



# Foundation Skills Assessment (FSA) Administration Quick Reference

## Assessment Preparation

Help students prepare for the assessment by directing them to the sample assessments on the [Foundation Skills Assessment Samples](#) webpage.

## Information for Parents and Caregivers

FSA information for parents and caregivers are available in the [FSA parent brochure](#).

## Enrollment

Enrollments have been pre-loaded using the February 1701 data. Administrators need to check and update their online List of Enrolled Students using the Administrative Functions at [bced.vretta.com/#/en/bced-landing/admin](http://bced.vretta.com/#/en/bced-landing/admin). They should refer to section 5.0 - How to Use the Administrative Functions of the [FSA Administration Manual](#) for more details.

If there are no enrollments available in the E-Assessment System (EAS), please notify the Ministry via email at [educ.fsascore@gov.bc.ca](mailto:educ.fsascore@gov.bc.ca) for guidance on next step.

## Assessment Materials for Schools

Materials will be shipped to schools the **second week of September** and should arrive at schools by the end of the month. Administrators need email [educ.fsascore@gov.bc.ca](mailto:educ.fsascore@gov.bc.ca) if they do not receive supplies or if more supplies are required at least one week prior to administration.

## Assessment Dates

Key FSA dates (Administration and Score Entry) are available on the [FSA website](#).

## E-Assessment Account Creation

Invitations to set up accounts to EAS access will be sent by our technical support team, Vretta ([bced-support@vretta.com](mailto:bced-support@vretta.com)) the second week of September.

## Password Letters

Log into your [E-Assessment Administrator Account](#) to access the password letter. The letter provides the session passwords for the administration period. This will be available during the second week of September in EAS.

## FSA Technical Leads

Please connect with your district/school FSA Technical Lead to plan and manage the administration of online components.

## Special Format Assessments

Large print and braille assessments are available for students at the request of their Teacher for Students with Visual Impairment (TSVI). Please email [educ.fsascore@gov.bc.ca](mailto:educ.fsascore@gov.bc.ca) for more information.

## Unusual Circumstances

**Exceptions:** All students in Grade 4 and Grade 7 must write the FSA. However, administrators can identify students eligible for exemption from one or both components of the FSA, in accordance with the specified exceptions detailed the [FSA Administration Manual](#).

## Monitoring Session

The ministry monitors district and school-based scoring of the constructed-response sections of the FSA by re-scoring a sample of student response booklets from each district and a number of independent schools in a provincial monitoring session.

Photocopied student response booklets must be sent via courier to the Ministry no later than **the second week of December**. Please email [educ.fsascore@gov.bc.ca](mailto:educ.fsascore@gov.bc.ca) to obtain your shipping waybill.

Detailed information about the monitoring session conducted virtually in July each year, will be provided during Spring.

## Results Reports from Current Administration

The Student Results Reports and School Level Data Report can be printed at [bc.ed.vretta.com/#/en/school-admin/bcfsa/final\\_results](https://bc.ed.vretta.com/#/en/school-admin/bcfsa/final_results). More information can be found in the [FSA Administration Manual](#).

## Key Notes and Reminders

**Assessment timing:** FSA can be administered anytime between 8:00 am and 4:00 pm (local school time) during the assessment period. The assessment will take approximately 3.75 hours to complete.

**Score Entry:** Score entry must be completed in EAS by December 6, 2024.

## Key Resources

Resource	Location
Information for Administrators landing page	<a href="#">Ministry webpage</a>
Foundation Skills Assessment (FSA) Administration Manual	<a href="#">FSA Administration Manual</a>
E-Assessment landing page	<a href="#">E-Assessment webpage</a>

## Contacts

For questions related to:	Contact:
Systems or assessment technical issues	e-Assessment Technical Support 1-888-887-3882 (toll-free) <a href="mailto:bc.ed-support@vretta.com">bc.ed-support@vretta.com</a>
Assessment administration	Assessment Administration Coordinator <a href="mailto:educ.fsascore@gov.bc.ca">educ.fsascore@gov.bc.ca</a>
E-Assessment System registration issues	e-Assessment Technical Support 1-888-887-3882 (toll-free) <a href="mailto:bc.ed-support@vretta.com">bc.ed-support@vretta.com</a>

