

**PRIVATE SCHOOL APPLICATION TO ADMINISTER  
FLORIDA STATEWIDE ASSESSMENTS IN 2015-16**

**Attachment F: Frequently Asked Questions  
About Certified Educators**

- See question #7 in the application.

# Test Administrator Certification Policy for Private Schools

***Note: This is a version of the frequently asked questions originally distributed to districts in February 2012 by Susie Lee. This version has been modified to reflect policies for private schools. These may be subject to revision prior to the first administration.***

Test Administrators must be state- or district-level certified educators. Approved state-level certifications are the Temporary Certificate and the Professional Certificate. District-level approval of substitute teachers is the only available district-level certification. In addition, while proctors are not required in rooms where fewer than 25 students (CBT) or 30 students (paper-based tests) are being tested, **we strongly encourage the use of proctors in all test administrations to help reduce testing irregularities and aid in investigations, if necessary.**

The purpose of this policy is to increase the security of test administrations, hopefully decrease the number of mis-administrations that result in test invalidations, and provide state-level accountability for individuals responsible for the administration of statewide assessments.

Certification numbers for Test Administrators must be recorded on signed Security/Prohibited Activities Agreements that are required for each administration.

## Frequently Asked Questions (FAQ)

- 1. Will exceptions be made for ESE/ELL accommodated administrations when non-certified personnel traditionally administer accommodations to these students (e.g., scribe, assistance in heritage language)?**

Non-certified private school personnel who regularly work with ESE or ELL students may provide accommodations during testing; however, a certified test administrator must be in the room and is responsible for distributing and collecting test materials, monitoring the administration, and keeping time.

- 2. Are retired teachers who still hold valid certifications allowed to serve as test administrators?**

The test administrator policy has always required test administrators to be private **school personnel**. Retired teachers may serve as proctors only.

- 3. May teachers with state-level coaching certifications serve as test administrators?**

Yes. Private school personnel with state-level athletic coaching certifications may serve as test administrators.

- 4. May certified teachers employed as substitute teachers serve as test administrators?**

Yes. However, these teachers are required to receive the same training as all private school-level staff prior to testing and should not be called in "as needed" to administer tests without receiving training prior to the specific administration in question.

- 5. May individuals with temporary state-level certificates serve as test administrators?**

Yes.

- 6. What about non-certified, licensed professionals employed by the private school or district?**

Licensed professionals, such as speech pathologists, employed by the private school may serve as test administrators. The private school and district must ensure that protocol is in place to investigate and, if necessary, discipline these personnel.

**7. Some paraprofessionals have paraprofessional certifications. Does this qualify?**

No.

**8. Do proctors need to be certified educators?**

No. private school personnel and non-school personnel may be trained as proctors (only private school personnel may be trained as test administrators).

**9. May persons employed by the private school with Statements of Eligibility for a DOE certificate serve as test administrators?**

Yes.

**10. Is a Child Development Associate (CDA) considered a state- or district-level certified educator?**

No.

**11. Can non-certified employees be left alone with test materials?**

No. A certified educator must be present at all times when test materials are handled (applying labels, preparing for return etc.).

**12. For CBT administrations, will exceptions be made in cases where technology coordinators serve as test administrators?**

No.

**13. If the test administrator needs to leave the room for any reason, does the individual monitoring the room during his/her absence need to be certified?**

Yes. A certified person must be available to relieve test administrators should they need to leave the room during testing.

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**SIGNATURE PAGE**

I hereby confirm that I have read and will abide by Attachment F: Frequently Asked Questions about Certified Educators.

\_\_\_\_\_  
Signature

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Name – Please Print

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Position

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Date