



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

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December 16, 2011
Bulletin # P-14109-PA/REA

Contact Person:
Cherie Boone
434-8855/PX 48855

ACTION BY:
January 25, 2012

TO: All High School Principals

FROM: Judith Klinek, Chief Academic Officer *JK*

**SUBJECT: FALL 2011 FLORIDA COMPREHENSIVE ASSESSMENT TEST
(FCAT/FCAT 2.0) RETAKE SCORE INQUIRY**

The Florida Department of Education (FDOE) has provided a process for schools to submit inquiries about FCAT Retake results in these two situations:

- a student takes the FCAT Retake, but the school does not receive the results or
- there is a discrepancy between a student's score and that student's usual academic performance.¹

All student results inquiries must include:

- student's first name, last name, and middle initial,
- 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 Retake or Mathematics Retake),
- student's test group code,
- student's test/answer book security number (for paper/pencil tests) or Student Authorization Ticket Login ID (for computer-based tests),
- name, phone number, and email of school personnel who submitted the request.

¹ This process is separate from the appeals process for tests invalidated by the answer pattern similarities detected through the Caveon Test Security analysis.

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In addition to the above requirements, inquiries about a score discrepancy must include:

- a written letter addressing the issue, which is signed by the parent or school personnel making the request; and,
- documentation of previous academic performance.

When inquiring about a noted discrepancy between a student's FCAT Retake score and that student's usual academic performance, schools must provide proof of an inconsistency. Poor performance on an FCAT Retake test alone is not a performance inconsistency that justifies a score audit. Documentation may include the student's previous test results, grades, GPA, or other information which would assist in understanding the discrepancy. The FDOE will automatically audit grade 12 and Adult Retake scores within 25 scale score points of passing.

Schools must submit all missing score or score discrepancy requests to Cherie Boone by email (boone@palmbeachschools.org) or by fax (434-8736/PX48736) by 12:00 noon on January 25, 2012.

EWG/JK/MB/MH/CB/vf



Approved: _____
E. Wayne Gent, Superintendent