

October 22, 2020

Dear Home Education Parent/Guardian:

Students registered with the Hillsborough County Home Education Program may participate in the Winter EOC Session [US History, Biology, Civics, Algebra and Geometry] open from **November 30 - December 18, 2020**. Home Education parents/guardians must complete the online registration form and submit it **no later than 11:59pm on Sunday, November 15, 2020**. The online registration form can be accessed by via the direct link, <http://bit.ly/HomeEdWinterEOC>. **Late registrations will not be accepted.**

Once your student is registered, his/her student information will be verified. Testing will be coordinated through Hillsborough Virtual K-12 and is expected to take place at their office located at 2704 N. Highland Ave, Tampa, FL 33602. If an alternate location is used, you will be notified via email.

Note: Due to limited computer resources, you will be given a specific day and time when your student will be assigned to take the test within the testing window. If the student is not present on the assigned day, rescheduling will be available at the school's discretion.

The parent/guardian of a HCPS Home Education Program student participating in the testing program is responsible for the following:

- **Completing Test Registration Form (Online at <http://bit.ly/HomeEdWinterEOC>) by 11/15/2020.**
- **Providing transportation for your student to and from the test location for each test day.**
- **Providing emergency contact information and any health concerns to school staff on each test day.**
- **Providing proof of student's identification- School photo ID, Government-issued ID, Passport, Fingerprint Card with Photo ID, Parent Driver's License (if the student does not have photo ID).**
- **Ensuring that your student adheres to all school regulations, in particular, those related to the testing program.**
- **Notifying the school in a timely manner if your student will be absent on any scheduled test day.**

The deadline of November 15, 2020 for submitting the registration form must be met to prevent disruption to test administration at the school site. Once you have submitted the online registration form, you will be contacted about when and where your student is to report for testing. **If you do not hear from HVK12 or the Home Education Office at least one week prior to testing, it is your responsibility to contact the school and verify your student's specific testing details.** If your student requires special accommodations for instruction and will need accommodations for the test setting, such **accommodations must be requested on the Test Registration Form, along with supporting documentation at the time of registration.** Please note that the guidelines for provision of testing accommodations for each testing program and subject may differ. Some accommodations which may be provided in an instructional setting are **specifically prohibited** during testing; therefore, those accommodations **cannot be provided**, even if requested. If your student requires accommodations for testing, provide a copy of the IEP or 504 plan to sherri.hillgruber@hcps.net by the registration deadline of November 15, 2020.

For the NGSSS EOC exams (US History, Biology and Civics), students are required to sit for at least 160 minutes of each assessment and will not be permitted to leave (even if completed and submitted) prior to this time limit. NGSSS EOCs are one day tests, and all students have up to one school day to complete the test. Snacks or lunch will not be provided. Students are required to practice using an online test prior to the actual assessment. To access the practice test for the Biology, Civics, or US History EOC, please visit <https://fsassessments.org/students-and-families/practice-tests/index.stml> and select the appropriate test. If the student has not practiced prior to taking the EOC, he/she will be excused from the test site and will have to retake the test at the next available test window.

The FSA EOC exams (Algebra 1 and Geometry) involve two testing sessions which may be administered over one or two days as determined by the testing site. These sessions are 90 minutes each, but the student may have up to 3 ½ hours for each session. Students are required to practice using an online test prior to the actual assessment. To access the practice test for Algebra 1 and Geometry, please visit <https://fsassessments.org/students-and-families/practice-tests/index.stml> and select the appropriate test. If the student has not practiced prior to taking the EOC, he/she will be excused from the test site and will have to retake the test at the next available test window.

For more information about individual EOC exams, please visit the Florida Department of Education's End-of-Course Assessments website at <https://fsassessments.org/>.

Should you have any additional questions, please contact:

Sherri Hillgruber, Coordinator Innovative Programs, sherri.hillgruber@hcps.net

***Please include "EOC" in the subject line of your email and include your student's name and DOB.*

**WINTER 2020 TEST REGISTRATION –
Hillsborough County Home Education Students**

In order for a Hillsborough County Home Education Student to participate in the Winter 2020 Session of the Florida NGSSS EOCs (Biology 1, U.S. History, and/or Civics), or FSA EOC (Algebra and Geometry), the online registration form, <http://bit.ly/HomeEdWinterEOC> , must be completed by **November 15, 2020.**

****No registrations will be accepted after November 15, 2020.****

Biology 1	Civics	US History
In Biology 1 or Equivalent	In Civics or Equivalent (Middle School Only)	In US History or Equivalent (High School)

Algebra 1	Geometry 1
In Algebra 1 or Equivalent. Math Graduation Benchmark	In Geometry or Equivalent

Information Needed To Complete Online Registration Form
1.) Student First Name
2.) Student Last Name
3.) Florida ID Number (leave blank if unknown)
4.) Student Date of Birth
5.) Grade Level for 2020-2021
6.) Gender
7.) Race
8.) Hispanic Ethnicity (Y/N)
9.) IEP/504 (Y/N)
10.) ELL Status
11.) Contact Phone Number
12.) Contact Email Address
13.) Selection of EOC Exam
14.) Electronic Practice Notification
15.) Parent/Guardian Acknowledgment

Prior to testing, make sure your student understands the following policies:

- **Electronic Devices Policy**—Students are not permitted to have any electronic devices, including, but not limited to, cell phones, smartphones, and smartwatches, at any time during testing or during breaks (e.g., restroom), even if they are turned off or students do not use them. If a student is found with an electronic device, 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 the box in the secure browser indicating they understand the testing rules or signing below the statement in their test and answer books.
- **Calculator Policy**—For FSA EOC assessments, calculators may be used during Session 2 only. For Biology 1 EOC, a handheld four-function calculator may be used only if the school provides all students with a handheld four-function calculator. Schools must ensure that handheld calculators meet the specifications published by FDOE.
- **Leaving Campus**—If students leave campus before completing a test session (e.g., for lunch, an appointment, illness), they will not be allowed to return to that session. Students and parents/ guardians should be aware of this policy. If a student does not feel well on the day of testing, it may be best for the student to wait and be tested on a make-up day.
- **Discussing Test Content after Testing**—The last portion of the testing rules read to students before they affirm 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 test items, passages, and prompts) after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites. Please make sure that students understand 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 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. In addition, FDOE employs Caveon Test Security to analyze student test results to detect unusually similar answer patterns. Students’ tests within a school that are found to have extremely similar answer patterns will be invalidated.