

LEADING THE CHARGE OF LIFELONG LEARNING

Ken Goodwin, Principal
Jacque Ottosen, Vice Principal
Jill Loughran, Assistant Principal
Lisa Sclafani, Assistant Principal
Chasity Pitre, Assistant Principal



Dear Parent/Guardian,

The purpose of this letter is to inform you that your student will take the computer-based Grade Level Benchmarks for Excellent Student Thinking (B.E.S.T.) Writing assessment on the day listed on the chart below. The B.E.S.T. Writing assessment is administered in one 120-minute session, and students may work up to half of a typical school day. Your school will provide information about how to access the test results.

| Grade | B.E.S.T Writing |
|-------|----------------------------------|
| 5 | Tuesday, April 1 st |
| 4 | Wednesday, April 2 nd |
| 8 | Thursday, April 3 rd |
| 7 | Friday, April 4 th |
| 6 | Monday, April 7 th |

If you or your student would like to review the computer-based sample items at home, the sample items and certain released tests are available at <https://flfast.org/families.html>.

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, smartphones, smart glasses, and smartwatches, at any time during testing **or** during breaks (e.g., restroom), **even if the devices are turned off or students do not use them**. If your student is found with an electronic device or is found using Bluetooth/wireless headphones/earbuds during testing, his or her test will be invalidated.
- **Testing Rules Acknowledgment**—All 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 clicking a checkbox beside the statement in the secure browser indicating they understand the testing rules.
- **Discussing Test Content after Testing**—The last portion of the testing rules read to students before they click the box to accept the Testing Rules Acknowledgment states that because the content of all statewide assessments is secure, students may not discuss or reveal details about the test content (including the passages, prompts, and writing responses) after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites. Please make sure your student understands this policy prior to testing and remind them that “discussing” test content includes any kind of electronic communication, such as texting, emailing, posting to social media, or sharing online. **While students may not share information about**

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secure test content after testing, this policy is not intended to prevent students from discussing their testing experiences with their parents/families.

- **Working Independently**—Students are responsible for doing their own work 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.
- **Leaving Campus**—If your student leaves campus before completing a test session (e.g., for lunch, an appointment), he or she **will not** be allowed to return to that 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.
- **Testing Accommodations**—If your student has an Individual Education Plan (IEP), a Section 504 Plan, or is an English Language Learner (ELL) or a recently exited ELL, please contact the school to discuss the testing accommodations that will be provided for your student.
- Please note, in the event a testing irregularity occurs in your student's testing room, as part of a school investigation, your student may be asked questions to provide clarification of the incident.

If you have any questions related to this test administration, you may contact Synethia Williams at synethia.williams@stjohns.k12.fl.us or (904)547-3720 ext 13747.

For more information about the FAST program, please visit the portal at FLFAST.org.

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

Sincerely,

Ken Goodwin, Ed.D.