

## VPK Assessment

### Frequently Asked Questions about VPK Pre- and Post-Assessment

Rules [6M-8.620](#) and [6A-1.09433](#), F.A.C. –

#### PURPOSE AND USE

##### 1. Who is it for?

All children enrolled in the Voluntary Prekindergarten (VPK) Education Program.

##### 2. What is the benefit of using this instrument?

VPK Assessment is a research-based progress monitoring assessment that looks at specific early literacy and math skills which are predictive of children’s future educational success.

After administering the VPK Assessment, VPK instructors and administrators can benefit by downloading reports (child, class, center) to see children’s progress and modify instruction to meet each child’s needs. Additionally, the VPK instructor or administrator can print or download individualized Parent Letters in 3 languages to share with children’s families during conferences.

##### 3. What is the purpose?

To provide VPK instructors with information about each child’s knowledge, skills and development at the beginning, middle\* and end of the VPK program in order to see children’s progress and modify instruction to meet each child’s needs.

\*See question 7.

#### ADMINISTRATION AND SUBMISSION DETAILS

##### 4. Is the VPK pre- and post-assessment required?

Yes. All private and public VPK providers are required to administer the Florida VPK Assessment for pre- and post-assessment (AP1 and AP3) and submit the results on the VPK Assessment Online Reporting System at [www.brightbeginningsfl.com](http://www.brightbeginningsfl.com).

##### 5. Who administers the assessment?

The VPK instructor or other paid staff member who

- Meets the minimum qualifications to be a VPK instructor **and**
- Completes the training “How to Administer the VPK Assessment” by registering on the DCF child care training system and participating in an instructor-led training or online training, or by viewing the VPK Assessment Instructional DVD included in each VPK Assessment kit and documenting the date.

##### 6. When is the assessment given (administered)? What are AP1 and AP3?

- Assessment Period 1 (AP1) is the pre-assessment, which is the first 30 calendar days of the VPK class schedule beginning with the first VPK instructional day and including non-instructional days.
- Assessment Period 3 (AP3) is the post-assessment, which is the last 30 calendar days of the VPK program ending on the last VPK instructional day and including non-instructional days.

##### 7. The instrument also has a mid-year assessment point available (AP2). Should VPK providers administer AP2?

Though not required for most, providers should administer AP2 because it provides important mid-year information about children’s progress that can be used to inform instruction and better plan activities that appropriately meet both the needs of the class and of individual children. It offers the teacher an opportunity to see the growth that has occurred from the beginning to the mid-point of the VPK program and make any necessary modifications. **Please note, providers on probation that have chosen the OEL-Approved Staff Development Plan are required to administer AP2.**

RODNEY J. MACKINNON

EXECUTIVE DIRECTOR, OFFICE OF EARLY LEARNING

250 MARRIOTT DRIVE • TALLAHASSEE, FL 32399 • 850-717-8550 • Toll Free Family Line 866-357-3239 • [www.FloridaEarlyLearning.com](http://www.FloridaEarlyLearning.com)

**8. How are the pre- and post-assessment deadlines determined?**

Deadlines are based on each VPK class schedule, which is the VPK class calendar approved by the coalition and identified on Class Registration Application – Calendars (Form OEL-VPK 11B).

**9. What are the deadlines for ordering, administering and submitting?**

Please see the table below.

| The Florida VPK Assessment   |   |   |
|--|---|---|
| Ordering Assessment Material Deadlines   | Administration Deadlines  | Online Submission Deadlines   |
| <p><b>Required: Based on Need (see question 11)</b><br/>                     Provider must place the initial order on Bright Beginnings for needed materials at least <b>30 calendar days</b> before the first day of the VPK class schedule.</p> <p>Coalitions must approve or disapprove orders within <b>seven calendar days</b>.</p> <p>If order is disapproved, provider shall resubmit within <b>five calendar days</b>.</p> | <p><b>Required:</b><br/>                     Assessment Period 1 (AP1) – Administer within the first <b>30 calendar days</b> of the VPK class schedule.</p> | <p><b>Required:</b><br/>                     Assessment Period 1 (AP1) – Submit within <b>45 calendar days</b> of the VPK class schedule.</p>                           |
|  | <p><u>Optional*</u> (see question 7):<br/>                     Assessment Period 2 (AP2) – middle of the VPK class’s scheduled hours</p>                    | <p><u>Optional*</u>: Assessment Period 2 (AP2) – Submit no later than <b>15 calendar days</b> after the last day of the VPK class schedule.</p>                         |
|  | <p><b>Required:</b><br/>                     Assessment Period 3 (AP3) – Administer within the last <b>30 calendar days</b> of the VPK class schedule.</p>  | <p><b>Required:</b><br/>                     Assessment Period 3 (AP3) – Submit no later than <b>15 calendar days</b> after the last day of the VPK class schedule.</p> |

\*Providers on probation that have chosen the [Staff Development Plan for Providers on Probation](#) are required to administer AP2. AP2 is optional for all other VPK providers.

**10. Is there a consequence for not administering or submitting data by deadlines?**

Yes. Section 1002.67(4)(b), Florida Statutes, and Rule 6M-8.620, F.A.C., indicate that if a VPK provider fails or refuses to implement the VPK pre- and post-assessment or engages in misconduct, the provider may become ineligible to offer VPK for five years. Based on the level of noncompliance, the coalition will determine the appropriate action in accordance with rule and statute.

**VPK ASSESSMENT MATERIALS**

**11. Must a provider order materials if they have leftovers from previous years?**

No. The assessment has not changed and existing materials can be used.

**12. What materials can be ordered?**

- a. New VPK Assessment kits – One kit per VPK class for NEW VPK providers or existing VPK providers who added a new VPK class. Each kit includes materials for 20 children.
- b. Replacement VPK Assessment kits – One kit per VPK class for existing VPK providers. Each kit includes materials for 20 children.

**13. Can Response Booklets be printed if additional copies are needed?**

Yes. A VPK provider may make copies for their class use. This can be done by copying an existing blank response booklet or copying the PDF file of a response booklet. A PDF copy for the AP1 response booklet is available by emailing the VPK Assessment Help Desk ([vpkassessment@fccr.org](mailto:vpkassessment@fccr.org)).

**RODNEY J. MACKINNON**  
 EXECUTIVE DIRECTOR, OFFICE OF EARLY LEARNING

250 MARRIOTT DRIVE • TALLAHASSEE, FL 32399 • 850-717-8550 • Toll Free 866-357-3239 • [www.FloridaEarlyLearning.com](http://www.FloridaEarlyLearning.com)

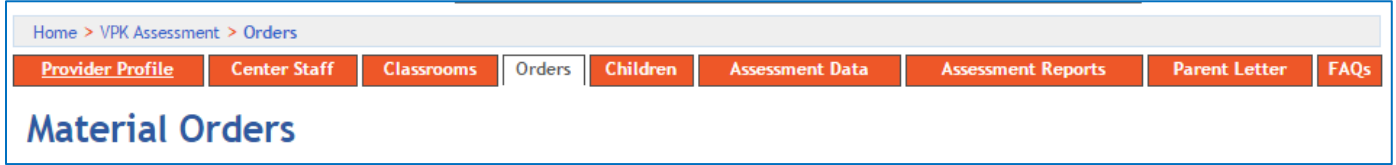


**14. Is there a cost to order these materials?**

There is no cost for VPK providers to order materials.

**15. What is the process for ordering assessment materials and what are the deadlines to order?**

Assessment materials must be ordered within the VPK Assessment Online Ordering System at [www.brightbeginningsfl.com](http://www.brightbeginningsfl.com). VPK administrators will be required to complete the initial registration wizard for the current program year, set up each class in the “Classrooms” tab, then order for each class. There is a new tab available to VPK administrators called “Orders.”



There are specific deadlines for ordering materials that providers have to meet. Please see table in question 9 for details. **If the provider fails to order needed materials, delivery of the materials will not be guaranteed in time for the provider to administer the assessment by the deadline.**

**\*\*School Districts have the option to order in bulk or individually for VPK classes within the district. Individual public schools will not have the option to order, only someone with district administrator access.\*\***

**16. Can a provider see the status of their order after being placed?**

Yes. The VPK Assessment Online Ordering System within Bright Beginnings contains an order history table that includes materials ordered and when, approval or denial date by the coalition, and when shipped (including tracking information).

**17. Who can be contacted with questions about navigating the Bright Beginnings website, including assessment material orders?**

The VPK Assessment Help Desk is available to answer questions about orders and offer technical assistance in English and Spanish to providers needing support with Bright Beginnings. The hours of operation are Monday through Thursday 8:00 a.m. to 5:00 p.m. and Friday 8:00 a.m. to 4:00 p.m. EDT.

**Phone:** 1-844-545-4777

**Email:** [vpkassessment@fcrr.org](mailto:vpkassessment@fcrr.org)

For more information or technical assistance please contact the Office of Early Learning’s VPK team by phone at 1-866-447-1159 or by email at [VPKquestions@oel.myflorida.com](mailto:VPKquestions@oel.myflorida.com)

Cut out and save near work station:

A graphic with a light blue background and a dashed blue border, shaped like a rounded rectangle with a hole on the top left. On the left side, there is a cartoon icon of a person wearing a headset and holding a document. To the right of the icon, the text reads: "VPK Assessment Help Desk", "Phone: 1-844-545-4777", "Email: [vpkassessment@fcrr.org](mailto:vpkassessment@fcrr.org)", "Hours: Monday – Thursday, 8 a.m. to 5 p.m. EDT and Friday - 8 a.m. to 4 p.m. EDT", and "Assistance Available in English and Spanish".

RODNEY J. MACKINNON

EXECUTIVE DIRECTOR, OFFICE OF EARLY LEARNING

250 MARRIOTT DRIVE • TALLAHASSEE, FL 32399 • 850-717-8550 • Toll Free 866-357-3239 • [www.FloridaEarlyLearning.com](http://www.FloridaEarlyLearning.com)

