

2023–2024
Grades 3–10 FAST
Progress Monitoring
Test Administration Manual
PM1/PM2

Florida Help Desk

Florida Help Desk Contact Information

Toll-Free Phone Support: **866-815-7246**

Email Support: **FloridaHelpDesk@CambiumAssessment.com**

Table of Contents

About This Manual.....	1
Test Administration Policies and Procedures	2
Scheduling Students for Testing	2
Student Accommodations	2
Technical Support During Testing	3
Test Security Policies and Procedures.....	4
Proctors	5
Dismissal/After Testing	5
Test Irregularities and Security Breaches	5
Make-Up Administration Procedures	6
Test Invalidation Policies and Procedures	7
Paper-Based Materials Policies and Procedures	8
Test Materials	8
Student Demographic Information	9
Security Numbers	9
PreID Labels	9
Student Demographic Information	10
Record Required Administration Information for Paper-Based Test Administrations	11
Hazardous Materials	11
Missing Materials	12
Test Administrator Responsibilities Before Testing	14
Sample Test Materials.....	14
Calculators	14
Prepare the Room for Testing	14
Assemble Materials	15
Test Administrator Responsibilities During Testing	17
Prepare Student Computers and Devices.....	17
Read Script	17
Distribute Materials	17
Create, Start, Monitor, and Stop the Test Session	18
Read Testing Rules Acknowledgment	18
Keep Time.....	18
Maintain Test Security	18
Supervise Test Administration.....	19

Script for Administering Grades 3–10 FAST ELA Reading PM1/PM2.....	21
Script for Administering Grades 3–5 FAST Mathematics PM1/PM2.....	28
Script for Administering Grades 6–8 FAST Mathematics PM1/PM2.....	35
Test Administrator Responsibilities After Testing	43
Return Materials to the School Assessment Coordinator	43
School Assessment Coordinator Responsibilities Before Testing	44
Receive Materials	44
Collect Required Administration Information for Paper-Based Test Administrations	45
Create Seating Charts and Security Logs (Optional).....	45
Maintain Test Materials Chain of Custody Form	45
Assign Proctors.....	45
Arrange Testing of Special Programs Students	46
Ensure Implementation of Accommodations	46
Oversee Preparation and Training	46
Manage Student Information in TIDE.....	48
Print Test Tickets	48
Meet with Technology Coordinator.....	48
Prepare Test Settings, Computers, and Devices	49
Arrange CBT Sample Test Sessions	49
Arrange Paper-Based Practice Activities.....	49
Print On-Demand PreID Labels	49
School Assessment Coordinator Responsibilities During Testing	50
Distribute Test Materials.....	50
Supervise Test Administration and Maintain Test Security.....	50
Review Testing Rules Acknowledgment.....	50
Student Reports a Defective Item	51
Monitor Student Progress	51
Supervise Make-Up Test Administrations	51
School Assessment Coordinator Responsibilities After Testing.....	52
Receive Materials from Test Administrators	52
Update Student Information	52
Invalidate Tests.....	52
Record Accommodations.....	52
Prepare Materials for Return	53
Enter Student Responses	53

District Assessment Coordinator Responsibilities Before Testing	54
Order and Receive Materials	54
Communicate Required Administration Information for Paper-Based Test Administrations	54
Prepare for Practice Test Sessions	55
Request Seating Charts and Security Logs (Optional)	55
Create TIDE Accounts	55
Train School Assessment Coordinators and Technology Coordinators	55
Arrange to Test Special Programs Students	57
Ensure Implementation of Accommodations	57
Student Demographic Information	57
Managing Student Information in TIDE	57
Arranging Paper-Based Practice	58
Entering Student Responses	58
District Assessment Coordinator Responsibilities During Testing	59
Monitor Test Administration and Maintain Test Security	59
Test Status Monitoring	59
Communicate with FDOE	59
Student Reports a Defective Item	59
District Assessment Coordinator Responsibilities After Testing	60
Invalidate Tests	60
Enter Student Responses	60
Appendix A: Florida Help Desk	61
Appendix B: Paper-Based Materials Return Instructions	63
Introduction	64
Prepare Materials for Return	64
Package Materials for Return	66
Label Boxes for Return	68
Return Materials to Contractor	69
Prepare District Assessment Coordinator ONLY Boxes	70
Appendix C: Florida Test Security Statutes and Rule	71
Appendix D: Forms	76

About This Manual

This administration manual contains general information about the Florida Assessment of Student Thinking (FAST) for grades 3–10 ELA Reading and grades 3–8 Mathematics aligned to the B.E.S.T. (Benchmarks for Excellent Student Thinking) standards for the first two test administrations of the 2023–2024 school year (PM1 and PM2). There will be a separate manual for the Spring 2024 administration (PM3). School assessment coordinators and test administrators should carefully read and review the contents of this manual prior to testing.

For information about statewide end-of-course assessments, FAST Reading Retake and FSA Retake assessments, and the Florida Civic Literacy Exam, please see the *Fall/Winter 2023 Test Administration Manual* available on the Florida Statewide Assessments Portal.

Scripts and instructions for administering accommodated computer-based forms (masking, text-to-speech) and paper-based accommodations (regular print, large print, braille, one-item-per-page) are available on the [FAST Portal](#). Scripts and instructions for administering braille accommodations are included with braille test materials and are also available on the [FAST Portal](#).

Test administrators should read all relevant information in this manual, and school assessment coordinators must ensure that anyone else involved in test administration (e.g., proctors, technology coordinators) is familiar with the appropriate scripts and instructions. Test administrators are responsible for reading and becoming familiar with all information in this manual. In addition, district and school assessment coordinators must be familiar with the Test Administrator Responsibilities sections so they understand testing procedures and can make determinations for local policies.

School personnel will also need to read and have access to the following user guides prior to and during test administration:

- [Test Administrator User Guide](#)
- [2023–2024 Statewide Assessments Accommodations Guide](#)
- [TIDE User Guide](#)
- [Data Entry Interface User Guide](#)

For a complete list of user guides, see the [User Guide Matrix](#).

Test Administration Policies and Procedures

Because the PM1 and PM2 FAST administrations are for informational purposes only, some of the testing policies and procedures are different from those that will be in place for PM3. However, all tests must be administered with fidelity to ensure that student scores are valid and reliable, and test security must be maintained at all times for all three PM administrations.

Scheduling Students for Testing

Grades 3–10 FAST ELA Reading and Grades 3–8 FAST Mathematics will be administered during three windows in the 2023–2024 school year:

- PM1: August 14–September 29, 2023
- PM2: December 4, 2023–January 26, 2024
- PM3: May 1–May 31, 2024

These windows are designed to allow for maximum scheduling flexibility for schools; they do not represent the length of time a school will be administering assessments.

For PM1 and PM2, tests may be administered in group or individual settings, based on device availability and scheduling needs. Because a short script will be read to students prior to testing, it is recommended to schedule students in groups.

All FAST assessments are administered in one session in one day, and it is recommended that students only take one subject test per day and begin testing in the morning to allow enough time to complete the test in one school day.

Grades/Subject	Session Length
Grades 3–10 ELA Reading	90 minutes
Grades 3–5 Mathematics	80 minutes
Grades 6–8 Mathematics	100 minutes

Students are not required to remain in the testing room for the length of the session. Districts and schools may determine local dismissal policies, and **any students still working at the end of the scheduled testing time may be provided the time needed to complete the test, up to the end of the school day.**

Student Accommodations

The [2023–2024 Statewide Assessments Accommodations Guide](#) provides information concerning allowable accommodations for students with disabilities and for students who are identified as ELLs or recently exited ELLs. The test administrator and the school assessment coordinator are responsible for ensuring that arrangements for accommodations have been made prior to the test administration dates.

Refer to the [2023–2024 Statewide Assessments Accommodations Guide](#) for information and instructions about accommodated paper-based assessments.

For eligible students participating in the computer-based FAST ELA Reading and FAST Mathematics, the following accommodations are available:

Computer-Based Accommodations

- Masking
- Text-to-speech

Paper-based accommodations (regular print, large print, braille, one-item-per-page) may be provided to eligible students if indicated as an accommodation on an IEP or Section 504 Plan. Districts must submit confirmation of student eligibility for all paper-based accommodations to FDOE. Scripts for students using paper-based accommodations and computer-based accommodations (masking, text-to-speech) can be found on the [FAST Portal](#). Scripts and instructions for administering braille accommodations are provided with the braille test materials.

Students who are identified as ELLs or recently exited ELLs must be provided with the allowable accommodations. For a list of the allowable accommodations for ELLs participating in the Florida Statewide Assessments, please refer to the [2023–2024 Statewide Assessments Accommodations Guide](#).

Technical Support During Testing

During testing, a test administrator should not attempt to resolve technical issues if doing so would be disruptive to students. The test administrator must have a way to contact the school assessment coordinator or technology coordinator without leaving the room unattended. **If a student has difficulty logging in or is logged out of his or her test more than once, the student should not continue to attempt to log in until the issue is diagnosed and resolved.**

The Florida Help Desk may be contacted by phone at 866-815-7246 or by email at FloridaHelpDesk@CambiumAssessment.com. The Help Desk is open 7:00 a.m.–8:30 p.m. ET, Monday–Friday (except holidays). Test administrators are encouraged to refer to the [Test Administrator User Guide](#) and other CBT resources available on the portal. Additional Help Desk information is available in [Appendix A](#).

Test Security Policies and Procedures

Maintaining test security before, during, and after testing is vital to ensuring the validity of student results. When test administrators consistently follow the procedures presented in this manual, they help ensure test results that are true representations of student achievement.

While PM1 and PM2 are for informational purposes only, the following test security protocols must be followed:

- School personnel may not view, copy, or reveal any test items. All FAST test items are secure and protected under the Test Security Statutes, s. 1008.23, F.S. and s. 1008.24, F.S.
- Test administrators and proctors may not assist students in answering test items.
- Test administrators and proctors may not discuss specific test items with students after testing.
- All school personnel involved in test administration must be trained and sign a [2023–2024 Test Administration and Security Agreement](#) acknowledging test security policies and agreeing to administer tests with fidelity.

Examples of prohibited activities include the following:

- Reading or viewing the passages or test items before, during, or after testing
- Revealing the passages or test items
- Copying the passages or test items
- Explaining or reading the passages or test items for students
- Changing or otherwise interfering with student responses to test items
- Copying or reading student responses
- Causing achievement of schools to be inaccurately measured or reported

School personnel and proctors must read and familiarize themselves with the Statutes and Rule in [Appendix C](#).

If ELLs, recently exited ELLs, or students with current IEPs or Section 504 Plans have allowable accommodations documented, test administrators may provide accommodations as described in the [2023–2024 Statewide Assessments Accommodations Guide](#) and may modify the scripts as necessary to reflect the allowable accommodations.

The security of all test materials must be maintained before, during, and after test administration. Under no circumstances are students permitted to assist in preparing secure materials before testing or in organizing and returning materials after testing.

After **any** administration, initial or make-up, secure test materials (e.g., test and response books, test tickets, used scratch paper) must be returned to the school assessment coordinator immediately and placed in locked storage. The *Test Materials Chain of Custody Form* must be maintained at all times to track test materials with security barcodes (e.g., test and response books). **No more than three people should have access to the locked storage room.** Secure materials must never be left unsecured and must not remain in classrooms or be taken off the school's campus overnight.

Any monitoring software that would allow test content on student computers/devices to be viewed or recorded on another computer or device during testing must be turned off.

District assessment coordinators must ensure that all school administrators, school assessment coordinators, technology coordinators, test administrators, and proctors receive adequate training prior to this administration, and that all personnel sign and return a [2023–2024 Test Administration and Security Agreement](#), located in [Appendix D](#), stating that they have read and agreed to abide by all test administration and test security policies and procedures. Additionally, any other person who assists a school assessment coordinator, technology coordinator, or test administrator must sign and return an agreement, as well as any district personnel involved in test administration activities.

Test administrators must **not** administer tests to their family members. Students related to their assigned test administrator should be reassigned to an alternate test administrator. In addition, a student's parent/guardian should not be present in that student's testing room.

Proctors

Proctors are recommended for rooms where groups of 25 or more students are tested. School personnel and non-school personnel may be trained as proctors. Prior to testing, proctors must be informed of their duties and of the appropriate test security policies and procedures. School personnel proctor duties may include providing accommodations. Non-school personnel may assist test administrators during test administration; however, non-school personnel may not participate in any of the test administration procedures (e.g., distributing and collecting secure materials, providing accommodations). Volunteers (e.g., parents, retired teachers) may be trained as proctors and may perform non-school personnel duties.

All proctors may help monitor rooms during test administration; however, they may not assist in rooms where their family members are testing.

Proctors and anyone who assists with any aspect of test preparation or administration must be informed of the test security laws and rules prohibiting any activities that may threaten the integrity of the test. Each proctor who enters a testing room for any length of time must sign a [2023–2024 Test Administration and Security Agreement](#).

Dismissal/After Testing

Local policies must be determined and communicated regarding students who have completed testing while others are still working. Students should submit their tests as they finish, and not be required to wait to submit until the entire session time has expired. You may create local policy, such as dismissing students as they finish or allowing them to read once they have finished. Care should be taken to not disrupt students who are still working.

District/school assessment coordinators must communicate these protocols to test administrators.

Test Irregularities and Security Breaches

Test Irregularities

Test administrators should report any test irregularities (e.g., disruptive students, timing issues, loss of Internet connectivity) to the school assessment coordinator immediately. A test irregularity may include testing that is interrupted for an extended period of time due to a local technical malfunction, severe weather, or an issue with an individual student's test. School assessment coordinators must notify district assessment coordinators of any test irregularities that are reported. Decisions regarding test invalidation should not be made prior to communicating with the district assessment coordinator. If further guidance is needed or to report an irregularity requiring action by FDOE (e.g., reporting teacher misconduct to the

Office of Professional Practices Services), district assessment coordinators should contact the Bureau of K–12 Student Assessment. For any test irregularities that require investigation by the district, a written report must be submitted as indicated below.

Security Breaches

Test administrators should report possible breaches of test security (e.g., secure test content that has been photographed, copied, or otherwise recorded) to the school assessment coordinator immediately so that an investigation can be conducted. If a security breach is identified, the school assessment coordinator must contact the district assessment coordinator, and the district assessment coordinator should contact the Bureau of K–12 Student Assessment immediately to discuss a plan of action. This action may include the involvement of local law enforcement personnel. For all security breaches, a written report must be submitted as indicated below.

Submit a Written Report

For test irregularities requiring further investigation by the district and for security breaches, **a written report must be submitted within 10 calendar days after the irregularity or security breach was identified**. District assessment coordinators should submit the report through FDOE’s ShareFile site using the following procedure:

1. Log in to ShareFile at fldoe.sharefile.com and retrieve the blank Test Administration Incident Report Form or the Test Administration Security Breach Report Form from the Forms and Templates folder. (Note: FDOE recommends that districts download the file each time a new investigation is initiated to guarantee the use of the most up-to-date form.)
2. Save the file locally and change the file name to the appropriate district name, underscore, the word “Incident” or “Breach,” underscore, the name of the school, underscore, and the date submitted (e.g., [District Name]_Incident_[School Name]_MMDDYYYY or [District Name]_Breach_[School Name]_MMDDYYYY).
3. Complete the form.
4. Upload the completed form to the district’s Test Administration/Investigations folder (K-12 Administration > Districts > [District Name] > Test Administration > Investigations > 2023-24 Investigations).
5. Send an email to notify FDOE that a document has been uploaded to the folder.
6. FDOE will then determine whether the incident warrants further investigation and, if necessary, request additional information/documentation from the district. Additional requested information or documentation should also be uploaded to the district’s ShareFile folder.
7. If warranted, FDOE will add a memorandum summarizing the incident to the district’s ShareFile folder and will then provide the contents of the district folder to the Office of Professional Practices Services at FDOE.

Make-Up Administration Procedures

All security and administration procedures must be followed while conducting make-up tests. Please remember that after any administration, initial or make-up, secure materials must be returned immediately to the school assessment coordinator and placed in locked storage. Secure materials must never remain in classrooms or be removed from the school’s campus overnight.

Test Invalidation Policies and Procedures

PM1 and PM2 are for informational purposes only, but it is important that each student's results are valid and reliable so that his or her progress may be accurately captured and tracked across the three PM administrations. For PM1 and PM2, please use the following guidance to determine if a student's test score should be invalidated even after the results have been made available. Then, discuss the concern with your school or district assessment coordinator.

Circumstances that **likely** threaten the validity of a student's test results include:

- A student is cheating during testing.
- A student is given unauthorized assistance during testing (e.g., a test administrator helped the student answer a test item).
- A student has access to an electronic device (e.g., cell phone) and used it during testing.

Circumstances that **may** threaten the validity of a student's test results include:

- **Unauthorized accommodation:** The accommodation provided should be considered in terms of its likely impact on the validity of results. For instance, if a test administrator plays calm music during a test session, it is unlikely to affect a student's results. However, if a student is provided with a dictionary and uses it during an ELA Reading session, it is very likely that test should be invalidated.
- **Unauthorized aid:** The aid in question should be considered in terms of its likely impact on the validity of results. For instance, if a mathematics chart is left uncovered, but it is located behind the students and would be difficult for them to read, it is unlikely to affect student results. However, if a student accesses a dictionary during a Reading test, it is very likely that test should be invalidated.
- **Accommodation not provided:** The situation should be discussed with the student and his or her parents/guardians to determine if the lack of the accommodation significantly affected the student's performance and if the test should be invalidated.
- **Illness:** If a student reports after testing that he or she was ill during testing and that the illness significantly affected his or her ability to complete the test or impacted performance in a way that compromises the validity of results, the test may be invalidated. However, if a student becomes ill during testing and is unable to complete the session, the student may return to the test on a subsequent day to complete the session. The test administrator must note the occurrence and record the amount of time left in the session.
- **Disruptions:** If students are disrupted during testing due to a circumstance out of their control (e.g., severe weather), test invalidation may be considered if a student feels his or her performance was significantly affected by the disruption.

Test administrators should always discuss invalidation decisions with their school assessment coordinator, and alert him or her if any of the circumstances above occur in their testing rooms. Similarly, school assessment coordinators should discuss invalidation decisions or test irregularities with their district assessment coordinators.

Paper-Based Materials Policies and Procedures

Test Materials

Test and Response Books

Students participating in paper-based administrations of FAST ELA Reading and FAST Mathematics receive a test and response book.

As students complete FAST paper-based assessments, the responses in the test and response books **must be transcribed** into the Data Entry Interface (DEI), except for Braille materials, which can be entered into the DEI locally or returned to DRC for transcription and DEI entry. Regular Print, Large Print, and One-Item-Per-Page test and response books are non-scannable documents, and books returned to DRC that have not been locally transcribed into the DEI **will not be scored**. District assessment coordinators will provide transcription guidance for school staff.

Reference Sheets

For Grades 4–8 FAST Mathematics, reference sheets are provided in the test and response book, and providing separate paper copies is optional.

Schools that provide hard copy reference sheets must ensure that copies are available for all students taking the test. Any hard copy reference sheets must be printed or copied from the files found on the [FAST Portal](#). Copies must not be made from used reference sheets or sheets that contain notes or handwriting. Each copy must be carefully checked against the original to ensure that all content is copied and that it is clear and easy to read. Care must be taken to provide the correct reference sheet. Providing the incorrect reference sheet may result in invalidations.

After students complete the test, test administrators must collect all reference sheets. **Used reference sheets are secure materials. The school assessment coordinator should package all used and unused reference sheets in the District Assessment Coordinator ONLY boxes.**

Four-Function Calculators

Four-function calculators must be provided to students taking the paper-based accommodated **Grade 6 FAST Mathematics** assessment. Do not provide grade 6 students with a scientific calculator. Students with visual impairments may use approved large key/large display four-function calculators or approved talking four-function calculators. Schools that have not yet accumulated an adequate supply of approved large key/large display or talking four-function calculators to accommodate all students with visual impairments may use comparable calculators that are regularly used in their classrooms. Such calculators must be basic, four-function models and must not have functions that are unavailable on approved calculators. No other calculators may be used.

Scientific Calculators

Scientific calculators must be provided to students taking the paper-based accommodated **Grades 7–8 FAST Mathematics** assessments. The [Calculator and Reference Sheet Policies for Florida Statewide Assessments](#) document includes a list of required and prohibited calculator functionalities as well as a list of FDOE-approved calculators.

Providing a calculator with prohibited functionality (e.g., a display of more than one line, graphing capability) is cause for test invalidation.

Student Demographic Information

For students taking paper-based tests, a student's name is captured on the front cover of the test and response book so the test can be identified. Regular print test and response books must have a PreID label applied. The demographic information described on page 10 must be verified in TIDE before printing On-Demand PreID Labels.

Security Numbers

All regular print and special document (large print, one-item-per-page, braille) test materials are secure documents and must be protected from loss, theft, and reproduction in any medium. A unique identification number and a barcode are printed on the front cover of all secure documents.

Schools must maintain test security by using the security numbers to account for all secure test materials before, during, and after test administration until the time they are returned to the contractor.

The test administrator should also maintain a record of the security numbers for all test documents assigned to him or her. If a test administrator receives test documents that are not already listed, the security numbers of those materials must be added to this record with the names of the students to whom the test materials are assigned. The security number(s) of the document(s) assigned to and returned by each student should be recorded and verified at the completion of each day of testing.

PreID Labels

PreID labels and rosters are not provided for FAST ELA Reading and FAST Mathematics; schools must print On-Demand PreID Labels for regular print paper-based tests. Demographic information must be verified in TIDE before printing On-Demand PreID Labels. On-Demand PreID Labels must be printed and applied to the correct place on test documents. Instructions for printing On-Demand PreID Labels can be found in the [TIDE User Guide](#).

Please adhere to the following policies when preparing paper-based student materials:

- Do not use student labels from previous administrations.
- Ensure that the correct administration and subject are indicated on the PreID label.
- Test tickets and colored return labels must not be applied to test documents.
- Only the school assessment coordinator and other authorized school personnel may prepare materials and affix PreID labels. Sealed test documents must not be opened.
- Students and unauthorized school personnel are not permitted to assist in preparing secure materials before testing or in organizing and returning materials after testing.
- Affix labels in the box on the front cover that states “APPLY PREID LABEL HERE.”


- All secure materials must be returned to locked storage and remain there until testing begins.
- The *Test Materials Chain of Custody Form* must be maintained at all times.

Affix PreID Labels

Follow these steps when verifying student information and affixing a PreID label to a student test and response book:

1. Verify that the student is still enrolled and that the student will be tested. Labels for students not testing should be destroyed in a secure manner because they contain student information.
2. **If a test administrator notifies you that the FLEID or any other information is incorrect on a PreID label**, you must first resolve the errors by correcting them in TIDE and then print a new On-Demand PreID Label. To print PreID labels, follow the instructions in the [TIDE User Guide](#). Apply the new PreID label directly over the incorrect label.
3. Do not remove labels once they have been affixed. Apply the new PreID label directly over the incorrect label.

Sample On-Demand PreID Label

FAST Progress Monitoring 2022-2023 ELA Reading		
On-Demand		
STUDENT, DEMOT2		
DIST/SCH: 99-9009		
Demo School 9009		
GRD: 03	GENDER: M	DOB: 12/05/2002
ID: DM123456789100	RACE: A	HISP/LATINO: N
		
P519311 15110284 0		

Student Demographic Information

The following student demographic information must be verified in TIDE before testing:

- District/school number
- Enrolled Grade
- Student first and last name
- FLEID
- Birth Date
- Gender
- Ethnicity
- Race

If demographic information needs to be updated in TIDE, follow the instructions in the [TIDE User Guide](#).

Record Required Administration Information for Paper-Based Test Administrations

For paper-based test administrations, you are required to maintain the following information, as directed by your school assessment coordinator:

- Students assigned to your testing room—provide student names and FLEIDs
- Attendance information—**P**=Present, **A**=Absent, **W**=Withdrawn, and **P/I**=Present but Invalidated
- Grade level
- Accommodations provided to students (codes provided below)
- Accommodations used by students
- Signatures of test administrator and school assessment coordinator
- Unique security numbers of secure documents assigned to each student
- Dates and times when secure materials are received and returned

Record this information according to your school assessment coordinator's instructions. A new Administration Record/Security Checklist should be used for each session. An electronic version is available on the [FAST Portal](#). Return the required administration information to your school assessment coordinator.

Accommodations Codes

The accommodations provided to each student **and** the accommodations used by each student during the test administration should be recorded with other required administration information. Schools are responsible for maintaining documentation of accommodations for each student.

Use the following codes to record accommodations with required administration information.

For ESE/504 students:

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL or recently exited ELL students:

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

Hazardous Materials

If a used test document is soiled (e.g., with blood, vomit), the district assessment coordinator should email the security number to the Florida Help Desk at FloridaHelpDesk@CambiumAssessment.com. All hazardous materials must be reported by the last day of the test window. At their discretion, school personnel may transcribe responses into a replacement test document or directly into the DEI.

The damaged test document should then be destroyed or disposed of in a secure manner (e.g., shredding, burning). Soiled test documents should not be returned with other test materials.

Missing Materials

School assessment coordinators must verify that all secure materials are received and should report any mispackaged or missing materials to their district assessment coordinator immediately. The *Test Materials Chain of Custody Form* must be maintained at all times to track secure test materials. Individuals responsible for handling secure materials are accountable for the materials assigned to them. Test administrators should report any missing materials to the school assessment coordinator immediately.

Schools must investigate any report of missing materials. If, after a thorough investigation, a secure document is not found, the school assessment coordinator must contact the district assessment coordinator. If guidance is needed, the district assessment coordinator should call the Bureau of K–12 Student Assessment immediately to discuss a plan of action. This action may include the involvement of local law enforcement personnel.

A written report must be submitted to the Bureau of K–12 Student Assessment within 30 calendar days after secure materials have been identified as missing. The report must include the following, as applicable:

- the nature of the situation,
- the time and place of the occurrence,
- the names of the people involved,
- copies of completed forms (e.g., [2023–2024 Test Administration and Security Agreement](#), *Test Materials Chain of Custody Form*),
- a description of the communication between the district assessment coordinator’s office and school personnel,
- how the incident was resolved, and
- what steps are being implemented to avoid future losses.

Missing secure materials can be reported using the [Missing Materials Form](#). School personnel and district assessment coordinators may use this form, manipulate this form, or create their own form to submit with a written report.

School personnel should submit completed forms to the district assessment coordinator. District assessment coordinators should verify that all pertinent information has been included and should submit the written report to FDOE via email or ShareFile. **Remember that secure student information must not be communicated via email.**

Guidelines for Defective Materials

If a defective test document is identified, give the student a replacement document. Do not remove the student PreID label from the defective book. A new On-Demand PreID Label must be printed in TIDE and applied to the replacement document.

After the test session has ended, the student must, under the supervision of the test administrator, transfer the exact responses from the defective test document to the replacement test document, if any items were answered in the defective document.

For packaging and return instructions, see the “Prepare Materials for Return” section on pages 64–65 in [Appendix B](#).

Data Entry Interface (DEI)

All regular print, large print, and one-item-per-page FAST paper-based assessments must be transcribed by school or district staff into the DEI. Braille FAST materials can be entered into the DEI locally or returned to DRC for transcription and DEI entry. The district assessment coordinator will determine which staff will be responsible for entering in student responses. School staff who will enter responses into the DEI must be assigned the School Data Entry (SDE) role in TIDE to access the system. Students must be assigned a paper accommodation Test Indicator in TIDE in order for staff to have access to students' tests in the DEI. Each test should be transcribed by one staff member, and another staff member should confirm the transcription prior to the test being submitted. Responses should be entered into the DEI within one week of the student completing the paper-based assessment. All responses must be recorded by the end of the test administration window. **Any test and response books returned to DRC without being first recorded into the DEI will not be scored.** More information about the DEI can be found in the [*DEI User Guide*](#).

Test Administrator Responsibilities Before Testing

It is important that, prior to testing, you read, sign, and return a [2023–2024 Test Administration and Security Agreement](#) verifying that you have read the appropriate sections of the test administration manual, are familiar with the test security statutes and security policies, and have received adequate training.

Sample Test Materials

Online practice sessions for FAST assessments are not required for students. However, students may benefit from interacting with the testing platform and [FAST sample items](#) prior to testing.

If test administrators wish to practice creating and starting a test session, they may do so on the [FAST Portal](#) using the TA Training Site.

Calculators

For Grade 6 Mathematics an online four-function calculator is provided, and for Grades 7–8 Mathematics, an online scientific calculator is provided. It is highly recommended that students become familiar with the online calculator prior to testing.

- **Four-function (Grade 6):**
https://demo.tds.cambiumast.com/DesmosForAssessments/TDSCalculator.html?mode=fl_basicrestricted
- **Scientific (Grades 7–8):**
https://demo.tds.cambiumast.com/DesmosForAssessments/TDSCalculator.html?mode=fl_scirestricted

Handheld calculators are permitted, per local district or school policies. Please see the [Calculator and Reference Sheet Policies for Statewide Assessments](#) document for handheld calculator guidance.

Prepare the Room for Testing

Test administrators must complete the following tasks prior to testing for PM1 and PM2:

- Cover or remove any materials on the walls, whiteboard, and other areas that might help students answer test items.
- Make sure there is enough light and ventilation in the test area.
- Ensure all testing devices are working properly. If you are administering the test with a tablet or laptop, make sure the battery is adequately charged before testing.
- Arrange the desks or computer workstations so that students have enough room to work on the test. This should include enough space for scratch paper so that students can perform the necessary calculations for the mathematics test items.

Additional testing protocols, such as creating seating charts and posting “Do Not Disturb” signs are recommended and may be required by your school assessment coordinator.

Assemble Materials

Test Administration Manual and Scripts

Administration scripts are available in this manual. You are responsible for reading this manual, including appropriate appendices, and the administration scripts **before** testing.

When testing students who are allowed certain accommodations, you may need to modify the administration scripts. It is especially important that you review the scripts **before** testing begins to determine the necessary modifications. If an accommodation is not provided as indicated on a student's IEP or Section 504 Plan, or is not an allowable ELL accommodation, that student's test may be invalidated. Contact your school assessment coordinator if you have questions about student accommodations.

Scripts for students using paper-based accommodations (regular print, large print, braille, one-item-per-page) and computer-based accommodations (masking, text-to-speech) can be found on the portal. Scripts and instructions for administering braille accommodations are provided with the braille test materials and are also available on the [FAST Portal](#).

Pens/Pencils/Scratch Paper

Each student taking the computer-based **FAST Mathematics** must be provided with a pen or pencil and blank scratch paper to work the problems. Grid/graph paper may be provided as scratch paper for FAST Mathematics. A [FAST Mathematics Scratch Paper](#) template is located on the [FAST Portal](#). Scratch paper may be provided for FAST ELA Reading, but it is not required.

Computer or Mobile Device

Test administrators will need a computer or mobile device with access to the Internet to create a test session, approve students for testing, and monitor the session. It is also recommended that test administrators have access to the [Test Administrator User Guide](#) to help troubleshoot issues during testing.

Test Tickets

For each computer-based test session, your school assessment coordinator will provide you with test tickets for the students testing in your room. Each test ticket includes the student's first name and username for logging in to a computer-based test. Test tickets are generated in TIDE. All test tickets must be collected immediately after testing and returned to your school assessment coordinator. Test tickets are secure materials.

Reference Sheets

An electronic version of the reference sheet is available for Grades 4–8 FAST Mathematics in the secure browser. If your school will provide paper copies of the reference sheets to students, distribute copies as indicated in the administration script. All reference sheets must be collected immediately after testing and returned to your school assessment coordinator. Used reference sheets are secure materials.

Watch or Clock

You will need a watch or clock to ensure that students are allowed the correct amount of time indicated for each test. Countdown clocks or timers are not permitted. Students may be provided additional time to complete the test, but tests must be completed within the same school day.

Paper-Based Test Materials

If you will administer a test to students with paper-based accommodations (regular print, large print, braille, one-item-per-page), your school assessment coordinator will provide you with the test materials for the appropriate subject. See the appropriate scripts and instructions posted on the [FAST Portal](#).

Secure materials should be delivered or picked up immediately before the beginning of each test session. Verify that you have all necessary materials before testing begins.

Your school assessment coordinator will provide you with the following materials, as appropriate for the test(s) you are administering:

- Regular print test and response books
- Large print test and response books
- Braille test books and materials
- One-Item-Per-Page test and response books
- Four-function calculators (only required for paper-based administrations of Grade 6 FAST Mathematics)
- Scientific calculators (only required for paper-based administrations of Grades 7–8 FAST Mathematics)

Test Administrator Responsibilities During Testing

If you have concerns about the testing room, discuss them with your school assessment coordinator prior to testing.

Prepare Student Computers and Devices

Before the test session begins, launch the secure browser on each student computer or device in the testing room as indicated in the script, but do not log in for students. Ensure that you have a way to contact your school assessment coordinator or technology coordinator without leaving the room unattended. If administering a test with text-to-speech accommodations, ensure that students' headphones/earbuds are plugged in prior to starting the secure browser.

Read Script

For FAST test administrations, use the scripts in this manual (see table below). For computer-based or paper-based accommodated testing, access the appropriate scripts on the [FAST Portal](#).

Assessment	Pages
Grades 3–10 ELA Reading	21–27
Grades 3–5 Mathematics	28–34
Grades 6–8 Mathematics	35–42

Read the administration script **verbatim** to all students. Note that optional words and phrases appear in italics and parentheses and may be read at your discretion. Please read the important information and adhere to the instructions between the SAY boxes as you read the script to students. During a stretch break, you may repeat portions of the script to students as a reminder (e.g., “You may not have any electronic or recording devices.”).

For information about accommodations (masking, text-to-speech), refer to the [2023–2024 Statewide Assessments Accommodations Guide](#).

You may make necessary modifications to the script when testing students who are allowed certain accommodations. For example, if a student receives an additional time accommodation, modify references to the amount of time allotted for testing.

Distribute Materials

After students are seated, ensure that each student has a pen or pencil and scratch paper to work the problems during the mathematics test. Distribute calculators, if applicable, and reference sheets, if your school is providing printed copies, **before** testing begins. Read the administration script and distribute test tickets and test documents when instructed to do so.

Create, Start, Monitor, and Stop the Test Session

In the Test Administrator (TA) Interface, you will create, start, monitor, and stop the test session you are administering for all computer-based tests. These instructions are included in the test administration script and the [Test Administrator User Guide](#). Ensure that you understand how to complete these steps **before** administering a test, and discuss any questions or concerns with your school assessment coordinator or technology coordinator.

Ensure that you have test tickets, which contain the following student login information for all students in your testing room:

- First Name as it appears in TIDE
- Username provided in TIDE

Read Testing Rules Acknowledgment

After you read the testing rules in the script, students will click a checkbox beside the Testing Rules Acknowledgment on the test screen. The acknowledgment reads, “I understand these testing rules. If I do not follow these rules, my test score may be invalidated.” As you read the portion of the script regarding the Testing Rules Acknowledgment, walk around the room and ensure that all students check the box next to the acknowledgment. Students testing with paper-based accommodations will sign below the Testing Rules Acknowledgment in their test documents.

If a student in your testing room does not acknowledge the testing rules, contact your school assessment coordinator.

Keep Time

Keep accurate time when administering a test session.

Refer to the recommended session lengths on page 2. Students who are still working at the end of that time should be allowed to continue working until they complete or up to the end of the school day.

If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.

Maintain Test Security

Maintain test security at all times, and report violations or concerns to your school assessment coordinator immediately. Adhere to the *Test Security Policies and Procedures* described on pages 4–6 and the Statutes and Rule in [Appendix C](#), and abide by the [2023–2024 Test Administration and Security Agreement](#) that you signed prior to testing.

If students leave the room during a test session for short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student’s test is paused in the secure browser, that student must log back in and be approved in the TA Interface before he or she can continue testing.

For a longer break, you must secure a student’s computer or device by pausing the student’s test. Students may pause their own tests before leaving their seats. If the student has not paused his or her test, you must pause the test in the TA Interface. Your school assessment coordinator will provide instructions.

For paper-based administrations, maintain your required administration information to track secure test documents.

Supervise Test Administration

Your full attention should be on students at all times during testing, and a testing room must never be left unattended. If issues arise during testing, you may need to use your computer or phone to contact your school assessment coordinator; however, it is not appropriate to use a computer, device, or phone for unrelated activities (such as grading or personal communication) during a test session. While students are working, actively monitor the testing room to ensure the following:

- students have cleared their desks or workstations of all materials except for the appropriate test materials (pens or pencils, scratch paper, test tickets, reference sheets, test and response books, as applicable)
- students do not have books, notes, or electronic devices of any kind during testing, even if they do not use them
- students do not talk to other students or make any disturbance
- students are working independently

Carefully review the following information regarding guidance and policies that must be observed during and after testing.

Discussing Test Content with Students

You may not talk with students about test items or passages or help them with their answers. Any desktop-viewing programs or similar software that would enable you to view or record test content and student responses must be turned off during testing. You may not provide students with any information or cues that would allow them to infer the correct answer, such as suggesting that they might want to check their work on specific items. You may not read or comment on student responses or help students answer items.

Further, you may not read scratch paper notes, review test and response books, or discuss test content, even after all test materials have been returned and testing has been completed.

Technical Issues

If a student's computer or device is disconnected from his or her test, contact the technology coordinator to help diagnose any technical issues. Then assist the student with logging in again. Once a student logs back in to his or her test, you will need to approve the student in the secure browser again and provide the correct amount of remaining time. **If a student still has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.** Additional troubleshooting information is available in the [*Test Administrator User Guide*](#).

Student Reports a Defective Item

If a student reports a test item that he or she thinks is defective, note the student's name, subject, item number, and basic student concern (e.g., two possible answers, no correct answer); however, do not review the item on your own. Most concerns result from a student not reading an item carefully; therefore, encourage the student to reread the item. If the student still thinks that the item is defective, reassure the

student that a flawed item will not be used to calculate student scores. The student should answer the item to the best of his or her ability and continue with the test. Once testing has ended, inform your school assessment coordinator of the concern.

After Testing Is Complete

For PM1 and PM2, districts may develop their own room protocol/dismissal policies for testing rooms. Students should submit their tests as they finish, and not be required to wait to submit until the entire session time has expired. Your school assessment coordinator will provide you with instructions.

Script for Administering Grades 3–10 FAST ELA Reading PM1/PM2

90+ minutes

The session length for FAST ELA Reading PM1/PM2 is **90 minutes**. Students who need additional time after the session may continue working; however, testing must be completed within the same school day. Provide stretch breaks as needed.

During this test, remember the following:

- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students' tests. If a student's test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.

Before Reading This Script

1. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**
2. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., word lists, dictionaries).
3. Ensure that students' personal electronic devices are put away or collected, depending on your school's procedures.
4. Ensure that you understand your school assessment coordinator's instructions regarding the dismissal of students at the end of the test session. **Contact your school assessment coordinator if you have not already received dismissal information for this test.**
5. If your school is allowing their use, ensure that students have a pen or pencil and scratch paper prior to testing.
6. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.

7. Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the student ***Please Sign In*** screen is displayed as shown below. The computer or device is now ready for the student to begin.

The image shows a 'Please Sign In' form with three input fields. The first field is labeled 'First Name:' and has a person icon. The second field is labeled 'Username:' and has a key icon. The third field is labeled 'Session ID:' and has a key icon. The Session ID field is pre-filled with 'FL' followed by three empty boxes.

Create a Test Session

1. Go to the Florida Assessment of Student Thinking (FAST) Portal and click **Teachers & Test Administrators**.
2. Select **Administer Statewide Assessments** and then log in to the TA Interface with your username and password.
3. Select the test you will be administering and whether you will be administering tests in person or remotely, and then start the session.
4. Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart, if required by your school assessment coordinator. The Session ID will begin with “FL.” If the Session ID does not begin with FL, stop the session and repeat steps 1–3 of this section.

Note: As a security measure, test administrators are automatically logged out of the TA Interface after 90 minutes of test administrator **and** student inactivity. Do not create your session until immediately prior to testing.

SAY	<p>Today, you will take the Grade ____ FAST PM1/PM2 ELA Reading test. <i>(The only materials on your desk should be your pen or pencil and your scratch paper.)</i></p> <p>You may not have any electronic or recording devices, including cell phones, during this test. If you have any devices with you right now, please turn them off and put them away.</p>
-----	---

Pause while students put away electronic devices.

If your school provided scratch paper for students to use,

SAY	<p>Now, look at your scratch paper. Print your name and today’s date in the upper right corner. You may use the front and back of this scratch paper to take notes during the test.</p>
-----	---

Ensure that the Session ID is displayed where all students can see it.

SAY	<p>Now, look at the <i>Please Sign In</i> screen. If you do not see this screen, raise your hand.</p>
-----	--

If a computer or device is not opened to the ***Please Sign In*** screen, open the secure browser on that computer or device.

SAY	Please sit quietly while I distribute the test tickets. Do not type anything yet.
-----	---

Distribute the test tickets.

SAY	<p>Look closely at your test ticket and make sure it has your correct name, date of birth, and ID number on it.</p> <p>Do not sign in yet.</p> <p>Raise your hand if you do not have the correct ticket.</p>
-----	---

If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY	Now, log in by typing your First Name as it appears on your test ticket, your Username, and the Session ID FL - _____ - _____. The Session ID is displayed for you. Click Sign In . Raise your hand if you need assistance.
-----	--

Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says <i>Is This You?</i> . Verify that the information is correct. If your information is correct, select Yes to continue. If the information is not correct, then select No and raise your hand.
-----	--

Assist any students who raise their hands.

SAY	<p>You will now see a screen that says <i>Your Tests</i>. Click the arrow to the left of Start Grade ____ FAST PM1/PM2 ELA Reading to proceed.</p> <p>While you are waiting for your test to be approved, you will see a <i>Waiting for Approval</i> screen. This screen includes your first and last names, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand.</p> <p>Otherwise, please sit quietly while I approve your tests.</p>
-----	--

Assist any students who raise their hands.

In the TA Interface, select the Approvals tab to review the list of students ready to begin testing. You may need to select **Refresh Page** to see all the students in your testing room on your list.

Review test settings: To view a student’s online accessibility settings or accommodations, click the corresponding Test Settings icon [⦿]. Accessibility settings and/or accommodations for individual students are displayed. If changes to accommodations are required, deny the student’s approval request and contact your school assessment coordinator who will update the student’s test settings in TIDE.

Once you ensure that all students have logged in correctly, approve students to test by selecting **Approve All Students**. Read the information on the ***Important!*** pop-up window and select **Yes**.

SAY	<p>Now, you should see a screen that says <i>Before You Begin</i>.</p> <p>Do not click Begin Test Now until I tell you to do so.</p>
-----	---

SAY	<p>Remember these testing rules today:</p> <ul style="list-style-type: none"> • You may not have a cell phone during testing. • Do not talk to other students or make any disturbance. • Do not look at another student’s test materials. • Do not ask for or provide help in answering any test questions. • Use only approved materials for taking notes. • Do not have access to or use any electronic or recording devices at any time during this session, including during breaks. <p>Do not discuss specific test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
-----	---

Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p>I understand these testing rules. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, click the box next to the acknowledgment to indicate that you understand the testing rules.</p>
-----	--

Pause while students click the box. If a student does not check the box, contact your school assessment coordinator.

SAY	<p>Now, on the <i>Before You Begin</i> screen, click View Test Settings. You should see a screen that says <i>Review Test Settings</i>.</p> <p>This screen allows you to choose the background color, mouse pointer, and print size for your test. If you would like to change your selections, do so now. You should see your changes made on the screen once you select them. If you have any questions, raise your hand.</p>
-----	--

If a student raises his or her hand, have the student make adjustments to his or her accessibility settings. Ensure that the correct information displays for that student on the ***Review Test Settings*** screen.

SAY	<p>Click OK to save your changes and return to the <i>Before You Begin</i> screen. Do not begin your test yet.</p> <p>Below Test Settings, click View Help Guide. These instructions remind you how to navigate in the test and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions.</p>
-----	--

Pause to allow students a moment to review the instructions and answer all student questions.

SAY	<p>Click Back to return to the <i>Before You Begin</i> screen.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>Read each question carefully and look at all the answer choices before selecting your answer.</p> <p>You must select an answer for each item in a passage set to keep moving forward in the test. If you come across something you haven't learned yet on today's test, try your best and choose what you think is the best answer for that item so you can move on to the next item. Once you choose your best answer, if you think you'd like to re-check your work on an item later, you may flag it for review. When you reach the end of the test, you will see a review screen that shows any flagged items, and you will have the opportunity to return to those items if you choose.</p> <p>When you have finished this test, click Next in the upper-left corner until you see the review screen. After you have finished reviewing the items, click End Test, click Yes on the pop-up window, and click Log Out. I will collect your test ticket.</p> <p>Please raise your hand if you have any questions.</p>
-----	---

Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. You must turn in your (<i>scratch paper and</i>) test ticket before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>This test session is 90 minutes, but you may have additional time if you are not finished at the end of the session.</p> <p>Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. (<i>Pause. Collect any devices.</i>) Now, click Next in the upper left corner of the screen. This will take you to the first question of the test. You may now begin working.</p>
-----	---

During testing, monitor student progress by viewing the Progress column in the TA Interface, which lists the student's progress through the test as well as the student's test status. This page automatically refreshes every 60 seconds. When the page refreshes, students' statuses and progress through the test are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from students at any time during the test.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, computers, or other devices (except to monitor student progress or to contact your school assessment coordinator or technology coordinator in case of a technical issue or emergency). Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room.

If your school has decided to provide a short stretch break,

SAY	<p>Stop. You may stand and stretch, but do not talk or look at another student's (<i>scratch paper,</i>) computer screen or device.</p>
-----	--

After a short break,

SAY	Now, be seated. Remember, if you finish early, go back and check your work. Make sure you are on the screen where you left off. You may now continue working.
-----	---

After 80 minutes,

SAY	There are 10 minutes left in this test session.
-----	---

After 10 more minutes if students are still working,

SAY	<p>We have reached the end of the session. If you are not finished, please raise your hand and wait for further instructions.</p> <p>If you have finished working and have not submitted your test, click Next in the upper-left corner until you see the review screen. <i>(Pause.)</i></p> <p>On the review screen, click End Test. A Warning message will appear. Click Yes on this message. <i>(Pause.)</i></p> <p>On the Test Completed screen, click Log Out. You will be taken to the Please Sign In screen. I will collect your <i>(scratch paper and)</i> test ticket.</p>
-----	---

Students who are finished will be returned to the **Please Sign In** screen once they submit their tests. Collect test materials.

Based on instructions from your school assessment coordinator, if all students will not remain in the same testing room, you may either dismiss students who have finished and allow students who have not finished to continue working or pause the test in the TA Interface and move students who require additional time to an alternate testing location. **Students may not have electronic devices while moving to a new location. If a student accesses his or her electronic device(s) while moving to a new location, that student's test may be invalidated.** If students are moved to a new location, have students log in, approve students to test in the TA Interface, and ensure that students using additional time are allowed the correct amount of time to complete the test. **Students who need additional time after 90 minutes may continue working; however, testing must be completed within the same school day.**

Once students are ready to continue working,

SAY	<p>Now, we will continue testing. Remember, if you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>Please raise your hand after you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly.</p>
-----	---

If an extended break such as lunch occurs, direct all students to pause their tests by clicking the **Pause** button. Collect the test tickets and, if applicable, scratch paper before the students leave the room. **Students may not have electronic devices during breaks. If a student accesses his or her electronic device(s) during a break, that student's test may be invalidated.** Place all testing materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times. If the session is stopped in the TA Interface, the TA will need to create a new session for students to sign into and approve students to continue testing.

If the school day is ending and students are still working,

SAY	<p>Stop. If you have answered all questions in the test, click Next in the upper-left corner until you see the review screen. <i>(Pause.)</i></p> <p>On the review screen, click End Test. A Warning message will appear. Click Yes on this message. <i>(Pause.)</i></p> <p>On the Test Completed screen, click Log Out.</p> <p>If you have not answered all the questions in the test, click Pause in the upper-left corner of the screen. Click Yes on the pop-up message.</p> <p>After submitting or pausing your test, you will be taken to the Please Sign In screen. I will collect your <i>(scratch paper and)</i> test ticket.</p>
-----	--

Once all students have paused or submitted their tests, end the test session by clicking **Stop Session** in the TA Interface. Then log out of the TA Interface by clicking the **Account** drop-down menu and selecting *Logout* in the upper right corner of the screen.

Ensure that you have all (scratch paper and) test tickets and return these materials to your school assessment coordinator. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.

Script for Administering Grades 3–5 FAST Mathematics PM1/PM2

80+ minutes



Calculators are not permitted during this test. The session length for Grades 3–5 FAST Mathematics PM1/PM2 is **80 minutes**. Students who need additional time after the session may continue working; however, testing must be completed within the same school day. Provide stretch breaks as needed.

During this test, remember the following:

- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students' tests. If a student's test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.

Before Reading This Script

1. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**
2. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying mathematical concepts).
3. Ensure that students' personal electronic devices are put away or collected, depending on your school's procedures.
4. Ensure that you understand your school assessment coordinator's instructions regarding the dismissal of students at the end of the test session. **Contact your school assessment coordinator if you have not already received dismissal information for this test.**
5. Prior to testing, ensure that students have the following:
 - A pen or pencil
 - Scratch paper
 - *Grade 4 FAST Mathematics Reference Sheet* or *Grade 5 FAST Mathematics Reference Sheet* (Paper reference sheets should be provided only if your school is providing copies for all students. There is no reference sheet for the Grade 3 FAST Mathematics test.)

6. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
7. Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the student **Please Sign In** screen is displayed as shown below. The computer or device is now ready for the student to begin.

The image shows a 'Please Sign In' screen. It has three input fields: 'First Name:' with a person icon, 'Username:' with a key icon, and 'Session ID:' with a key icon and a dropdown menu showing 'FL'. Below the Session ID field is a small icon of a person.

Create a Test Session

1. Go to the Florida Assessment of Student Thinking (FAST) Portal and click **Teachers & Test Administrators**.
2. Select **Administer Statewide Assessments** and then log in to the TA Interface with your username and password.
3. Select the test you will be administering and whether you will be administering tests in person or remotely, and then start the session.
4. Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart, if required by your school assessment coordinator. The Session ID will begin with “FL.” If the Session ID does not begin with FL, stop the session and repeat steps 1–3 of this section.

Note: As a security measure, test administrators are automatically logged out of the TA Interface after 90 minutes of test administrator **and** student inactivity. Do not create your session until immediately prior to testing.

SAY	<p>Today, you will take the Grade ____ FAST PM1/PM2 Mathematics test. The only materials on your desk should be your (<i>Grade 4 FAST Mathematics Reference Sheet,</i>) (<i>Grade 5 FAST Mathematics Reference Sheet,</i>) pen or pencil and your scratch paper.</p> <p>You may not have any electronic or recording devices, including cell phones, during this test. If you have any devices with you right now, please turn them off and put them away.</p>
-----	--

Pause while students put away electronic devices.

SAY	<p>Now, look at your scratch paper. Print your name and today’s date in the upper right corner. You may use the front and back of this scratch paper to help you work out problems on the test.</p>
-----	---

Ensure that the Session ID is displayed where all students can see it.

SAY	<p>Now, look at the Please Sign In screen. If you do not see this screen, raise your hand.</p>
-----	---

If a computer or device is not opened to the **Please Sign In** screen, open the secure browser on that computer or device.

SAY	Please sit quietly while I distribute the test tickets. Do not type anything yet.
-----	---

Distribute the test tickets.

SAY	<p>Look closely at your test ticket and make sure it has your correct name, date of birth, and ID number on it.</p> <p>Do not sign in yet.</p> <p>Raise your hand if you do not have the correct ticket.</p>
-----	---

If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY	Now, log in by typing your First Name as it appears on your test ticket, your Username, and the Session ID FL - _____ - _____. The Session ID is displayed for you. Click Sign In . Raise your hand if you need assistance.
-----	--

Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says <i>Is This You?</i> . Verify that the information is correct. If your information is correct, select Yes to continue. If the information is not correct, then select No and raise your hand.
-----	--

Assist any students who raise their hands.

SAY	<p>You will now see a screen that says <i>Your Tests</i>. Click the arrow to the left of Start Grade ____ FAST PM1/PM2 Mathematics to proceed.</p> <p>While you are waiting for your test to be approved, you will see a <i>Waiting for Approval</i> screen. This screen includes your first and last names, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand.</p> <p>Otherwise, please sit quietly while I approve your tests.</p>
-----	--

Assist any students who raise their hands.

In the TA Interface, select the Approvals tab to review the list of students ready to begin testing. You may need to select **Refresh Page** to see all the students in your testing room on your list.

Review test settings: To view a student’s online accessibility settings or accommodations, click the corresponding Test Settings icon [⊙]. Accessibility settings and/or accommodations for individual students are displayed. If changes to accommodations are required, deny the student’s approval request and contact your school assessment coordinator who will update the student’s test settings in TIDE.

Once you ensure that all students have logged in correctly, approve students to test by selecting **Approve All Students**. Read the information on the **Important!** pop-up window and select **Yes**.

SAY	<p>Now, you should see a screen that says <i>Before You Begin</i>.</p> <p>Do not click Begin Test Now until I tell you to do so.</p>
-----	---

SAY	<p>Remember these testing rules today:</p> <ul style="list-style-type: none"> • You may not have a cell phone during testing. • Do not talk to other students or make any disturbance. • Do not look at another student’s test materials. • Do not ask for or provide help in answering any test questions. • Use only approved materials for taking notes. • Do not have access to or use any electronic or recording devices at any time during this session, including during breaks. <p>Do not discuss specific test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
-----	---

Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p>I understand these testing rules. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, click the box next to the acknowledgment to indicate that you understand the testing rules.</p>
-----	--

Pause while students click the box. If a student does not check the box, contact your school assessment coordinator.

SAY	<p>Now, on the <i>Before You Begin</i> screen, click View Test Settings. You should see a screen that says <i>Review Test Settings</i>.</p> <p>This screen allows you to choose the background color, mouse pointer, and print size for your test. If you would like to change your selections, do so now. You should see your changes made on the screen once you select them. If you have any questions, raise your hand.</p>
-----	--

If a student raises his or her hand, have the student make adjustments to his or her accessibility settings. Ensure that the correct information displays for that student on the ***Review Test Settings*** screen.

SAY	<p>Click OK to save your changes and return to the <i>Before You Begin</i> screen. Do not begin your test yet.</p> <p>Below Test Settings, click View Help Guide. These instructions remind you how to navigate in the test and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions.</p>
-----	--

Pause to allow students a moment to review the instructions and answer all student questions.

SAY	<p>Click Back to return to the <i>Before You Begin</i> screen.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>Read each question carefully and look at all the answer choices before selecting your answer.</p> <p>You must select an answer for each item to keep moving forward in the test. If you come across something you haven't learned yet on today's test, try your best and choose what you think is the best answer for that item so you can move on to the next item. Once you choose your best answer, if you think you'd like to re-check your work on an item later, you may flag it for review. When you reach the end of the test, you will see a review screen that shows any flagged items, and you will have the opportunity to return to those items if you choose.</p> <p><i>(For Grades 4–5 SAY: You may access a pop-up window displaying an electronic version of the reference sheet by clicking the Formulas button in the top right corner of the test.)</i></p> <p>When you have finished this test, click Next in the upper-left corner until you see the review screen. After you have finished reviewing the items, click End Test, click Yes on the pop-up window, and click Log Out. I will collect your <i>(reference sheet,)</i> test ticket and scratch paper.</p> <p>Please raise your hand if you have any questions.</p>
-----	--

Answer all questions.

If your school provided paper copies of the Grade 4 FAST Mathematics Reference Sheet or Grade 5 FAST Mathematics Reference Sheet for students to use,

SAY	<p>Now, look at the top of your paper reference sheet. It should say <i>Grade ____ FAST Mathematics Reference Sheet</i>. Examine the page carefully to ensure that content near the edge of the reference sheet has not been cut off. Please raise your hand if there are problems with your reference sheet.</p>
-----	---

Pause, then collect any defective reference sheets and return them to the school assessment coordinator. Distribute new reference sheets to these students and instruct them to check the sheets carefully.

SAY	<p>Write your first and last names in the upper right corner of the reference sheet now. <i>(Pause.)</i></p> <p>This is considered a secure document and must be returned at the end of the test.</p> <p>Please raise your hand if you have any questions.</p>
-----	--

Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. You must turn in your <i>(reference sheet,)</i> test ticket and scratch paper before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>This test session is 80 minutes, but you may have additional time if you are not finished at the end of the session.</p> <p>Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. <i>(Pause. Collect any devices.)</i> Now, click Next in the upper left corner of the screen. This will take you to the first question of the test. You may now begin working.</p>
-----	--

During testing, monitor student progress by viewing the Progress column in the TA Interface, which lists the student’s progress through the test as well as the student’s test status. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses and progress through the test are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from students at any time during the test.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, computers, or other devices (except to monitor student progress or to contact your school assessment coordinator or technology coordinator in case of a technical issue or emergency). Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room.

If your school has decided to provide a short stretch break,

SAY	Stop. You may stand and stretch, but do not talk or look at another student’s (<i>reference sheet,</i>) computer screen, device, or scratch paper.
-----	---

After a short break,

SAY	Now, be seated. Remember, if you finish early, go back and check your work. Make sure you are on the screen where you left off. You may now continue working.
-----	---

After 70 minutes,

SAY	There are 10 minutes left in this test session.
-----	---

After 10 more minutes if students are still working,

SAY	<p>We have reached the end of the session. If you are not finished, please raise your hand and wait for further instructions.</p> <p>If you have finished working and have not submitted your test, click Next in the upper-left corner until you see the review screen. (<i>Pause.</i>)</p> <p>On the review screen, click End Test. A Warning message will appear. Click Yes on this message. (<i>Pause.</i>)</p> <p>On the Test Completed screen, click Log Out. You will be taken to the Please Sign In screen. I will collect your (reference sheet,) test ticket and scratch paper.</p>
-----	---

Students who are finished will be returned to the **Please Sign In** screen once they submit their tests. Collect test materials.

Based on instructions from your school assessment coordinator, if all students will not remain in the same testing room, you may either dismiss students who have finished and allow students who have not finished to continue working or pause the test in the TA Interface and move students who require additional time to an alternate testing location. **Students may not have electronic devices while moving to a new location. If a student accesses his or her electronic device(s) while moving to a new location, that student’s test may be invalidated.** If students are moved to a new location, have students log in, approve

students to test in the TA Interface, and ensure that students using additional time are allowed the correct amount of time to complete the test. **Students who need additional time after 80 minutes may continue working; however, testing must be completed within the same school day.**

Once students are ready to continue working,

SAY	<p>Now, we will continue testing. Remember, if you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>Please raise your hand after you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly.</p>
-----	---

If an extended break such as lunch occurs, direct all students to pause their tests by clicking the **Pause** button. Collect the test tickets, scratch paper, and, if applicable, reference sheets before the students leave the room. **Students may not have electronic devices during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test may be invalidated.** Place all testing materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times. If the session is stopped in the TA Interface, the TA will need to create a new session for students to sign into and approve students to continue testing.

If the school day is ending and students are still working,

SAY	<p>Stop. If you have answered all questions in the test, click Next in the upper-left corner until you see the review screen. <i>(Pause.)</i></p> <p>On the review screen, click End Test. A Warning message will appear. Click Yes on this message. <i>(Pause.)</i></p> <p>On the Test Completed screen, click Log Out.</p> <p>If you have not answered all the questions in the test, click Pause in the upper-left corner of the screen. Click Yes on the pop-up message.</p> <p>After submitting or pausing your test, you will be taken to the Please Sign In screen. I will collect your <i>(reference sheet,)</i> test ticket and scratch paper.</p>
-----	---

Once all students have paused or submitted their tests, end the test session by clicking **Stop Session** in the TA Interface. Then log out of the TA Interface by clicking the **Account** drop-down menu and selecting **Logout** in the upper right corner of the screen.

Ensure that you have all (reference sheets,) test tickets and scratch paper and return these materials to your school assessment coordinator. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.

Script for Administering Grades 6–8 FAST Mathematics PM1/PM2

100+ minutes

The session length for Grades 6–8 FAST Mathematics PM1/PM2 is **100 minutes**. Students who need additional time after the session may continue working; however, testing must be completed within the same school day. Provide stretch breaks as needed.

During this test, remember the following:

- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students' tests. If a student's test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.

Before Reading This Script

1. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**
2. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying mathematical concepts).
3. Ensure that students' personal electronic devices are put away or collected, depending on your school's procedures.
4. Ensure that you understand your school assessment coordinator's instructions regarding the dismissal of students at the end of the test session. **Contact your school assessment coordinator if you have not already received dismissal information for this test.**
5. Prior to testing, ensure that students have the following:
 - A pen or pencil
 - Scratch paper
 - *Grade ____ FAST Mathematics Reference Sheet* (Paper reference sheets should be provided only if your school is providing copies for all students.)
 - For Grade 6, a handheld four-function calculator (if your school is allowing their use)
 - For Grades 7–8, a handheld scientific calculator with only allowable functionalities (if your school is allowing their use)

6. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
7. Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the student ***Please Sign In*** screen is displayed as shown below. The computer or device is now ready for the student to begin.

The image shows a 'Please Sign In' window with three input fields. The first field is labeled 'First Name:' and has a person icon. The second field is labeled 'Username:' and has a key icon. The third field is labeled 'Session ID:' and has a key icon. The Session ID field is pre-filled with 'FL' followed by three empty boxes.

Create a Test Session

1. Go to the Florida Assessment of Student Thinking (FAST) Portal and click **Teachers & Test Administrators**.
2. Select **Administer Statewide Assessments** and then log in to the TA Interface with your username and password.
3. Select the test you will be administering and whether you will be administering tests in person or remotely, and then start the session.
4. Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart, if required by your school assessment coordinator. The Session ID will begin with “FL.” If the Session ID does not begin with FL, stop the session and repeat steps 1–3 of this section.

Note: As a security measure, test administrators are automatically logged out of the TA Interface after 90 minutes of test administrator **and** student inactivity. Do not create your session until immediately prior to testing.

SAY	<p>Today, you will take the Grade ____ FAST PM1/PM2 Mathematics test. The only materials on your desk should be your (<i>Grade ____ FAST Mathematics Reference Sheet,</i>) (<i>calculator,</i>) pen or pencil and your scratch paper.</p> <p>You may not have any electronic or recording devices, including cell phones, during this test. If you have any devices with you right now, please turn them off and put them away.</p>
-----	---

Pause while students put away electronic devices.

SAY	<p>Now, look at your scratch paper. Print your name and today’s date in the upper right corner. You may use the front and back of this scratch paper to help you work out problems on the test.</p>
-----	---

Ensure that the Session ID is displayed where all students can see it.

SAY	<p>Now, look at the <i>Please Sign In</i> screen. If you do not see this screen, raise your hand.</p>
-----	--

If a computer or device is not opened to the ***Please Sign In*** screen, open the secure browser on that computer or device.

SAY	Please sit quietly while I distribute the test tickets. Do not type anything yet.
-----	---

Distribute the test tickets.

SAY	<p>Look closely at your test ticket and make sure it has your correct name, date of birth, and ID number on it.</p> <p>Do not sign in yet.</p> <p>Raise your hand if you do not have the correct ticket.</p>
-----	---

If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY	Now, log in by typing your First Name as it appears on your test ticket, your Username, and the Session ID FL - _____ - _____. The Session ID is displayed for you. Click Sign In . Raise your hand if you need assistance.
-----	--

Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says <i>Is This You?</i> . Verify that the information is correct. If your information is correct, select Yes to continue. If the information is not correct, then select No and raise your hand.
-----	--

Assist any students who raise their hands.

SAY	<p>You will now see a screen that says <i>Your Tests</i>. Click the arrow to the left of Start Grade ____ FAST PM1/PM2 Mathematics to proceed.</p> <p>While you are waiting for your test to be approved, you will see a <i>Waiting for Approval</i> screen. This screen includes your first and last names, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand.</p> <p>Otherwise, please sit quietly while I approve your tests.</p>
-----	--

Assist any students who raise their hands.

In the TA Interface, select the Approvals tab to review the list of students ready to begin testing. You may need to select **Refresh Page** to see all the students in your testing room on your list.

Review test settings: To view a student’s online accessibility settings or accommodations, click the corresponding Test Settings icon [⦿]. Accessibility settings and/or accommodations for individual students are displayed. If changes to accommodations are required, deny the student’s approval request and contact your school assessment coordinator who will update the student’s test settings in TIDE.

Once you ensure that all students have logged in correctly, approve students to test by selecting **Approve All Students**. Read the information on the ***Important!*** pop-up window and select **Yes**.

SAY	<p>Now, you should see a screen that says <i>Before You Begin</i>.</p> <p>Do not click Begin Test Now until I tell you to do so.</p>
-----	---

SAY	<p>Remember these testing rules today:</p> <ul style="list-style-type: none"> • You may not have a cell phone during testing. • Do not talk to other students or make any disturbance. • Do not look at another student’s test materials. • Do not ask for or provide help in answering any test questions. • Use only approved materials for taking notes. • Do not have access to or use any electronic or recording devices at any time during this session, including during breaks. <p>Do not discuss specific test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
-----	---

Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p>I understand these testing rules. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, click the box next to the acknowledgment to indicate that you understand the testing rules.</p>
-----	--

Pause while students click the box. If a student does not check the box, contact your school assessment coordinator.

SAY	<p>Now, on the <i>Before You Begin</i> screen, click View Test Settings. You should see a screen that says <i>Review Test Settings</i>.</p> <p>This screen allows you to choose the background color, mouse pointer, and print size for your test. If you would like to change your selections, do so now. You should see your changes made on the screen once you select them. If you have any questions, raise your hand.</p>
-----	--

If a student raises his or her hand, have the student make adjustments to his or her accessibility settings. Ensure that the correct information displays for that student on the ***Review Test Settings*** screen.

SAY	<p>Click OK to save your changes and return to the <i>Before You Begin</i> screen. Do not begin your test yet.</p> <p>Below <i>Test Settings</i>, click View Help Guide. These instructions remind you how to navigate in the test and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions.</p>
-----	--

Pause to allow students a moment to review the instructions and answer all student questions.

SAY	<p>Click Back to return to the <i>Before You Begin</i> screen.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>Read each question carefully and look at all the answer choices before selecting your answer.</p> <p>You must select an answer for each item to keep moving forward in the test. If you come across something you haven't learned yet on today's test, try your best and choose what you think is the best answer for that item so you can move on to the next item. Once you choose your best answer, if you think you'd like to re-check your work on an item later, you may flag it for review. When you reach the end of the test, you will see a review screen that shows any flagged items, and you will have the opportunity to return to those items if you choose.</p> <p>As a reminder, you may access a pop-up window displaying a calculator by clicking the Calculator button in the top right corner of the test. You may also access a pop-up window displaying an electronic version of the reference sheet by clicking the Formulas button in the top right corner of the test.</p> <p>When you have finished this test, click Next in the upper-left corner until you see the review screen. After you have finished reviewing the items, click End Test. Then click Yes on the pop-up window and click Log Out. I will collect your (<i>reference sheet,</i>) (<i>calculator,</i>) test ticket and scratch paper.</p> <p>Please raise your hand if you have any questions.</p>
-----	---

Answer all questions.

If your school provided paper copies of the Grade ____ FAST Mathematics Reference Sheet for students to use,

SAY	<p>Now, look at the top of your paper reference sheet. It should say <i>Grade ____ FAST Mathematics Reference Sheet</i>. Examine the page carefully to ensure that content near the edge of the reference sheet has not been cut off. Please raise your hand if there are problems with your reference sheet.</p>
-----	---

Pause, then collect any defective reference sheets and return them to the school assessment coordinator. Distribute new reference sheets to these students and instruct them to check the sheets carefully.

SAY	<p>Write your first and last names in the upper right corner of the reference sheet now. (<i>Pause.</i>)</p> <p>This is considered a secure document and must be returned at the end of the test.</p> <p>Please raise your hand if you have any questions.</p>
-----	--

Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. You must turn in your <i>(reference sheet,)</i> <i>(calculator,)</i> test ticket and scratch paper before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>This test session is 100 minutes, but you may have additional time if you are not finished at the end of the session. Remember, if you do not know the answer to a question, choose what you think is the best answer so that you can keep moving forward in the test.</p> <p>Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. <i>(Pause. Collect any devices.)</i> Now, click Next in the upper left corner of the screen. This will take you to the first question of the test. You may now begin working.</p>
-----	---

During testing, monitor student progress by viewing the Progress column in the TA Interface, which lists the student’s progress through the test as well as the student’s test status. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses and progress through the test are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from students at any time during the test.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, computers, or other devices (except to monitor student progress or to contact your school assessment coordinator or technology coordinator in case of a technical issue or emergency). Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room.

If your school has decided to provide a short stretch break,

SAY	Stop. You may stand and stretch, but do not talk or look at another student’s <i>(reference sheet,)</i> <i>(calculator,)</i> computer screen, device, or scratch paper.
-----	--

After a short break,

SAY	Now, be seated. Remember, if you finish early, go back and check your work. Make sure you are on the screen where you left off. You may now continue working.
-----	---

After 90 minutes,

SAY	There are 10 minutes left in this test session.
-----	---

After 10 more minutes if students are still working,

SAY	<p>We have reached the end of the session. If you are not finished, please raise your hand and wait for further instructions.</p> <p>If you have finished working and have not submitted your test, click Next in the upper-left corner until you see the review screen. <i>(Pause.)</i></p> <p>On the review screen, click End Test. A Warning message will appear. Click Yes on this message. <i>(Pause.)</i></p> <p>On the Test Completed screen, click Log Out. You will be taken to the Please Sign In screen. I will collect your <i>(reference sheet,)</i> <i>(calculator,)</i> test ticket and scratch paper.</p>
-----	---

Students who are finished will be returned to the **Please Sign In** screen once they submit their tests. Collect test materials.

Based on instructions from your school assessment coordinator, if all students will not remain in the same testing room, you may either dismiss students who have finished and allow students who have not finished to continue working or pause the test in the TA Interface and move students who require additional time to an alternate testing location. **Students may not have electronic devices while moving to a new location. If a student accesses his or her electronic device(s) while moving to a new location, that student's test may be invalidated.** If students are moved to a new location, have students log in, approve students to test in the TA Interface, and ensure that students using additional time are allowed the correct amount of time to complete the test. **Students who need additional time after 100 minutes may continue working; however, testing must be completed within the same school day.**

Once students are ready to continue working,

SAY	<p>Now, we will continue testing. Remember, if you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>Please raise your hand after you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly.</p>
-----	---

If an extended break such as lunch occurs, direct all students to pause their tests by clicking the **Pause** button. Collect the test tickets, scratch paper, and, if applicable, reference sheets and calculators before the students leave the room. **Students may not have electronic devices during breaks. If a student accesses his or her electronic device(s) during a break, that student's test may be invalidated.** Place all testing materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times.

If the session is stopped in the TA Interface, the TA will need to create a new session for students to sign into and approve students to continue testing.

If the school day is ending and students are still working,

SAY	<p>Stop. If you have answered all questions in the test, click Next in the upper-left corner until you see the review screen. <i>(Pause.)</i></p> <p>On the review screen, click End Test. A Warning message will appear. Click Yes on this message. <i>(Pause.)</i></p> <p>On the Test Completed screen, click Log Out.</p> <p>If you have not answered all the questions in the test, click Pause in the upper-left corner of the screen. Click Yes on the pop-up message.</p> <p>After submitting or pausing your test, you will be taken to the Please Sign In screen. I will collect your <i>(reference sheet,)</i> <i>(calculator,)</i> test ticket and scratch paper.</p>
-----	--

Once all students have paused or submitted their tests, end the test session by clicking **Stop Session** in the TA Interface. Then log out of the TA Interface by clicking the **Account** drop-down menu and selecting *Logout* in the upper right corner of the screen.

Ensure that you have all (reference sheets,) (calculators,) test tickets and scratch paper and return these materials to your school assessment coordinator. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.

Test Administrator Responsibilities After Testing

Return Materials to the School Assessment Coordinator

Complete the following steps after testing:

1. Ensure that the accommodations provided to each student and the accommodations used by each student have been recorded.
2. Complete the following for regular print paper-based accommodations:
 - Ensure a PreID label has been applied to the regular print document. If no PreID label has been applied, contact your school assessment coordinator.
 - **Do not open or check through test documents.**

See [Appendix B](#) for test administrator responsibilities pertaining to special documents (large print, one-item per-page, braille) after testing.

3. Return the following used and unused materials to your school assessment coordinator, as applicable:
 - Test tickets
 - Reference sheets
 - Scratch paper
 - Calculators
 - Paper-based test documents
 - Administration Record/Security Checklist for paper-based tests

Notify the school assessment coordinator immediately if any of these items are missing.

School Assessment Coordinator Responsibilities Before Testing

Work with your district assessment coordinator to ensure that all computer-based test administrators have active usernames and passwords to log in to TIDE. Test administrators will need to access the TA Interface with their TIDE accounts to administer tests. In addition, ensure that test administrators become familiar with the [Test Administrator User Guide](#) prior to testing and have access to it during testing.

Also, work with your district assessment coordinator to ensure that all students are uploaded or added to TIDE for computer-based tests. Prior to testing, you should verify that student eligibility is correct in TIDE and that any accommodations or test settings are correct. In order to participate in a computer-based test, students must be listed as eligible for that test and paper-based test eligibility must also be marked in TIDE.

Receive Materials

Your district assessment coordinator will provide you with all materials prior to each test administration window. Verify that you have all necessary materials before testing begins, and report any missing materials to your district assessment coordinator within 24 hours. Remember to maintain your *Test Materials Chain of Custody Form* at all times to track secure test materials. Contact your district assessment coordinator to request additional materials if necessary.

Secure materials should be delivered to or picked up by test administrators immediately before the beginning of each test session. Verify that you have all necessary materials before the beginning of each test session.

School Assessment Coordinator Materials

- School Box Range Sheet
- School Order Summary
- School Packing List
- School Security Checklist
- Blank PreID Labels
- Colored Return Labels
- UPS-RS Labels

Braille Special Document Kits

- Special Document Return Envelope
- Special Document Test Materials
- Blank PreID Labels

Collect Required Administration Information for Paper-Based Test Administrations

As directed by your district assessment coordinator, communicate to test administrators the process for collecting the required administration information, which includes the following:

- Students assigned to each testing room—provide student names and FLEIDs
- Attendance information—**P**=Present, **A**=Absent, **W**=Withdrawn, and **P/I**=Present but Invalidated
- Grade level
- Accommodations provided to students (codes provided on page 11)
- Accommodations used by students
- Signatures of test administrator and school assessment coordinator
- Unique security numbers of secure documents assigned to each student
- Dates and times when secure materials are received and returned (e.g., test tickets, reference sheets, test documents)

Copy and file all required administration information for future reference.

Keep separate, complete required administration information (including security numbers) for any paper-based tests that are administered. An electronic list of the security numbers assigned to your school is available in TIDE. You may use this to help populate your Administration Record/Security Checklist form for paper-based test materials. An electronic version of this form is available on the [FAST Portal](#).

Create Seating Charts and Security Logs (Optional)

If your district will require their use for PM1/PM2, instruct test administrators to maintain a Security Log and an accurate seating chart for each group of students in their rooms during testing.

Maintain Test Materials Chain of Custody Form

You are required to maintain a *Test Materials Chain of Custody Form*, located in [Appendix D](#) and on the [FAST Portal](#). The purpose of this form is to track test materials with security barcodes at all times, including their location, the dates and times they are handled, and the names of the people performing various activities involving the materials. Schools must retain electronic or hard copies of completed forms for their files after materials are packaged for return and provide the originals to the district assessment coordinator according to his or her instructions (e.g., via email or in the District Assessment Coordinator ONLY boxes).

Assign Proctors

Assign proctors to testing rooms according to the guidelines for proctors on page 5, make sure that they understand their responsibilities, and explain the Security Log to them, if required by the district assessment coordinator. FDOE strongly recommends that proctors be assigned to rooms with 25 or fewer students whenever possible.

Arrange Testing of Special Programs Students

Your district assessment coordinator may contact you to make arrangements for students in special programs (e.g., virtual instruction programs) to test at your school. Adhere to the information and instructions from your district assessment coordinator, and contact your district office if you have questions about testing special programs students.

Ensure Implementation of Accommodations

The [*2023–2024 Statewide Assessments Accommodations Guide*](#) provides information concerning allowable accommodations for students with disabilities and for ELLs and recently exited ELLs. When testing ELLs, recently exited ELLs, or students with accommodations, prior planning is necessary to ensure that accommodations indicated on student IEPs or Section 504 Plans are implemented correctly. Arrangements for implementing accommodations must be made prior to the administration dates. Make sure that test administrators have been properly trained regarding accommodations and have made provisions for the exact accommodations needed for individual students to avoid test invalidations. If students will receive an oral presentation accommodation and will not use text-to-speech in the secure browser, ensure that test administrators are familiar with the “Instructions for Oral Presentation Accommodations” section in the guide.

In TIDE, ensure that the appropriate accommodations are marked, as applicable:

- Masking
- Text-to-Speech

Refer to the [*2023–2024 Statewide Assessments Accommodations Guide*](#) for instructions regarding accommodated paper-based assessments.

Oversee Preparation and Training

You are responsible for training all test administrators and proctors, including non-school-based instructors (e.g., itinerant teachers). You must train several employees to act as possible alternates. In the absence of sufficiently trained administrators, postpone testing until trained personnel are available.

Be aware of the following policies, procedures, and instructions, and emphasize this information during training at your school:

- Test Administrators
 - Test administrators must read and be familiar with all appropriate sections of this manual.
 - Test administrators who will be administering a test to students using CBT accommodations (masking, text-to-speech), PBT accommodations (regular print, large print, one-item-per-page, braille), or other allowable accommodations (e.g., flexible presentation) must be trained in the use of those accommodations and must be familiar with the “Instructions for Oral Presentation Accommodations” section available in the [*2023–2024 Statewide Assessments Accommodations Guide*](#), as necessary.
 - Test administrators must be familiar with all policies related to the use of calculators.
 - Test administrators must be aware of all prohibited activities.
 - Based on instructions from your district assessment coordinator, train test administrators on how to administer practice tests at your school. Test administrators should access the practice test to become familiar with the item types and format of the test and available tools prior to administering a practice test and prior to test administration.

- Proctors
 - School personnel and volunteers approved by the district may serve as proctors, according to the instructions on page 5.
 - Proctors must be trained and sign security agreements.
 - Proctors who will administer accommodations must be trained to provide accommodations appropriately.
 - While proctors are not required in rooms where 25 or fewer students are being tested, FDOE strongly encourages the use of proctors in all test administrations to help reduce testing irregularities and aid in investigations, if necessary.
 - To ensure test security, FDOE discourages testing students in large groups (e.g., in a cafeteria or auditorium); however, in the event that students are tested in a large group, the appropriate number of proctors **must** be present during the test session (see page 5).
- Electronic Devices and Breaks
 - Determine your school's policy for the storage of electronic devices during testing. According to the test administration script, before testing begins, test administrators ask students to raise their hands if they have any electronic devices with them. Direct test administrators on what to do if students have electronic devices in their possession before testing begins.
 - Ensure that test administrators are aware of the policy that students are not allowed to access electronic devices at any time during a test session, including breaks. If a student accesses his or her electronic device(s) during a break, his or her test may be invalidated.
 - Ensure that test administrators are aware of how to secure a student's computer or device during a break. For short breaks (e.g., restroom), it is recommended that a visual block be applied to the student's computer screen or device. For longer breaks, it is recommended that the student pause the test. If a student pauses the test, he or she will not be able to continue testing until he or she is approved to resume testing in the TA Interface.
- Policies and Procedures During Testing
 - Ensure that test administrators know they must contact you immediately when a test irregularity occurs.
 - In the test administration scripts, test administrators are instructed to contact you in the following circumstances. Provide instructions for how to handle these circumstances:
 - A student has trouble logging in the first time or is logged out of his or her test more than once.
 - A test administrator does not have a test ticket for a student.
 - A First Name, Last Name, or ID is not correct (e.g., misspelled) on the test ticket.
 - A student is in the wrong test or the wrong accommodated form.
 - A student refuses to acknowledge the testing rules.
 - A test administrator is concerned that a student is unable (e.g., too ill) to begin or finish the test.
 - A disruption occurs (e.g., a technical disruption, power outage, disruptive behavior).
 - A student has not completed the test at the end of the allotted time and will need additional time to continue working.
 - A student begins testing without accommodations or begins testing with the wrong accommodations assigned.
 - Train test administrators on how to create, monitor, and stop test sessions.

- Test administrators may be able to assist students with errors when logging in but should not try to resolve technical issues during testing. Determine how test administrators can get assistance during testing, if necessary.
- Test Security
 - Per Rule 6A-10.042, F.A.C., “Tests or individual test questions shall not be revealed, copied, or otherwise reproduced by persons who are involved in the administration, proctoring, or scoring of any test.” This Rule encompasses any sharing or discussing of items, either in person or via electronic communication, such as texting, emailing, or posting to social media (e.g., Facebook, Twitter, Snapchat, Instagram).
 - Ensure that test administrators, proctors, and any other personnel involved in test administration sign a [2023–2024 Test Administration and Security Agreement](#) after training is complete. Collect and file the signed agreements.

Manage Student Information in TIDE

Instructions on managing student information in TIDE can be found in the [TIDE User Guide](#). Prior to testing, ensure that all students have been added to TIDE and all information listed in TIDE is correct, including any accommodations students will use for testing. It is important that student information is correct to ensure that results are reported accurately.

Also see the [TIDE User Guide](#) for instructions on how to perform the following tasks prior to testing:

- Adding Students
- Assigning Accommodations
- Editing Student Demographic Information
- Printing Test Tickets

Print Test Tickets

Prior to computer-based test administrations, print test tickets to distribute to test administrators. Test tickets contain login information for students. Each student must have a test ticket to log in to computer-based assessments. Test tickets are generated in TIDE. See the [TIDE User Guide](#) for instructions on generating and printing test tickets.

Meet with Technology Coordinator

It is important that technology coordinators understand their responsibilities before, during, and after a computer-based test administration. Review the instructions and information for technology coordinators (located on the [FAST Portal](#)), as well as all test administration and security policies and procedures included in this manual, with your technology coordinator and create a plan for handling issues during testing. Technology coordinators are required to sign the [2023–2024 Test Administration and Security Agreement](#). The technology coordinator should also be involved in all planning meetings to provide input on logistics and resolve any network issues.

Prepare Test Settings, Computers, and Devices

Tests should be administered in a room that has comfortable seating, good lighting, and an appropriate temperature. Make sure that testing rooms are adequately ventilated and free of distractions.

Sufficient work space should be provided for students to use reference sheets, and calculators, as applicable. Students must not be able to easily view other students' test materials, computer screens, or devices. Check the configuration of the testing rooms to make sure you will be able to provide a secure environment during testing. If necessary, use visual blocks (e.g., file folders taped to the sides of computer screens). Also, check for and remove all unauthorized visual aids posted in classrooms or affixed to student desks.

For more information, see the testing room requirements on page 14.

Ensure that the technology coordinator has verified that all computers and devices meet the requirements needed to administer the computer-based tests, as indicated on the [Supported Devices](#) page, on the [Technology Guide](#) page, and on the [Secure Browsers](#) page.

Before each test session, test administrators should launch the secure browser on each computer or device.

Arrange CBT Sample Test Sessions

Schedule and arrange sample test item sessions as directed by your district. Students are encouraged to complete the appropriate sample test items to learn how to use the computer-based system. Instruct school personnel to make students aware that they can access sample test items on their own at any time prior to testing. The [sample test items](#) are available on the [FAST Portal](#). Students who require CBT accommodations (masking, text-to-speech) are encouraged to complete an appropriate accommodated sample test.

Arrange Paper-Based Practice Activities

According to instructions from your district assessment coordinator, schedule and arrange paper-based practice activities with the sample test materials. Students participating in a paper-based assessment are strongly encouraged to participate in a scheduled practice session at their schools and on their own to become familiar with responding to items on paper.

Print On-Demand PreID Labels

If necessary, print On-Demand PreID Labels for students testing with paper-based accommodations. Blank labels for printing On-Demand PreID Labels will be included with your shipment of test materials. See the [TIDE User Guide](#) for instructions on how to print On-Demand PreID Labels. Ensure the barcode on the label is legible (i.e., not smudged or faded) and the label is not wrinkled or applied unevenly.

School Assessment Coordinator Responsibilities During Testing

Distribute Test Materials

On each day of testing, you are responsible for providing each test administrator with the following materials before testing begins, as applicable:

- Test tickets
- Scratch paper
- Reference Sheets
- Four-function Calculators (Grade 6 FAST Mathematics only)
- Scientific Calculators (Grades 7–8 FAST Mathematics only)
- Test and Response Books (paper-based accommodations)

Supervise Test Administration and Maintain Test Security

Provide test administrators with additional materials during testing, as necessary.

Monitor each testing room to ensure that test administration and test security policies and procedures are followed and accommodations are being administered correctly. You and the technology coordinator must be available during testing to answer questions from test administrators and to assist with technical issues. Make sure that Security Logs and seating charts are being completed properly, if required by your district assessment coordinator, and that all required administration information is being maintained in each testing room where paper-based administrations are occurring and as otherwise required by your district assessment coordinator.

If the Internet connection is interrupted during computer-based testing, students will not be able to continue testing. If the Internet connection is not restored in time for students to complete the test, the test administrator should contact you or the technology coordinator for assistance. If a technical issue interrupts testing and is not able to be resolved quickly, you should contact the Florida Help Desk at 866-815-7246 and notify the district assessment office **immediately**.

Test administrators should contact you or the technology coordinator if an error message appears on a student's computer screen or device during testing and he or she cannot resolve the issue.

Submit re-open a test requests in TIDE for students who need to return to a test after mistakenly submitting it (same day only). Contact your district assessment coordinator for assistance with processing these requests, as TIDE does not send him or her a notification when a request is submitted.

Review Testing Rules Acknowledgment

Test administrators are instructed to contact you if a student does not check the box or sign to affirm the Testing Rules Acknowledgment. Determine the appropriate course of action for handling a student who does not affirm the Testing Rules Acknowledgment. **Any student who refuses to affirm the Testing Rules Acknowledgment should still be tested, but a record of the student's refusal should be retained at the school.**

Student Reports a Defective Item

Test administrators should contact you if a student reports a test item that he or she thinks is defective. Inform your district assessment coordinator of the concern, including the student's name, subject, item number, and basic student concern (e.g., two possible answers, no correct answer).

Monitor Student Progress

Student progress and test completion rates for computer-based tests can be monitored in TIDE. You should use Participation Reports in TIDE to track completion rates and determine which students still need to be tested. Further information on Participation Reports can be found in the [TIDE User Guide](#).

Supervise Make-Up Test Administrations

Ensure that all test security and test administration policies and procedures are followed while conducting make-up tests. Be available to assist test administrators as needed during make-up test administrations.

Please remind test administrators that after **any** administration, initial or make-up, materials must be returned to you immediately. Secure materials should never remain in classrooms or be taken from the school's campus overnight.

School Assessment Coordinator Responsibilities After Testing

Receive Materials from Test Administrators

Follow these steps as you receive materials from test administrators:

1. Verify that all secure materials have been returned. Notify the district assessment coordinator immediately if any secure materials are missing and complete the necessary investigation.
2. Make copies of the following completed documents and file the copies:
 - Required administration information (for PBT administrations and as otherwise required by your district assessment coordinator)
 - Security Logs (if required by your district assessment coordinator)
 - Seating charts (if required by your district assessment coordinator)
 - Chain of Custody forms

Return the originals in your District Assessment Coordinator ONLY boxes according to the instructions on page 70.

3. If authorized by your district assessment coordinator, enter paper-based student responses into the DEI.
4. Prepare materials for return using the Paper-Based Materials Return Instructions in [Appendix B](#).
5. File the signed copies of the [2023–2024 Test Administration and Security Agreement](#) for test administrators and proctors.

Update Student Information

If student information is discovered to be incorrect during testing, update the information in TIDE immediately following test administration. Instructions for updating student information can be found in the [TIDE User Guide](#). Notify the district assessment coordinator if the student tested on an incorrect FLEID.

Invalidate Tests

Review policies regarding test invalidation on page 7. Test invalidations for computer-based tests are processed in TIDE. If you need to invalidate a paper-based test, first enter it into the DEI, and then it can be invalidated in TIDE. To invalidate a test, you will need the student's FLEID and the reason for invalidation. You may also search for the test you wish to invalidate by Session ID or Result ID. Complete instructions on invalidating tests in TIDE are available in the [TIDE User Guide](#). Invalidations must be entered in TIDE by the last day of the test administration window.

Record Accommodations

Ensure that each test administrator includes accommodations provided to and used by students with his or her required administration information, as applicable. This documentation may be necessary in the case of investigations regarding possible test irregularities.

Prepare Materials for Return

Follow instructions from your district assessment coordinator regarding the return of secure materials. Reference [Appendix B: Paper-Based Materials Return Instructions](#) as needed.

Enter Student Responses

All regular print, large print, and one-item-per-page FAST paper-based assessments must be transcribed by school or district staff into the DEI. Braille FAST materials can be entered into the DEI locally or returned to DRC for transcription and DEI entry. The district assessment coordinator will determine which staff will be responsible for entering in student responses. School staff who will enter responses into the DEI must be assigned the School Data Entry (SDE) role in TIDE to access the system. Each test should be transcribed by one staff member, and another staff member should confirm the transcription prior to the test being submitted. Responses should be entered into the DEI within one week of the student completing the paper-based assessment. All responses must be recorded by the end of the test administration window. **Any test and response books returned to DRC without being first recorded into the DEI will not be scored.** More information about the DEI can be found in the [DEI User Guide](#).

District Assessment Coordinator Responsibilities Before Testing

Order and Receive Materials

You will place additional orders in TIDE for any paper-based accommodations needed for your schools.

Do not distribute secure materials to schools any earlier than two weeks prior to testing. If you find it necessary to distribute materials to specific schools sooner than two weeks before testing, please contact the Bureau of K–12 Student Assessment with a list of schools for approval.

District materials will be packaged in separate boxes labeled with the district's name. You can access copies of your district and school packing lists in TIDE. After your shipment arrives, make sure that each school receives the correct materials. If boxes are missing, notify the Florida Help Desk at 866-815-7246. Instruct school assessment coordinators to inventory the contents of their boxes within 24 hours of receipt and report missing materials immediately.

Inventory the contents of boxes within 24 hours of receipt, and maintain an accurate *Test Materials Chain of Custody Form* at all times to track secure test materials. Instruct school assessment coordinators to save original boxes for returning materials.

For a detailed list of special document test materials, see the [2023–2024 Statewide Assessments Accommodations Guide](#). Detailed instructions for the packaging and return of these materials are provided in [Appendix B](#).

Contact the Florida Help Desk immediately to report any missing materials. Additional materials, including blank PreID labels, can be ordered in TIDE.

Communicate Required Administration Information for Paper-Based Test Administrations

Communicate the process for collecting the required administration information to school assessment coordinators, which includes the following:

- Students assigned to each testing room—provide student names and FLEIDs
- Attendance information—**P**=Present, **A**=Absent, **W**=Withdrawn, and **P/I**=Present but Invalidated
- Grade level
- Accommodations provided to students (codes provided on page 11)
- Accommodations used by students
- Signatures of test administrator and school assessment coordinator
- Unique security numbers of secure documents assigned to each student
- Dates and times when secure test documents are received and returned

It is your responsibility to decide how schools will collect the required administration information. You may:

- Instruct school assessment coordinators to copy and use the blank Administration Record/Security Checklist located in [Appendix D](#).
- Schools may use the online security checklist and manipulate the columns to best fit their needs.
- Determine your own method or allow school assessment coordinators to determine their own methods.

After the returned materials are inventoried, you may receive a memo notifying you of your district's status of "Missing Materials" or "No Missing Materials" for the administration. If a district has any missing secure materials, the administration records will be an important part of the missing materials investigation process.

Prepare for Practice Test Sessions

At your discretion, instruct school assessment coordinators to schedule and arrange practice tests as described on page 49.

If any of the students in your district require braille practice test materials, you may place an order for those materials in TIDE. To order these materials, select "Accommodated Sample Test Materials" from the test administration drop-down when you log in to TIDE. You can then place your order for these materials under the *Place Additional Orders* page.

Request Seating Charts and Security Logs (Optional)

At your discretion, instruct school assessment coordinators to require that test administrators use security logs and seating charts for each group of students in their rooms during testing (see information on page 45). If the seating configuration changes during testing or if students using extra time are moved to a new location to complete the test, a new seating chart should be created. After testing, school assessment coordinators should make copies of all seating charts and security logs, file the copies, and store the original charts in your District Assessment Coordinator ONLY boxes.

Create TIDE Accounts

User accounts are required for all school personnel who will be administering assessments, as well as any personnel who will be updating student records or accessing student scores. If you will assign school staff to enter responses into the DEI, you must assign them the School Data Entry (SDE) role in TIDE. Further information regarding creating and maintaining user accounts can be found in the [TIDE User Guide](#).

Train School Assessment Coordinators and Technology Coordinators

You are responsible for training school assessment coordinators and technology coordinators, and school assessment coordinators are responsible for training test administrators and proctors. School personnel and volunteers approved by the district may serve as proctors, according to the instructions on page 5. Stress the importance of having staff available to assist test administrators with technical issues, if necessary.

Also, stress the importance of school assessment coordinators training both non-school-based instructors (e.g., itinerant teachers) and personnel who may serve as alternate administrators in the event of test-day emergencies. State law requires the use of trained administrators to minimize test irregularities and possible test invalidations.

Review the following procedures when training school assessment coordinators:

- Completing the [2023–2024 Test Administration and Security Agreement](#)
- Completing the Test Materials Chain of Custody Form
- Verifying student information in TIDE
- Marking accommodations for students in TIDE, including paper-based eligibility (if not entered through the PreID file or Upload Additional Student Information file)
- Adding new student information
- Administering practice test sessions
- Scheduling test sessions, emphasizing the scheduling of sessions for students testing with accommodations
- Ensuring that all test administration and test security policies and procedures outlined in this manual are followed
- Familiarizing all test administrators with prohibited activities before, during, and after testing
- Recording the required administration information for paper-based administrations
- Completing Security Logs and seating charts with the required information (if required by the district)
- Printing test tickets and On-Demand PreID Labels
- Preparing testing room(s)
- Distributing test tickets
- Distributing scratch paper and reference sheets to test administrators, as applicable
- Distributing calculators, if applicable
- Distributing paper-based test materials (test documents) to test administrators, as applicable
- Verifying that handheld calculators, if provided, comply with the guidelines found in the [Calculator and Reference Sheet Policies for Florida Statewide Assessments](#)
- Monitoring testing
- Creating requests in TIDE to re-open tests
- Providing correct accommodations to students
- Recording the accommodations provided to students and the accommodations used by students
- Storing, returning, or otherwise handling other materials, including scratch paper, reference sheets, and test tickets according to your instructions
- Entering responses into the DEI if school staff will be responsible for this task
- Packaging materials in the District Assessment Coordinator ONLY boxes (see page 70)
- Packaging and returning secure test materials

Prior to testing, ensure that your school assessment coordinators are aware of your district's policies regarding the following:

- How to handle the collection of electronic devices prior to testing
- Whether students should be allowed to read after their test materials have been collected

- Dismissal policies and how to manage students who require additional time to complete their tests
- How to contact you **immediately** if a technical disruption or misadministration occurs

User guides and other training resources are available on the [FAST Portal](#).

Arrange to Test Special Programs Students

Communicate with your school assessment coordinators how to make arrangements for students in special programs (e.g., district virtual instruction programs, Home Education Programs) to test at their schools.

Ensure Implementation of Accommodations

The [2023–2024 Statewide Assessments Accommodations Guide](#) provides information concerning allowable accommodations for students with disabilities and for ELLs and recently exited ELLs. School assessment coordinators may require assistance in providing additional proctors and/or test locations, depending on the accommodations implemented. Arrange for these accommodations prior to the test administration dates. To avoid potential test invalidations, ensure that accommodations are provided as indicated on student IEPs or Section 504 Plans and ensure that no students receive accommodations that they are not permitted to. Documentation of accommodations provided to and used by students must be maintained at each school.

The [2023–2024 Statewide Assessments Accommodations Guide](#) contains instructions for administering accommodated paper-based assessments. Scripts for administering accommodated computer-based and paper-based assessments are available on the [FAST Portal](#).

Student Demographic Information

Schools must verify the following student demographic information before testing:

- District/school number
- Enrolled Grade
- Student first and last name
- FLEID
- Birth Date
- Gender
- Ethnicity
- Race

Student information must also be verified for Primary Exceptionality classifications, ELL status, and testing accommodations listed on IEP or Section 504 Plans.

Managing Student Information in TIDE

Instructions on managing student information in TIDE can be found in the [TIDE User Guide](#). Prior to testing, schools should ensure that all students have been added to TIDE and all information listed in TIDE is correct, including any accommodations students will use for testing. It is important that student information is correct to ensure that results are reported accurately.

Also see the [TIDE User Guide](#) for instructions on how to perform the following tasks prior to testing and discuss with school coordinators who will be responsible for these tasks:

- Adding Students
- Assigning Accommodations
- Editing Student Demographic Information
- Printing Test Tickets
- Printing On-Demand PreID Labels

Arranging Paper-Based Practice

Instruct schools on scheduling and arranging paper-based practice activities. Students participating in a paper-based assessment are strongly encouraged to use the sample test materials in a scheduled practice session at their schools and on their own to become familiar with responding to items on paper.

These materials are available on the [FAST Portal](#) under **Students & Families > Paper-Based Practice Tests**.

Entering Student Responses

Determine whether school or district staff will be responsible for entering responses for regular print, large print, and one-item-per-page test and response books into the DEI. If school-based staff will enter responses, you must assign them the SDE role in TIDE. One staff member should transcribe the responses and another staff member should confirm the transcription.

Braille materials can be entered into the DEI locally or returned to DRC for transcription and DEI entry. See instructions in [Appendix B: Paper-Based Materials Return Instructions](#).

District Assessment Coordinator Responsibilities During Testing

Monitor Test Administration and Maintain Test Security

Be available during testing to answer questions from school assessment coordinators and to supply additional materials as needed. If possible, district personnel should perform on-site monitoring of test administration activities in schools to ensure that test administration and test security policies and procedures are followed. District personnel should monitor the implementation of accommodations during testing to ensure they are being administered appropriately.

Schools will submit re-open a test requests in TIDE for students who need to return to testing on the same day, and the district will be responsible for approving these requests. Contact FDOE or the Florida Help Desk for assistance with processing these requests.

Test Status Monitoring

Student progress and test completion rates can be monitored in TIDE for computer-based assessments and paper-based assessments entered into the DEI. You should use Session Monitoring reports, Participation Reports, the Test Status Report, and Test Completion Rates in TIDE to track completion rates and determine which students still need to be tested. Further information on these reports can be found in the [TIDE User Guide](#).

Communicate with FDOE

Contact the Bureau of K–12 Student Assessment at 850-245-0513 if security breaches are reported or if you need guidance when test invalidation is being considered.

If school- or district-wide testing is interrupted due to a technical issue, technology failure, or other unforeseen event, please report the issue to the Bureau of K–12 Student Assessment immediately.

Student Reports a Defective Item

If a student reports a test item that he or she thinks is defective, the school assessment coordinator will inform you of the concern and should include the student's name, grade level, subject, item number, and basic student concern (e.g., two possible answers, no correct answer). Report this information to the Bureau of K–12 Student Assessment for further investigation.

District Assessment Coordinator Responsibilities After Testing

After testing, verify that school assessment coordinators have completed the following tasks:

- Filed the signed copies of the [2023–2024 Test Administration and Security Agreement](#)
- Filed copies of the seating charts, Security Logs, Test Materials Chain of Custody Forms, and required administration information, as applicable, and stored the originals, along with all reference sheets in the District Assessment Coordinator ONLY boxes
- Packaged, stored, and returned all materials, according to your instructions and the instructions in this manual

Invalidate Tests

Review policies regarding test invalidation on page 7. Remember that invalidations must be recorded in TIDE **by 4:00 p.m. (Eastern time) on the final day of testing for the administration**. After that date, you must contact FDOE to report any test invalidations. Refer to the [TIDE User Guide](#) for instructions on how to invalidate tests.

Enter Student Responses

If it has been determined that district staff will be responsible for entering responses for regular print, large print, and one-item-per-page test and response books into the DEI, one staff member should transcribe the response and another staff member should confirm the transcription. Braille materials can be entered into the DEI locally or returned to DRC for transcription and DEI entry.

Appendix A: Florida Help Desk

Florida Help Desk

Questions related to 2023–2024 Florida Assessment of Student Thinking (FAST) may be directed to the Florida Help Desk. The Help Desk will be open Monday–Friday (except holidays) from 7:00 a.m. to 8:30 p.m., ET.

Florida Help Desk Contact Information

Toll-Free Phone Support: **866-815-7246**

For questions about materials shipments and returns, select option 2.

Email Support: FloridaHelpDesk@CambiumAssessment.com

Emails to the Help Desk will be automatically logged and responded to within one working day (typically sooner). Urgent requests will be given priority. If you need immediate assistance, you may leave your cell phone number with the Help Desk for a return call as soon as possible. If you contact the Help Desk, you will be asked to provide as much detail as possible about the problem you encountered. If a technical disruption occurs, test administrators should contact their school assessment coordinator or technology coordinator.

Do not send secure student information to the Help Desk via email.

Appendix B: Paper-Based Materials Return Instructions

Introduction

This appendix contains instructions for preparing and packaging materials for return of the following FAST PM1 and PM2 administrations:

- Grades 3–10 FAST ELA Reading
- Grades 3–8 FAST Mathematics

District assessment coordinators and school assessment coordinators should familiarize themselves with these instructions prior to preparing materials for return after any FAST paper-based test administration. Note that the process for returning DRC FAST paper-based accommodated test materials differs from the materials return process for other statewide assessments. Therefore, it is important to follow these instructions carefully.

For questions regarding return dates, please contact the Bureau of K–12 Student Assessment at 850-245-0513. Other questions regarding material returns may be directed to the Florida Help Desk at 866-815-7246 or FloridaHelpDesk@CambiumAssessment.com.

Prepare Materials for Return

Prepare materials according to the following instructions. **Incorrectly labeled or mispackaged TO BE SCORED Braille materials may delay reporting of student results.**

Follow these steps:

1. **Verify that all secure materials have been collected.** District assessment coordinators must investigate immediately if any secure materials are missing.
2. **Confirm that all scorable regular print, large print, and one-item-per-page tests have been entered into the Data Entry Interface (DEI) for scoring. Any test and response books returned to DRC without being first recorded into the DEI will not be scored.**

Braille materials can be entered into DEI locally or returned to DRC for transcription and DEI entry.

3. **Inspect all secure materials individually to ensure they are properly identified.**
 - Ensure each TO BE SCORED regular print test and response book has an accurate PreID label.
 - **If a test administrator notifies you that the FLEID or any other information is incorrect on a PreID label,** you must first resolve the errors by correcting them in TIDE and then printing a new On-Demand PreID Label. To print PreID labels, follow the instructions in the [TIDE User Guide](#). Apply the new PreID label directly over the incorrect label. Do **not** try to remove the incorrect label.
 - Ensure that the PreID labels applied to special programs students' test documents indicate the correct district/school numbers. See the following table for guidance.

Program	District Number	School Number
FLVS Full Time K–5	71	0300
FLVS Full Time 6–8	71	0801
FLVS Full Time 9–12	71	0400
District Virtual Instruction Program (VIP)	Your district number	7001 or 7023
District Franchise of FLVS	Your district number	7004
Virtual Charter Schools	Your district number	Charter school number

Program	District Number	School Number
Home Education	Your district number	9998
McKay Scholarship (Private School)	Your district number	3518
Family Empowerment Scholarship Program	Your district number	3900
Private School/Scholarship Students	Your district number	9900

- Verify that each student has completed the required information on the front cover.
 - Remove any stray marks from the security number barcode.
 - Remove any stray reference sheets from test documents.
 - Do not review test content, student responses, or check through books for stray marks.

4. Separate materials into stacks, as indicated below.

- TO BE SCORED braille test materials that **have not** been entered into the DEI
- NOT TO BE SCORED regular print, large print, and one-item-per-page test materials
 - All regular print test and response books, used and unused
 - All large print test and response books, used and unused
 - All one-item-per-page test and response books, used and unused
 - Used braille documents that **have** been entered into the DEI (do NOT place in Special Document Envelopes)
 - Unused braille documents



Materials do not need to be sorted by grade level, subject, or special program if they require the same type of return label. For instance, all regular print, large print, and one-item-per-page materials may be placed in the same box, unsorted, with a DRC white return label affixed.

Note: Secure test materials should never be destroyed (e.g., shredded, thrown in the trash), except for soiled documents as described in the *Hazardous Materials* section of this test administration manual.

Package Materials for Return

Place materials in boxes, and apply the appropriate colored return labels on the boxes. Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels). If you need additional labels, the district assessment coordinator may request additional return labels through the *Place Additional Orders* page in TIDE. Do not copy or create your own labels.

Refer to the following tables for the appropriate return label colors for TO BE SCORED and NOT TO BE SCORED materials.

FAST Reading and Mathematics to DRC			
TO BE SCORED	<ul style="list-style-type: none"> Braille, not entered into the DEI 	PINK	<div> DRC – FALL 2023 FSA RETAKES, B.E.S.T. EOC & FAST PM1 SCHOOL: 77-9002 FROM: DEMO SCHOOL 9002 325 WEST GAINES ST STE 401 FLORIDA DEPARTMENT OF EDUCATION TALLAHASSEE, FL 32399-6533 TO: Data Recognition Corporation (DRC) 8900 Wyoming Avenue N Brooklyn Park, MN 55445  R51932730000001 To Be Scored – Braille </div>
NOT TO BE SCORED	<ul style="list-style-type: none"> Regular Print, used and unused Large Print, used and unused OIPP, used and unused Braille, entered into the DEI Braille, unused 	WHITE	<div> DRC – FALL 2023 FSA RETAKES, B.E.S.T. EOC & FAST PM1 SCHOOL: 77-9002 FROM: DEMO SCHOOL 9002 325 WEST GAINES ST STE 401 FLORIDA DEPARTMENT OF EDUCATION TALLAHASSEE, FL 32399-6533 TO: Data Recognition Corporation (DRC) 8900 Wyoming Avenue N Brooklyn Park, MN 55445  R51932710000001 NOT TO BE SCORED </div>

It is your responsibility to package all materials correctly. Mispackaged Braille materials will impact the reporting of student results.

TO BE SCORED Braille Test Documents

Note: Braille materials can be entered into the DEI locally or returned to DRC for transcription and DEI entry. Follow the process below for TO BE SCORED Braille test documents that have not been entered into the DEI.

1. The person preparing the envelope should open each Special Document Return Envelope and verify that each envelope contains documents for one student only.

Materials for one student may be placed in more than one envelope. Make sure that the student envelope(s) contains the following braille test materials for each subject tested:

Return Braille Test Documents

- Braille Answer Sheets containing student responses
- Braille Test Book
- Braille Testing Rules Acknowledgment Sheet
- Regular Print Test Document (with PreID label applied)

2. **Verify the following on the braille and associated regular print test documents:**
 - **Student name is included on the braille test books, braille answer sheets, and Testing Rules Acknowledgment Sheets.**
 - **Student responses are recorded on braille answer sheets or, if recorded for the student, in the regular print documents.** If student responses are not recorded properly, they may be in late reporting.
 - **Regular print test documents have the correct PreID labels applied.** Do not place PreID labels on the braille test books. PreID labels must be applied to the regular print test documents. If the original regular print test document is damaged or used by another student, a replacement regular print test document must accompany the special document with a PreID label applied.
3. **Verify that the student information is completed on the Special Document Return Envelope(s).** The space on the envelope marked “Student Envelope __ of __” should be used to number each student’s envelopes 1 of n , 2 of n , etc., where n is the total number of envelopes for that student. Seal the envelope(s).
4. **Place the Special Document Return Envelope(s) containing TO BE SCORED braille materials in the boxes in which they arrived.** Do **not** return TO BE SCORED braille materials in the same boxes as NOT TO BE SCORED materials. Mispackaged materials will delay reporting of student results.

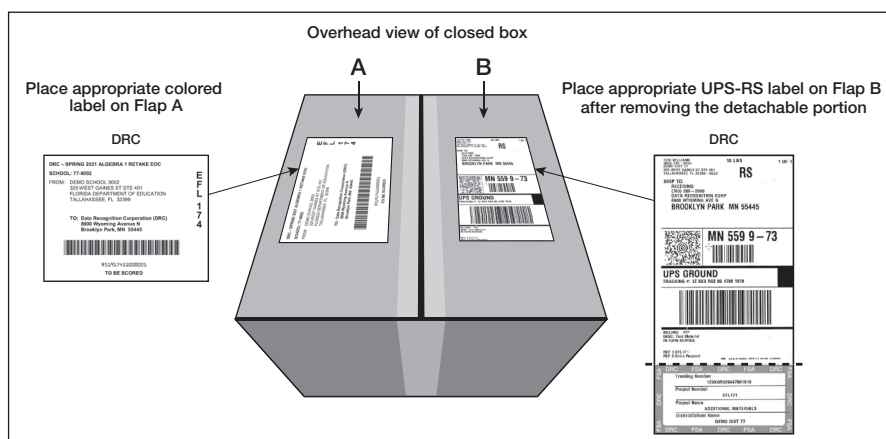
NOT TO BE SCORED Materials

Note: Secure test materials should never be destroyed (e.g., shredded, thrown in the trash), except for soiled documents as described in the *Hazardous Materials* section of this test administration manual.

1. **Place all NOT TO BE SCORED materials in boxes.**
Include used and unused regular print, large print, and one-item-per-page test and response books, Braille Notes, and NOT TO BE SCORED braille materials.
2. **Affix a white NOT TO BE SCORED return label for the correct administration (FAST Reading & Mathematics) to the top of each box.**
Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels).

Label Boxes for Return

Ensure that the appropriate **colored return label** is applied to boxes. Place the correct **UPS-RS label** for the document type on each box as indicated on the box diagram graphic below.



UPS-RS Return Labels

All districts will be shipped UPS-RS labels based on the size of the district. Contact the Florida Help Desk to request additional UPS-RS labels, as needed.

1. Affix a DRC UPS-RS label to the top of each box, in addition to the appropriate colored return label, making sure that it is **not** applied across the box flap seam. Do not send any boxes via UPS without a UPS-RS label. Use the chart below to determine which UPS label to use based on the colored return label.
2. Keep records of the detachable tracking number located at the bottom of the label to help facilitate this process (see sample on the following page). DRC's detachable receipt has a pink border for easy distinction. The UPS-RS number is also located directly above the barcode in the middle of the shipping label. These tracking numbers do not need to be provided to the contractor unless requested.

PM1 and PM2 Administrations	
UPS-RS Labels	DRC Colored Return Labels
NEXT DAY AIR	Pink (PM1)
2nd DAY AIR	Pink (PM2)
GROUND	White

Sample DRC Next Day Air UPS-RS Label	Sample DRC Ground UPS-RS Label
<p>TERI WILLIAMS (850) 245-0804 DEMO DIST 77 325 WEST GAINES ST STE 401 TALLAHASSEE FL 32399-6533</p> <p>10 LBS 1 OF 1</p> <p>RS</p> <p>SHIP TO: RECEIVING (763) 268-2000 DRC 327 FL 8900 WYOMING AVE BROOKLYN PARK MN 55445</p> <p>MN 559 9-73</p> <p>UPS NEXT DAY AIR 1 TRACKING #: 1Z 9X3 16Y 84 4253 6267</p> <p>BILLING P/P DESC: ADDITIONAL MATERIALS RETURN SERVICE</p> <p>REF 1:EFL327 REF 2:Extra Request</p> <p>1WS 26.0 G 2Extra UPS 2T4 29.0A-07/2023</p> <p>FAST/B.E.S.T. DRC FAST/B.E.S.T.</p> <p>Tracking Number 1Z9X316Y8442536267</p> <p>Project Name ADDITIONAL MATERIALS</p> <p>UPS Returns 866-857-1501 or UPS.com/us</p> <p>District/School Name DEMO DIST 77</p> <p>FAST/B.E.S.T. DRC FAST/B.E.S.T.</p>	<p>TERI WILLIAMS (850) 245-0804 DEMO DIST 77 325 WEST GAINES ST STE 401 TALLAHASSEE FL 32399-6533</p> <p>18 LBS 1 OF 1</p> <p>RS</p> <p>SHIP TO: RECEIVING (763) 268-2000 DRC 327 FL 8900 WYOMING AVE BROOKLYN PARK MN 55445</p> <p>MN 559 9-73</p> <p>UPS GROUND TRACKING #: 1Z 9X3 16Y 90 4026 9459</p> <p>BILLING P/P DESC: ADDITIONAL MATERIALS RETURN SERVICE</p> <p>REF 1:EFL327 REF 2:Extra Request</p> <p>1WS 26.0 G 2Extra UPS 2T4 29.0A-07/2023</p> <p>FAST/B.E.S.T. DRC FAST/B.E.S.T.</p> <p>Tracking Number 1Z9X316Y9040269459</p> <p>Project Name ADDITIONAL MATERIALS</p> <p>UPS Returns 866-857-1501 or UPS.com/us</p> <p>District/School Name DEMO DIST 77</p> <p>FAST/B.E.S.T. DRC FAST/B.E.S.T.</p>

Return Materials to Contractor

Return TO BE SCORED braille documents no later than return deadlines. Do not package TO BE SCORED braille documents with NOT TO BE SCORED materials.

If necessary, district assessment coordinators may request additional return labels and shipping boxes through the Place Additional Orders page in TIDE.

If you encounter difficulties with these shipping procedures, please contact the Florida Help Desk at 866-815-7246 or FloridaHelpDesk@CambiumAssessment.com.

Designate a person to be available at the pickup site on the scheduled dates. For questions regarding return dates or materials return, please contact the Bureau of K–12 Student Assessment at 850-245-0513.

UPS Return Instructions

You may return your NOT TO BE SCORED materials with your TO BE SCORED materials, or you may call UPS to arrange a separate pickup.

Remove the detachable receipt from the bottom of your UPS labels and retain for your records. Note the contents of the box and the UPS tracking number associated with those materials.

You may return your UPS materials the following ways:

- **Drop Off:** Take your materials to a UPS Customer Center or Store. Materials taken to a UPS Customer Center or Store must be dropped off by the location's posted "UPS Pickup" time on the specified return date to be considered an on-time return.
- **Daily Pickup:** Return with your daily on-route pickup. If you have more than 10 boxes, contact UPS to ensure the driver is properly equipped.
- **Schedule Online:** Schedule a pickup at www.ups.com/us, then click on Shipping > Schedule a Pickup.
- **Schedule by Phone:** Schedule a pickup by calling UPS at the appropriate vendor number below. Do **not** call the UPS general pickup number found on the UPS website.
 - Schedule your pickup date and time at least 24 hours in advance.
 - There is not a charge for these services.

Secure Material Tracking Reports

Secure Material Tracking Reports (SMTR) are available in TIDE to assist school and district assessment coordinators with tracking the return of materials. The SMTR tracks all secure FAST materials returned to DRC (test materials with security barcodes). The purpose of these reports is to identify any discrepancies that may exist between a district's records of what was returned and the contractor's records of what was received. Secure materials will be tracked as they are scanned by the contractor.

DRC's SMTR report can also be loaded into a district database for tracking security numbers. DRC's SMTR reports will be posted daily in TIDE and will be available as districts begin receiving their secure material shipments. The SMTR can be found in the After Testing section in TIDE. Reports can be found in the Track Documents panel of the *Secure Material Tracking Reports* page. More information and detailed descriptions of the report fields can be found in the [TIDE User Guide](#).

Prepare District Assessment Coordinator ONLY Boxes

1. Place the following materials, as applicable per administration, in the District Assessment Coordinator ONLY boxes (along with any other ancillary materials that your district assessment coordinator has asked you to place in these boxes, such as used scratch paper):

- Original required administration information
- Original *Test Materials Chain of Custody Forms*

Please note that secure test documents must **not** be placed in these boxes.

2. Review the required administration information. District assessment coordinators must notify FDOE if any secure materials are missing. A form for reporting missing materials is available on the [FAST Portal](#). Complete the necessary investigation and file the records.
3. Seal the box; write "District Assessment Coordinator ONLY" on the side of the boxes.
4. Store these materials in a secure location. After results for this administration have been reported, districts may choose to recycle or destroy these materials, except for the required administration information.

Appendix C: Florida Test Security Statutes and Rule

Florida Test Security Statutes

1008.23 Confidentiality of assessment instruments.

- (1) All examination and assessment instruments, including developmental materials and workpapers directly related thereto, which are prepared, prescribed, or administered pursuant to ss. 1002.69, 1003.52, 1003.56, 1007.25, 1007.35, 1008.22, 1008.25, and 1012.56 shall be confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. Provisions governing access, maintenance, and destruction of such instruments and related materials shall be prescribed by rules of the State Board of Education.
- (2)
 - (a) All examination and assessment instruments, including developmental materials and workpapers directly related thereto, which are prepared, prescribed, or administered by a Florida College System institution, a state university, or the Department of Education shall be confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.
 - (b) Provisions governing access, maintenance, and destruction of the instruments and related materials identified under paragraph (a) shall be prescribed by rules of the State Board of Education and regulations of the Board of Governors, respectively.
- (3) This section is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2026, unless reviewed and saved from repeal through reenactment by the Legislature.

History.—s. 369, ch. 2002-387; s. 56, ch. 2013-35; s. 1, ch. 2021-81.

1008.24 Test administration and security; public records exemption.

- (1) A person may not knowingly and willfully violate test security rules adopted by the State Board of Education for mandatory tests administered by or through the State Board of Education or the Commissioner of Education to students, educators, or applicants for certification or administered by school districts pursuant to ss. 1002.69, 1003.52, 1003.56, 1007.25, 1007.35, 1008.22, 1008.25, and 1012.56, or, with respect to any such test, knowingly and willfully to:
 - (a) Give examinees access to test questions prior to testing;
 - (b) Copy, reproduce, or use in any manner inconsistent with test security rules all or any portion of any secure test booklet;
 - (c) Coach examinees during testing or alter or interfere with examinees' responses in any way;
 - (d) Make answer keys available to examinees;
 - (e) Fail to follow security rules for distribution and return of secure test as directed, or fail to account for all secure test materials before, during, and after testing;
 - (f) Fail to follow test administration directions specified in the test administration manuals; or
 - (g) Participate in, direct, aid, counsel, assist in, or encourage any of the acts prohibited in this section.
- (2) Any person who violates this section commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.
- (3)
 - (a) A school district may contract with qualified contractors to administer and proctor statewide, standardized assessments required under s. 1008.22 or assessments associated with Florida approved courses under s. 1003.499, as approved by the Department of Education in accordance with rules of the State Board of Education. Assessments may be administered or proctored by qualified contractors at sites that meet criteria established by rules of the State Board of Education and adopted pursuant to ss. 120.536(1) and 120.54 to implement the contracting requirements of this subsection.

- (b) A school district may use district employees, such as education paraprofessionals as described in s. 1012.37, to administer and proctor statewide, standardized assessments required under s. 1008.22 or assessments associated with Florida approved courses under s. 1003.499, in accordance with this section and related rules adopted by the State Board of Education. The rules must establish training requirements that must be successfully completed by district employees prior to the employees performing duties pursuant this paragraph.
- (4)
 - (a) A district school superintendent, a president of a public postsecondary educational institution, or a president of a nonpublic postsecondary educational institution shall cooperate with the Commissioner of Education in any investigation concerning the administration of a test administered pursuant to state statute or rule.
 - (b) The identity of a school or postsecondary educational institution, personal identifying information of any personnel of any school district or postsecondary educational institution, or any specific allegations of misconduct obtained or reported pursuant to an investigation conducted by the Department of Education of a testing impropriety are confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until the conclusion of the investigation or until such time as the investigation ceases to be active. For the purpose of this paragraph, an investigation is deemed concluded upon a finding that no impropriety has occurred, upon the conclusion of any resulting preliminary investigation pursuant to s. 1012.796, upon the completion of any resulting investigation by a law enforcement agency, or upon the referral of the matter to an employer who has the authority to take disciplinary action against an individual who is suspected of a testing impropriety. For the purpose of this paragraph, an investigation is considered active so long as it is ongoing and there is a reasonable, good faith anticipation that an administrative finding will be made in the foreseeable future.
- (5) Exceptional students with disabilities, as defined in s. 1003.01(3), shall have access to testing sites. The Department of Education and each school district shall adopt policies that are necessary to ensure such access.

History.—s. 370, ch. 2002-387; s. 1, ch. 2009-143; s. 7, ch. 2013-225; s. 1, ch. 2014-13; s. 8, ch. 2015-6; s. 10, ch. 2021-157.

Florida State Board of Education Test Security Rule

6A-10.042 Test Administration and Security.

- (1) Tests implemented in accordance with the requirements of Sections 1002.69, 1003.52, 1003.56, 1007.25, 1007.35, 1008.22, 1008.25, 1008.30, 1012.55 and 1012.56, F.S., shall be maintained and administered in a secure manner such that the integrity of the tests shall be preserved.
 - (a) Test questions shall be preserved in a secure manner by individuals who are developing and validating the tests. Such individuals shall not reveal in any manner, verbally or in writing, the test questions under development.
 - (b) Tests or individual test questions shall not be revealed, copied, or otherwise reproduced by persons who are involved in the administration, proctoring, or scoring of any test.
 - (c) Examinees shall not be assisted in answering test questions by any means by persons administering or proctoring the administration of any test.
 - (d) Examinees' answers to questions shall not be interfered with in any way by persons administering, proctoring, or scoring the examinations.
 - (e) Examinees shall not be given answer keys by any person.
 - (f) Persons who are involved in administering or proctoring the tests or persons who teach or otherwise prepare examinees for the tests shall not participate in, direct, aid, counsel, assist in, or encourage any activity which could result in the inaccurate measurement or reporting of the examinees' achievement.
 - (g) Each person who has access to tests or test questions during the development, printing, administration, or scoring of the tests shall be informed of specifications for maintaining test security, the provisions in statute and rule governing test security, and a description of the penalties for breaches of test security.
 - (h) During each test administration, school district and institutional test administration coordinators and contractors employing test administrators and proctors shall ensure that required testing procedures are being followed at all test administration sites. Officials from the Department are authorized to conduct unannounced observations of test administration procedures at any test administration site to ensure that testing procedures are being correctly followed.
 - (i) In accordance with Section 1008.24, F.S., a school district may use district employees, such as education paraprofessionals as described in Section 1012.37, F.S., to administer and proctor statewide, standardized assessments required under Section 1008.22, F.S. All test administrators and proctors for the statewide assessments administered pursuant to Rule 6A-1.09422, F.A.C., must complete training requirements outlined in *Training Requirements for Administering and Proctoring the Statewide Assessments*, 2015, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-06180>) incorporated herein by reference. A copy may be obtained by contacting the Division of Accountability, Research and Measurement, Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399-0400.
- (2) Test materials, including all test booklets and other materials containing secure test questions, answer keys, and student responses, shall be kept secure and precisely accounted for in accordance with the procedures specified in the examination program administration manuals and other communications provided by the Department. Such procedures shall include but are not limited to the following:
 - (a) All test materials shall be kept in secure, locked storage prior to and after administration of any test.
 - (b) All test materials shall be precisely accounted for and written documentation kept by test administrators and proctors for each point at which test materials are distributed and returned.

- (c) Any discrepancies noted in the number or serial numbers of testing materials received from contractors shall be reported to the Department by designated institutional or school district personnel prior to the administration of the test.
 - (d) In the event that test materials are determined to be missing while in the possession of an institution or school district, designated institutional or school district personnel shall investigate the cause of the discrepancy and provide the Department with a report of the investigation within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or witness to the occurrence. Officials from the Department are authorized to conduct additional investigations.
 - (e) In those cases where the responsibility for secure destruction of certain test materials is assigned by the Department to designated institutional or school district personnel, the responsible institutional or school district representative shall certify in writing that such destruction was accomplished in a secure manner.
 - (f) In those cases where test materials are permitted by the Department to be maintained in an institution or school district, the test materials shall be maintained in a secure manner as specified in the instructions provided by the Department. Access to the materials shall be limited to the individuals and purposes specified by the Department.
- (3) In those situations where an employee of the educational institution, school district, or contractor, or an employee of the Department suspects a student of cheating on a test or suspects other violations of the provisions of this rule, a report shall be made to the department or test support contractor, as specified in the test administration procedures, within ten (10) calendar days. The report shall include a description of the incident, the names of the persons involved in or witness to the incident, and other information as appropriate. Officials from the Department are authorized to conduct additional investigations.
- (4) Violations of test security provisions shall be subject to penalties provided in statute and State Board Rules.
- (5) School districts and public educational institutions under Section 1003.49, F.S., may contract with third-party contractors to administer and proctor statewide standardized assessments required under Section 1008.22, F.S., or assessments associated with Florida approved courses under Section 1003.499, F.S.
- (a) School districts and educational institutions must require the contractor to provide a safe and comfortable facility that does not interfere with a student's ability to demonstrate mastery on the tests.
 - (b) School district or educational institution use of third-party contractors (including contracted affiliates, such as franchises) shall not relieve the district or institution of its obligation to provide access to statewide testing for Florida Virtual School or virtual charter school students pursuant to Sections 1002.33(20), 1002.37 and 1002.45(6)(b), F.S.
 - (c) The contractor must adhere to all test administration and security protocols as prescribed by the Department pursuant to Section 120.81(1)(c), F.S., and shall be subject to all provisions of this rule.
 - (d) The contractor must not collect nor maintain any student's personally-identifiable information beyond that required for test administration.
 - (e) All technology used to administer computer-based tests must meet assessment technology guidelines and online test security requirements as prescribed by the Department pursuant to Section 120.81(1)(c), F.S.

Rulemaking Authority 1001.02, 1003.49, 1008.23, 1008.24, F.S. Law Implemented 1003.49, 1008.23, 1008.24, F.S. History—New 7-5-87, Amended 10-26-94, 11-3-13, 1-7-16, 3-15-22.

Appendix D: Forms

2023–2024 Test Administration and Security Agreement

[Florida State Board of Education Rule 6A-10.042](#), Florida Administrative Code, Test Administration and Security, was developed to meet the requirements of the Test Security Statutes, section [1008.23](#), Florida Statutes, Confidentiality of assessment instruments, and section [1008.24](#), Florida Statutes, Test administration and security; public records exemption, and applies to anyone involved in the administration of a statewide assessment. The Rule prohibits activities that may threaten the integrity of any assessment required by Florida law, as described in the Rule. The Florida Test Security Statutes and State Board of Education Rule are located in the appendices of each test administration manual. Examples of prohibited activities are listed below:

- Reading or viewing the passages or test items
- Revealing the passages or test items
- Copying the passages or test items
- Explaining or reading passages or test items for students
- Changing or otherwise interfering with student responses to test items
- Copying or reading student responses
- Causing achievement of schools to be inaccurately measured or reported

Some allowable accommodations for ELLs, recently exited ELLs, or students with current IEPs or Section 504 Plans require test administrators to view test content or transcribe student responses. Test administrators are permitted to provide the accommodation(s) following the instructions provided by the department.

All personnel are prohibited from examining or copying the test items and/or the contents of the test. The security of all test content must be maintained before, during, and after each test administration.

Inappropriate actions by district or school personnel will result in further investigation, possible loss of teaching certification, and possible involvement of law enforcement agencies.

I understand that I must receive appropriate training regarding the administration of statewide assessments and must read the information and instructions provided in all applicable sections of the relevant test administration manual, including the Florida Test Security Statutes and State Board of Education Rule. I agree to follow all test administration and security procedures, applicable to my role, outlined in the manual, Statutes, and Rule.

Further, I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of statewide assessments or cause student achievement to be inaccurately represented.

School Name and Number

Print Name

Date

Signature

Test Materials Chain of Custody Form

The following information must be collected for each test administration at your school to track secure materials with security barcodes. This form may be duplicated for use by grade level and/or maintained as an electronic file, but the content of this form may **not** be altered.

Contact your district assessment coordinator if you have any questions.

Your name (school assessment coordinator): _____

District name: _____

School name: _____

School number: _____

Location of locked storage room: _____

Names of people with access to locked storage room/location:

1. _____

2. _____

3. _____

Assessment(s) (e.g., FSA ELA Writing Retake, Biology 1 EOC, FCLE): _____

Date and time materials arrived at the school: _____

Date and time shrink-wrapped test material packages are opened: _____

Packages opened by: _____

Date and time materials are prepared (e.g., PreID labels applied): _____

Materials prepared by: _____

Date and time materials are packaged for return: _____

Materials packaged by: _____

Date and time materials are returned/shipped: _____



Test Administrator: _____ Date: _____ Session ID/Test Group Code (if applicable): _____

*** Attendance Codes:** P = Present A = Absent W = Withdrawn P/I = Present but Invalidated
**** Accommodations Codes for ESE/504:** 1-FP = Flexible Presentation; 1-FR = Flexible Responding; 1-FSC = Flexible Scheduling; 1-FSE = Flexible Setting; 1-AD = Assistive Devices
Accommodations Codes for ELL: 2-FSC = Flexible Scheduling; 2-FSE = Flexible Setting; 2-AHL = Assistance in Heritage Language; 2-ADI = Approved Dictionary

Copyright Statement for This Office of Assessment Publication

Authorization for reproduction of this document is hereby granted to persons acting in an official capacity within the Uniform System of Public K–12 Schools as defined in Section 1000.01(4), Florida Statutes. The copyright notice at the bottom of this page must be included in all copies.

All trademarks and trade names found in this publication are the property of their respective owners and are not associated with the publishers of this publication.

This publication is provided by the Florida Department of Education to Florida public schools free of charge and is not intended for resale.

Permission is **not** granted for distribution or reproduction outside of the Uniform System of Public K–12 Schools or for commercial distribution of the copyrighted materials without written authorization from the Florida Department of Education. Questions regarding use of these copyrighted materials should be sent by email to **Assessment@fldoe.org** or by postal mail to the following address:

The Administrator
Office of Assessment
Florida Department of Education
325 West Gaines Street
Tallahassee, Florida 32399–0400

Copyright © 2023
State of Florida
Department of State