Florida K-12 P.E.R.T. Test Administration Guide

October 2014

Contents

A. Background Information

1. What is College Success

College Success is your comprehensive placement and diagnostic assessment platform. College Success allows you to make effective and efficient course placement decisions using advanced, computer-adaptive technology. And, with the addition of diagnostic assessments, you and your students can easily determine student strengths and weakness across core competencies and access helpful learning resources.

College Success website: https://college.measuredsuccess.com

Contact Information:

Email: collegesuccess@mccanntesting.com

Phone: 877-614-6105

2. What is the P.E.R.T.?

The Postsecondary Education Readiness Test (P.E.R.T.) is Florida's new common placement test. This test is used by all 28 Florida colleges to determine whether or not a student is ready for college credit courses in math and English. The P.E.R.T. has been aligned with the Postsecondary Readiness Competencies that Florida's faculty have identified as necessary for success in entry-level college credit coursework. The test vendor, McCann Associates, has worked collaboratively with the Florida Department of Education's Division of Florida Colleges and Florida College System faculty to develop and tailor items to faculty specifications. P.E.R.T. is comprised of three 25-item, computer adaptive subtests in reading, writing and mathematics. Florida College System institutions began administering the P.E.R.T. in October 2010.

2a. What does the P.E.R.T. assess?

The P.E.R.T. assesses readiness for college-level coursework in English and mathematics. There are three subject area tests – reading, writing, and mathematics. A student's scores determine appropriate course placement for 12th grade and upon entering college.

2b. How was the P.E.R.T. developed?

The P.E.R.T. is aligned with knowledge and skills Florida faculty have determined to be essential for students entering college-level courses in English and mathematics. Faculty at Florida colleges were asked to identify the competencies critical for success in entry-level college credit courses. The test blueprint was then based on those prioritized competencies. In addition, each item on the reading, writing and mathematics subject area tests were reviewed and approved by Florida postsecondary faculty and aligned with a Postsecondary Readiness Competency.

2c. What are the Postsecondary Readiness Competencies?

The Postsecondary Readiness Competencies (PRCs) are skills identified by high school, college and state university faculty as critical to college readiness in mathematics, reading and writing. Entry-level college credit courses are Intermediate Algebra (MAT 1033) and Freshman Composition I (ENC 1101). The PRCs for reading, writing and mathematics may be accessed on the Division of Florida Colleges College and Career Readiness website at http://www.fldoe.org/cc/collegecareerreadiness.asp. The PRCs are comprised of a subset of the Common Core College and Career Readiness Standards, Basic Skills Exit competencies, and American Diploma Project Benchmarks.

2d. How many questions are on the P.E.R.T.?

There are a total of 30 questions per placement subtest. There are 25 operational items that will be the basis of the student's placement score and 5 field test items which are designed to continuously enhance the operational test bank. The student will not know which items are operational so it is imperative that they try their best on all 30 items.

2e. How long will it take to administer the assessment?

The P.E.R.T. assessment is a computer adaptive test (C.A.T.) and is untimed. The average time to complete the mathematics and writing subtests is approximately 30 minutes. The reading test average is one hour.

2f. What is the P.E.R.T. scaled score range?

The scaled scores range from 50-150.

2g. What are the P.E.R.T. college-ready cut scores?

The current course placement score ranges for the P.E.R.T. are:

Mathematics:

Mathematics Standard cut score = **114**

Reading:

Reading Standards cut score = **106**

Writing:

Writing Standards cut score = **103**

Students scoring at or above the college-ready cut score are eligible to enroll in college-level courses. Students must meet college-ready cut scores in reading and writing to be eligible to enroll in the entry-level English course, ENC 1101.
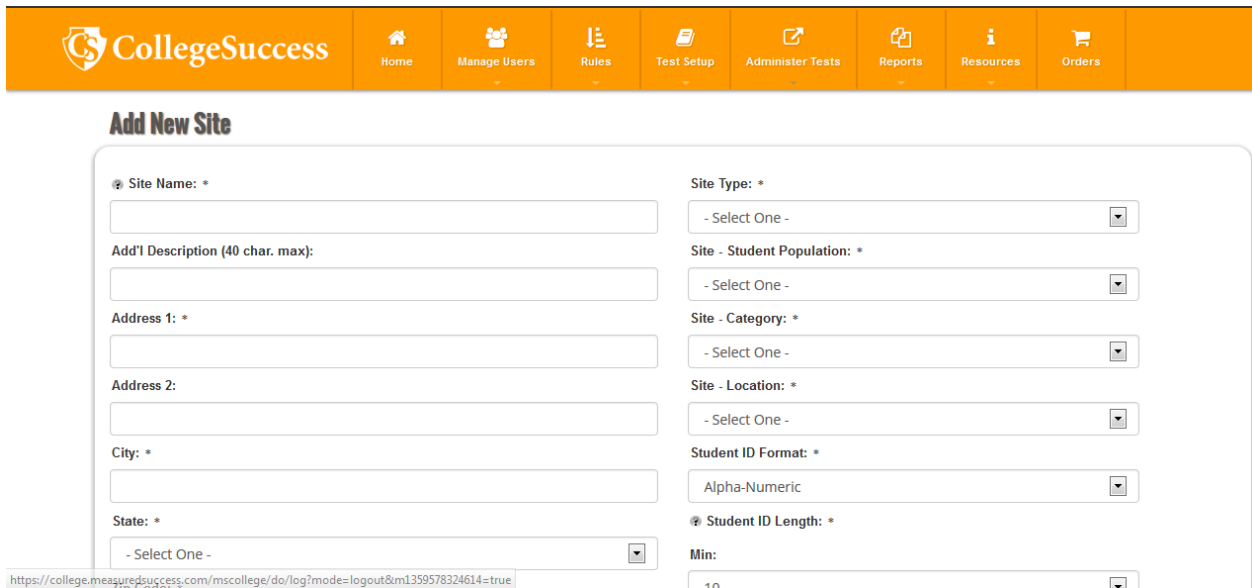
B. *Institution Administrator Setup*

Logged is as an Institution Administrator:

Step 1: **Log In** - Go to https://college.measuredsuccess.com/ and log in as an Institution Administrator. The individual that registered your school district will have received an auto-generated e-mail containing their Institution Administrator username and password.
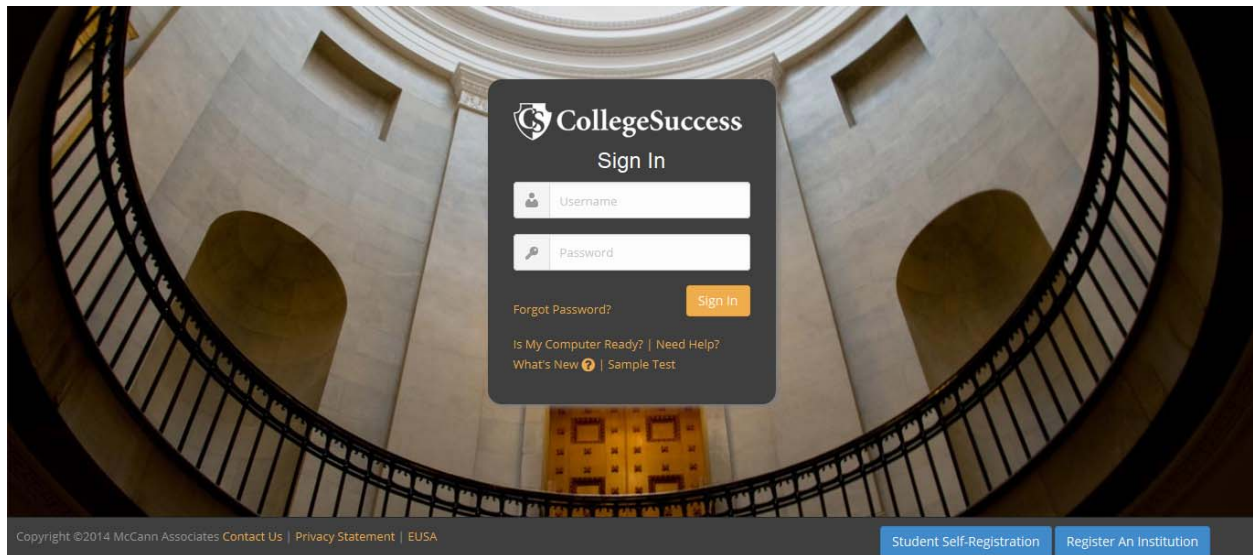
Step 2: Create Your Schools - Click on 'Manage Users,' 'Manage Your Sites,' and then 'Add Testing Site.'   Fill in the required fields with the appropriate information as demonstrated below.
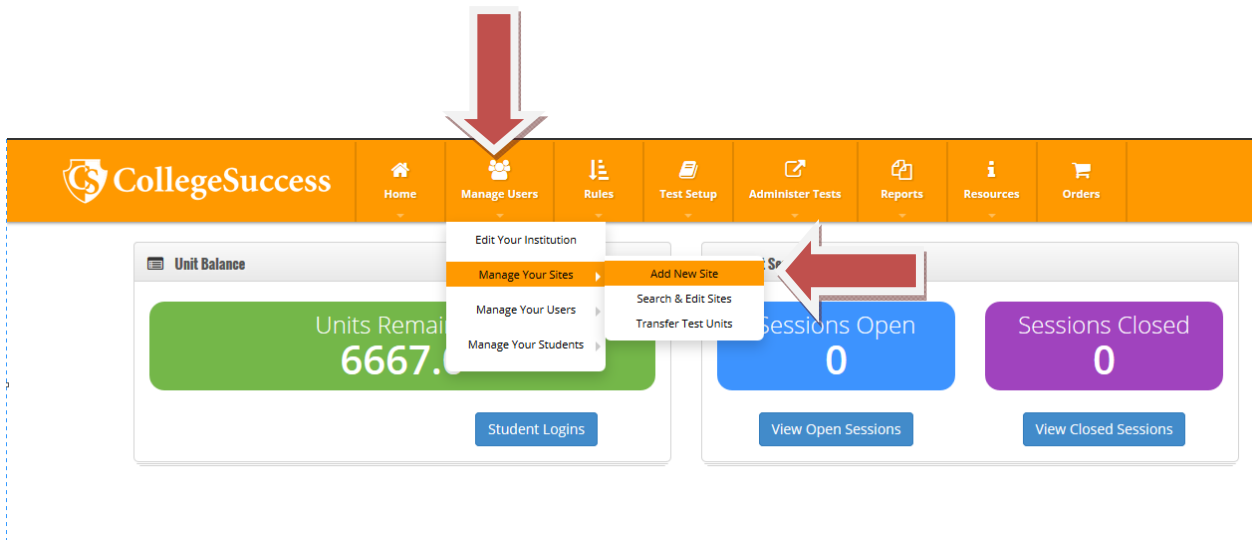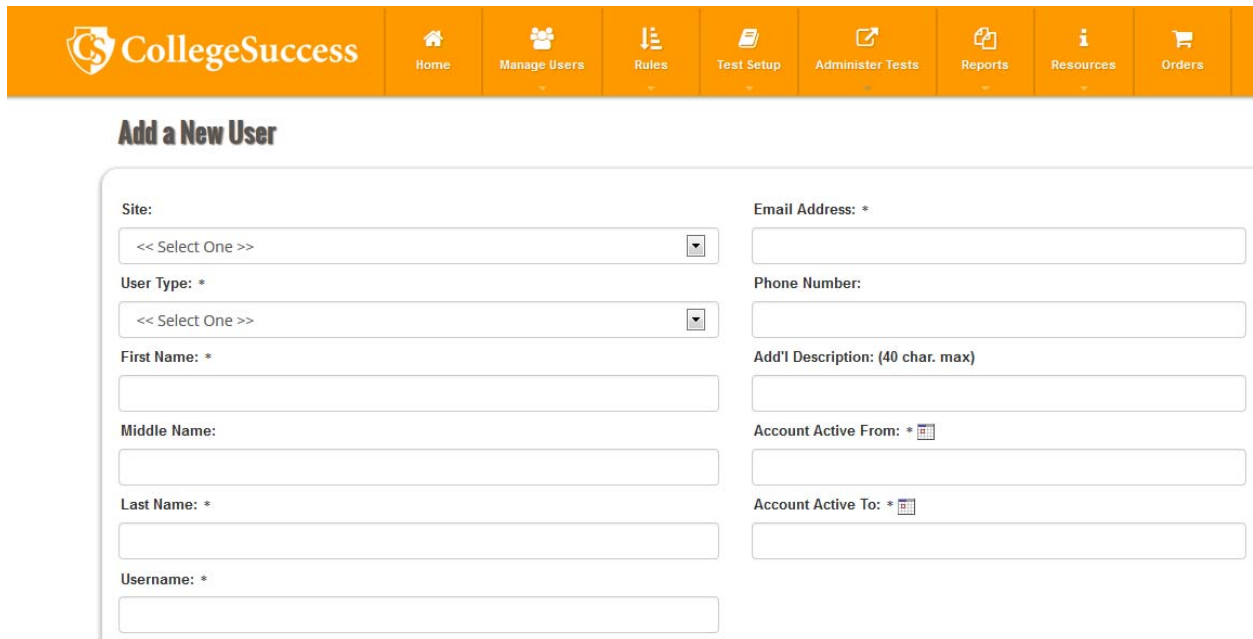
Step 3: Create Your Users - Click on 'Manage Users' and then 'Manage Your Users.' You will need to create 1 Site Manager for each school site. In addition to this, you may also create all proctor accounts for each school, or the Site Manager can create proctor accounts.

> **Note:** The Institution Administrator must supply all users created with their login credentials. An auto-generated email is **not** sent out.
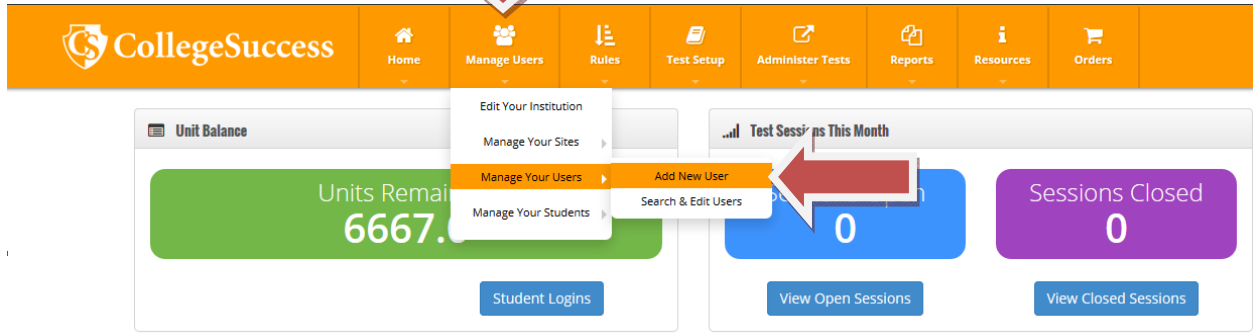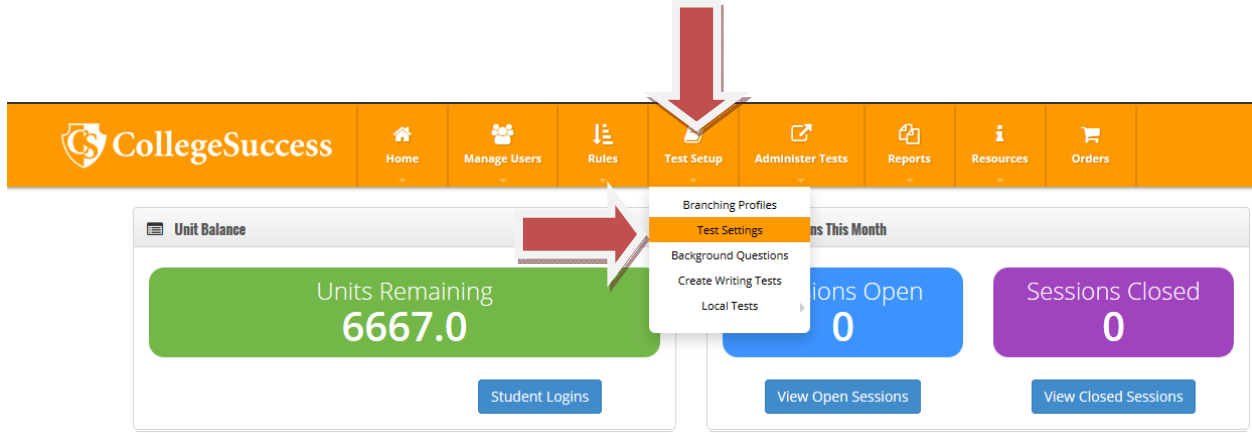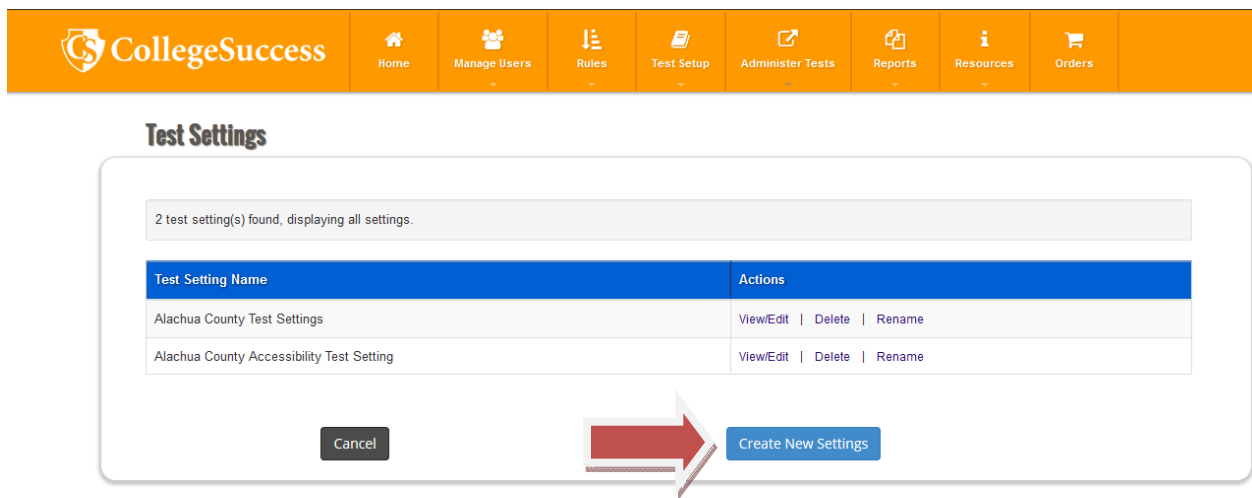
Step 4: Transfer Test Units – As an Institution Administrator, select 'Manage Users,' 'Manage Your Sites,' and 'Transfer Test Units.' *You must distribute test units to the sites in order for tests to be delivered.*
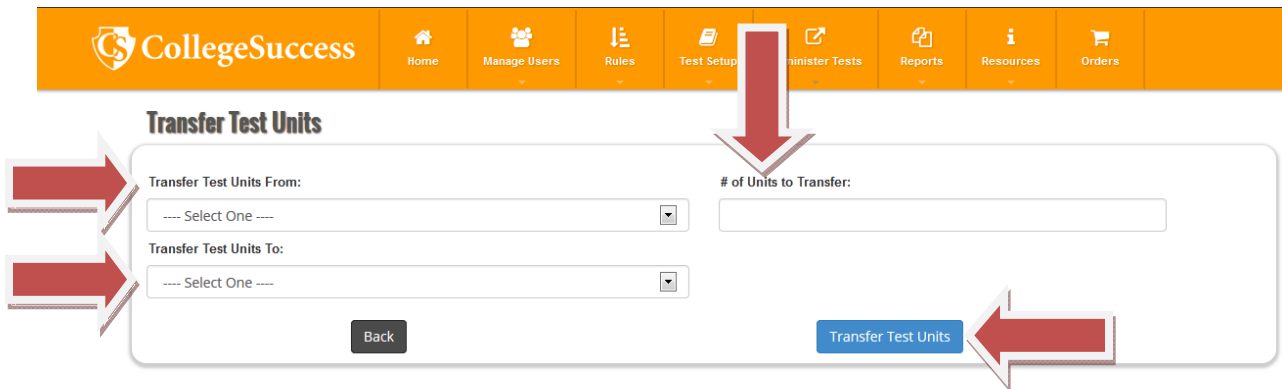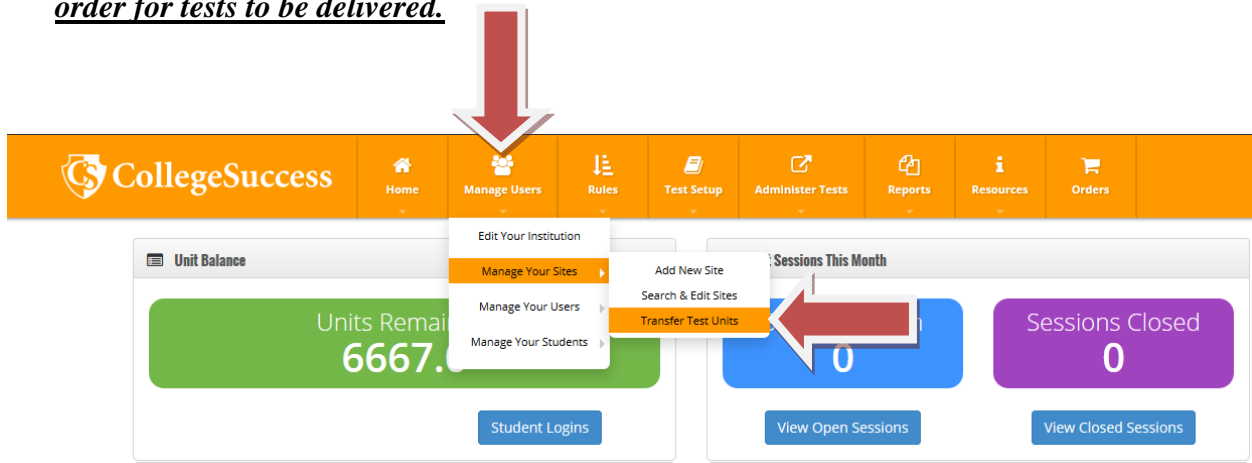
Step 5: Create Test Settings – Click on 'Test Setup,' 'Test Settings,' and then 'Create New Settings.' Include your school district's name in the test settings name, i.e. Jefferson County Test Settings. You will then select 'General Test Settings,' then 'Individual Score Report' and then 'Test Delivery Settings.' ***The exact settings below must be selected.***
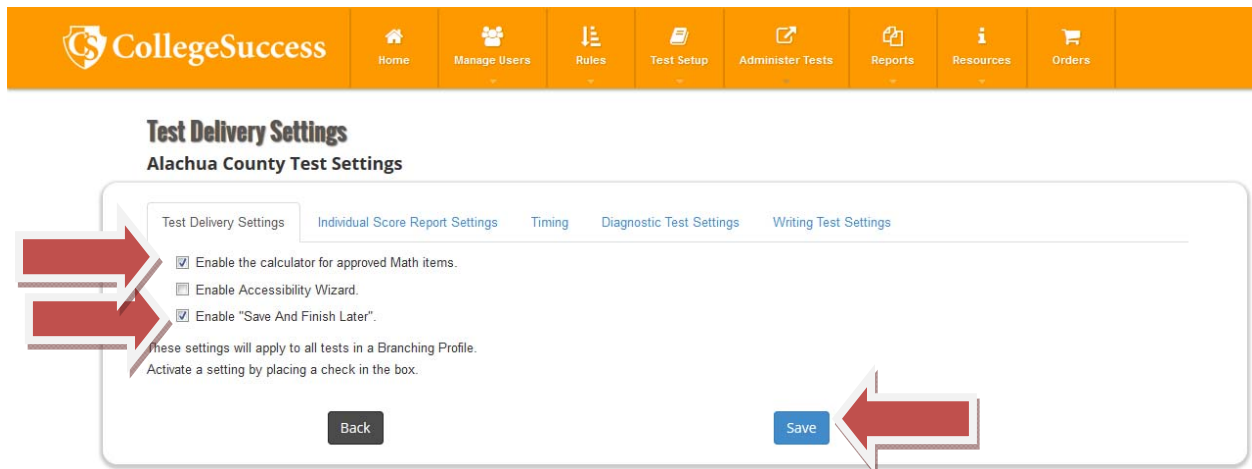
In order to facilate the option of delivering tests with the 'Accessibility Wizard' feature turned on, the creation of a second group of test settings will need to be completed based on local student needs. Following the same steps above, include your school district's name in the test setting name as well as the word accessibilty, i.e. Jefferson County Accessibility Test Settings. The settings should mirror exactly what has been outlined in step 5, with the exception of the 'Accessibility Wizard' switched to 'Yes.'

Step 6 (optional): Create Background Questions – The Institution Administrator can create background questions to be delievered prior to a test. These questions can be created to capture specific student information such as grade level. Go to 'Test Setup' then select 'Background Questions.'
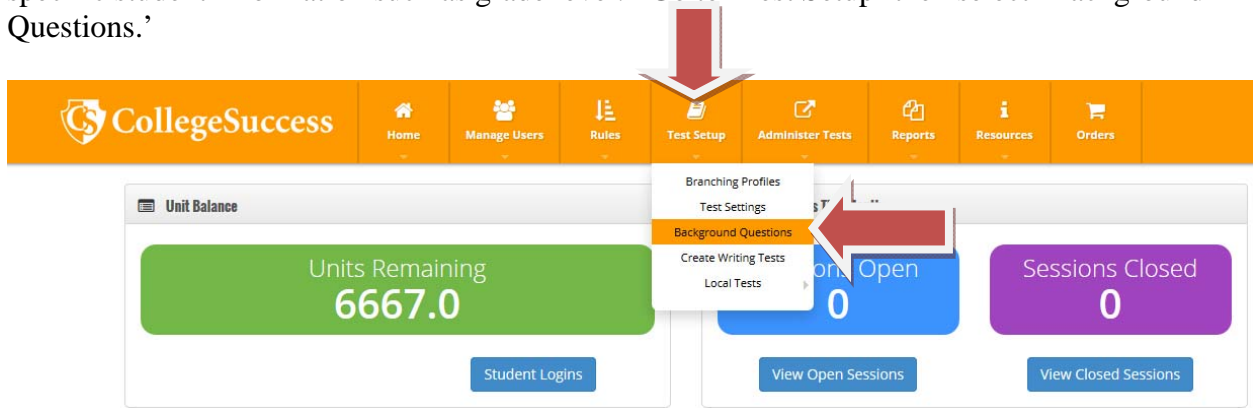
Select 'Create New Question Groups' to establish your background questions.
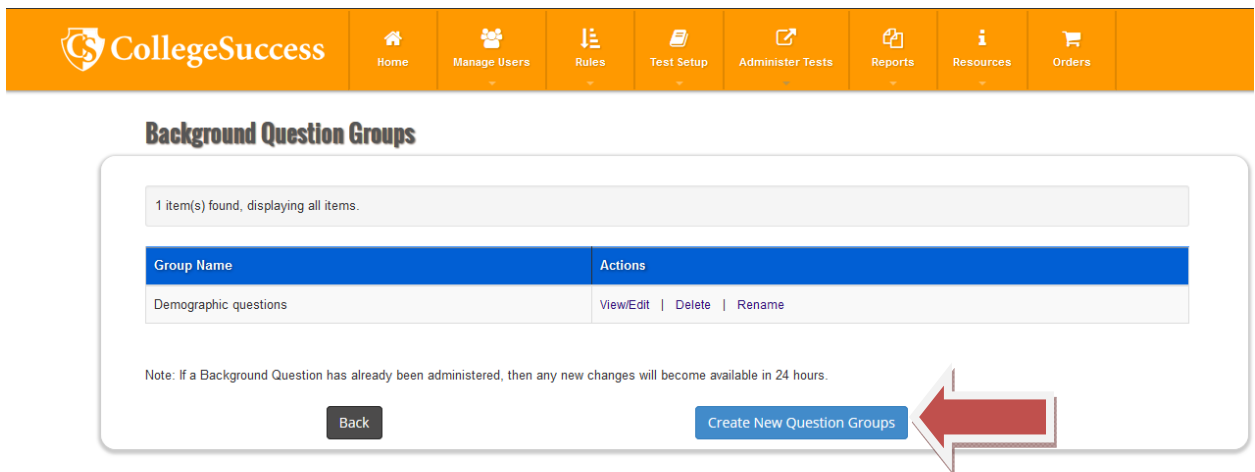
Enter the name of the new background question group. Include your school district's name in the group, i.e. Jefferson County Background Questions.

Create New Background Question Group

Enter Name of New Background Question Group:

Jefferson County Background Questions

Cancel   Save

Click on 'Select New Questions.'

Editing Background Question Settings for Group:
Test

	Sequence	Question Title	Question Type	Actions
No questions were found.				

Back   Save Sequence   Remove Questi...   Select New Questions
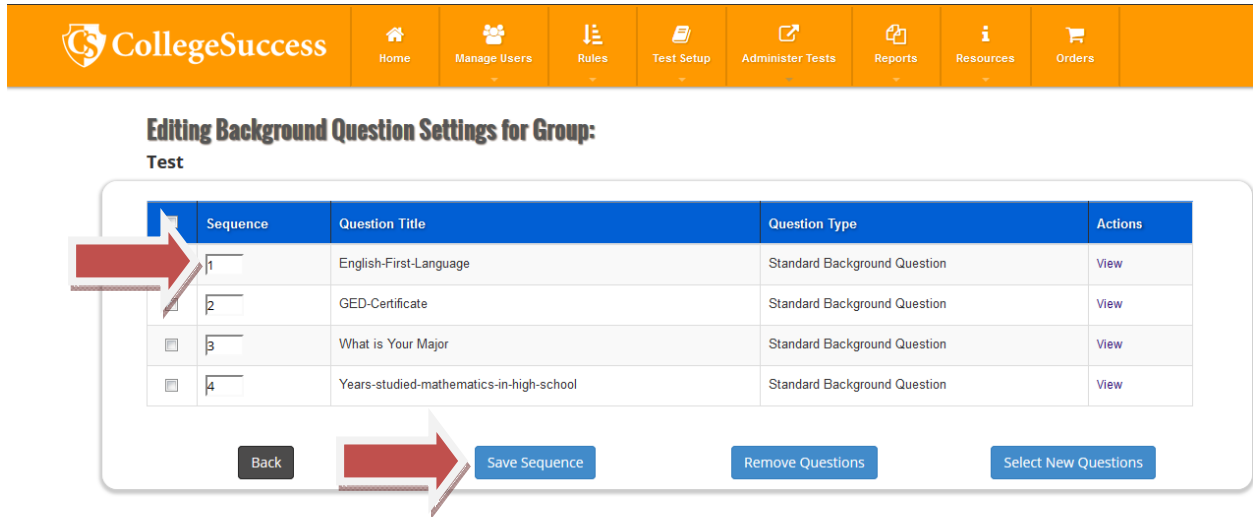
To view each question, simply click 'View' under the "Actions" column.

Select your questions by checking the box next to the questions and click 'Add Selected Questions.'

Once you select your questions, you can modify the sequence of the questions by changing the numbers in the "Sequence" column. Click 'Save Sequence' once you are finished creating this Background Question Group.

To create new Local Background Questions, click 'Create New Questions.'

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Enter the Question Name (must be unique within the College Success System i.e. JFCSD-Grade Level), Question Type, Question, Response Count, and Responses. Local background questions can be created to capture student grade levels. Then click 'Save.'

Create/Edit Local Background Question

Enter a name for the Background Question:

EXAMPLE BKG QUESTION

Question Type:

Multiple Choice

Text Editing Tools

Font Name and Size
Arial   13

Font Style
B *I* U   Aₓ Aˣ

Alignment

Indenting and Lists

Paragraph Style
Normal

Insert Item

Please select your grade level.

Response count:

4

Response 1:   ☐ Click to Open   Response Code: *Pending*

Response 2:   ☐ Click to Open   Response Code: *Pending*

Response 3:   ☐ Click to Open   Response Code: *Pending*

Response 4:   ☐ Click to Open   Response Code: *Pending*

Cancel   Preview   Save

Click 'Preview' to view newly created question.

The newly created question appears in the list of available questions.
Select your questions by checking the box next to the questions and click 'Add Selected Questions.'

☐	EXAMPLE BKG QUESTION	Local Background Question	View | Edit | Delete

You now have the Local Background question added to your Background questions. Now, adjust the sequence of your items and click 'Save Sequence.'

Step 7: Create Branching Profiles – The Institution Administrator can create branching profiles for each test. Please copy exactly what is displayed for each branching profile below into your account. The 'Access Key' is what you will need to provide to the students on the day of testing so that the appropriate tests populate on their dashboard. You may select the 'Access Key' password as you see fit. Go to 'Test Setup' then select 'Branching Profiles.'
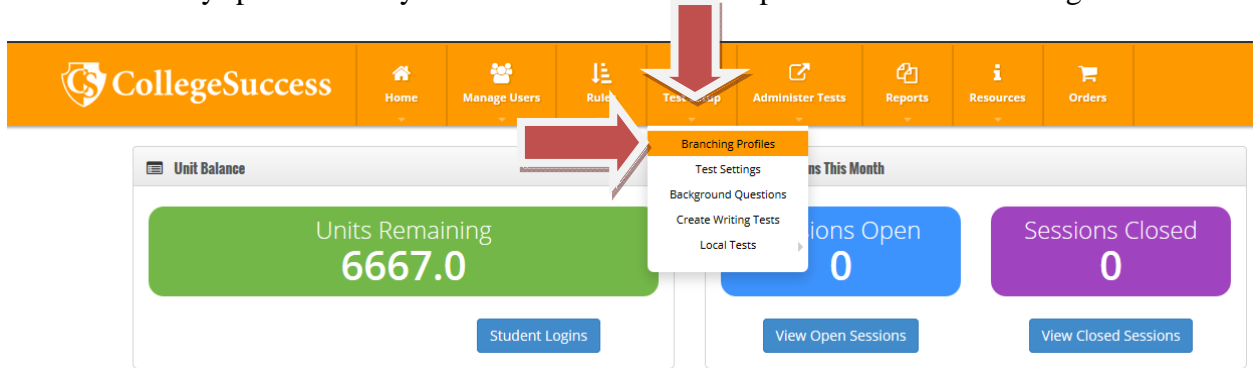
Select 'Create New Profile' to establish your branching profile.
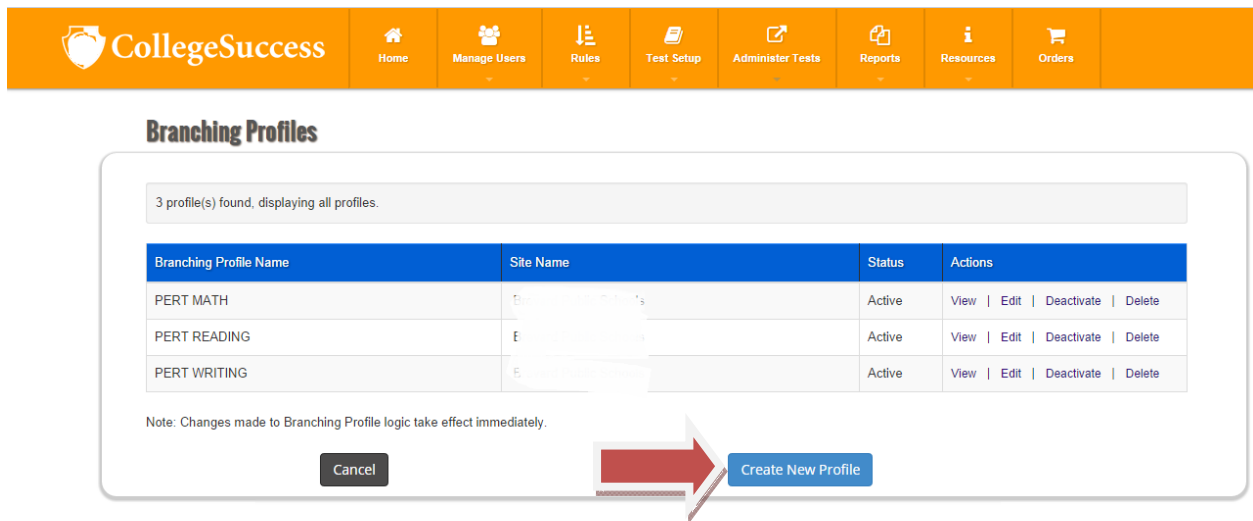
Enter the 'Name' and 'Access Key' of the branching profile and 'Save'. Keep allowed attempts to 1. If you are allowing retakes, a separate branching profile can be created, which should be named accordingly.

Note: The 'Access Key' is given to the student to launch the P.E.R.T. exams on the student dashboard.
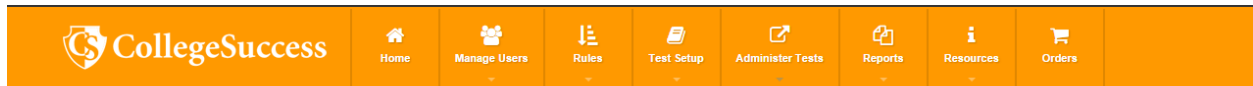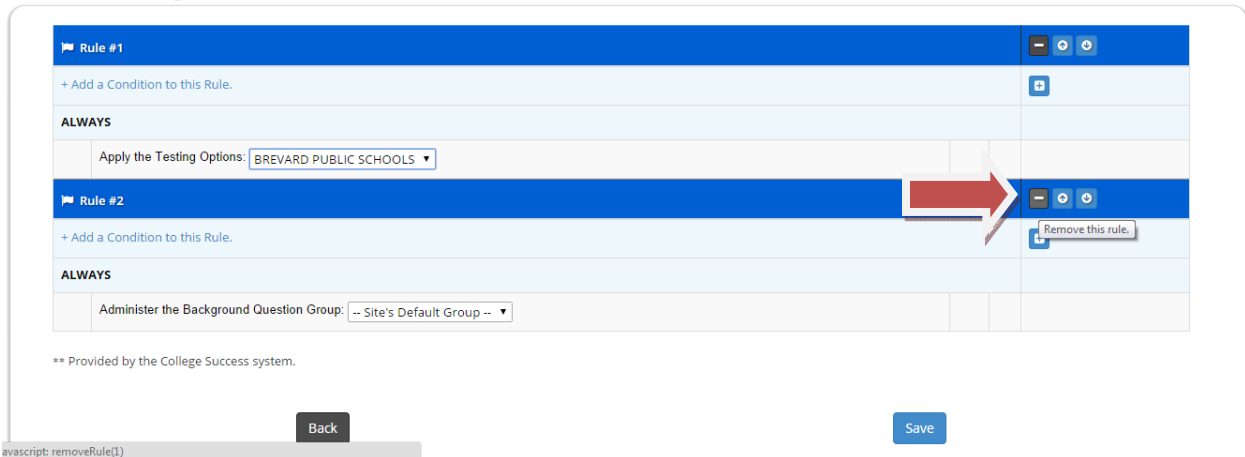
Select 'Edit Profile.'

Rule #1

Apply your district's test settings. If you are administering background questions, select the group name from the dropdown in Rule #2. If you are **not** administering background questions then select the black minus button to remove Rule #2 (Administer Background Questions) as this does not apply.

Edit Branching Profile: PERT Math

Rule #1	
+ Add a Condition to this Rule.	
ALWAYS	
Apply the Testing Options: BREVARD PUBLIC SCHOOLS ▾	

Rule #2	
+ Add a Condition to this Rule.	Remove this rule.
ALWAYS	
Administer the Background Question Group: -- Site's Default Group -- ▾	

** Provided by the College Success system.

Back   Save

javascript: removeRule(1)

Now select the ↓ button to add Rule #2. (Rule #3 if you have chosen to adminster background questions)

Edit Branching Profile: PERT Math

🏳 Rule #1			⊕ ⏻
+ Add a Condition to this Rule.			⊞ Add a rule after.
ALWAYS			
Apply the Testing Options: BREVARD PUBLIC SCHOOLS ▾			

** Provided by the College Success system.

[Back]   [Save]
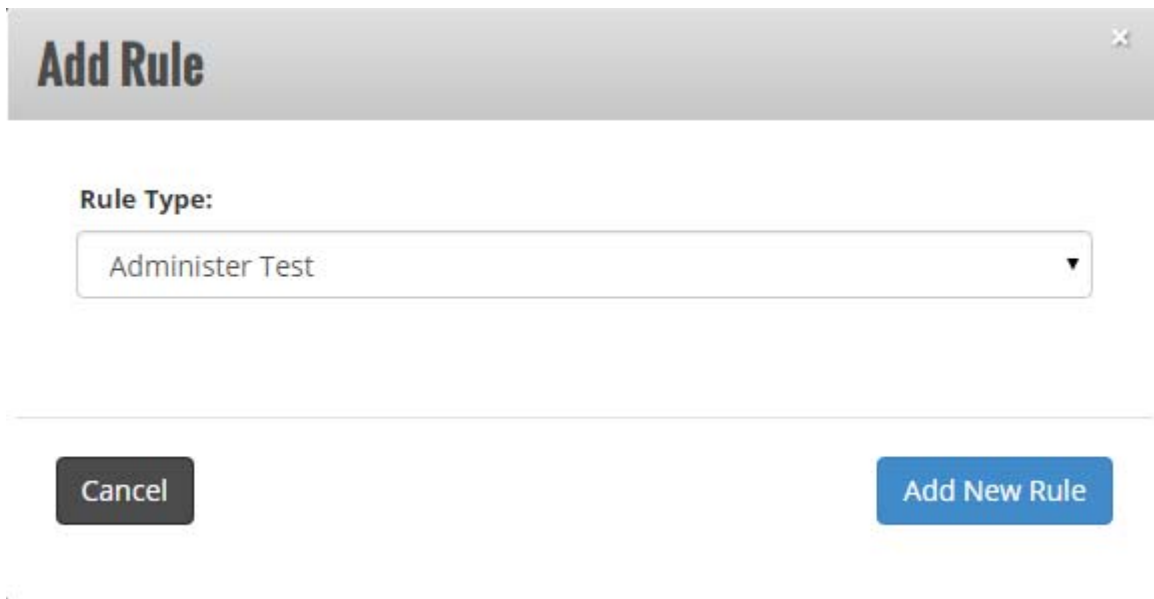
Select 'Administer Test' and 'Add New Rule.'

Add Rule ✕

Rule Type:
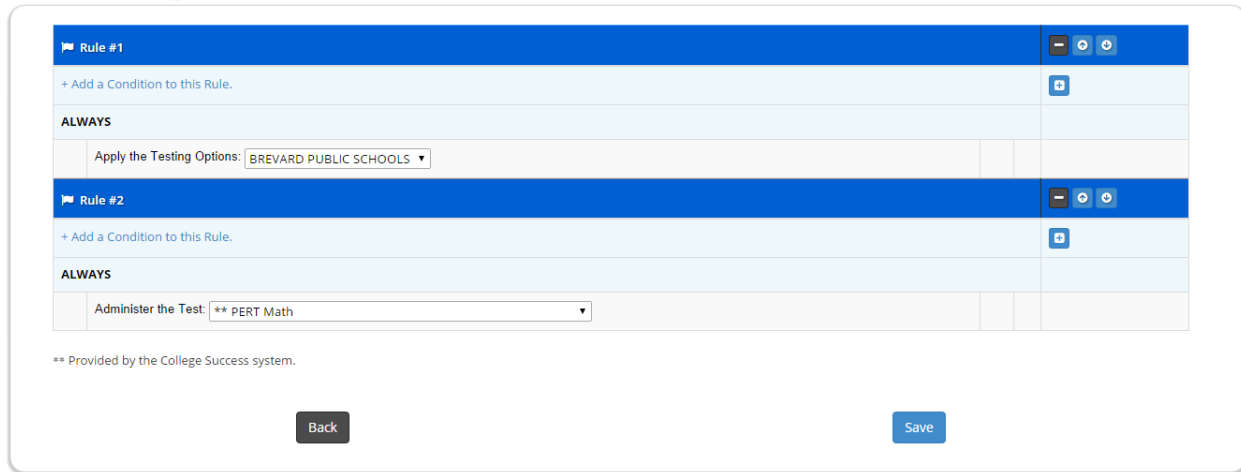
Administer Test ▾

[Cancel]   [Add New Rule]

Select the appropriate P.E.R.T. test from the dropdown and 'Save Changes.'

You will repeat this process until all of your branching profiles have been created. Example branching profile layouts can be found below. This includes creating an additional branching profile for ADA accommodations.

Math Branching Profile

- View Branching Profile:
- Name: P.E.R.T. Math
- Access Key:
- Allowed Attempts: 1

Rule Description:

Rule #1

    using the test settings you created

Rule #2

    the student will take the P.E.R.T. Math test

<u>Reading Branching Profile</u>

- View Branching Profile:
- Name: P.E.R.T. Reading
- Access Key:
- Allowed Attempts: 1

Rule Description:

Rule #1

    using the test settings you created

Rule #2

    the student will take the P.E.R.T. Reading test

<u>Writing Branching Profile</u>

- View Branching Profile:
- Name: P.E.R.T. Writing
- Access Key:
- Allowed Attempts: 1

Rule Description:

Rule #1

    using the test settings you created

Rule #2

    the student will take the P.E.R.T. Writing test

If you would like to deliver background questions prior to the test, please refer to the example below.

Writing Branching Profile

- View Branching Profile:
- Name: P.E.R.T. Writing
- Access Key:
- Allowed Attempts: 1

Rule Description:

Rule #1

    using the test settings you created

Rule #2

    administer the background question group: using the background questions you created

Rule # 3

    the student will take the P.E.R.T. Writing test

In order to provide accommodations to students with visual impairments, a second branching profile will need to be created for each subject test. You may name these branching profiles with the word accessibility in the title, i.e. P.E.R.T. Writing Accessibility. These second branching profiles will be created following the same exact steps as outlined in step 6, with the exception of different test settings being selected. You should select the test settings that you entitled "School District Name Accessibility Test Settings." Please refer to the example below.

Writing Branching Profile

- View Branching Profile:
- Name: P.E.R.T. Writing
- Access Key:
- Allowed Attempts: 1

Rule Description:

Rule #1

using the accessibility test settings you created

Rule #2

the student will take the P.E.R.T. Writing test

If you would like to deliver multiple tests in one sitting, you may create a branching profile that administers more than 1 test. Please refer to the example below.

<u>Writing Branching Profile</u>

- View Branching Profile:
- Name: P.E.R.T. Writing
- Access Key:
- Allowed Attempts: 1

Rule Description:

Rule #1

    using the test settings you created

Rule #2

    the student will take the P.E.R.T. Writing test

Rule #3

    the student will take the P.E.R.T. Reading test

Step 8:   P.E.R.T. Student Templates- Now that the initial account setup has been completed, districts will need to submit their filled out upload templates through the SFTP. Templates can be downloaded from each College Success account by going to Manage Users>Manage Your Students>Bulk Student Upload>Bulk Student Upload Form. Once you have completed your student template and have uploaded it to the SFTP, email collegesuccess@mccanntesting.com to indicate that a file is ready for pickup. A Customer Support Representative will email you when the students are available in your account.

Note: All Settings created by the Institution Administrator are inherited at the site level. Now that the Test Settings and Branching Profiles have been setup, the Site Manager of each testing site must log into their accounts to complete account creation.

C. Site Manager Setup of Custom Messages

Logged in as a Site Manager:

Step 1: Log In- Go to https://college.measuredsuccess.com/ and log in as a Site Manger.

Step 2: Create Custom Messages- Select 'Test Setup,' and 'Custom Messages.' Select the round radio button to expand the text box. Fill in each appropriate box with the messaging provided by the Florida Department of Education(exact text that should be used for custom messages can be found below). The custom messages should also be read aloud to students.
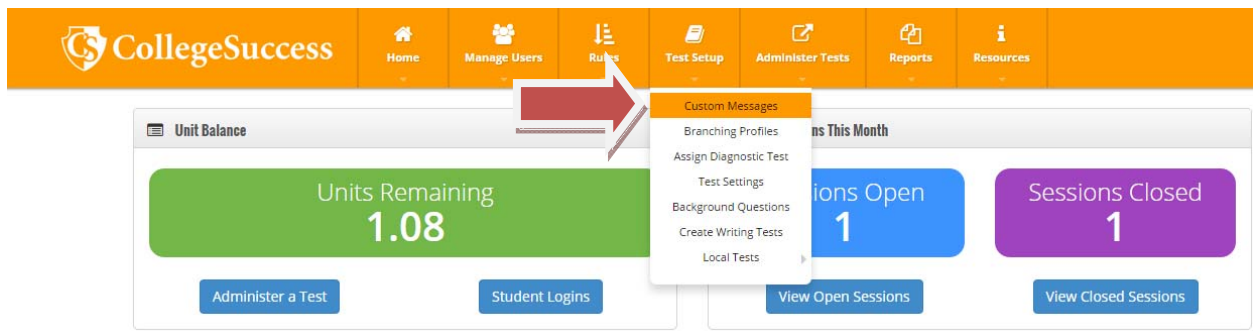
Note: You can use the text boxes to format the custom messges (font size, font style, alignment, etc.).

1) **Welcome Message:**

   WELCOME to College Success!
   You are about to take a Postsecondary Education Readiness Test (P.E.R.T.). The purpose of the test is to determine your level of skill in one or more academic areas--mathematics, reading or writing. The scores that you receive will be used to assist in placing you in the most appropriate high school courses for you at this time, so if you chose to enter into college, you will be able to enter without needing additional remedial courses.

   P.E.R.T. multiple-choice tests are adaptive, which means you must answer each question as it is presented to you before you can continue to the next question. You cannot skip a question or go back to a previous question to change your answer.

   You cannot pass or fail P.E.R.T. since it is a placement test. Do the best that you can! We encourage you to take the test seriously because it will impact your future. If you do well and you do enter our State College System, you will not need to retake this test.

2) **Score Report Message:**

   Thank you! You have successfully completed this subtest.

3) **Student Instructions Message:**

   Welcome! You are here to take a Postsecondary Education Readiness Test (P.E.R.T.). It is important for you to do your best on this test because it will help to show if you are ready to take college-level coursework and which courses to place you in next year.

   You will be given 30 test items to answer. The test is not timed; try to answer every question. One question at a time will appear on the computer screen. Take your time to select the answer that you think is correct by clicking on the red star (*) beside that response. Then click "SUBMIT" at the bottom of the screen. Click "OK" to finalize your answer choice. Once a question has been answered, you cannot go back to it later to change your answer, so be certain and careful which item you are choosing.

   If you are taking the Mathematics subtest, you may use scratch paper and pencil. On certain questions, you will be allowed to use a built-in pop-up calculator.

   During the test, you must not talk, make any disturbance, ask for help answering a test question, or look at another student's computer screen. You are not allowed to have any electronic or recording devices in your possession, even if you do not use them.

   When you have finished this test, click the "save and exit" button and raise your hand to let the proctor know that you have completed this subtest. Turn in your scratch paper to the proctor if you used any and wait for further directions.

Step 3: Save Custom Messages- After the custom messages have been added to all sites associated with the Institution, account creation is complete. The next steps will be to deliver tests to students.

D. Proctor/Site Manager Directions for Launching Tests

Note: Proctors and Site Manager are the only administrative users who have the capability to deliver tests to students. Proctors/Site Managers must receive their login credentials from the Institution Administrator.

You can log students into their testing dashboard by <u>either</u> selecting 'Login' from the Student Logins page <u>or</u> by creating a ticketing system.
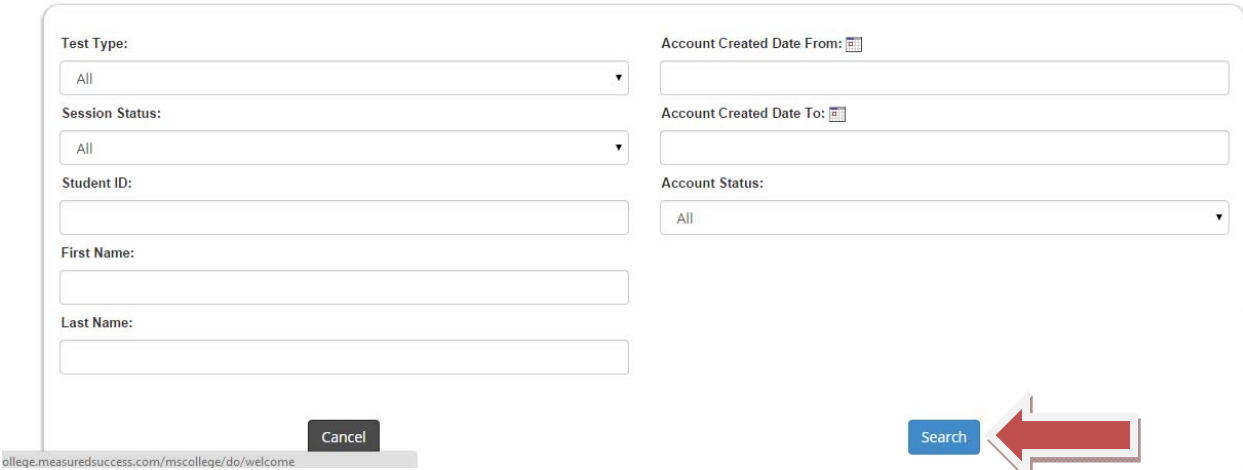
Step 1: Log In- Go to https://college.measuredsuccess.com/ and log in as either a Proctor or Site Manger.

Step 2: Launching a Test from the Student Logins Page–Go to 'Administer Test,' and 'View and Export Student Logins.' You may search by student name, ID or a general search of all names (select 'Search' without any fields filled in for a general search). In the search results, usernames and passwords will be listed next to each student name, as well as a button that says 'Login.'

By clicking on the 'Login' button, you will be logged directly into that student's dashboard.

Step 2A: Launching a Test with the Ticketing System- Go to 'Administer Test,' and 'View and Export Student Logins.' You may search by student name, ID or a general search of all names (select 'Search' without any fields filled in for a general search). In the search results, you will see a status column. By default, all users will be placed in 'Active' status. This means everyone can test normally, in proctored and dashboard environments.

Upon release of this feature, users who want to use this feature will have to 'Deactivate' all of the students in the site. This means that students will not be able to test on the student dashboard.
- o When deactivated, students cannot login and test on the dashboard on their own.
- o When deactivated, proctors cannot log a student into the dashboard to test on their own.

On test day, a proctor or site manager will have to manually ensure that each student account is in an '**Active**' status. You can do this by, manually selecting each (or mass select) student accounts under the '**All**' column and selecting '**Activate Students.**' Then, the proctor will have to manually '**Deactivate**' students after the test has been completed. Again, you will select the students who need to be deactivated under the '**All**' column and then select '**Deactivate Students.**'

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Note: To select ALL users, click the link 'Select All.' To select all users on the page, check the 'All' column.

78 account(s) found, displaying all accounts.

Select All/ Clear All

Change Status	Status	Date Created	Student ID	Last Name	First Name	Email Address	User Name	Password	Login
☑	Inactive	04/19/2011	LD041911	Delea	Livia	LD041911@vantage.com			

Export options: CSV | Excel

★ Cancel   ★ Deactivate Students   ★ Activate Students

Step 2B: Exporting Student Data for Ticketing System- From the 'Student Logins' page, you can export student data into either a CVS file or Excel file. Once your preferred format has been selected, you will then be able to extract the student data needed to create your tickets. Once you administer your tickets to students, please remember to collect them back once testing has concluded.

Step 2C: Logging a Student into the Dashboard with the Ticketing System- Once tickets containing the student usernames and passwords have been administered. The student can log directly into the testing dashboard from the College Success login page (https://college.measuredsuccess.com). The student will enter their username and password and select 'Sign in.'
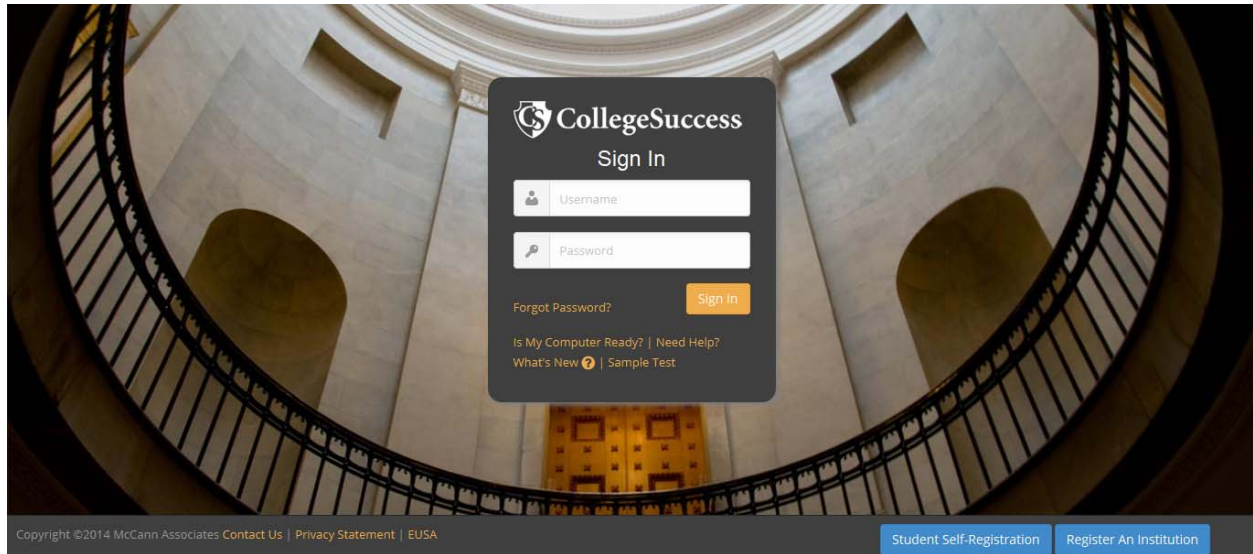
The student will then be asked to 'Accept' the College Success Online License Agreement.

The student is now in the testing dashboard environment. The Institution Administrator created an access key that is associated with each branching profile. At the bottom of the dashboard page is a field where students may enter the access key. This access key will populate the corresponding test on the student dashboard.

Step 3: Direct Student- Enter the access key at the bottom of the testing dashboard page and select 'Submit.' The student must **click** 'Submit' in order for the test to populate.

Step 4: Direct Student- Inform the student to select the test name which is a blue hyperlink.

Step 5: Direct Student- To read the College Success Student Privacy Policy. After the student has read the policy, select 'I have read this policy.'

College Success® Student Privacy Policy

College Success® is maintained by the McCann Associates and is designed to provide access to information to individuals and educational institutions for use in making placement decisions. The McCann Associates recognizes the importance of protecting the privacy rights of our users and institutions. College Success is securely managed and safeguarded in accordance with all applicable laws and the policies and guidelines set forth below.

Our Policy

College Success collects background information and test data from examinees. This information is used by institutions to assist in making placement decisions and by the McCann Associates in conducting research. Any information automatically collected is shared with contractors who assist College Success with programming and technical aspects of hosting and Web site operation. All contractors who work on College Success subscribe to College Success's confidentiality and privacy conditions.

College Success collects personally identifiable information that is provided by the user. This information is used only for the purposes described in the preceding paragraph. Any and all personally identifiable information that is collected is maintained by the McCann Associates in accordance with the *Guidelines on the Uses of McCann Associates Test Scores and Related Data*, the confidentiality policies set forth in printed and online test registration materials, and all applicable laws. By providing such information, the user consents to College Success's Privacy Policy, including the uses of the information described in this policy.

These guidelines have been developed with the recognition that Internet technologies are rapidly evolving. Accordingly, our privacy policy may be subject to future changes to adapt to changing technologies and changes in applicable laws, and to better serve our users. Any changes will be promptly posted on this page.

If you have questions or comments about our privacy policy, please contact us at:

College Success
877-614-6105

Cancel and Exit   I have read this policy.

Step 6: Direct Student- To read the Welcome Message. After the message has been read, select 'Next.'

Welcome to College Success!

You are about to take College Success placement tests. The purpose of these tests is to help determine your level of skill in one or more academic areas. The scores you receive will be used to assist in determining the most appropriate courses for you at this time.

College Success multiple-choice tests are adaptive, which means you must answer each question as it is presented to you before you can continue to the next question. You cannot skip a question or go back to a previous question to change your answer.

WELCOME to College Success!

You are about to take a Postsecondary Education Readiness Test (P.E.R.T.). The purpose of the test is to determine your level of skill in one or more academic areas-- mathematics, reading or writing. The scores that you receive will be used to assist in placing you in the most appropriate high school courses for you at this time, so if you chose to enter into college, you will be able to enter without needing additional remedial courses.

P.E.R.T. multiple-choice tests are adaptive, which means you must answer each question as it is presented to you before you can continue to the next question. You cannot skip a question or go back to a previous question to change your answer.

You cannot pass or fail P.E.R.T. since it is a placement test. Do the best that you can! We encourage you to take the test seriously because it will impact your future. If you do well and you do enter our State College System, you will not need to retake this test.

The proctor is not permitted to help you with any test questions. However, if you need help with anything else during the test, please inform the proctor.

If you are completing this test online without a proctor, then do not attempt to use any aids prohibited by the test administrator. However, if you require technical assistance during the test, please click the "Contact Us" link located on the student dashboard or contact your test administrator directly.

Next

Step 7: Direct Student- To read the directions for answering questions, and then select 'Start Test Session.'

Step 8: Direct Student- To read the information regarding the specific P.E.R.T. exam they will be taking. Have the student select 'Start Test Session' to begin their designated exam.

CollegeSuccess

PERT Math

There will be 30 questions on this test.

Read each question carefully and click the ⊙ next to your answer choice. If you change your mind simply click on a different answer. You may need to scroll to see all of the answer choices.
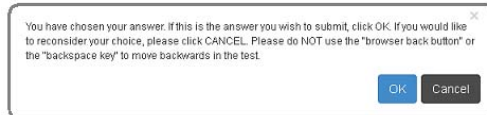
Please do **NOT** use the "browser back button" or the "backspace key" to move backwards in the test. If you do navigate backwards in the test, NONE of your changes will be saved. Please only use the navigation buttons at the bottom of the screen to navigate forward in the test.

Click on the START TEST SESSION button below to begin.

Cancel & Exit   Start Test Session

Step 8A: Students Taking Math Subtest- Inform students taking the Math subtest that for certain questions, a calculator icon will be available in the bottom left corner of the test for their use. Once the calculator icon has been clicked on, the electronic calculator will appear as a pop-up in the middle of their screen. You must use the electronic calculator keyboard to input numbers and hot keys (alt c) do not work on the P.E.R.T. It is a standard 4-function calculator and performs operations in the order you enter them.
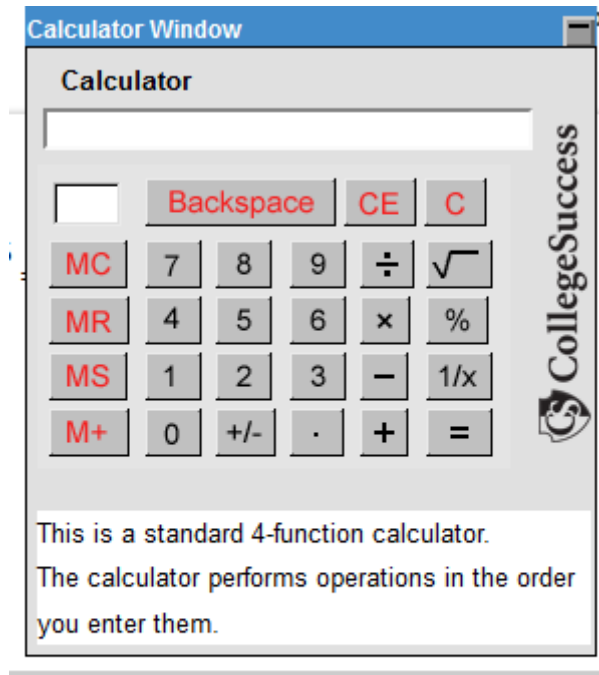
Step 8B: Students Taking the Accessibility Branching Profile-Inform students in need of the 'Accessibility Wizard' to select the 'Access Wizard' icon in the lower left corner of the test. The 'Accessibility Wizard' will appear as a pop-up in the middle of the screen. The student can set their preference and save them be selecting 'Apply.' All settings take effect immediately and will last through the entire subtest.
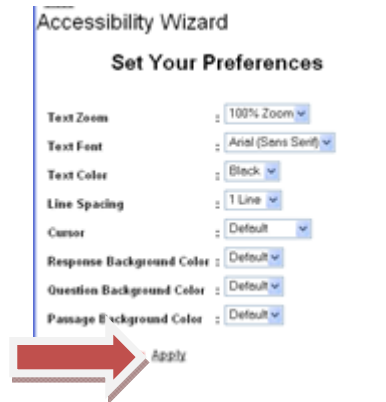
Step 9: Submitting P.E.R.T. - Once the student has finished the exam, he/she must select 'Submit' or else the exam will remain in an open status. When the exam has been submitted successfully, students will receive a thank you message for completing the test.

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Step 10: End of Test- If the student has no other subtests to take, testing has concluded. If there are additional subtests to take, direct the student to select, 'Back to Student Dashboard' to finish testing and you will need to enter in a new access key to launch a new branching profile.

E. Reading and Running Reports
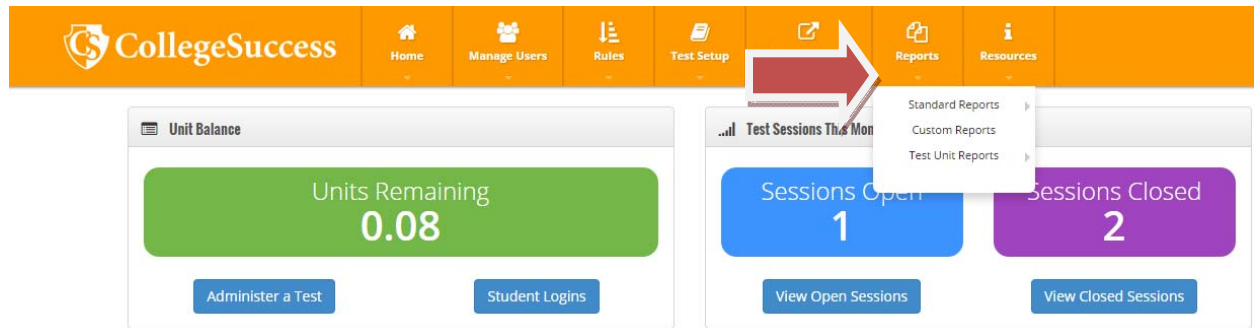
Institution Administrators, Site Manager, Proctors (limited reporting capabilities) and Report users have access to running reports.

Step 1.Go to Reports Tab- to generate reports.

There are three Report Types:

   a.   Standard Reports

   b.   Custom Reports

   c.   Test Units Reports

a. Standard Reports

- **Individual Score Report**: Displays a single student report, identical to the end of test report. Fields may be added or deleted to further customize the report. You can also Rebuild Course Placement for a student by using the link at the bottom of the report.

- **Placement Roster**: Provides a detailed Placement report including any basic information that you choose to display. The data for this report are Address, City, Home Phone, Birth Date, Email, Exam Number, First Name, Institution ID, Last Name, Middle Initial, Site ID, State/Providence/County, Student ID, Test Date, Test Name, and Zip Code.

- **Course Roster**: Generates a comprehensive course roster, including all records for the specified Basic Information and Test Score options that you selected.

- **Score Roster**: Includes your choice of Basic information fields and Test Scores, Background Questions and Local Background questions. This report may be limited by Date, First Name, Last Name or Student ID/SSN. If a student has tested more than once on the same test, the score roster can be filtered by All Scores, Highest Score, Latest Score or First score; as well as All sessions, Open Session, or Closed Session. (Default setting includes All Scores and All sessions.)

- **Demographic Information Report**: Three available reports:

  o   Background Overview Report

  o   Background Detail Report

  o   Student Address Report b

Individual Score Report

Search Filters

Branching Profile Name: **1**

All

Site Name: **2**

Kyle Site

○ Date Completed   ○ Date Started

From: 🔲 (12 month max)

09/16/2014   **3**

To: 🔲

10/16/2014

Select Report Columns:

7

Address
Advisor Email
Cell Phone
City
Home Phone
Birth Date
Email
Battery ID
First Name
Inst ID

>

<

Student Information

Student ID: **4**

Student First Name: **5**

Student Last Name: **6**

Move: ↑ ↓ Sort A-Z Sort Z-A

Score Report Settings **8**

Active/Inactive: ● Yes ○ No

Writing Dimension Score ● Yes ○ No

Standard Background Question Responses ● Yes ○ No

Local Background Question Responses ● Yes ○ No

Time Record ● Yes ○ No

Placement Information ● Yes ○ No

Display Custom Message ● Yes ○ No

Score Presentation ○ Whole Number ● One Decimal Place ○ Two Decimal Places ○ None

❓Disable Auto-Email or Auto-Download feature for this query ☑

Load Saved Query: Edit Delete   **9**

-None-

Name & Save this Query: Save

Cancel   **10**   Submit

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For our example let's use the Individual Score Report which allows you to view any combination of the Basic Information fields associated with a completed test session. This report can be filtered by:

- Find Student by Search Filter

    1. Branching Profile

    2. Site ID

    3. Test Date

- To find Student by Name

    - Student ID

    - Student First Name

    - Student Last Name

1-6. After selecting the above filters (1-6),

7. Select the specific fields to include in the report (No. 7 in the screen shot above)

- To select these fields, click on the name of the field and then click on the add arrow (>). You can also remove fields by clicking on the remove arrow (<).

- To select more than one option at a time you can hold down the CTRL key on   your keyboard while clicking on the names of the fields.

- You can also change the order of these fields by using the up and down arrows, or sort the fields by alphabetical order by clicking on Sort A-Z or Sort Z-A.

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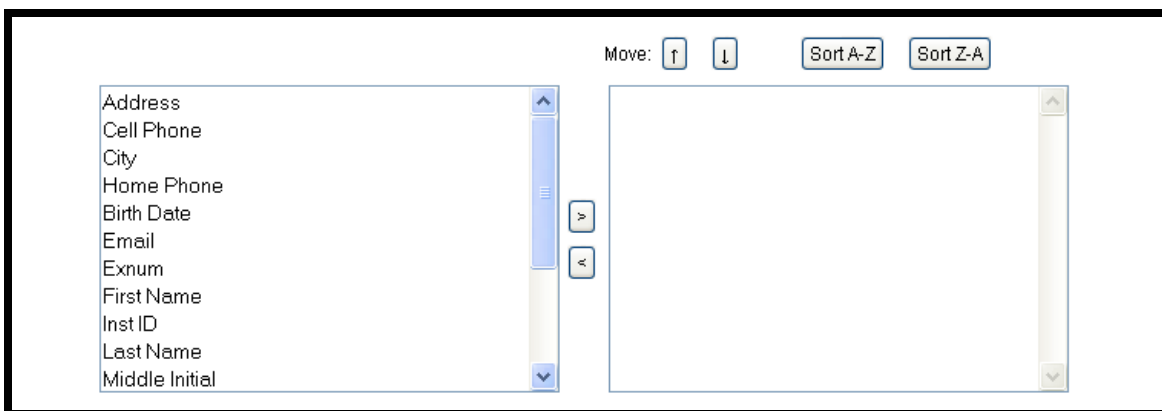
8. Next, select the data you would like to appear in the report (see No. 8 in the screen shot above).

9. You can also Load a saved Query or Save this Query by either entering a name for a new query in the Save this Query text box (see No. 9 in Screen shot above).

10. Click on the Submit button to generate your report (see No. 10 in screen shot above).

- All results meeting your filters and selections will appear in an HTML format. You can export the data in the following formats: CSV, Excel or XML.

11. Click on the View link to view your student's Individual Report.

- You can use the Click here to download student's results to open up a delimited file containing the information from this report. This can then be easily entered into your student database system.

b. Running a Custom Report

Step 1: Select Fields- You can choose the following options from the drop-down menu:

- Background Questions

- Basic Information

- Test Scores

- Test SEM

- Local Background Questions

- Placement Branches

- Test Percentiles

- User Defined Fields

To select these fields simply click on the name of the field and then click on the add arrow (>). You can also remove fields by clicking on the remove arrow (<).

Note: to select more than one option at a time you can hold down the CTRL key on your keyboard while clicking on the names of the fields. You can also change the order of these fields by using the up and down arrows, or sort the fields by alphabetical order by clicking on Sort A-Z or Sort Z-A.

You can also Load a saved Query by selecting a query from the Load Saved Query drop down box. OR Save this Query by entering a name for a new query in the Save this Query text box.

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Click on **Step 2**: Filter by Criteria to move to the next step.

On this step you can choose values to limit your report by. The values that you can choose from are:

- Date of Testing

- Score Options

- Session Options

- Name

- General Background Questions

- Local Background Questions

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Click on **Step 3**: Grouping and Sorting to move to the next step.

On this step you can choose how to sort and group the data in the report.

- You can sort items by Student ID, First Name, Last Name, and Test Date.

- You can group items by Placement Courses, Local Background Questions, or Standard Background Questions.

Click on **Step 4**: Output Formats

Once you have finished entering in your report criteria, click on **Submit** to generate the report.

C. Running a Test Units Report

There are two reports that you can run from under the Test Units Reports Menu:

- **Units Usage Report** --will display how many test units you have left at the end of each day.

- **Units History Report** --will display when your test units were used.

1c. Units Usage Report

You can sort this report by the following options:

- Site ID

- Test Date

Click on Submit once you have selected the range for your report and this will show you unit usage within your date range.

2c. Units History Report

You can sort this report by the following options:

- Site ID

- Test Date

Click on Submit once you have selected the range for your report.
This will show you how your test units have been used.

F. College Success Support

McCann Associates provides technical support through a toll-free phone number and email.

Phone: 877-614-6105
Email: collegesuccess@mccanntesting.com

The hours of operation for the help desk are listed below.

Monday   7:30am-8pm EST
Tuesday   7:30am-11pm EST
Wednesday   7:30am-11pm EST
Thursday   7:30am-11pm EST
Friday   7:30am-5:30pm EST
Saturday   9am-5pm EST
Sunday   Closed

P.E.R.T. Test Administration Preparation Information and Script
2012-13

Overview

The 2011 Legislature amended section 1008.30 (3), Florida Statutes (F.S.), to require the evaluation of college readiness for select students prior to grade 12 and to require that those students with identified deficiencies complete appropriate postsecondary preparation instruction prior to high school graduation. This is to prepare students for entry into college-level credit courses as well as gainful employment. The purpose of this communication is to prepare the high school for administering the computer-based assessments of the Postsecondary Education Readiness Tests (P.E.R.T.) for course placement. Before administration, high schools will receive training from their district P.E.R.T. contact, who will provide student data and passwords for the administration. Schools are asked to confirm that they have completed or will complete necessary setup activities prior to testing and have signed a Test Security Agreement.

For the 2012-13 school year, P.E.R.T. will be administered to eligible 11th and 12th graders for the following academic areas: Reading, Writing, and Mathematics placement subtests.

Districts and schools will set student testing schedules, and schools will reserve and manage the computer labs for test administration. School instructions for setting up computers are addressed in the Florida K-12 P.E.R.T. Test Administration Guide. McCann Associates oversees the testing platform, access to the district login, and the College Success Help Desk. If you have a firewall in use at your district, you may need to whitelist the College Success URL to prevent connection issues. The URL is:

https://college.measuredsuccess.com/

Please contact your IT administrator for further information.

Contact: If you require assistance creating your test settings, please contact the College Success Help Desk at (877) 614 - 6105. Below are their hours of availability:

Mon – 7:30 AM - 8 PM EST
Tues – 7:30 AM - 11 PM EST
Weds – 7:30 AM - 11 PM EST
Thurs – 7:30 AM - 11 PM EST
Fri – 7:30 AM - 5:30 PM EST
Sat – 9 AM - 5 PM EST

Test Administration

Well in advance to P.E.R.T. testing day(s), all participating students and their parents/guardians should be made aware of the upcoming testing. Letters can be sent to notify parents (sample provided in English and Spanish). School staff need training and need to sign test security agreements. Each computer to be used for testing should use the "Check My Computer" tool provided by McCann on the login screen to ensure it can properly load and run the software.

Testing Rooms. In order to create a uniform and standard testing experience, certain guidelines must be followed in the setup of the testing rooms. The testing room must have comfortable seating, good lighting, and adequate ventilation. A student must have sufficient space in which to work, and students must not be able to easily view other students' screens.

Before students enter the room, open two Internet Explorer windows; one to the login screen for access to the sample test, and the other to where you have logged in and searched for the students' names. Place a Post-it note with the students' names on it on each computer so they may find their assigned space as they enter the room.

When students enter the room, mark their names on the roll sheet. Ask them to turn off all cell phones and place them in their backpacks, which should be placed away from their computer station or collected by the proctors.

Test Administrators and Proctors. The number of test administrators and proctors that should be used for computer-based test sessions to ensure security and support is the same as for FCAT administration; one administrator and one proctor per each 30 students.

Accommodations. Some students with disabilities may not be able to access the computer-based assessments or use the Accessibility Wizard. Paper-based versions, including regular print, large print, and braille are available for students who require them. These alternate forms must be purchased well in advance of time to assess.

The student's IEP or Section 504 plan must indicate the accommodations a student needs in order to take a test on a computer or if the student needs a paper-based version. Accommodations for testing should be the same as those used in instruction and classroom assessment and should not introduce new or special circumstances during testing. The test administrator and the school assessment coordinator are responsible for ensuring that arrangements have been made for accommodations prior to the test administration dates.

Accommodations may include: presentation, scheduling, and setting.

Presentation—Use specialized formats, including paper-based, large print, Braille, or audio to access information.

Scheduling—Increase the length of time to complete assessments or change the way the time is organized.

Setting—Change the location in which assessments are given or change the conditions of the instruction and assessment setting.

Accommodations in assessment situations are generally the same as the accommodations the student routinely uses in instruction. All appropriate staff must be aware of what accommodations should be available to each student and the process for administering these accommodations. For CBT administrations, paper-based test materials are available as an accommodation. In order to receive paper-based test materials for any CBT administration, a paper-based testing requirement or one or more of the conditions listed below should be indicated on the student's IEP or Section 504 plan:

• The student cannot access assessments on the computer.

• The student requires an accommodation that cannot be implemented in conjunction with a computer-based administration (e.g., the student requires a specialized setting or uses adaptive furniture that cannot accommodate a computer workstation).

• The student has a flexible scheduling/extended time accommodation that requires testing one session over more than one day.

• The student is hospitalized/homebound.

Note: ELL students are allowed to use a heritage language dictionary when taking the PERT exams. Electronic dictionaries are prohibited.

Test Materials. Even though this is a computer-based administration, there are some test materials that will need to be maintained. If paper-based accommodations are being offered, these materials will need to have security numbers and must be tracked and recorded just like regular paper-based materials. For the mathematics subtest, scratch paper and pencils can be used. If scratch paper is used, the students should put their names on it and turn it in at the end of the testing session.

Virtual School Students. Virtual school students will be participating in some administrations, and districts/schools must make the appropriate arrangements at the student's assigned school. If this applies to you, the appropriate arrangements should be made well in advance.

Student Practice Tests. Practice tests are provided on the opening student login screen of

College Success for student practice on reading, writing, and math items. These are not full-length tests, but they will familiarize students with the test item formats and tools in the P.E.R.T. environment. The link to the practice tests and Student Study Guide should also be provided to students so they can practice on their own at any time during the year.

http://www.fldoe.org/schools/pdf/P.E.R.T.-StudentStudyGuide.pdf

https://college.measuredsuccess.com/mscollege/do/log

Security Agreements. To confirm that they are aware of the testing guidelines, rules, and appropriate instructions, testing staff must sign a security agreement prior to testing. Maintain test security at all times and report violations or concerns to the school assessment coordinator immediately. Testing irregularities will be investigated by the District and reported within 10 days.

Each school is required to maintain an accurate **Security Log** for each testing room. Anyone who enters a testing room **for the purpose of monitoring the test** is required to sign the log. This applies to test administrators, proctors, and anyone who relieves a test administrator, even for a short break, regardless of how much time he or she spends monitoring a testing room.

Florida State Board of Education Rule 6A-10.042, FAC, was developed to meet the requirements of the Test Security Statute, s. 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment. The Rule prohibits activities that may threaten the integrity of the test. Please read and familiarize yourself with the Statute and Rule.

Examples of prohibited activities are listed below:

■ Reading or viewing the test items or passages

■ Revealing the test items or passages

■ Copying the test items or passages

■ Explaining or reading test items or passages for students

■ Changing or otherwise interfering with student responses to test items

■ Copying or reading student responses

If students with current IEPs, Section 504 plans, or ELL plans have allowable accommodations documented, test administrators may provide accommodations and may modify the scripts in this manual as necessary to reflect the allowable accommodations. Permission to modify scripts for allowable accommodations must NOT be interpreted as permission to paraphrase items.

Student Privacy Policy. Every student will be required to read and acknowledge (click on a statement) that he/she has read the McCann privacy policy.

Admission of Students to Testing. Precautions must be taken at testing sites when students are unknown to the test administrator or other school staff. For security purposes, photo identification, such as a driver's license or school ID, must be checked before admitting unfamiliar students to a testing room.

Districts must ensure that students take each subject test only ONCE during this administration. In the event that a student takes a test (Reading, Writing, Math) more than once and it cannot be determined which test was taken first, both tests will be invalidated.

Supervise Test Administration

It is not appropriate to use cell or classroom phones (except to contact your school assessment coordinator or technology coordinator if issues arise), grade papers, or work on the computer during testing. Instead, while students are working, move around the room and ensure the following:

■ Students have cleared the area around their workstations of all materials except for Student Authorization Tickets and pens or pencils.
■ Students do not have books, notes, extra scratch paper, or electronic devices, except for approved calculators, of any kind during testing, even if they do not use them.
■ Students do not talk or make any disturbance.
■ Students are working independently.
■ Students are working in the correct test (check student name and test in the top left corner of the computer screen).

While you may encourage students to continue working, you may not talk with them about test items or help them with their answers. Any desktop-viewing programs or similar software that would enable a test administrator to view test items and student responses must be turned off during testing. You may not provide students with any information that would allow them to infer the correct answer, such as suggesting that they might want to check their work on specific items. Further, you may not discuss test items or answers with students, even after testing has been completed. Because some items may be used on future tests, discussion would compromise the validity of those items.

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Student Directions (SCRIPT)

"Welcome! You are here to take a Postsecondary Education Readiness Test (P.E.R.T.). It is important for you to do your best on this test because it will help to show if you are ready to take college-level coursework and which courses to place you in next year. It will also demonstrate your level of career readiness.

Remove all materials from your desk. You may not have any electronic or recording devices at your desk, in your pockets, or anywhere you can reach them during testing, even if they are turned off or you do not use them. If you are found with any electronic devices during this test, your test will not be scored. If you have any electronic devices with you right now, please turn them off and raise your hand.

(Pause. Collect any devices.)

I cannot help you with answering test questions, but raise your hand if you have any difficulties with your computer or need help submitting your test.

(Pause. Hand out the pre-made tickets that contain each student's individual username and password. It is extremely important that students are given the correct logins.)

Now, enter your username and password into College Success. Once logged into your account, you will need to enter the access key to launch your PERT assessment.

(Announce the appropriate access keys for each of the PERT tests and direct students to enter in the access key for the test he/she must take.)

Now click 'submit.' The PERT test will appear on the test dashboard, and you can click on the test link to begin.

You should now see a Welcome screen. Please raise your hand if you do not see your Welcome screen.

During the test, you must not talk, make any disturbance, ask for help answering a test question, or look at another student's computer screen. You are not allowed to have any electronic or recording devices in your possession, even if you do not use them.

Please do not type any information until I tell you to do so. You will be given 30 test items to answer. The test is not timed; try to answer every question. One question at a time will appear on the computer screen. Take your time to select the answer that you think is correct by clicking on the red star (*) beside that response. Then click "SUBMIT" at the bottom of the screen. Click

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"OK" to finalize your answer choice. Once a question has been answered, you cannot go back to it later to change your answer, so be certain and careful which item you are choosing.

If you are taking the Mathematics subtest, you may use scratch paper and pencil. Please raise your hand if you would like some scratch paper now. Write your name at the top of the scratch paper. On certain questions, you will be allowed to use a built-in pop up calculator that will appear on the bottom of the screen on the left-hand side.

If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are NOT permitted to discuss or exchange information about the test with anyone.

Please remember that during and after the test you MUST NOT:

■ talk or make any disturbance
■ look at another student's computer screen
■ ask for help answering any test questions
■ have notes or scratch paper, other than what was provided to you
■ have any electronic or recording devices in your possession, even if you do not use them

Please raise your hand if you have any questions. (*Pause for questions.*)

When you have completely finished this test, click the "save and exit" button and raise your hand to let the proctor know that you have completed this subtest. Turn in your scratch paper to the proctor if you used any, and wait for further directions."

SECURITY LOG
P.E.R.T. TESTING

District: _____ School: _____ Room Number: _____ Test Group Code: _____

Personnel (test administrator, proctors) assigned to monitor the room for ANY length of time must complete this log when entering and exiting the room.

Please be sure to indicate your assigned area of the testing room (e.g., first three rows, back of the room).

DATE	TIME IN	TIME OUT	ASSIGNED AREA OF ROOM	PRINT NAME	SIGNATURE

Appendix 3- Student Sign-in Sheet

Student Sign-in Sheet					
P.E.R.T.					
Student Name	Math	Reading	Writing	Student Signature	Date

P.E.R.T. Math Test
Scratch Paper

Student Name: _____

Test Date: _____

Possession of any electronic device (cell phones, iPads, etc.) is NOT PERMITTED during the P.E.R.T. test. Turn in all devices to your teacher to hold until after the test is over. Students found with devices will have their scores invalidated.

P.E.R.T. Seating Charts

Please make a seating chart of the computer lab where the students will be tested, and record the student name and which computer they used for each P.E.R.T. testing.

Appendix 7- Technical requirements to run College Success

The following table indicates minimum and recommended technical specifications for desktop PCs and/or laptop computers and network security/proxy/firewalls.

System or Software	Minimum	Recommended
PC Operating System	Microsoft Windows® 2000	Microsoft Windows® XP or Vista
PC Web Browser	IE® 7.0 or Firefox® 3.0 **Note**: IE® 6.0, Firefox® 1.0/2.0, and Netscape® 9.0 will not be supported after June 30, 2009.	IE® 8.0 or Firefox® 3.0.1 (or higher)
Mac Operating System	Mac 10.4	Mac 10.4.6 (or higher)
Mac Web Browser	Safari® 3.0 or Firefox® 3.0 **Note**: Safari® 2.0, Firefox® 1.0/2.0, and Netscape® 9.0 will not be supported after June 30, 2009.	Firefox® 3.0.1 (or higher) or Safari® 3.2.2 (or higher)
Processor	Processor speed should meet or exceed the minimum required by the user's operating system and browser.	
Memory (RAM)	Available memory should meet or exceed the minimum required by the user's operating system and browser.	
Bandwidth	128 Kbps of dedicated bandwidth to the Internet and back for EACH workstation.	
Display	15-inch VGA monitor capable of 1024x768 resolution or better.	17-inch SVGA monitor with 1024x768 resolution.
	Note: Wide-screen monitors are supported (1152x864 and 1280x1024).	
Adobe Flash® Player	8.0 Download free here.	9.0 Download free here.
Acrobat® Reader	7.0 Download free here.	8.0 Download free here.
Pop-up Blocker Software	Browser set to allow all pop-ups.	Add https://college.measuredsuccess.com your pop-up blocker "allowed" list.
Workstation Cookies	Cookies should be set to "accept all cookies" for https://college.measuredsuccess.com.	
Workstation Cache	Cache should be set to the lowest possible setting that can be used for your specific computer or network.	
Network Proxy, Firewall, Security, Content Filtering Settings	Set to bypass the following: https://college.measuredsuccess.com and IP addresses https://199.7.240.25. TCP/Proxy servers and firewalls configured to allow unrestricted http on port 80 and https port 443 to the Internet and to permit response traffic.	
Network Proxy and Authentication Settings	The session time-out value should be set to at least equal to the length of the test or a minimum of 60 minutes.	
JavaScript and Active Controls	Browsers must have JavaScript and Active Controls enabled. Most browsers have these features enabled by default.	