

You may use the template below to notify parents/guardians of their student's participation in Spring 2022 paper-based FCLE administration. Please customize this letter, as applicable, by modifying the red fields and place the letter on school or district letterhead prior to sending. You may also use this language to post to your school or district website or distribute to parents/guardians via email.

Dear Parent/Guardian,

The purpose of this letter is to inform you that your student will take the paper-based Florida Civic Literacy Examination (FCLE) on [administration day(s)/date(s)]. In accordance with [Florida Statutes](#), beginning with the 2021–2022 school year, students taking a United States Government course are required to take the FCLE. Students who earn a passing score on the FCLE are exempt from the state's postsecondary civic literacy assessment requirement.

The FCLE is administered in one 160-minute session. Any student who has not completed the session by the end of the allotted time may continue working up to half the length of a typical school day.

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, smartwatches, and Bluetooth/wireless headphones/earbuds 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 click the box to accept 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.
- **Leaving Campus**—If your student leaves campus before completing a test session (e.g., for lunch, an appointment), 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**—Please contact the school to discuss any other testing accommodations that will be provided for your student.

If you have any questions related to this test administration, please contact [School Contact] at [Contact Information]. For more information about the Florida Statewide Assessments program, please visit the portal at <https://fsassessments.org/fsa.html>.

Thank you for supporting your student and encouraging him or her to do his or her best during this test administration.

Sincerely,

[Principal's Name]