



# Otis A. Mason Elementary School

207 Mason Manatee Way  
St. Augustine, Florida 32086  
Phone: 904.547.8440  
Fax: 904.547.8445

Kimberly Dixon  
Principal

Donna Gary-Donovan  
Assistant Principal

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Dear Parent/Guardian,

The purpose of this letter is to inform you that your student will be taking the paper-based Florida Standards Assessments (FSA) Grade 4 and 5 FSA Writing Assessment on Thursday, March 5, 2015. If you or your student would like to gain familiarity with this testing platform, item types, and response formats your student will see on the FSA assessments, training tests and answer keys are available at <http://www.FSAssessments.org/training-tests>.

The statewide assessment program is designed to provide parents, teachers, policy makers, and the general public with information regarding how well students are learning Florida's academic standards. *According to section 1008.22(3), Florida Statutes*, "Participation in the assessment program is mandatory for all school districts and all students attending public schools, including adult students seeking a standard high school diploma under s. [1003.4282](#) and students in Department of Juvenile Justice education programs, except as otherwise provided by law. If a student does not participate in the assessment program, the school district must notify the student's parent and provide the parent with information regarding the implications of such nonparticipation." If you wish to access this legislation, please go to [http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=1000-1099/1008/Sections/1008.22.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1008/Sections/1008.22.html).

For information regarding test session length for all Spring 2015 FSA assessments, please visit the FSA Portal at [www.FSAssessments.org](http://www.FSAssessments.org), click on the **Students and Parents** tab, select **Student and Parent Resources**, and then select *Spring 2015 Testing Times*.

Please review the following policies with your student before testing:

- **Electronic Devices**—Students are not permitted to have any electronic devices, including but not limited to cell phones and smartphones, at any time during testing OR during breaks (e.g., restroom), **even if they are turned off of students do not use them**. If your student is found with an electronic device, his or her test will be invalidated. The best practice is for students to leave devices at home or in their lockers on the day of testing.
- **Testing Rules Acknowledgment**—All FSA tests include a Testing Rules Acknowledgment that reads, "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 that they understand the testing rules by signing below the statement on their ELA Writing planning sheet, ELA Reading worksheet, and/or their Mathematics work folder.
- **Discussing Test Content after Testing**—The last portion of the testing rules read to students before they sign below the Testing Rules Acknowledgment states, "After the test, you may not reveal details about the passages or items to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram." Please make sure your student understands that "discussing" test content includes any kind of electronic communication, such as texting, emailing, or posting to blogs or social media websites.
- **Test Invalidations**—Students are responsible for working on their own 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. FDOE employs a test security company, Caveon Test Security, to analyze student test results to detect unusually similar answer patterns. Student results within a school that are found to have extremely similar answer patterns will be invalidated.
- **Leaving Campus**—If your student leaves campus before completing a test session (for lunch, an appointment, or illness, etc.), he or she WILL NOT be allowed to complete the test session. If your student does not feel well on the day of testing, it may be best for him or her to wait and be tested on a make-up day. Please remember not to schedule appointments on testing days.

If you have any questions related to this test administration, you may contact Jeanne Siragusa, Testing coordinator at 904-547-8453. For more information about the FSA assessment program, please visit the FSA Portal at [www.FSAssessments.org](http://www.FSAssessments.org).

Thank you for supporting your student and encouraging him or her to do his or her best during this test administration.

Sincerely,

Kim Dixon, Principal

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