



# J. W. Mitchell High School

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Principal Jessica R. Schultz

Assistant Principals Heather Bell

Jill Cortier

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Dear Parent/Guardian,

The purpose of this letter is to inform you that your child will be taking at least one District Final on at the end of the Spring semester. For this school year, District Finals will account for 10% of the student's total grade in the course.

District Finals may be computer-based tests (CBT) or paper-based tests (PBT). If your child is taking a CBT he or she will have an opportunity to view an introduction to the assessment platform to become familiar with the software, item types, and online tools he or she will encounter and use during testing.

Please review the following policies with your student before testing:

- **Electronic Devices**—If your child is found with ANY electronic devices, including but not limited to cell phones and smartphones, at any time during testing OR during breaks (e.g., restroom, lunch), his or her test will be invalidated, which means it will not be scored. The best practice is for students to leave devices at home or in their lockers on the day of testing.
- **Testing Rules Acknowledgment**— Prior to testing, test administrators will read the rules to students, and students will show acknowledgement that they understand the testing rules by proceeding with the assessment.
- **Discussing Test Content after Testing**—The last portion of the testing rules read to students before they affirm the acknowledgment states, “After the test, you may not discuss the test items. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram.” If students are found sharing information about test items, even without the intent to cheat, their tests will be invalidated.
- **Test Invalidations**—Students are responsible for doing their own work on 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 child leaves campus before completing the test once they have started the test (for lunch, an appointment, illness, etc.), he or she WILL NOT be allowed to complete the test. If your child 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.

If you have any questions related to this test administration, you may contact Heather Bell at [hbelle@pasco.k12.fl.us](mailto:hbelle@pasco.k12.fl.us)  
Thank you for supporting your student as he or she prepares for testing.

Sincerely,

Heather Bell