Florida Alternate Assessment

PERFORMANCE TASK

Procedural Manual

Spring 2026 FAA—Performance Task

This publication is produced through the Bureau of K–12 Student Assessment, Division of Accountability, Research, and Measurement, Florida Department of Education, and is available online on the FAA Portal.

Bureau website: http://www.fldoe.org/accountability/assessments/k-12-student-assessment

Telephone: 850-245-0513

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Introduction

The Individuals with Disabilities Education Act (IDEA) requires that students with disabilities be included in each state's system of accountability and that students with disabilities have access to the general curriculum. The Every Student Succeeds Act (ESSA), which replaces the No Child Left Behind Act (NCLB), also speaks to the inclusion of all children in a state's accountability system by requiring states to report student achievement for all students as well as for specific groups of students (e.g., students with disabilities, students for whom English is a second language) on a disaggregated basis. These federal laws reflect an ongoing concern about equity. All students should be challenged academically and taught to high standards. The involvement of all students in the educational accountability system provides a means of measuring progress toward that goal.

To provide an option for the participation of all students in the state's accountability system, including those for whom participation in the general statewide assessment is not appropriate, even with accommodations, Florida developed the Florida Alternate Assessment (FAA) program. Designed specifically for students with the most significant cognitive disabilities, Florida's performance-based alternate assessment is aligned with the Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards Access Points and Essential Understandings (EUs) for English language arts (ELA) and mathematics and Florida's Access Points for science and social studies.

Access Points represent the essence of the B.E.S.T. Standards for English language arts and mathematics and Florida's statewide standards for science and social studies with reduced levels of complexity found within a test item set: Task 1, Task 2, and Task 3, with Task 1 being the least complex. The FAA—Performance Task was developed to allow students an opportunity to progress through all three levels of complexity per item. This tiered progression provides students with the opportunity to work to their potential for each item set in each content area. This is critical as educators seek to provide access to the general education curriculum and foster higher expectations for the wide diversity of students with the most significant cognitive disabilities. It is expected that only students with the most significant cognitive disabilities who are eligible under IDEA will participate in the FAA—Performance Task.

About This Manual

The purpose of this manual is to provide a reference for districts and schools on specific procedures and security measures to be implemented during the FAA—Performance Task administration. Although each district can determine best practices in terms of roles and responsibilities, the Florida Department of Education (FDOE) provides the following recommendations:

- District assessment coordinator (DAC) – manages the district's process of distribution and collection of test materials, including training of school assessment coordinators (SACs) regarding test security and procedures, and implementing security measures
- Alternate assessment coordinator (AAC) – responsible for training test administrators to assess students
- School assessment coordinator (SAC) – manages the process of distribution and collection of test materials and enforces security measures at the school

NOTE: The term "district coordinator" is used throughout this manual to mean either DAC or AAC.

Reminders for the Spring 2026 FAA—Performance Task

Key Points

1. All assessment materials are scheduled to arrive between **Monday, February 16, 2026**, and **Friday, February 20, 2026**. Packing lists will be packaged in the first box of the order. You can access copies of your district and school packing lists in the Test Information Distribution Engine (TIDE). After your shipment arrives, ensure that each school receives the correct materials. Do not distribute secure materials to schools any earlier than two weeks prior to testing. If you find it necessary to distribute materials to specific schools sooner than two weeks before testing, please contact the Bureau of K–12 Student Assessment with a list of schools for approval. For grades 3–8 and Civics, the student testing window for 2026 will run from **Monday, March 2, 2026**, through **Friday, April 17, 2026**.
2. Packing lists will be packaged in the first box of the order. You can access copies of your district and school packing lists in TIDE. After your shipment arrives, ensure that each school receives the correct materials. **Do not distribute secure materials to schools any earlier than two weeks prior to testing. If you find it necessary to distribute materials to specific schools sooner than two weeks before testing, please contact the Bureau of K–12 Student Assessment with a list of schools for approval.**
3. For elementary and middle school, assessments for grades 3–8 and Civics will consist of three form types: A, B, and C. For high school, ELA 1, ELA 2, Algebra 1, Geometry, Biology 1, and U.S. History will consist of three form types: A, B, and C. Schools will receive up to two forms per grade.
4. A test booklet will be provided for each student participating in the Spring 2026 FAA—Performance Task. Corresponding auxiliary materials kits will be provided at a ratio of one kit per three students.
5. For grades 3–8 and Civics, additional orders can be placed in TIDE between **Monday, February 16, 2026**, and **Friday, April 10, 2026.**
6. For ELA 1 and 2 and the other EOC assessments (Algebra 1, Geometry, Biology 1, and U.S. History), additional orders can be placed in TIDE between **Monday, February 10, 2026**, and **Friday, April 17, 2026**.
7. Administration materials are also available on the FAA Portal.
8. NOT TO BE SCORED test materials (i.e., test booklets, response booklets, passage booklets, cards, strips) will be processed by Pearson. All NOT TO BE SCORED materials (grades 3–8, ELA 1, ELA 2, and EOC assessments) must be returned to Pearson by **Friday, May 15, 2026**. Carefully read the District Coordinator Responsibilities After Testing instructions for more detailed information regarding the return of NOT TO BE SCORED materials.

9. The security of all test materials must be maintained before, during, and after test administration. Please carefully read the Test Security Policies and Procedures to ensure that you are following the correct procedures. District coordinators must require that principals, SACs, and test administrators sign the Test Administration and Security Agreement, available on the FAA Portal (see also Appendix B).

Test Administration Policies and Procedures

Test Document Configuration

A document listing all the test materials for each grade or content area and EOC assessment of the Spring 2026 FAA—Performance Task will be available in December 2025 on the FAA Portal.

Test Security Policies and Procedures

Florida Test Security Statute and Rule

Florida State Board of Education Test Security Rule 6A-10.042, F.A.C., was developed to meet the requirements of the Florida Test Security Statute, Section 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. Read and familiarize yourself with the Florida Test Security Statute and the Florida State Board of Education Test Security Rule in found on the FAA Portal (see also Appendix A). **Please remember that inappropriate actions by school or district personnel can result in student assessment invalidations, loss of teaching certifications, and/or involvement of law enforcement.**

Examples of prohibited activities are listed below:

- Revealing the passages, test items, or performance tasks prior to testing
- Copying the passages, test items, or performance tasks
- Interpreting test items or passages for students
- Changing or otherwise interfering with student responses to test items
- Causing achievement of schools to be inaccurately measured or reported

The security of all test materials must be maintained before, during, and after test administration. Under no circumstances are students permitted to handle secure materials before or after testing.

Please remember that after ANY administration, materials must be returned immediately to the school assessment coordinator (SAC) and placed in locked storage. The Test Materials Chain of Custody Form on the FAA Portal (see also Appendix B) must be maintained at all times. **No more than three persons should have access to the locked storage area.** Test booklets and auxiliary materials should never be left unsecured. Secure materials may not remain in classrooms or be taken off the school's campus overnight, except in the case of teachers assessing hospital/homebound students. Materials must be tracked by using the security numbers described later in this section. **Secure documents should never be destroyed (e.g., shredded, thrown in trash), except for Soiled Documents.**

District coordinators must ensure that all school administrators, SACs, test administrators, technology coordinators, paraprofessionals, and any other person who assists with the assessment receive adequate training prior to test administration. All personnel involved in test administration must sign and return the Test Administration and Security Agreement, found on the FAA Portal (see also Appendix B), stating that they have read and agree to abide by all test administration and test security policies and procedures.

Remember that ALL test administrators must be certified educators or other licensed professionals who have worked extensively with the students and are trained in the assessment procedures. Non-certified school personnel must NOT be allowed to serve as test administrators.

Test administrators must NOT administer the tests to their family members. Students related to their assigned test administrator should be reassigned to an alternate test administrator. In addition, under no circumstances may a student's parent/guardian be present in that student's testing room.

Please remember that inappropriate actions by school or district personnel can result in score invalidations.

Districts must ensure that students be assessed only ONCE during this administration. In the event a student is assessed more than once and it cannot be determined which test was taken first, both scores will be invalidated.

Missing Materials

SACs must verify that all secure materials identified on the packing list are received and should report any mispackaged materials or any missing secure documents to their district coordinator immediately. The Test Materials Chain of Custody Form must be maintained at all times. FDOE maintains a record of the quantity of secure materials and the unique security number of each secure document sent to and returned by all schools. Individuals responsible for handling secure FAA—Performance Task materials are accountable for the secure documents assigned to them. Test administrators should report any missing secure materials to the SAC immediately.

Schools must investigate any report of missing materials. If, after a thorough investigation, a secure document is not found, the SAC must contact the district assessment coordinator (DAC). If guidance is required, the DAC should call the Bureau of K–12 Student Assessment at 850-245-0972 immediately to discuss an appropriate plan of action. This action may include the involvement of local law enforcement personnel.

The district coordinator must send a report of the incident to the Bureau of K–12 Student Assessment at FDOE within 30 calendar days after secure materials have been identified as missing. A form designed to report missing materials available on the FAA Portal. Complete the Missing Materials Report and email to the FDOE Bureau of K–12 Student Assessment and the FAA Service Center as indicated on the form. **Remember that secure student information (e.g., Social Security Number) must not be communicated via email.**

Breaches of Administration

Test administrators should report possible breaches of test security (e.g., secure test content that has been photographed, copied, or otherwise recorded) to the SAC immediately. If a security breach is identified, the SAC must contact the district coordinator. The district coordinator must then call Angela Nathaniel at FDOE at 850-245-0972 to discuss a plan of action. This action may include the involvement of local law enforcement personnel.

The district coordinator must send a report of the incident to the Bureau of K–12 Student Assessment at FDOE within 10 calendar days after the security breach was identified. A form designed to report security breaches can be found online on the FAA Portal. Complete the Breach of Administration Report and email to the FDOE Bureau of K–12 Student Assessment and the FAA Service Center as indicated on the form. **Remember that secure student information must not be communicated via email.**

Security Numbers

All regular print test booklets, response booklets, passage booklets, and accommodated test materials (e.g., braille, tactile graphics, one-sided) are secure documents and must be protected from loss, theft, and reproduction in any medium. A unique identification number and corresponding barcode are printed on the front cover of all regular print secure documents, and is used to account for each secure document. See Location of Security Number—Test Booklet, Response Booklet, Passage Booklet for samples of secure documents, showing the location of each security number.

Security numbers consist of a 10-digit code. The 10 digits are located above or below the barcode. In the sample below, the security number is 207709661-9.



The packing list included in the shipment will indicate the security number ranges of test booklets, response booklets, and passage booklets assigned to each school. **Documentation of the booklet type, grade/content area, and security number ranges must be maintained at all times when secure materials are distributed and returned. Please note that test booklet and auxiliary material security numbers will be unique for the Spring 2026 FAA—Performance Task. The Booklet Security Checklist is available on the FAA Portal and should be used for recording test booklet and response/passage booklet security numbers.**

See Sample Booklet Security Checklist for more information. Since test materials may need to be checked out several times, it may be necessary to make copies of the checklist or use the blank security checklist included in the test materials shipment. The SAC must use the checklist to record security numbers of materials assigned to each student and received and returned by each test administrator. Both the test administrator and the SAC must sign next to each assigned document. The security number(s) of the document(s) received and returned by each test administrator must be recorded and verified at the completion of each day of testing.

The Booklet Security Checklist includes columns for recording the following information: Student Name (and FLEID), Form Type, Grade or Content Area, Booklet Security Number, Auxiliary Materials Kit Security Number and type, and date of test administrator receiving materials, and SAC signature and date upon return of materials. All applicable columns must be completed.

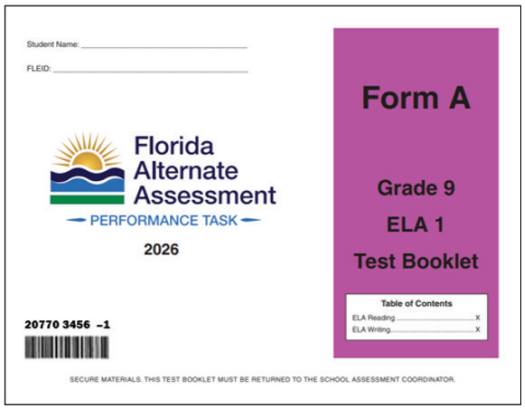
If secure materials are distributed from district overage, the SAC should add the security numbers of those materials to the Booklet Security Checklist along with the names of the students to whom the materials are assigned.

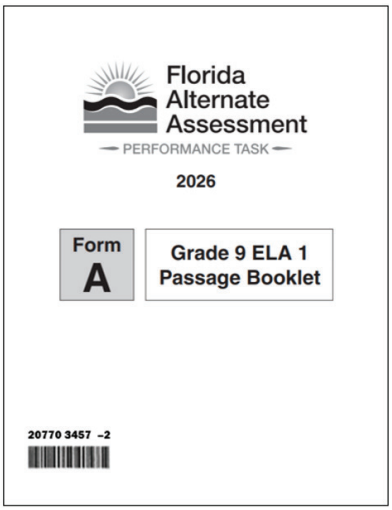
Soiled Documents

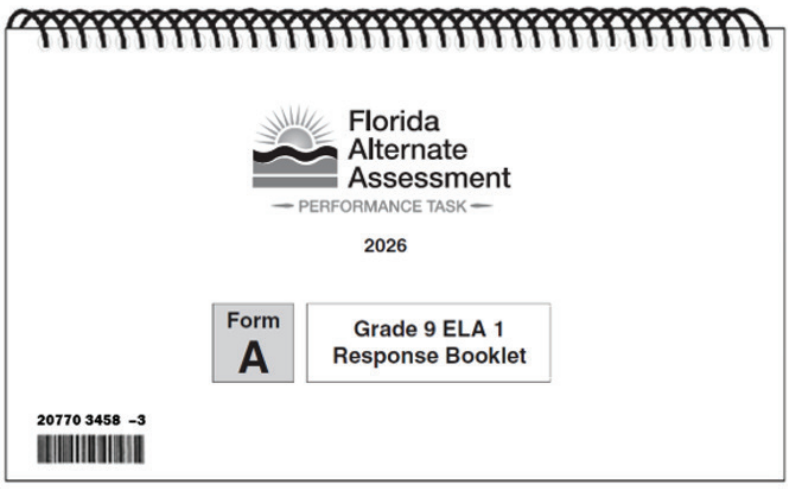
If test materials are soiled (e.g., blood, vomit), the district coordinator should document the booklet type, grade/content area, and 10-character barcode ID using a Soiled Materials Report, which can be found on the FAA Portal. Email a copy of the Soiled Materials Report to both the FDOE Bureau of K–12 Student Assessment and the FAA Service Center as indicated on the form. Once a report has been submitted, soiled auxiliary materials should be destroyed and replaced with a new auxiliary materials kit for the same grade level or content area and form version.

Location of Security Number—Test Booklet, Response Booklet, Passage Booklet

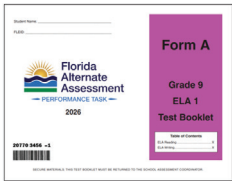
A unique security number can be found at the bottom left corner of each booklet's cover. The security number is the 10-digit code above or below the barcode.



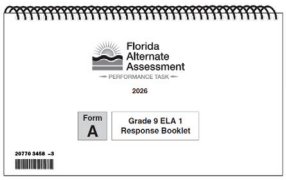


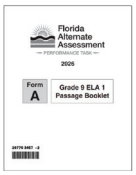


Sample Booklet Security Checklist



Florida Alternate Assessment
PERFORMANCE TASK
2026





DISTRICT: _____ **SCHOOL:** _____

Booklet Security Checklist

STUDENT NAME & STUDENT FLEID	FORM TYPE *A-C*	GRADE *3-8* or CONTENT AREA *e.g., ELA 1, ALGEBRA, CIVICS*	BOOKLET SECURITY # *Last 5 digits of barcode*	AUXILARY MATERIALS KIT SECURITY # *Last 5 digits of barcode*	CHECK APPLICABLE AUXILIARY BOOKLET(S)					MATERIALS RECEIVED TEST ADMINISTRATOR SIGNATURE & DATE	MATERIALS RETURNED SCHOOL COORDINATOR SIGNATURE & DATE
					PASSAGE	RESPONSE					
						ELA	MATH	SCIENCE	SOCIAL STUDIES		

Page _____ of _____

PHOTOCOPY AS NEEDED

Use this checklist to keep track of secure materials.

Test Invalidation Policies and Procedures

Defective Test Materials

Test materials that are defective should be replaced. Examples of defective materials might include those with printing errors, or booklets that are ripped, torn, or crumpled. If defective materials are identified before or during testing, use replacement materials as noted below.

Test Booklets

If a test booklet is defective, use a new/unused replacement test booklet of the same content area. If a replacement test booklet is not available from the school's original test materials shipment, the school must contact their district coordinator to request a replacement test booklet. Return the defective booklet with NOT TO BE SCORED materials.

Auxiliary Materials

If a defective auxiliary materials kit is identified, schools may either use auxiliary materials from another kit for the same content area or must request a new kit from their district coordinator. Return the defective auxiliary materials with NOT TO BE SCORED materials.

Test Administrator Responsibilities Before Testing

Please refer to the *FAA—Performance Task Test Administration Manual* (TAM) for detailed instructions on test administration.

Remember, you must complete the following prior to testing:

- Read, sign, and return a Test Administration and Security Agreement, found on the FAA Portal (see also Appendix B), verifying that you have read the appropriate sections of the *FAA—Performance Task Test Administration Manual* (TAM), are familiar with the test security policies, and have received adequate training.
- Read, sign, and return a Test Administrator Prohibited Activities Agreement.

Failure to sign the agreements and comply with the policies and procedures as indicated may result in student test invalidation and/or loss of teaching certification.

Receive Test Materials

The SAC will provide the test materials needed to administer the Spring 2026 FAA—Performance Task. Secure materials should be signed out using the Booklet Security Checklist prior to each administration. You should verify that you have all necessary materials. The test document configuration for each content area can be found on the FAA Portal.

Teacher-Gathered Materials

Teachers will sometimes need to provide materials, such as rulers, calculators, or generic counters, in order for a student to answer a question. Any teacher-gathered materials required for a task will be listed below the heading “Teacher-Gathered” in the “Materials” row of the test booklet, as well as on the first page of the content area. These materials are also identified in the List of Cards and/or Strips and Teacher-Gathered Materials, an administration support document which will be available by January 2026 on the FAA Portal.

Test Administrator Responsibilities During Testing

Maintain Test Security

Test administrators must maintain test security at all times and report violations or concerns to the SAC immediately. They must adhere to the Test Security Policies and Procedures and the Florida Test Security Statute and Rule located on the FAA Portal (see also Appendix A), and abide by the Test Administration and Security Agreement and the Test Administrator Prohibited Activities Agreement signed prior to testing.

Record Student Responses

Student responses must be recorded in the test booklet while administering the assessment. After testing, responses will be entered into the Response Entry Interface (REI) for electronic scoring. Teachers must have the Spring PT FAA Training Completion flag in TIDE to be able to view tests and enter student responses in the REI. Prior to the Spring 2026 administration of the FAA—Performance Task, all teachers who did not receive the Performance Task training for the Spring 2025 administration are required to attend district-provided training and complete Module 4: FAA—Performance Task REI Training for Teachers in the Learning Management System (LMS). Teachers who completed Performance Task training for the Spring 2025 administration may attend district-provided training and complete Module 4 in the LMS or complete Modules 1–4 in the LMS. AACs will need to extract module completion reports from the LMS to determine which teachers have completed the required training module(s) in the LMS, which can be accessed through the FAA Portal. More information on how to assign this flag to teachers is available in the *FAA TIDE User Guide*.

Test Administrator Responsibilities After Testing

Enter Responses into the Response Entry Interface (REI)

The Response Entry Interface (REI) is a component of the Online Testing System that allows teachers and other authorized users who are administering the FAA—Performance Task to enter and submit student responses.

Teachers will record student responses into the print-based test booklet. The test booklet serves as print-based evidence that can be used as a reference tool to double-check, review, and reflect upon student responses. Responses are then entered into the REI at a later time.

REI training resources (e.g., training modules, the *FAA—Performance Task Test Administration Manual [TAM]*, and the *FAA—Performance Task Response Entry Interface [REI] User Guide*) are available to test administrators and AACs. Training resources geared toward Florida educators are posted on the FAA Portal.

Failure to follow instructions may result in all or part of the assessment being invalidated. Contact the FAA Service Center with questions related to the REI.

Standard Hours: Monday–Friday from 7:00 a.m. to 8:30 p.m. (ET)

Phone: 877-655-3001

Email: FAAServiceCenter@cambiumassessment.com

Chat: https://faa.fsassessments.org/contact.html

Return Materials to School Assessment Coordinator

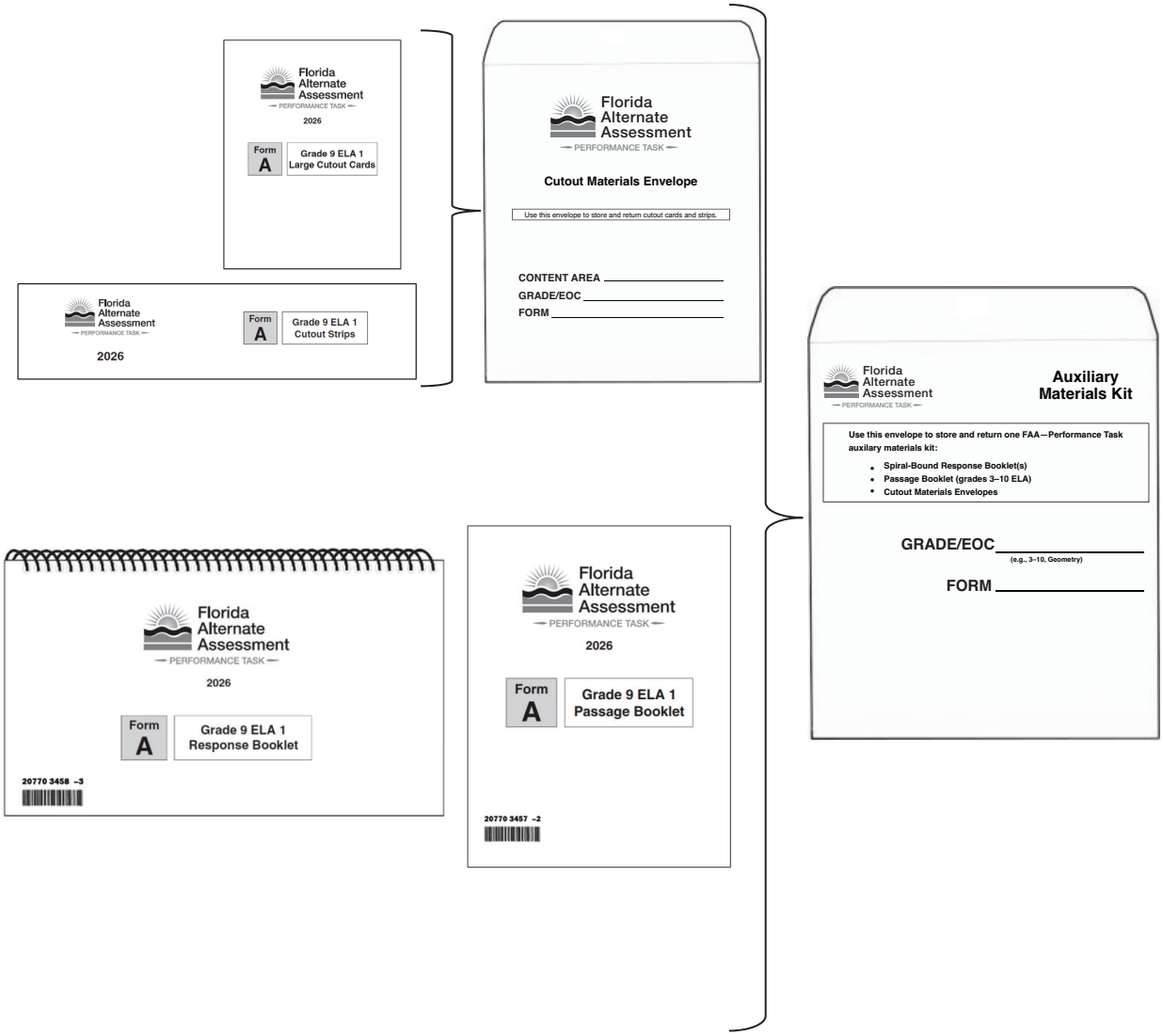
Complete the following steps after testing has been completed each day:

1. Verify that you have collected all test materials you received from your SAC. Notify the SAC immediately if any materials are missing.
2. Organize your materials according to the instructions below:

   AUXILIARY MATERIALS—Place cutout materials into their corresponding content area Cutout Materials envelopes (grades 3–8, ELA 1, ELA 2, and EOC assessments). For each auxiliary materials kit, place the response booklet, passage booklet (grades 3–8, ELA 1, and ELA 2), and Cutout Materials envelope into the Auxiliary Materials Kit envelope. Each auxiliary materials kit should be stored in its own envelope. An image of a sample ELA 1 auxiliary materials kit has been provided on the following page.

TEST BOOKLETS—Keep test booklet separate from auxiliary materials. Place the test booklet on top of the Auxiliary Materials Kit envelope for returning to your SAC. The following graphic is a sample auxiliary materials kit.

Sample Auxiliary Materials Kit



3. Return Auxiliary Materials Kit envelopes (containing auxiliary materials) and test booklets to your SAC. **Covers for one-sided response booklets must be included in these materials.** Your SAC will sign and date the Booklet Security Checklist to verify that all materials have been returned.
4. Notify your SAC immediately if any of these materials are missing.

School Assessment Coordinator Responsibilities Before Testing

Receive Test Materials

The district coordinator will provide you with the following materials, as appropriate for your school.

School Administration and Return Materials

A packing list and security checklist will be included with the materials. Administration materials will arrive with the test materials. Request additional materials from your district coordinator, as necessary. School administration materials are also available on the FAA Portal. The School Administration & Return Materials Kit will include the following materials:

- School Administration Materials—one hard copy of each provided for reference and photocopying, as needed
    - Florida Test Security Statute and Rule and Test Administration and Security Agreement
    - Test Administrator Prohibited Activities Agreement
    - Test Materials Chain of Custody Form
    - Booklet Security Checklist
    - Packaging Instructions for School Assessment Coordinators
    - Testing—Do Not Disturb sign
    - Electronic Devices Prohibited sign
- School Return Materials
    - Light Green label(s)—NOT TO BE SCORED materials
    - UPS Return Shipping Label(s)
    - District Coordinator ONLY envelope

Test Booklets and Auxiliary Materials

A test booklet will be provided for each student participating in the Spring 2026 FAA—Performance Task. Corresponding auxiliary materials kits will be provided at a ratio of one kit per three students.

TIDE will calculate initial orders based on the PreID files that AACs will upload into TIDE. When reviewing PreID files, AACs will confirm that all information in the files is correct and determine eligibility for ELA 1, ELA 2, and EOC assessments. AACs will also note which students require braille or one-sided accommodations. Depending on the assessment, AACs will select from one of the following accommodations:

- One-sided
- Braille UEB Contracted with Nemeth

- Braille UEB Uncontracted with Nemeth
- Braille UEB Contracted
- Braille UEB Uncontracted
- Braille UEB Contracted Math/Science
- Braille UEB Uncontracted Math/Science

More information on the PreID process can be found in the *FAA TIDE User Guide* on the FAA Portal. For initial orders, test booklets will be shipped along with the corresponding auxiliary materials kits, at a ratio of one kit per three students. Districts will be able to choose their overage option for test booklets in TIDE. The default overage option in TIDE will be 20%. Districts can then select 0%, 5%, 10%, 15%, or 25%. Auxiliary kits overage will be 50% of the test booklet overage. There will not be any overage for one-sided auxiliary materials kits or for braille auxiliary kits.

All barcoded materials will have a unique security number. Inventory the contents of the materials provided by your district coordinator within 24 hours of receipt and report missing materials immediately. If you need additional materials or have questions, contact your district coordinator.

Please adhere to the following policies when opening secure test materials packages:

- Only the SAC and persons designated by the building/site administrator may open the packages.
- Students are not permitted to handle test documents before or after testing.
- All secure materials must be placed in locked storage and remain there (except when checked out by a teacher) until testing begins as well as between testing sessions.
- Teachers may have access to the test booklets and auxiliary materials prior to testing in order to familiarize themselves with and organize test materials before testing, but materials must be checked out of and back into the school's locked storage area each day. The Booklet Security Checklist has been provided to track these materials at each school. Please reference the Sample Booklet Security Checklist for more information.

Spiraling of Materials

Test booklets will be collated specifically by school, grade level/content area, and form to ensure that form types will be distributed equitably across students statewide.

1–3 Students in a Grade Level and/or Assessment

For schools that have one to three students participating in the FAA—Performance Task in a particular grade and/or assessment, your school's shipment will include one form. A test booklet will be provided for every student. The corresponding auxiliary materials kit will be the same form as the test booklet.

4 or More Students in a Grade Level and/or Assessment

If your school has four or more students participating in the FAA—Performance Task in a particular grade and/or assessment, two forms (e.g., Form A and Form B) will be included. Test booklets MUST be assigned to students as packaged, rotating forms with each student. For example, if your school has four students participating in grade 8, you may have three Form A test booklets and one Form B test booklet, which will be packaged in sequence. Using the example given, if there are two grade 8 teachers and the first teacher has three out of the four students, provide the first teacher with three Form A test booklets. Provide one Form B test booklet to the second teacher with one student. The objective is to assign the test booklets at the teacher level as much as possible. If there is only one teacher with four students, then three students will be administered Form A and one student will be administered Form B. Packing lists for test booklets and auxiliary materials will contain the quantities of each form included in your shipment for each grade level.

Districts receiving initial orders will receive district overage based on quantities placed for test booklets and auxiliary materials kits.

SACs should reach out to their district coordinator to request additional materials, including test booklets, auxiliary materials kits, and/or accommodated materials.

If additional test booklets, auxiliary materials kits, and/or accommodated materials are needed, district coordinators should place additional orders in TIDE.

Track Security Numbers

Maintain a record of the booklet type, content area, and security numbers of test materials you receive from the district coordinator. Please refer to the Location of Security Number—Test Booklet, Response Booklet, Passage Booklet for more information. After the returned materials are processed by Pearson, the district coordinator will receive a list of missing secure test materials, if applicable, and you may need to refer to these records.

Train Test Administrators

Test administrators who will be administering the FAA—Performance Task must be trained in the use of FAA test materials. For questions regarding teacher training or training materials, contact your district's AAC.

Ensure that each test administrator signs the Test Administration and Security Agreement and Test Administrator Prohibited Activities Agreement before testing begins. Collect and file the signed agreements in a secure location at the school. Signed agreements will be stored by the SAC in a secure location at the school for one year.

School Assessment Coordinator Responsibilities During Testing

Supervise Test Administration and Maintain Test Security

As an SAC, you should provide test administrators with additional materials during test administration, as necessary. Contact your district coordinator to request additional materials, if needed.

You should monitor testing activities to ensure that test security policies and procedures are followed. You should be available during testing to answer questions from test administrators about test security and procedures.

The Booklet Security Checklist must be maintained by each school to track test materials distributed and returned. Sign and date the Booklet Security Checklist to verify that all materials have been returned. Please see Test Security Policies and Procedures for more information on completing the Booklet Security Checklist.

Each SAC, principal, and test administrator must sign and return the Test Administration and Security Agreement. These materials should be filed by the SAC in a secure location at the school for one year.

School Assessment Coordinator Responsibilities After Testing

Receive Materials from Test Administrators

Follow these steps as you receive materials from test administrators:

1. Verify that all distributed secure materials have been returned. Notify the district coordinator immediately if any secure materials are missing and complete the necessary investigation. Please refer to the Missing Materials section for more information.
2. Make copies of the following signed forms and file the copies:
    - Booklet Security Checklist(s)
    - Test Materials Chain of Custody Form(s)

Copies/originals of these forms will either be sent to the district coordinator or filed in a secure location at your school, as described in detail in the School Assessment Coordinator Responsibilities After Testing section of this manual.

Prepare NOT TO BE SCORED Materials for Return

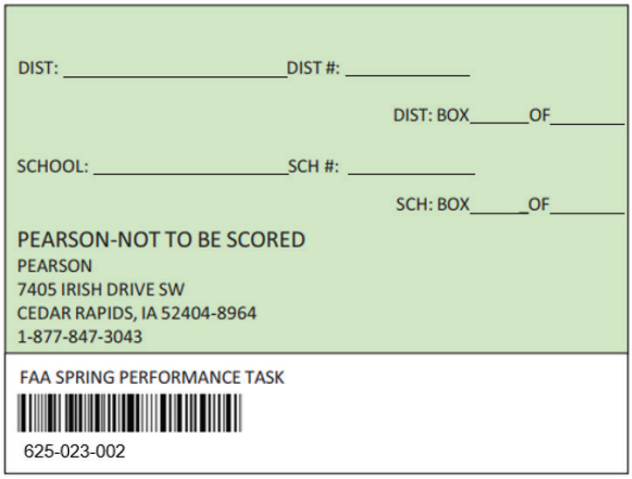
Remember that NOT TO BE SCORED test materials (i.e., test booklets/auxiliary materials) are secure test materials and will be processed by Pearson. It is your responsibility to package all materials correctly for processing.

Follow the steps below for the return of secure test materials to your district coordinator:

1. Gather NOT TO BE SCORED materials to be returned. NOT TO BE SCORED materials for the Spring 2026 FAA—Performance Task include the following:
    - Test Booklets
    - Response Booklets
    - Passage Booklets
    - Cutout Cards and Cutout Strips
2. Opening one Auxiliary Materials Kit envelope at a time, remove all auxiliary materials from the envelope.
3. For ELA Grades 4–8, ELA 1, and ELA 2, separate all Writing Prompt 2 materials, including the student response template as well as vocabulary materials, if applicable, and set these aside to return to your district coordinator.
4. Sort all other test materials into six distinct stacks, as illustrated in the diagram on the following page. Within each stack, group the materials by grade level (3–8) and content area (ELA, Math, Science, and Social Studies). One-sided response booklets and braille/tactile graphics materials should be included in these stacks. **Covers for one-sided response booklets must be returned for these materials to be processed properly**.

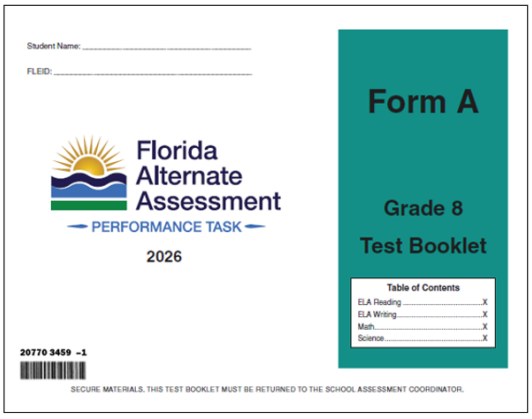
5. Locate the box(es) in which NOT TO BE SCORED materials arrived. If original packaging is in poor condition, use another sturdy, undamaged box. Contact your district coordinator if you require additional, undamaged boxes. Apply additional packaging tape to the bottom of the boxes before packing materials.
6. Place all unopened, shrink-wrapped auxiliary materials kits in box(es) first. Then, place empty envelopes, Cutout Materials envelopes, response booklets, passage booklets, and test booklets in box(es).
7. Affix a **light green** NOT TO BE SCORED label to the top of the box. If your school is responsible for returning materials directly to Pearson, return shipping label(s) will be included with your materials. If your school is returning materials to your district, you must return the light green-labeled box(es) to your district coordinator. Contact your district coordinator if you have any questions regarding the return of materials.

Sample Light Green NOT TO BE SCORED School Label

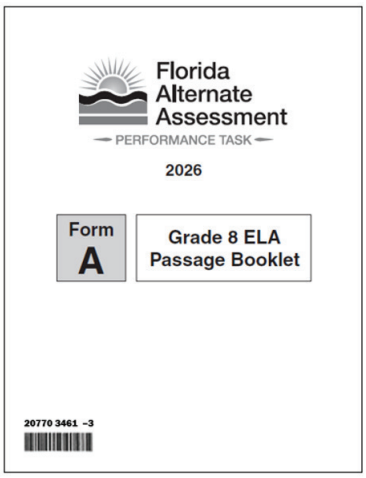


NOT TO BE SCORED Materials *(used and unused materials)*

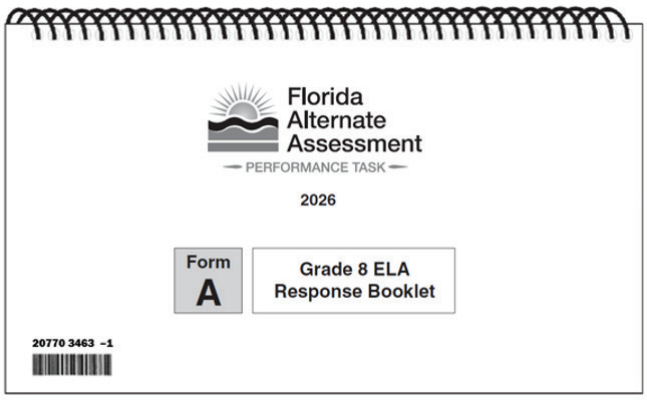
Stack 1: Test Booklets



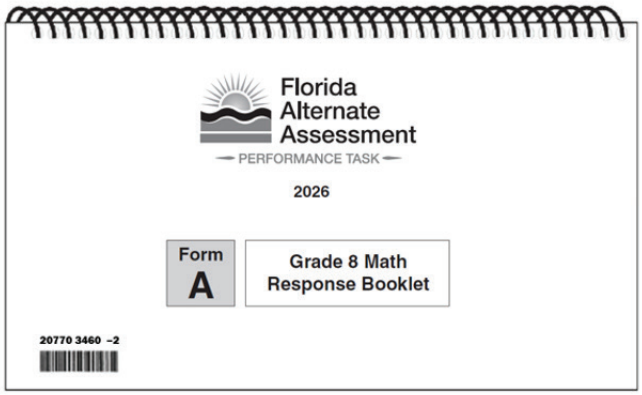
Stack 2: Passage Booklets



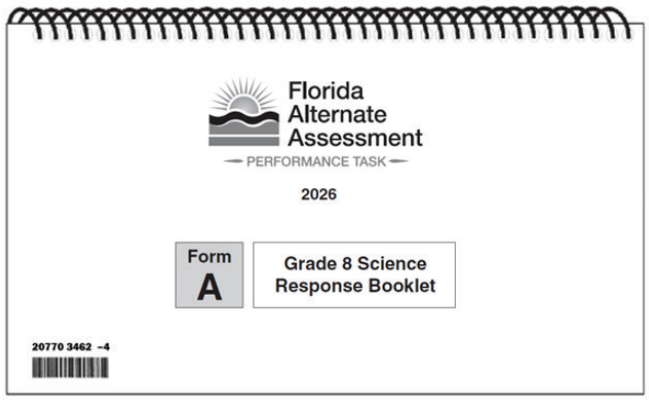
Stack 3: Response Booklets – ELA



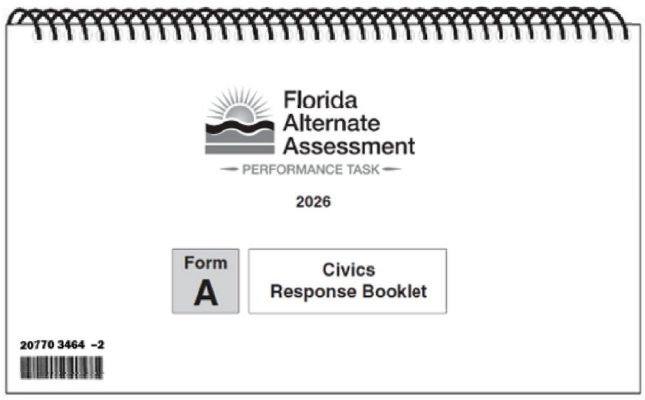
Stack 4: Response Booklets – Math



Stack 5: Response Booklets – Science



Stack 6: Response Booklets – Social Studies



Prepare District Coordinator ONLY Envelopes

1. Place each of the completed forms listed below in the District Coordinator ONLY envelope:
   - Original Booklet Security Checklist(s)
   - Original Test Materials Chain of Custody Form(s)
2. File a **copy** of the Booklet Security Checklist(s) and Test Materials Chain of Custody Form(s) in a secure location at your school.
3. Place any nonsecure materials (e.g., unused forms, unused return labels) in the envelope.
4. Seal the envelope and return it to your district coordinator unless otherwise instructed.
5. You may be asked by your district coordinator to hold this envelope for return at a later date. You may also be asked to destroy these materials after scores for this administration have been reported.

Writing Prompt 2 Materials

Return Writing Prompt 2 student response templates (as well as vocabulary materials, if applicable) to your district coordinator separately for storing at the district. **Do not return student response templates with your NOT TO BE SCORED materials. These Writing Prompt 2 secure test materials must be stored at the district level in a secure location and NOT returned to Pearson.**

District Coordinator Responsibilities Before Testing

Receive Test Materials

Shipment Contents: Administration and Test Materials

Initial order materials, including braille and one-sided materials, will be shipped based on student information updated and verified in TIDE. District coordinators will place additional orders in TIDE. They will be able to place orders for test booklets, auxiliary materials kits, one-sided auxiliary materials kits, and braille auxiliary materials kits. For test booklets, auxiliary materials kits, and one-sided auxiliary materials kits, district coordinators will be able to order by form during the Additional Order Window. All braille auxiliary materials kits will be shipped with a Form A test booklet. Additional orders can be placed in TIDE for grades 3–8 and Civics End-of-Course (EOC) assessments from **February 16** to **April 10, 2026**, and for ELA 1 and 2 and the other EOC assessments (Algebra 1, Geometry, Biology 1, and U.S. History) from **February 16** to **April 17, 2026**. Districts can order return materials in TIDE through **May 1, 2026**.

Shipments will arrive in brown box(es) with FAA—Performance Task indicated on the label. Boxes will be shipped to districts and will contain packing lists and the following materials:

District Administration & Return Materials Kit
One kit will be provided for each district.

Materials

- District Packaging Documents
- District Packing List
  - District Security Checklist
  - Shipment Detail
  - Copies of school packing lists
  - UPS Return Shipping Label(s)
- District Administration Materials
  - Florida Test Security Statute and Rule
  - Test Administrator Prohibited Activities Agreement
  - Test Materials Chain of Custody Form
  - Booklet Security Checklist
  - Packaging Instructions for District Coordinators
  - Testing—Do Not Disturb sign
  - Electronic Devices Prohibited sign

School Administration & Return Materials Kit(s)

One kit will be provided for each identified school.

- District NOT TO BE SCORED Return Materials
  - District **light green** label(s)—NOT TO BE SCORED materials
  - UPS Return Shipping Label(s)
- School Packing List
- Security Checklist
- School Administration Materials
  - Florida Test Security Statute and Rule
  - Test Administrator Prohibited Activities Agreement
  - Test Materials Chain of Custody Form
  - Booklet Security Checklist
  - Packaging Instructions for School Assessment Coordinators
  - Testing—Do Not Disturb sign
  - Electronic Devices Prohibited sign
- School Return Materials
  - School **light green** label(s)—NOT TO BE SCORED materials
  - UPS Return Shipping Label(s) (if school is responsible for returning material to Pearson)
  - District Coordinator ONLY envelope

Test Booklets and Auxiliary Materials

One test booklet will be provided per student and auxiliary materials kits will be provided at a ratio of one kit per three students.

Review the packing list(s) to ensure that the correct test materials have been included for each participating school. Upon receiving your shipment, ensure that each school receives necessary administration and test materials. If any materials are missing, contact the FAA Service Center toll free at 877-655-3001 or email FAAServiceCenter@cambiumassessment.com. Instruct SACs to inventory the contents of materials within 24 hours of receipt and report any missing materials immediately.

Save boxes for return of materials. Materials should be inventoried before distribution to schools.

Tracking Security Numbers

Maintain a record of the booklet type, content area, and security numbers from the secure materials you distribute to each school. Please refer to the Location of Security Number—Test Booklet, Response Booklet, Passage Booklet for more information. Advise SACs that they are responsible for tracking the security numbers of the documents they distribute. **Returned test materials will be inventoried by Pearson. A list of any unreturned materials will be sent to your district, and you may need to refer to your records.**

Training

SACs must be trained in procedures for test distribution/return and security procedures.

Emphasize return instructions. Make it clear that it is the responsibility of the SAC to package the materials correctly. Review the School Assessment Coordinator Responsibilities After Testing instructions when training SACs.

Ensure that all security policies and procedures are followed. Samples of the Test Administration and Security Agreement and Test Administrator Prohibited Activities Agreement can be found on the FAA Portal (see also Appendix B). Principals, SACs, and test administrators are required to complete the Test Administration and Security Agreement. Test administrators must also complete the Test Administrator Prohibited Activities Agreement. Signed agreements should be filed by the SAC in a secure location at the school for one year. Since these agreements are for internal records only, do not return them to Pearson or FDOE.

District Coordinator Responsibilities During Testing

Monitor Test Administration and Maintain Test Security

Be available during testing to answer questions from SACs and to supply additional materials. Monitor schools to ensure that test administration and test security procedures are followed.

Overage Distribution

Overage will be set at a default of 20% in TIDE. Districts can choose to change their test booklet overage amount to 0%, 5%, 10%, 15%, or 25% in TIDE, and auxiliary materials kits will be calculated at 50% of the district initial order quantities. If the shipped overage is insufficient, district coordinators must order additional materials in TIDE. Contact the FAA Service Center by phone at 877-655-3001 or by email at FAAServiceCenter@cambiumassessment.com for assistance.

District Coordinator Responsibilities After Testing

After testing, verify that SACs have completed the following tasks:

- Filed the signed Test Administration and Security Agreements and Test Administrator Prohibited Activities Agreements at the school
- Filed a copy of the completed Booklet Security Checklist(s) and Test Materials Chain of Custody Forms at the school, and returned originals in the District Coordinator ONLY envelope

Prepare NOT TO BE SCORED Materials for Return

If you have questions about preparing boxes for return, please contact the FAA Service Center at 877-655-3001 or email FAAServiceCenter@cambiumassessment.com.

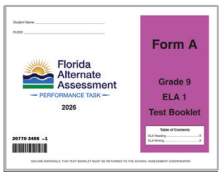
Refer to the section School Assessment Coordinator Responsibilities After Testing in this manual for instructions provided to SACs on preparing test materials for return, including information regarding packaging of materials and sample forms/labels.

Follow the steps below as materials are returned by SACs:

1. Check incoming NOT TO BE SCORED materials box(es) to verify **light green**-labeled boxes have been labeled correctly. Additional school labels may be ordered by contacting the FAA Service Center. Do not copy labels or use labels from previous test administrations.
2. Gather unused test materials, including opened or unopened materials (i.e., test booklets, response booklets, passage booklets, cutout cards and strips packets). Any materials that are not already boxed should be placed in sturdy, undamaged boxes. **Apply additional heavy-duty shipping tape to the bottom of the boxes before packing secure materials.**
3. Place all unopened, test materials in the box(es) first. Then, place empty Auxiliary Materials Kit envelopes, Cutout Materials envelopes, response booklets, passage booklets, test booklets, and any other unused test booklets or opened auxiliary materials in the box(es) as shown in the Packaging Diagram for NOT TO BE SCORED Materials on the following page.

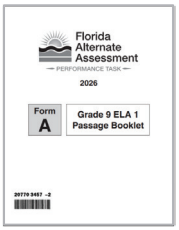
NOTE: Please utilize the Pearson provided return boxes and ensure packed boxes do not exceed 30 lbs.

Packaging Diagram for NOT TO BE SCORED Materials



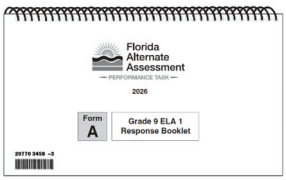
6

Test booklets



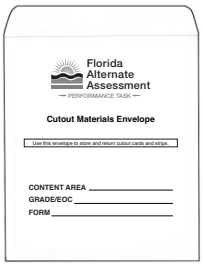
5

Passage booklets



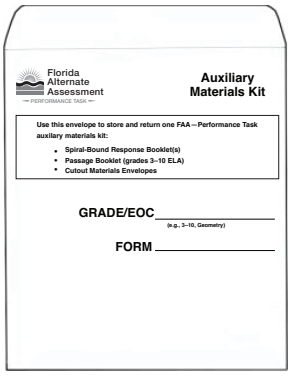
4

Response booklets



3

Cutout Materials envelopes

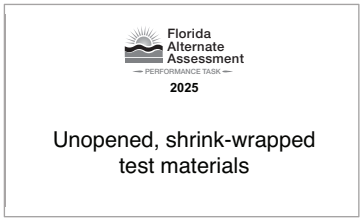


2

Auxiliary Materials Kit envelopes

1

Unopened test materials

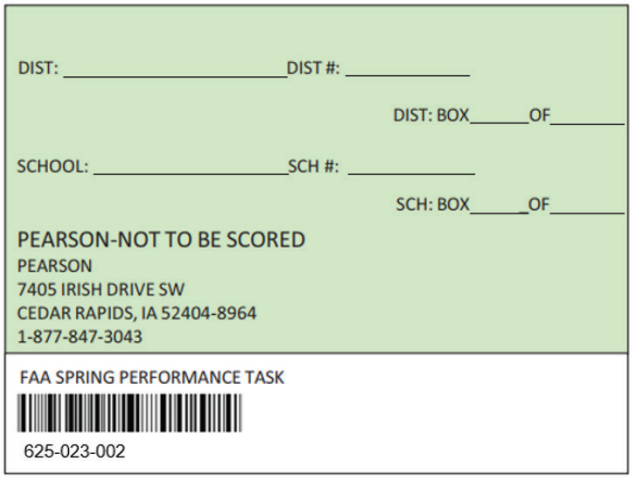




IMPORTANT: Completed Writing Prompt 2 materials should not be included in these boxes. They must be stored in a secure location at the district.

4. Affix a UPS label to the top of each box. Affix one **light green** label to each NOT TO BE SCORED materials box being returned, if the box doesn't already have the correct label affixed. Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels). Do not copy labels.

Sample Light Green NOT TO BE SCORED District Label



5. Seal the box(es) securely with packing tape.
6. Keep all secure materials in locked storage until they are picked up.
7. Refer to the Return NOT TO BE SCORED Materials section for shipping instructions.

District Coordinator ONLY Envelope

1. If materials are missing, complete a Missing Materials Report and email the report to the FDOE Bureau of K–12 Student Assessment and the FAA Service Center as indicated on the form. Once the necessary investigation has been completed, file the records.
2. Verify that Booklet Security Checklist(s) and Test Materials Chain of Custody Form(s) were completed properly. SACs must file a copy of these documents at their schools.
3. Do not destroy any forms until scores for this administration have been reported.

Writing Prompt 2 Materials

SACs are instructed to return Writing Prompt 2 student response templates (as well as student outlines and vocabulary materials, if applicable) to you separately. Refer to Writing Prompt 2 Materials for more details. These secure test materials must be stored at the district level in a secure location.

Return NOT TO BE SCORED Materials

The NOT TO BE SCORED Materials Return Deadline to return materials to Pearson is **Friday, May 15, 2026**. Designate a person to be available at the pickup site on the scheduled pickup date.

All Spring 2026 FAA—Performance Task NOT TO BE SCORED materials will be shipped by UPS to **Pearson** at the following address:

PEARSON—NOT TO BE SCORED
PEARSON
7405 IRISH DRIVE SW
CEDAR RAPIDS, IA 52404–8964
1-877-847-3043

Contact the FAA Service Center at 877-655-3001 or email FAAServiceCenter@cambiumassessment.com if you have any problems with the pickup of materials.

Appendices

Appendix A

Florida Test Security Statute and Rule

Florida Test Security Statute

1008.24 Test administration and security; public records exemption

1) A person may not knowingly and willfully violate test security rules adopted by the State Board of Education for mandatory tests administered by or through the State Board of Education or the Commissioner of Education to students, educators, or applicants for certification or administered by school districts pursuant to s. 1008.22, or, with respect to any such test, knowingly and willfully to:
   a) Give examinees access to test questions prior to testing;
   b) Copy, reproduce, or use in any manner inconsistent with test security rules all or any portion of any secure test booklet;
   c) Coach examinees during testing or alter or interfere with examinees' responses in any way;
   d Make answer keys available to examinees;
   e) Fail to follow security rules for distribution and return of secure test as directed, or fail to account for all secure test materials before, during, and after testing;
   f) Fail to follow test administration directions specified in the test administration manuals; or
   g) Participate in, direct, aid, counsel, assist in, or encourage any of the acts prohibited in this section.
2) A person who violates this section commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.
3) a) A school district may contract with qualified contractors to administer and proctor statewide, standardized assessments required under s. 1008.22 or assessments associated with Florida approved courses under s. 1003.499, as approved by the Department of Education in accordance with rules of the State Board of Education. Assessments may be administered or proctored by qualified contractors at sites that meet criteria established by rules of the State Board of Education and adopted pursuant to ss. 120.536(1) and 120.54 to implement the contracting requirements of this subsection.
   b) A school district may use district employees, such as education paraprofessionals as described in s. 1012.37, to administer and proctor statewide, standardized assessments required under s. 1008.22 or assessments associated with Florida approved courses under s. 1003.499, in accordance with this section and related rules adopted by the State Board of Education. The rules must establish training requirements that must be successfully completed by district employees prior to the employees performing duties pursuant this paragraph.
4) a) A district school superintendent, a president of a public postsecondary educational institution, or a president of a nonpublic postsecondary educational institution shall cooperate with the Commissioner of Education in any investigation concerning the administration of a test administered pursuant to state statute or rule.
   b) The identity of a school or postsecondary educational institution, personal identifying information of any personnel of any school district or postsecondary educational institution, or any specific allegations of misconduct obtained or reported pursuant to an investigation conducted by the Department of Education of a testing impropriety are confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until the conclusion of the investigation or until such time as the investigation ceases to be active. For the purpose of this paragraph, an investigation is deemed concluded upon a finding that no impropriety has occurred, upon the conclusion of any resulting preliminary investigation pursuant to s. 1012.796, upon the completion of any resulting investigation by a law enforcement agency, or upon the referral of the matter to an employer who has the authority to take disciplinary action against an individual who is suspected of a testing impropriety. For the purpose of this paragraph, an investigation is considered active so long as it is ongoing and there is a reasonable, good faith anticipation that an administrative finding will be made in the foreseeable future.
5) Exceptional students with disabilities, as defined in s. 1003.01(3), shall have access to testing sites. The Department of Education and each school district shall adopt policies that are necessary to ensure such access.

History.—s. 370, ch. 2002-387; s. 1, ch. 2009-143; s. 7, ch. 2013-225; s. 1, ch. 2014-13; s. 8, ch. 2015-6.

Florida State Board of Education Test Security Rule

6A-10.042 Test Administration and Security

1) Tests implemented in accordance with the requirements of Sections 1004.93, 1008.22, 1008.30, 1012.55 and 1012.56, F.S., shall be maintained and administered in a secure manner such that the integrity of the tests shall be preserved.

   a) Test questions shall be preserved in a secure manner by individuals who are developing and validating the tests. Such individuals shall not reveal in any manner, verbally or in writing, the test questions under development.

   b) Tests or individual test questions shall not be revealed, copied, or otherwise reproduced by persons who are involved in the administration, proctoring, or scoring of any test.

   c) Examinees shall not be assisted in answering test questions by any means by persons administering or proctoring the administration of any test.

   d) Examinees' answers to questions shall not be interfered with in any way by persons administering, proctoring, or scoring the examinations.

   e) Examinees shall not be given answer keys by any person.

   f) Persons who are involved in administering or proctoring the tests or persons who teach or otherwise prepare examinees for the tests shall not participate in, direct, aid, counsel, assist in, or encourage any activity which could result in the inaccurate measurement or reporting of the examinees' achievement.

   g) Each person who has access to tests or test questions during the development, printing, administration, or scoring of the tests shall be informed of specifications for maintaining test security, the provisions in statute and rule governing test security, and a description of the penalties for breaches of test security.

   h) During each test administration, school district and institutional test administration coordinators and contractors employing test administrators and proctors shall ensure that required testing procedures are being followed at all test administration sites. Officials from the Department are authorized to conduct unannounced observations of test administration procedures at any test administration site to ensure that testing procedures are being correctly followed.

   i) In accordance with Section 1008.24, F.S., a school district may use district employees, such as education paraprofessionals as described in Section 1012.37, F.S., to administer and proctor statewide, standardized assessments required under Section 1008.22, F.S. All test administrators and proctors for the statewide assessments administered pursuant to Rule 6A-1.09422, F.A.C., must complete training requirements outlined in *Training Requirements for Administering and Proctoring the Statewide Assessments*, 2015, (http://www.flrules.org/Gateway/reference.asp?No=Ref-06180) incorporated herein by reference. A copy may be obtained by contacting the Division of Accountability, Research and Measurement, Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399- 0400.

2) Test materials, including all test booklets and other materials containing secure test questions, answer keys, and student responses, shall be kept secure and precisely accounted for in accordance with the procedures specified in the examination program administration manuals and other communications provided by the Department. Such procedures shall include but are not limited to the following:

   a) All test materials shall be kept in secure, locked storage prior to and after administration of any test.

   b) All test materials shall be precisely accounted for and documentation kept by test administrators and proctors for each point at which test materials are distributed and returned.

   c) Any discrepancies noted in the number or serial numbers of testing materials received from contractors shall be reported to the Department by designated institutional or school district personnel prior to the administration of the test.

   d) In the event that test materials are determined to be missing while in the possession of an institution or school district, designated institutional or school district personnel shall investigate the cause of the discrepancy and provide the Department with a report of the investigation within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or witness to the occurrence. Officials from the Department are authorized to conduct additional investigations.

e) In those cases where the responsibility for secure destruction of certain test materials is assigned by the Department to designated institutional or school district personnel, the responsible institutional or school district representative shall certify in writing that such destruction was accomplished in a secure manner.

f) In those cases where test materials are permitted by the Department to be maintained in an institution or school district, the test materials shall be maintained in a secure manner as specified in the instructions provided by the Department. Access to the materials shall be limited to the individuals and purposes specified by the Department.

3) In those situations where an employee of the educational institution, school district, or contractor, or an employee of the Department suspects a student of cheating on a test or suspects other violations of the provisions of this rule, a report shall be made to the department or test support contractor, as specified in the test administration procedures, within ten (10) calendar days. The report shall include a description of the incident, the names of the persons involved in or witness to the incident, and other information as appropriate. Officials from the Department are authorized to conduct additional investigations.

4) Violations of test security provisions shall be subject to penalties provided in statute and State Board Rules.

5) School districts and public educational institutions under Section 1003.49, F.S., may contract with third-party contractors to administer and proctor statewide standardized assessments required under Section 1008.22, F.S., or assessments associated with Florida approved courses under Section 1003.499, F.S.

a) School districts and educational institutions must require the contractor to provide a safe and comfortable facility that does not interfere with a student's ability to demonstrate mastery on the tests.

b) School district or educational institution use of third-party contractors (including contracted affiliates, such as franchises) shall not relieve the district or institution of its obligation to provide access to statewide testing for Florida Virtual School or virtual charter school students pursuant to Sections 1002.33(20), 1002.37 and 1002.45(6)(b), F.S.

c) The contractor must adhere to all test administration and security protocols as prescribed by the Department pursuant to Section 120.81(1)(c), F.S., and shall be subject to all provisions of this rule.

d) The contractor must not collect nor maintain any student's personally-identifiable information beyond that required for test administration.

e) All technology used to administer computer-based tests must meet assessment technology guidelines and online test security requirements as prescribed by the Department pursuant to Section 120.81(1)(c), F.S.

Rulemaking Authority 1001.02, 1003.49, 1008.23, 1008.24 FS. Law Implemented 1003.49, 1008.23, 1008.24 FS. History–New 7-5-87, Amended 10-26-94, 11-3-13, 1-7-16.

Appendix B

Agreements and Forms

Florida Alternate Assessment
PERFORMANCE TASK

Test Administration and Security Agreement

Florida State Board of Education Rule 6A-10.042, FAC, was developed to meet the requirements of the Test Security Statute, Section 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. The Florida Test Security Statute and State Board of Education Rule are located on the FAA Portal (see also Appendix A in the *Spring 2026 FAA—Performance Task Procedural Manual)*. Examples of prohibited activities are listed below:

- Revealing the passages, test items, or performance tasks prior to testing
- Copying the passages, test items, or performance tasks
- Interpreting test items or passages for students
- Changing or otherwise interfering with student responses to test items
- Causing achievement of schools to be inaccurately measured or reported

All personnel are prohibited from examining or copying the test items and/or the contents of the test. The security of all test content must be maintained before, during, and after the test administration.

The use of properly trained test administrators and proctors decreases the risk of test invalidation due to test irregularities or breaches in test security. Inappropriate actions by district or school personnel will result in further investigation, possible loss of teaching certification, and possible involvement of law enforcement agencies.

I understand that I must receive adequate training regarding the administration of statewide alternate assessments and must read the information and instructions provided in all applicable sections of the relevant test administration and procedural manuals, including the Florida Test Security Statute and State Board of Education Rule. I agree to follow all test administration and security procedures, applicable to my role, outlined in the manual, Statute, and Rule.

Further, I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of statewide assessments or cause student achievement to be inaccurately represented.

School Number and Name	*Print Name*
Date	*Signature*

Florida Alternate Assessment
PERFORMANCE TASK

Test Administrator Prohibited Activities Agreement

It is important for you, as a test administrator of a statewide assessment, to know that the following activities are prohibited. Engaging in such activities may result in an investigation, loss of teaching certification, and/or prosecution for violation of the law. Please read the following list of prohibited activities and sign your name on the signature line at the bottom of this page indicating that you understand these actions and their consequences.

I understand that before testing I may not:

- Leave test materials unattended
- Remove test materials from the school's campus (does not apply to hospital/homebound teachers)
- Copy, photocopy, scan, or photograph test content

I understand that during testing (including during breaks) I may not:

- Assist students in answering test items beyond the appropriate accommodations allowed in the administration of the assessment and utilized daily in classroom instruction
- Give students verbal cues (emphasizing the correct answer as it is read) or non-verbal cues (pointing at the correct answer)
- Rush students through the assessment
- Display or fail to cover visual aids (e.g., word lists, multiplication tables) that may help students
- Use my cell phone, check email, grade papers, or engage in other activities that could potentially distract students
- Leave the room unattended for any period of time
- Allow students to talk or cause disturbances while another student is being assessed
- Coach students during testing regarding test-taking strategies
- Administer the assessment to my family members

I understand that after testing I may not:

- Leave test materials unattended
- Remove test materials from the school's campus
- Change student answers
- Discuss the content of the test with anyone, including students or other school personnel
- Reveal the content of the test via electronic communication, including but not limited to email, text, or post to social media sites (e.g., Facebook, X, Snapchat, Instagram, etc.)

Although there is a requirement to read test items, you may not reveal, copy, or share the items, or use the test content during instruction after testing.

I acknowledge the information above and will not engage in any of the prohibited activities on this page.

Print Name: _____

Signature: _____ Date: _____

Bureau of K–12 Student Assessment
Florida Department of Education, 2025–26

Return this agreement to your school assessment coordinator.

Florida Alternate Assessment
PERFORMANCE TASK

Test Materials Chain of Custody Form

The following information must be collected for each test administration at your school. This form may be duplicated for use by grade level and/or maintained as an electronic file (blank form available on the FAA Portal), but the content of this form may NOT be altered.

Contact your district assessment coordinator if you have any questions.

Your name (school assessment coordinator): _____

District name: _____

School number: _____

School name: _____

Location of locked storage room: _____

Names of people with access to locked storage room/location: _____

1. _____
2. _____
3. _____

Date and time materials arrived at the school: _____

Date and time shrink-wrapped test materials are opened: _____

Packages opened by: _____

Date and time materials are prepared: _____

Materials prepared by: _____

Date and time materials are packaged for return: _____

Materials packaged by: _____

Date and time materials are returned/shipped: _____

Appendix C

Signs

Florida Alternate Assessment

PERFORMANCE TASK

TESTING

PLEASE DO NOT DISTURB

Electronic devices (with the exception of student assistive technology) are **NOT** permitted during testing.





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GREAT SEAL OF THE STATE OF FLORIDA
IN GOD WE TRUST