

Dear Alternate Assessment Coordinators,

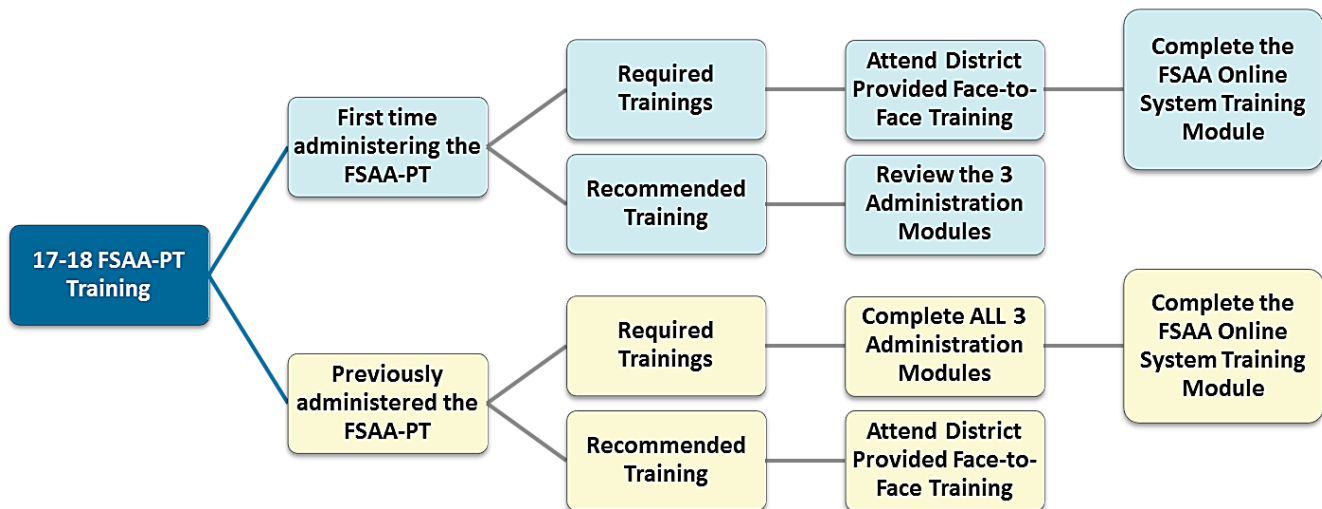
Please disseminate the following information to teachers and appropriate staff members participating in the 2018 Florida Standards Alternate Assessment—Performance Task (FSAA—PT) Administration. **Alternate Assessment Coordinators are responsible for ensuring all eligible teachers have completed training prior to administering the spring 2018 FSAA—PT.** Training module completion data will be provided to AACs periodically prior to the opening of the administration window.

The following 2018 administration training modules are available on the [FSAA Portal](#):

- **Module 1: Assessment Overview**
- **Module 2: Administration Procedures**
- **Module 3: Before, During, and After Administration**

The modules are available to educators 24 hours a day, 7 days a week.

All teachers are required to participate in administration training prior to administering the spring 2018 assessment to students. Training can be accomplished through a combination of district provided face-to-face trainings and completion of training modules online depending on a teacher’s prior assessment administration experience. **Please note that ALL teachers will be required to complete Module 4: Submitting Student Responses when released in February 2018.** Certificates will not be distributed after teachers complete a training module. If certificates are needed for personal records they must be printed at the time of module completion.



New Writing Prompt Resource available on the FSAA portal:

The Topic and General Vocabulary List – This resource is to be used in preparation for the Open-Response Writing Prompt. It includes a grade level topic list and a list of recommended vocabulary words commonly used when composing writing products. Teachers are encouraged to introduce words and/or phrases that deal with the provided topic into the student’s vocabulary. Please see page 56 of the 2017–2018 Test Administration Manual for information on preparation guidelines.

Please contact the FSA Service Center with any questions by phone at (866) 239-2149 or by email at FSAServiceCenter@measuredprogress.org. Standard Hours for the FSA Service Center are Monday – Friday from 8:00 a.m. to 5:00 p.m. EST.