

**Date:** November 20, 2025  
**To:** Principals  
**From:** Jennifer Sasser, Senior Executive Director; Research, Measurement and Strategy  
Tamirra Hutchinson, Director; Assessment  
**Recipients:** Principals, Assistant Principals, Test Coordinators, CAS Experts and Teachers  
**Subject:** District, State and National Testing Schedules and Teacher Contracts

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Testing schedules for statewide and national assessments, Progress Monitoring Activities (PMAs) and Common Final Exams (CFEs) must adhere to the contractual requirements outlined in the agreement between the School Board of Orange County, Florida and the Orange County Classroom Teachers Association (CTA).

Article XIV.B of the CTA contract states that teachers shall not be assigned responsibility for students for more than three continuous hours. This section also outlines teachers' daily planning schedule.

Principals are responsible for ensuring that all testing schedules comply with the contractual guidelines.

For more information about the CTA contract please visit [ocps.net/labor-relations-home](http://ocps.net/labor-relations-home) site and/or contact LeighAnn Blackmore ([leighann.blackmore@ocps.net](mailto:leighann.blackmore@ocps.net)) or Timothy Smith ([timothy.smith2@ocps.net](mailto:timothy.smith2@ocps.net)).

For more information, please visit our [ims-rms.ocps.net](http://ims-rms.ocps.net) site and/or contact the Assessment department.

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