



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

DEPARTMENT OF ASSESSMENT
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CHIEF OF PERFORMANCE ACCOUNTABILITY

JUDITH KLINEK
CHIEF ACADEMIC OFFICER

June 6, 2011
Bulletin # P-13866-PA/A

Contact Person:
Cherie Boone
434-8855/PX 48855

ACTION BY:
September 9, 2011

TO: All Principals

FROM: Judith Klinek, Chief Academic Officer *JK*

SUBJECT: **SPRING 2011 FLORIDA COMPREHENSIVE ASSESSMENT TEST
(FCAT)/FCAT 2.0 OR ALGEBRA I END OF COURSE (EOC) STUDENT
RESULTS INQUIRIES**

The Florida Department of Education (FDOE) provides a process for schools to submit inquiries about FCAT/FCAT 2.0 or Algebra I EOC results. These inquiries could be initiated in response to two situations: 1) a student takes the FCAT/FCAT 2.0 or Algebra I EOC, but the school does not receive the results; and 2) there is a discrepancy between a student's FCAT/FCAT 2.0 or Algebra I EOC score and that student's usual academic performance. The FDOE automatically audits failing Grade 12 and Adult FCAT Retake scores that fall within 15 scale score points of passing, so it is not necessary to submit such inquiries.

Both types of student results inquiries must include the following:

- Student's first and last name
- Student's ID number
- Student's grade level
- Student's date of birth
- Student's gender
- Student's school name and number
- Test/subject area in question (i.e., Reading, Mathematics, Science, Writing, or Algebra I EOC)
- Student's test book and/or answer book security number
- Student's Computer-Based Testing Authorization Ticket/Login ID, if applicable
- Student's Test Group Code or Group Identifier
- Name, phone number, and email address of school personnel who submitted the request

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When inquiring about a noted discrepancy between a student's FCAT/FCAT 2.0 or Algebra I EOC score and that student's usual academic performance, schools must submit a written letter, which is signed by the parent or school personnel making the request, addressing the issue and also submit documents that provide proof of the inconsistency. Poor performance on an FCAT/FCAT 2.0 or Algebra I EOC test alone is not a scoring inconsistency that justifies a score audit. Documentation might include previous test results, student grades, grade point average (GPA), or other information which may assist in understanding the discrepancy.

Schools must wait to submit an FCAT Writing score discrepancy until after they have received the FCAT Writing CD. At that time, staff should review the student's response to determine if the response appears to deserve a score more than one score point different from the score given. If so, the school may submit the request according to the procedures listed above. District staff, including a district language arts supervisor, will examine the school staff's review of the student response. If they agree with the school's determination, the Department of Assessment will submit the score inquiry to the FDOE.

Schools must submit all missing score or score discrepancy requests to Cherie Boone by email (boone@palmbeach.k12.fl.us) or by fax (434-8736/PX48736) before September 9, 2011.

WFM/JK/MB/CB/vf

Approved: 
William F. Malone, Superintendent