



## Level 1, Level 2 Floral Design Certification and TSFA Knowledge Based Certification Testing Policies

The Texas State Florists Association offers Knowledge Based, Level 1 or Level 2 Floral Design Certification Testing. The Texas State Florists' Association Level 1 and Level 2 certification tests purpose is to effectively measure the student's knowledge, they must be uniformly and securely administered. Therefore, both the school/site staff who assign and schedule the tests and the proctors who administer them must acknowledge and comply with all program producers.

**Testing Dates and Times-** Texas State Florists' Association Level 1 and Level 2 certification tests may be administered anytime during the current academic year (July 1 through the following June 30) when a proctor and an appropriate testing facility are available. Excluding dates that are listed on [tsfa.org](http://tsfa.org).

**Testing Environment-** Texas State Florists' Association Knowledge Based Certification Test and digital Level 1 Certification Tests may be administered on any computer that meets the minimum technical and security requirements. The computer/workstations(s) for delivering the TSFA certification tests must be located in a computer lab, test center, or other appropriate testing location that provides for monitoring by the proctor, reasonable shielding from others, freedom from distractions, and comfort for the examinee.

**Proctors-** The proctor may be a school/site administrative staff member, a current or retired faculty member, or any other individual deemed qualified by the Texas State Florists' Association.

**Proctor's Responsibility-** The proctor is responsible for verifying the test candidature's identity, enabling the test for the candidate, and providing general oversight of the candidate during the testing session. This includes ensuring that there is no cheating of any kind, including giving or receiving help, using books, notes, etc.

**Accommodations-** Candidates with special needs (e.g. students with Individual Education Plans) may receive reasonable accommodations for their special needs, at the discretion of Texas State Florists' Association, and provided that such accommodations do not compromise test integrity. See Request for Special Examination Accommodations Application Form.

**Retests-** Candidates are eligible for one retest attempt for any of the Texas State Florists' Association Level certification tests completed during the current academic year (July 1 through the following June 30) provided such retest attempt is scheduled 30 days or more from test completion date of the first attempt. Retest attempts must be completed on or before the last day of the academic year (June 30) in which the first attempt was completed. An additional retesting fee is required.

**Instructor (Role) Level Access-** All persons assigned the ‘Instructor’ role are provided unique credentials to the testing platform in order to register students/candidates and monitor their progress. ‘Instructors’ may not share their access credentials with anyone (students nor other school personnel) and must take reasonable precautions to safeguard their credentials.

**Cancellation of Scores-** Texas State Florists’ Association reserves the right, in its sole discretion, to cancel any test score and/or bar participation in the Texas State Florists’ Association Level 1, Level 2, or Knowledge Based certification testing program if TSFA has reason to question the validity of a test score. Misconduct during the testing session, multiple test assignments to an individual candidate within an academic year, and ‘Instructors’ access to test forms, among others, compromise test validity.

**Good and Reasonable Effort-** Texas State Florists’ Association considers each school/site participating in TSFA Level 1, Level 2, or Knowledge Based certification tests an active partner in the test delivery process. Texas State Florists’ Association expects all school/site staff involved in the testing program to exercise good and reasonable effort to maintain the integrity of the testing program.

**User Name-** All student users must use a valid email address in their TSFA Level 1 certification testing username.

**TSFA Knowledge Based Exam-** This industry certification will test the student’s knowledge of the floral industry; common terms associated with daily floral tasks and identify common tools and plants used in the floral industry. The teacher or CTE director must verify that that the student is enrolled in Floral Design Class.

Name

School

Date