



August 10, 2022

**Dr. Clay Carmichael**  
Principal

**Caitlyn Stewart**  
Assistant Principal  
Curriculum

**Troy Kasting**  
Assistant Principal,  
Operations

**John Swope**  
Assistant Principal,  
Guidance

**Jenna Poirier**  
Registrar

**Matt McCool**  
Athletic Director

**Kristina Bransford**  
Career Specialist

**Carolie Schultz**  
IB Coordinator

**Stephanie Toffaletti**  
Counselor IB & last  
names A-D

**Laura Kuhel**  
Counselor ESE &  
last names E-L

**Meredith Masiak**  
Counselor AVID, DE  
& last names M-Z

**Beth Purtill**  
Test Coordinator

## PEDRO MENENDEZ HIGH SCHOOL

600 SR 206 West

St. Augustine, FL 32086

Phone 904.547.8660 Fax 904.547.8675

<https://www-pmhs.stjohns.k12.fl.us/>

Dear Parent/Guardian,

The purpose of this letter is to inform you that your student will retake the computer-based ELA Writing and ELA Reading on September 26-28, 2022. The ELA Writing will be administered in one, 120-minute session. The ELA Reading will be administered as two, 90-minute sessions. If you or your student would like to review the computer-based practice test at home, the practice tests and answer keys are available at <http://www.FSAssessments.org/students-and-families/practice-tests/>.

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, 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, 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.

- **Discussing Test Content after Testing**—The last portion of the testing rules read to students before they sign below 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 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 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, the Florida Department of Education (FDOE) employs Caveon Test Security to analyze student test results to detect unusually similar answer patterns. Student tests within a school that are found to have extremely similar answer patterns will be invalidated.
- **Leaving Campus**—If your student leaves campus before completing a test session (e.g., for lunch, an appointment, illness), 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.

If you have any questions related to this test administration, you may contact PMHS Test Coordinator, Beth Purtill at 904-547-8666 or [elizabeth.purtill@stjohns.k12.fl.us](mailto:elizabeth.purtill@stjohns.k12.fl.us). For more information about the Florida Statewide Assessments program, please visit the portal at [www.FSAssessments.org](http://www.FSAssessments.org). Thank you for supporting your student and encouraging him or her to do his or her best during this test administration.

Sincerely,

Dr. Clay Carmichael