

FLORIDA VOLUNTARY PREKINDERGARTEN (VPK) ASSESSMENT

Guidance for Existing VPK Providers

STEP 1: ORDER VPK ASSESSMENT MATERIALS EACH PROGRAM YEAR.

Go to <https://marcomcentral.app.pti.com/graphiccommunicationscorp/earlylearning> to register and access the VPK Assessment Ordering System.

Step-by-step instructions on **How to Order the Florida VPK Assessment Kit** are available for download at <http://www.flvpkonline.org/teachertoolkit/assessment/index.htm>.

For questions regarding the VPK Assessment Ordering System or the shipping status of your assessment materials contact **Drummond Press** at **1-800-247-5361** or via email at orders@drummondpress.com.

STEP 2: REGISTER TO ACCESS THE ONLINE REPORTING SYSTEM.

All **existing** VPK providers **must reset** their password to access the Online Reporting System **each program year**. The center/school will not be able to access the VPK Assessment Online Reporting System until the VPK Administrator completes the Initial Registration Wizard at <https://brightbeginningsfl.org/Register.aspx> for the current program year.

- If the center/school **used the Online Reporting System last year**, the VPK Administrator should follow the directions outlined **beginning on page 23** of the VPK Assessment Teacher's Manual – Fourth Edition to complete the Initial Registration Wizard. Then the VPK Administrator will be able to access the Online Reporting System.
- **If you have forgotten your Provider ID, contact the VPK Assessment Help Desk for assistance.**
 - **Online:** <https://brightbeginningsfl.org/RequestAssistance/RequestAssistance.aspx>
 - **By Email:** vpkassessment@fcr.org
 - **By Phone:** local 850-645-0835 toll-free at 1-844-545-4777
 - **Hours:** Monday to Thursday - 7 am to 5 pm EST
Friday - 7 am to 4 pm EST

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Administration Deadlines

All VPK providers operating a 540 hour school-year program (e.g., August-April/May), are **REQUIRED** to administer the VPK Assessment during the following Assessment Period windows: (***required**)

- **Assessment Period 1 (AP1) – the month of September***
- Assessment Period 2 (AP2) – the month of January
- **Assessment Period 3 (AP3) – the month of April/May (end of program year)***

Providers on Probation that have chosen the DOE-Approved Staff Development Plan are also **REQUIRED** to administer **AP2 and** submit the assessment data online.

Semester or summer programs are required to administer the VPK Assessment items for AP1 and AP3. It has not been our practice to assign dates for the semester/summer administration of the VPK Assessment, but AP1 is usually given at the beginning and AP3 is usually given at the end of the program.

Submission Deadlines

Beginning with AP3 of the 2013-14 school-year program, assessment data for each child who was administered the assessment **must** be entered **and** submitted **by the specified date** for each Assessment Period (AP).

- **For school-year programs,** assessment data for **AP1 must** be entered **and** submitted by **October 31st.**
- **For school-year programs,** assessment data for **AP2 should** be entered **and** submitted by **February 15th.**
- **For school-year programs,** assessment data for **AP3 must** be entered **and** submitted by **June 15th.**

For semester or summer programs assessment data **must** be entered **and** submitted **no later 15 days** after the **Last day of VPK Program.**