**To Receive Help:**

IBTP Questions: [FLDOE-RTTTA@fldoe.org](mailto:FLDOE-RTTTA@fldoe.org)

SSO Questions: [FLDOE-SSO@fldoe.org](mailto:FLDOE-SSO@fldoe.org)

**Test Naming Conventions:**

Naming Convention: CFAC.Subject.Course#.TestType.ItemType

*Example:*

* CFAC.Math.1202340.EOY.MCGR
* CFAC.ELA.1009320.INT1.ALL
* CFAC.SCI.2003310.EOY.MC

*Test Type:*

* EOY - End of Year
* INT - Interim/Progress Monitoring

Number after INT indicates order of interim assessments: INT1 = 1st interim to be administered as Pretest/Baseline/Quarter 1, INT 2 = 2nd interim to be administered, etc.

*Item Type:*

* MC - Multiple Choice (Auto Score)
* GR = Gridded Response (Auto Score)
* ALL = Includes Some Items Requiring Manual Score, like Open Response Items

*Subject:*

* Math = Math
* SCI = Science
* ELA = English Language Arts
* PFA = Performing Fine Arts (Dance, Music, Theatre, etc.)
* VA = Visual Arts
* SS = Social Studies
* JROTC = JROTC
* CTE = Career/Technical Education
* PEH = Physical Education & Health

**Test Development Process:**

1. Create, Edit, or Confirm Appropriateness of Test Blueprints.

2. Add (if using existing template) or fill in (if using blank template) Item Number column, as test items are added.

3. E-mail to Heather Wright at [heather.wright@polk-fl.net](mailto:heather.wright@polk-fl.net) the following:

a. Test Name

b. Test Blueprint (attach to e-mail)

c. Team members (names & districts) who worked on the assessment

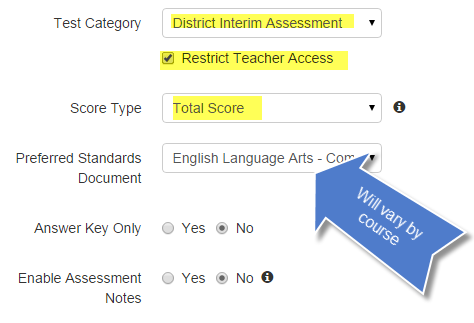
**Resources for Test Blueprints:**

1. Osceola SharePoint: <http://sp.osceola.k12.fl.us/Depts/REA/Assessments/SitePages/Home.aspx>

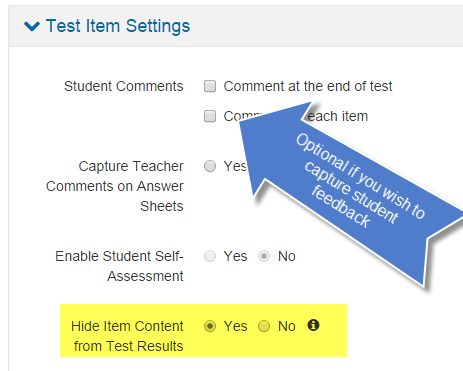
2. CFAC Site: <http://cfacteam.weebly.com/test-blueprints--directions.html>

**Test Settings:**

1. After clicking on Create: Manual Test or Create: Express Test, check the following options:



2. Under Test Item Settings, check the following:



3. Use Description, under the Optional section, to add any notes to others who might use this test, like administration instructions, ideal length of test time, etc.