



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>

August 10, 2023

Ted Banton
Principal

Angie Hensley
Assistant Principal
Curriculum

Troy Kasting
Assistant Principal,
Operations

Tony Benford
Assistant Principal,
Guidance

Jenna Poirier
Registrar

Kristina Bransford
Career Specialist

Stephanie Toffaletti
IB Coordinator and
Counselor

Meredith Masiak
Counselor for Early
College and last
names A-E

Kathryn Hamill
Counselor for last
names F-M

Jacqueline Cruz
Counselor for last
names N-Z

Dear Parent/Guardian,

The purpose of this letter is to inform you that your student will retake the computer-based Algebra/Geometry BEST EOC Retake **September 25, 2023** and **December 4, 2023**. Biology and U.S. History BEST EOCs are offered **October 5, 2023** and **December 6, 2023**. The FSA Algebra 1 Retake is **September 27-28, 2023** and **March 7-8, 2024**. FAST ELA10 Retake is **September 26, 2023** and **December 5, 2023**. The FSA ELA10 Retake is **September 27-29, 2023** and **March 4-6, 2024**.

The FSA ELA Retake is administered over three days and consists of one 120-minute FSA ELA Writing session and two 90-minute FSA ELA Reading sessions. For the FSA ELA Writing Retake and FSA ELA Reading Retake sessions, any student who has not completed a session by the end of the allotted time may continue working up to half the length of a typical school day for that session. FSA Algebra 1 EOC Retake is administered in two 90-minute sessions over two days, and students may have up to half the length of a typical school day to complete each session. B.E.S.T. Algebra 1, Biology 1, Civics, B.E.S.T. Geometry, and U.S. History EOC assessments are each administered in one 160-minute session, but students may work up to the length of a typical school day. The FAST ELA Reading Retake is administered in one 120-minute session, and students may work up to the length of a typical school day. If you or your student would like to interact with the online testing platform or review sample items at home, sample test materials are available at <https://flfast.org/families.html>.

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.
- **Calculator Policy**—For Algebra 1 and Geometry EOC assessments, **approved calculators may be used during Session 2 only**. If students have handheld calculators during Session 1, their tests 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 Purtil at 904-547-8666 or elizabeth.purtill@stjohns.k12.fl.us. For more information about the FAST program and practice materials, please visit the portal at FLFAST.org.

Sincerely,
Ted Banton, PMHS Principal



Flagler Hospital Health
Career Academy



The AVID Program



Vystar Business &
Finance Academy



Academy of Architectural &
Building Sciences



International Baccalaureate
Program