraging them to do their best during the Spring 2022 assessments.



Jason Koerner
Principal