

Test Administrator User Guide

2022-2023

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Introduction to the Test Administrator (TA) User Guide

This user guide supports test administrators (TAs) who manage testing for students participating in Florida statewide assessments practice tests and operational (live) computer-based assessments. This introduction describes the contents of this user guide and includes a key for identifying icons and elements.

User Guide Content

Each section and appendix start on a new page, which facilitates printing by section only.

- <u>Section I, Overview of Online Testing</u>, provides an overview of online testing, available assessments, and general test rules.
- <u>Section II, Accessing the Test Administration Sites</u>, explains how to log in to the TA sites.
- <u>Section III, Understanding the Test Administrator (TA) Interface</u>, describes the overall layout of the TA sites and highlights the important tasks and functions.
- <u>Section IV, Administering Online Tests</u>, outlines the process for creating test sessions, approving students for testing, pausing tests, and logging out.
- <u>Section V, Logging in to the Student Interface</u>, explains how students log in to a test session.
- <u>Section VI, Overview of the Student Interface</u>, describes the overall layout of an online test, as well as the functions and tools available to students.
- <u>Section VII, Proceeding through the Test</u>, explains how students move through and complete a test.
- The <u>Appendices</u> provide additional information about secure browsers, student test settings, how students can use keyboard commands and the formatting toolbar available for some open-response items, how TAs can transfer a test session to another computer, and a list of common Test Delivery System (TDS) error codes.

Document Conventions

The following table describes the typographical conventions appearing in this user guide.

Element	Description			
	Warning: This symbol accompanies important information regarding actions that may cause critical errors.			
	Caution: This symbol accompanies important information regarding a task that may cause minor errors.			
	Note: This symbol accompanies helpful information or reminders.			
I	Tip: This symbol accompanies additional information that may be helpful.			
	Policy: This symbol accompanies important information that is guided by policy decisions.			
bold italic	Boldface italic indicates a page name.			
bold	Boldface indicates an item you click or a drop-down list name.			
italic	Italic indicates a field name or a drop-down list selection.			
1. text 2. text	Text that appears in gray outlined boxes provides instructions relevant to the task described.			
	 Numbered (ordered) lists provide step-by-step instructions. 			
	 Bulleted lists provide instructions that do not need to be performed in a specific order. 			

Additional Resources

This user guide does not provide information regarding test administration policies and procedures. Test administration manuals and other system user guides for Florida systems are available on the portal (<u>https://flfast.org/</u>).

Section I. Overview of Online Testing

The Florida statewide assessments are designed to measure students' proficiency in various content areas. The computer-based tests are administered with a system called the Test Delivery System (TDS).

TDS is comprised of two sets of sites: training sites and operational (live) testing sites. The training sites function identically to the live testing sites and are designed to allow test administrators (TAs) and students to become familiar with the online testing environment they will experience when taking the operational assessments.

TAs can use any supported web browser to access either the TA Training Site (used to practice taking a test) or the TA Interface (used for live testing). Students may use a supported web browser or the secure browser to access the practice tests; however, students must use the secure browser to access the Student Interface for live testing. TAs will create test sessions at the time of testing. Each test session generates a unique Session ID. To begin testing, students will log in to the test session created by the TA using the unique Session ID.

For information about supported operating systems and browsers for the TA sites and student practice tests, refer to the <u>*Technology Guide*</u> on the portal (<u>https://flfast.org/</u>).

Training Sites

• TA Training Site

The TA Training Site allows TAs to create practice test sessions. This session can be used to administer practice tests and sample test materials to students.

• Student Practice Test Site

The practice tests and sample test items allow students and guest users to practice taking tests online and become familiar with the available tools and features in the test. Anyone may log in as a guest and practice taking tests. Students can also log in to a practice test session created by a TA. The practice tests and sample test items can be accessed with either the secure browser or a supported web browser. Students requiring access to the text-to-speech accommodation for a practice test or sample test materials must use the secure browser.

Operational (Live) Testing Sites

• TA Interface (Test Administration)

TAs must use the TA Interface to create test sessions and administer the operational assessments.

• Student Interface

Students must use the Student Interface to take the operational assessments. The Student Interface can only be accessed by launching the secure browser.

Tests Available

The following practice tests, sample test items, and operational computer-based assessments are available for the 2022–23 school year:

Sample Test Items

- ELA Writing: Grades 4–10
- FAST ELA Reading: Grades 3–10
- FAST Mathematics: Grades 3–8
- **B.E.S.T. EOCs:** Algebra 1, Geometry
- Social Studies: Florida Civic Literacy Exam (FCLE)

Practice Tests

- Writing: Retake
- Reading: Retake
- Mathematics EOCs: Algebra 1 & Geometry
- Science EOC: Biology 1
- Social Studies EOCs: Civics, U.S. History

Operational FAST Assessments

- ELA Writing: Grades 4–10
- Reading: Grades 3–10
- Mathematics: Grades 3–8

Other Operational Assessments

- Writing: Retake
- Reading: Retake
- Mathematics EOCs: Algebra 1, Geometry, Algebra 1 Retake, B.E.S.T. Algebra 1*, B.E.S.T. Geometry*
- Science EOC: Biology 1
- Social Studies: Civics EOC, U.S. History EOC, K-12 Florida Civic Literacy Exam (FCLE)

*B.E.S.T. Algebra 1 and B.E.S.T. Geometry will be offered in Winter 2022, replacing the Algebra 1 and Geometry assessments.

General Rules of Online Testing

About Test Settings and Accommodations

Students' test settings and accommodations must be checked in the Test Information Distribution Engine (TIDE) prior to starting a test session. Accommodations cannot be changed in the TA Interface or after a student starts the test. Test accessibility settings can be adjusted prior to entering the test.

Basic Test Navigation Rules

- Students will either see test items one per page or in a group. Some pages contain test items with multiple parts.
- Students may mark items for review and use the **Item Summary** drop-down list to easily return to those items.
- Students must
 - click End Session, which pauses the test when they complete the session(s) they are to take that day or when the allotted time for the session has expired;
 - Click Go to Segment 2, which allows students at the end of a grade 6-8 FAST Mathematics segment to begin the second segment;
 - click End Test, which appears once every item in the test has been visited and provides students an opportunity to review their test;
 - click **Submit Test** to conclude the test after all sessions have been completed or when the allotted time for the final session has expired.

Pause Rules

These pause rules apply regardless of whether the student or the TA pauses the test or there is a technical issue resulting in the student being logged out (e.g., power outage or network failure).

- If a test is paused within a session and the student resumes during the same session or segment, the student is
 - presented with the first unanswered test item or passage and associated items in the session or segment when the test was paused or shut down; and
 - permitted to review and change any previously answered test items within that session or segment.



Note: Students do not require approval to move from Segment 1 to Segment 2 when taking a FAST Mathematics test. Once a student moves on to Segment 2, they will not be able to access Segment 1.

- If a test is paused and the student is logged out at the end of a session, when the student resumes the next day, the student
 - \circ is approved by the TA to enter the next session; and
 - \circ cannot view or change responses from the previous session.

Section II. Accessing the Test Administration Sites

The portal (<u>https://flfast.org/fast.html</u>) provides authorized users with access to the Test Administrator sites. To access the TA sites via the portal:

Accessing the Test Administrator (TA) Training Site

- 1. Select the **Teachers & Test Administrators** card.
- 2. Select the TA Training Site card.





TRAINING
Practice tests for the computer-based
assessments are administered through the Test Administrator (TA) Training Site.

- 3. Enter your email address and password.
- Click Secure Login. You will be directed to the TA Training Site.

Figure 2. Portal Card and Login Page



Accessing the TA Interface (for live testing)

- 1. Select the **Teachers & Test Administrators** card.
- 2. Select the Administer Statewide Assessments card.



- 3. You will be directed to the login screen.
- 4. Enter your email address and password.
- 5. Click **Secure Login**. You will be directed to the TA Interface.

Figure 4. Login Page Email Address Password Forgot Your Password? Secure Login

About Usernames and Passwords

Your username is the email address associated with your account in the Test Information Distribution Engine (TIDE).



Caution: Important Information Regarding Your Password

If you are a user who has recently been added to TIDE, you should have received an activation email from <u>DoNotReply@cambiumassessment.com</u> that contains a link that takes you to the **Reset Your Password** page in TIDE where you can set up your password to log in to TIDE and other applicable Cambium Assessment, Inc. (CAI) systems. This link expires 15 minutes after the email was sent. The first time you log in, you will be prompted to select a new password.

If your first temporary link expired or you forgot your password

On the login page, click **Forgot Your Password?** and then enter your email address in the Email Address field to reset your password. You will receive an email with a new link to reset your password. This link expires 15 minutes after the email was sent.

Did you not receive an email containing a Reset Your Password link?

Emails come from <u>DoNotReply@cambiumassessment.com</u>. Check your spam or junk folder to ensure that your email provider did not categorize it as junk mail or spam. If you still do not have an email, contact your school assessment coordinator to ensure that you were added to TIDE. Only users who have been added to TIDE will receive an account email with a link to set their password.

Additional Help

If you are unable to log in, contact the Florida Help Desk (1-866-815-7246 or <u>FloridaHelpDesk@cambiumassessment.com</u>) for assistance. You must provide your name and email address.



Note: For security reasons, users will need to update their password in TIDE before logging in to the Test Delivery System (TDS) for the first time every school year. On the TIDE Login page there will be a prompt: *First Time Login This School Year*? under which users should click **Request a new one for this school year**. Users should enter their email address used in TIDE in the prior year to reset their password. Users will receive an email with a new link to reset the password. This link expires 15 minutes after the email was sent.

Section III. Understanding the Test Administrator (TA) Interface

This section applies to the test administration sites for TAs. Throughout the rest of this user guide, "TA Site" will be used to refer to both the TA Interface and the TA Training Site. The functions and tools available to TAs are the same in both sites.

- TAs must use the TA Interface to administer operational (live) tests.
- TAs must use the *TA Training Site* to administer practice tests and sample test materials.



Warning: Do not use the Student Interface or TA Interface for practice. For all practice test sessions, use the TA Training Site and the Student Practice Test site.

TA Site Layout

After you log in, you will see the TA Interface or TA Training Site (see <u>Figure 5</u>). All features and functions are identical between the two, except for the list of available tests. <u>Table 2</u> provides an overview of the major features available on the TA Site.

			Q, Student Lookup 🖶 Pr	rint Session 🗊 Help G	Alerts 🕞 Logout
lerida wide Assessments			Operational	Session ID FL-C026-3	Select Tests
Dperational Test Session			4		3
students awaiting approval 1 active tests				= FAST – ELA Read	ding 🔎 = FAST – Mathematics
Student Information	≑ Test	Progress		Test Settings	Actions
Test, Demo Username 2YLYE	FAST Grade 10 ELA Reading	3 / 40 answered	Paused , 5 min More Info ►	Standard	
Test, Demo Username 211/F 	FAST Grade 10 ELA Reading	3 / 40 answered	Paused , 5 min More info ►	Standard	
Test, Demo Username 211.VE ests in Started/Paused/Completed Status	FAST Grade 10 ELA Reading	3 / 40 answered	Paused , 5 min More Info ►	Standard Test Settings	Actions
Test, Demo Username 211.YE ⇒ Started/Paused/Completed Status ⇒ Student Information Test, Demo Username 3WSSR	FAST Grade 10 ELA Reading	3 / 40 answered Progress 2 / 40 answered	Paused, 5 min More Info + Status Paused, 1 min More Info +	Standard Test Settings Standard O	Actions

Figure 5. TA Site Layout (TA Interface Displayed)

The following components of the TA Interface are identified by number in the figure above:

- 1. Session ID
- 2. Select Tests button
- 3. Approvals button
- 4. Operational Test Session tables

Features	Description
Alerts	The Florida Department of Education (FDOE) can send statewide alert messages to all TAs. Click Alerts to view new alerts and past messages that have not yet expired. (Each alert has an expiration date.)
Approvals	Click Approvals to show the students that are awaiting approval to begin testing.
Help Guide	Click Help Guide to view the online Test Administrator User Guide at any time.
Logout	Click Logout to exit the TA Site and log out of all Florida applications. Any students still testing will have their tests paused and they will be logged out. The TA will be unable to resume the current session, and a new session will need to be created for students to finish testing.
Print Session	This feature allows the TA to print the screen as it is displayed. To print, click Print Session . A regular print screen will appear. Select the desired settings and click OK . Federal law (Family Educational Rights and Privacy Act [FERPA]) prohibits the release of any student's personally identifiable information to unauthorized persons. Any printouts containing student information must be securely stored and then destroyed when no longer needed.
Refresh	Click the refresh button [
Session ID	The Session ID is used by students to log in to a test session. Session IDs are unique to each test session and are created and displayed in the TA Interface when the TA starts the session. Students enter this ID when logging in to a test and the TA then approves or denies their requests to access the test. The Session ID is unique for each test session in the state and is an arrangement of three sections of alphanumeric characters separated by hyphens (e.g., TRAIN-A1B2-3).
Stop	Click Stop to end the session. Any students still testing will have their tests paused and they will be logged out. The TA will be unable to resume the current session and a new session will need to be created for students who may need to finish testing.
Student Lookup	Click Student Lookup to search for students. Use <i>Advanced Search</i> to search by parameters including district, school, grade, and first/last name.
Select Tests	Click Select Tests to view the Test Selection window.
Test Session tables	These tables display all students who have entered the test session, the test each student is taking, and his or her progress throughout the test. The title of the page will specify "Operational" for live tests and "Practice" on the TA Training Site.

Table 2. TA Site Features Quick Reference

TA Site Features

This section provides instructions for using the features available in the banner at the top of the TA Site (see Figure 6).

Figure 6. TA Site Banner

Q Student Lookup 🕒 Approved Requests 🖷 Print Session	Help Guide 🛕 Alerts	► Logout as tester, test
--	---------------------	--------------------------

Student Lookup: Advanced Search

If a student is having trouble logging in, TAs can use the Student Lookup feature to search for that student by district, school, grade, and first or last name.



Warning: Inaccurate student demographic information can be corrected by authorized users before or after students test.

Students who do not appear in Student Lookup will be unable to test during the test session that is currently open and will need to be added to the Test Information Distribution Engine (TIDE) by the school or district assessment coordinator.

Advanced Search				Close
Use the drop-down m and School are requir required. If you would	enus to select the Dist ed. If you would like to like to search a Specif	rict, School, and Grade search All Grades the fic Grade then a First o	e for your sear n a First or Las or Last name is	ch. The District st Name is s not required.
District/School Demo District 99	~	School Demo School	9009	~
Grade All Grades Last Name	~	First Name PMUAT Submit		
3 Search Results				
	First Name		Grade	Details
3 3 1LQ3U	PMUAT-A	FSAUAT	10	0
1LQ3V	PMUAT-A	FSAUAT	10	\odot

Figure 7. Student Lookup: Advanced Search

To look up student information with the Student Lookup Advanced Search feature:

1. Click Student Lookup.

- a. Select a district and school from the drop-down lists.
- b. Select a grade or All Grades.
- c. *Optional*: Enter a student's full first name and/or full last name. Partial entries are not accepted.
- 2. Click **Submit**. Search results that match the parameters will appear at the bottom of the window.

3. To view more information about a student, click the Test Settings icon [¹] in the Details column.

Printing Session Information

TAs can print the *Test Session* screen as it appears on the TA Interface. This feature allows TAs to track which students tested in their session.

- 1. To print, click **Print Session**. The computer's print dialog screen will appear.
- 2. Verify the selected printer, select the desired print settings, and then click **OK**.

Tip: Set the print options to landscape mode (horizontal). You can also use your web browser's Print Preview feature to scale content to fit on a single printed page.



Caution: Federal law (FERPA) prohibits the release of any student's personally identifiable information. Any printouts must be securely stored and then destroyed when no longer needed.

Help Guide

To display the online version of this user guide, click Help Guide.

Alert Messages

FDOE can send out statewide alert messages to all TAs. New alerts automatically open when you log in to the TA Site. To confirm that you have read these alerts, click **Close**.

A record of alert messages that you have read and acknowledged can be viewed by clicking Alerts

[A Alerts] at the upper-right corner of the screen, next to **Logout**. Click **Alerts** to open a screen that contains alert messages that have not yet expired.



Figure 8. Sample Alert Message

Logout

To log out of the TA Interface, click **Logout**.

Section IV. Administering Online Tests

This section contains information about how to start a test session, add tests to the session, verify students' test settings, approve students for testing, and monitor their progress.



Policy: This document does not provide information on test administration policies, including how to prepare for online assessments. For policy information, refer to the most recent test administration manual, which is available on the portal.

Test Tickets

A test ticket includes a student's username for logging in to a test. In <u>Figure 9</u>, the student's username for testing is 197JM. Your school assessment coordinator will provide you with printed test tickets prior to testing.

	Fall 2	022		
DEMO DISTRICT 99	(99)			
DEMO SCHOOL 9009	(99-9009))		
LAST NAME: Demo		USER	RNAME: 197JM	
FIRST NAME: Stude	ent1	ENRC	OLLED GRADE: 10	
DOB: 09/09/2006		ID:	FL123456789012	

Figure	9	Sample	Test	Ticket
riguie	э.	Jampie	1631	TICKEL



Caution: Test tickets are considered secure materials. Test tickets are collected at the end of each test session. Follow school or district procedures for collecting and returning test tickets at the end of the test administration.

How to Select Tests and Start a Test Session

The first step in administering online tests is to select the tests that you wish to administer and start a test session.

Please note that only the tests that you select will be available to students who join your session. You may have only one session open at a time. You cannot reopen closed sessions, but students can resume a test in a new session.

How to Create a New Test Session

 Log in to the Test Administrator (TA) Site. The Operational Test Selection window (see Figure 10) opens automatically. If the Test Selection window is not open, click Select Tests in the upper-right corner of the TA Site.

<u>Dpera</u>	tional Test Selection	Q 🗴
Choo	se a testing category and then select one or more tests.	
→	FAST – ELA Reading	
→	FAST – Mathematics	
→	End-of-Course (EOC)	\leftarrow
→	Florida Civic Literacy Exam	You must make at least one selection before startin
		your session.
		Start Operational Session

Figure 10. Test Selection Window: Test Categories

2. From the list of color-coded test categories, select the test category from which you wish to include tests. This will display the tests or test groups available for that test category (see Figure 11).

Operational Test Selection			Q x
FAST – ELA Reading	K 7	5 Tests Selected	Clear All
Choose which test(s) to add to your session. If you are ready to start the session, click "Start Operational Session". If you want to add additional tests in another category, select "Back".		End-of-Course (EOC)	
+		 Biology 1 EOC 	
		FAST – ELA Reading	
		S FAST Grade 3 ELA Reading	
		SFAST Grade 4 ELA Reading	
		S FAST Grade 5 ELA Reading	
L			
Back		Start Operational Session	

Figure 11. Test Selection Window: Test Category Subgroups

- 3. *Optional*: Expand a test subgroup to view the constituent tests. All test groups and subgroups appear collapsed by default and you may have to expand the test group to view individual tests.
- To expand a test group, select 🕈 (or Expand All).
- To collapse an expanded test group, select (or Collapse All).
- To expand or collapse all groups within a test category simultaneously, select ²
- 4. To select the tests you wish to administer, mark the checkbox for each test you want to include.

Once selected, tests are displayed under their respective test categories in the right side panel of the *Test Selection* window (see Figure 11). If viewing on a smaller screen, the test selection count is displayed at the bottom of the *Test Selection* window (see Figure 12). To expand the selected tests section, select O.

<u>Ope</u>	arational Test Selection	Q 🕽
Choo	ose a testing category and then select or	ne or more tests.
→	FAST – ELA Reading	
→	FAST – Mathematics	
→	End-of-Course (EOC)	
→	Florida Civic Literacy Exam	
	Start Operational Session	5 Tests Selected 🛇

Figure 12. Test Selection Window: Tests Selected View for Small Screens

- 5. *Optional*: If you need to remove selected tests, do one of the following:
- To remove an individual test, select ¹⁰ for each test you want to remove.
- To remove all selected tests, select Clear All.
- 6. To add tests from a different test category, do the following:
- a. Select **Back** at the bottom of the **Test Selection** window to return to the test categories view (see <u>Figure 10</u>).
- b. Repeat steps 2-5 to select the necessary tests.
- 7. Optional: You can also search for specific tests by their labels. To search for a test:
- a. **Select** \bigcirc in the upper-right corner to bring up the search panel (see Figure 13).



Figure 13. Test Selection Window: Search Panel

- b. In the *Search Term* field, enter the full or partial test label and select **Go**. The tests matching the entered label will be displayed. Note, the search term must be at least three characters long.
- c. To close the search panel, select **Close** at the bottom of the panel.
- 8. **Once the required tests have been selected,** select **Start Operational Session**. The exact label for this button may vary depending on whether you are starting a practice or operational session. The button becomes active after you have selected a test.

9. The Session ID appears on the TA Site (see <u>Figure 14</u>). Provide the Session ID to your students. Please remember to write down the Session ID in case you accidentally close the browser window and need to return to the active test session.



Approving Students for Testing

After the session has been started and the students have been provided with the Session ID and their test tickets according to instructions in the test administration script, the next step is to approve students to test. TAs must approve each student's test settings before the student can access his or her requested test. Refer to <u>Section V. Logging in to the Student Interface</u> in this user guide for additional information on the approval process from a student perspective.

Approvals and Student Test Settings Screen

The right side of the top panel contains the Approvals button, which alerts TAs that students are awaiting approval to enter a test and displays the number of pending approvals.

Figure 15. Students Awaiting Approval



(++++)

Note: The Approvals notification updates regularly, but you can also click the refresh button

[22] in the upper-right corner to update it manually.

To view student test settings:

1. Click **Approvals**. The **Approvals and Student Test Settings** screen appears, displaying a list of students grouped by test (see Figure 16).

Student Name	Username	See Details		Action	
FNUAT, LNUAT	5ZIE4	Custom	0	~	×
Civics EOC - 2 student(s)		\odot	Approve A	ll Stude	nts
Student Name	Username	See Details		Action	
FN1UAT, LN1UAT	5ZID4	Standard	0	✓	X
N2UAT, LN2UAT	5ZIA4	Custom	۲	✓	×

Figure 16. Sample Approvals and Student Test Settings Screen

The *Approvals and Student Test Settings* screen displays each student who is awaiting approval for entry into your session. By default, this screen shows those students who were awaiting approval to enter the session when you clicked the Approvals button.



Warning: Check students' test settings and accommodations before approving them.

Students who require test settings or accommodations other than the default settings will need to have their information updated in the Test Information Distribution Engine (TIDE) before they can begin testing. If a student's settings are incorrect, please contact your school assessment coordinator before allowing the student to test.



Caution: This screen does not automatically refresh.

Students who log in to your session after you have already opened the *Approvals and Student Test Settings* screen will not automatically appear in this list. To update the list of

students awaiting approval, click [

Students on this screen are organized by test subject. Each row displays the student's name, username, whether the test settings are standard or custom, and the option to approve or deny each student.



Note: About the See Details column

- Students with **Standard** test settings have the default test settings.
- Students with Custom test settings have at least one test setting that is different from the default. The Custom test setting may also appear for students who are selected to receive an Early Processing Sample (EPS) form and have no other accommodations turned on.

To view a student's test settings and accommodations:

To check a student's accommodations and accessibility settings, click the test settings icon
 [¹] for that student. The student's information appears (see Figure 17).

Viewing a Student's Test Settings

Students can adjust accessibility settings (e.g., print size, mouse pointer) when entering the test or TAs can make adjustments on the **Test Settings** screen. TAs cannot adjust test accommodations via the TA Interface. Test accommodations must be updated in TIDE. If a student's test accommodations must be updated, deny the student's test request and contact your school assessment coordinator.

<u>Appendix B. Student Test Settings</u> provides an overview of the accessibility settings and accommodations that appear in the TA Interface.

Test Settings for: FNUAT, LNUAT	Set Set & Approve Cancel
You must select Set or Set & Approve to confirm settings and return to the main Approvals screen Username: 5ZIE4 Biology 1 EOC	these test settings. Use Set to confirm the to approve this student.
(Accommodations	
Text-to-Speech	On
Masking	On
Accessibility Settings	
Print Size	1X •
Background Color Choices	Black Text on White -
Mouse Pointer	System Default -



Approving Students for Testing

After you have confirmed students' test settings and accommodations, you may return to the list of students awaiting approval. On this screen, you can approve individual students or approve all students awaiting approval for a particular subject at once. After the students have been approved or denied, the *Approvals and Student Test Settings* screen will automatically close.

Student Name	Username	See Details		Action
FNUAT, LNUAT	5ZIE4	Custom	0	X
Civics EOC - 2 student(s)		\odot	Approve A	II Students
Student Name	Username	See Details		Action
EN1UAT, LN1UAT	5ZID4	Standard	۲	🗸 🗙
FN2UAT, LN2UAT	5ZIA4	Custom	۲	~ X

Figure 18. Sample Approvals and Test Settings Screen

Approving students for testing:

- To approve individual students, click the approve icon [1] for each student. The student will be approved and will also disappear from the list.
- To approve all students currently displayed for each subject, click the **Approve All Students** button, located to the right of each subject. This will approve those students for testing. An *Important!* pop-up window will appear. Read the information and click **Yes**.



Note: You may approve all students who appear in the list. However, students who log in to the test session after you have opened the *Approvals and Student Test Settings* screen will still need to be approved individually.

Student Next Session Request

At the end of Session 1 for multi-session tests, students are instructed to click **End Session** to complete the test session.

Students completing a multi-session test during Summer administrations may take two sessions in one day of testing. These students will request to exit Session 1 to continue to Session 2. For Summer administrations, the last page of the first session will display a **Go to Session 2** button instead of an **End Session** button. The TAs will need to approve the students' *Next session approval* request by selecting

[] in the correct test table on the approvals screen to allow students entry into the second session. Students who are denied approval to begin the next session are logged out of the test.

To determine when students are requesting *Next session approval* or when they are entering the session for the first time or after pausing, TAs must carefully read the description in the See Details column (see Figure 19).



Warning: Approve students at the appropriate time.

TAs must only approve student's next session requests at the appropriate time. Approving students into a session before the appropriate time may result in test invalidation.

Approvals and Studen	t Test Settings	;		fresh 🚫 Done
1 students awaiting approva	I 1 active test	s 1 tests in session) = End	d-of-Course (EOC)
Geometry EOC Session	1 - 1 student(s)		Approve A	II Students
Student Name	Username	See Details		Action
F SAUAT, FDOEUAT	2XRD3	Next session approval required		~ X

Figure 19. Sample Next Session Approval Screen

Denying Students Entry into the Test

Although TAs can approve all students at the same time, if a student needs to be denied from entering a test, this must be done individually. TAs may deny students for one of the following reasons:

- The student is not supposed to test (e.g., the student does not belong to the TA or the student is not assigned to take the specified test).
- The student selected the wrong test.
- The student's test settings or accommodations are incorrect.
- It is not the appropriate time for the student to move to another session.

Reason	for Denial (optional):	
Enterec	J incorrect test	
(Max Cł	haracters: 200)	
Deny	Cancel	

Figure 20. Reason for Denial Pop-Up Screen

To deny a student entry into the test:

- 1. On the *Approvals and Student Test Settings* screen, click the Deny icon [X] for that student.
- 2. In the pop-up screen that appears, enter a brief reason for denying the student and click **Deny**.

The student will receive the message you wrote explaining the reason he or she was denied entry into the test (see Figure 20). The student will then be logged out and directed to the login page. Contact your school assessment coordinator for assistance if students need their test settings adjusted before beginning their test.

Monitoring Students' Testing Progress

After students have logged in and you have approved them to begin testing, the **Operational** Test Session tables will display each student logged in to your session and their testing progress. Each row (student) is color coded to indicate the test the student is taking. <u>Table 3</u> on the following page provides descriptions of each column in this table. Students that require TA intervention will be displayed in a separate table with red borders titled Tests Requiring TA Intervention, as shown in Figure <u>21</u>. For more information about why a student's test is included in this table, you will need to click the more info button [More Info Details]. After you have resolved the issue, the student's test will return to the Tests in Started/Paused/Completed Status table.

	C), Student Lookup 🖷 Prin	t Session III Help Guide	Alerts 🕞 Logout as Jest
		Operational S	ession ID L-C026-3	Select Tests
			🖲 = FAST – ELA Read	ng 🖲 = FAST – Mathematics
\$ Test		\$ Status	Test Settings	Actions
FAST Grade 10 ELA Reading	3 / 40 answered	Paused , 5 min More Info ►	Standard	
Test	Progress	\$ Status	Test Settings	Actions
FAST Grade 5 ELA Reading	2 / 40 answered	Paused , 1 min More Info +	Standard	
FAST Grade 4 Mathematics	2/35 answered	Started	Standard	
	Test FAST Grade 10 ELA Reading Test FAST Grade 5 ELA Reading FAST Grade 4 Mathematics	Test Progress AT Grade 10 ELA Reading 3/ 40 answered Test O Test O Progress FAST Grade 5 ELA Reading 2/ 40 answered RST Grade 4 Mathematics 2/ 50 answered	C Student Long	Q. Statust Looking Pret Sesson Q) Integraded Image: Control of the second

Figure 21. Sample Test Session Tables in an Operational Test Session



Note: If a student's row is grayed out, that indicates that the student is not actively testing. This occurs when the student's test is paused or the student has completed the test. This table

automatically refreshes every 60 seconds. To manually refresh the table, click [[[]] in the upper-right side of the page.

Column	Description
Student Information	The name and username of the student in the session.
Test	The name of the test the student is taking and the test session or segment the student is currently working in.
Progress	 Indicates the student's test progress. The numbers (# / #) listed show the student's progress. The first number is the number of items the student has answered. The second number is the total number of items in the test for all sessions or segments.
Status	This column lists the current status for each student in the test session. This column will display a more info button [More Info ⁺] to explain why a student is not currently in the test.
Test Settings	 Each student's test will display one of the following settings: Standard Settings: Indicates that the default test settings are applied for this student's test opportunity. Custom Settings: Indicates that one or more of the student's accessibility settings and/or accommodations are different from the default settings. You can also click the test settings icon [] in this column to view a student's settings.
Actions	• Click the pause icon [II] to pause a student's test. The student will be logged out.

Table 3	Column	Descripti	ions for ⁻	Tables	on the .	TA	Interface
1 4010 01	00101111	Dooonpa		1 00100	011 010		

Message	Student Action
The student paused their test by clicking the Pause button.	The student clicked the pause button. You can have the student log back in if they have time remaining and need to finish their test.
The student's test timed out due to inactivity.	The student has not interacted with their test for an extended period of time and has been logged out.
There are connectivity issues on the student's device.	The student's computer or device lost network connectivity. Contact the school assessment coordinator if you continue to have issues.
The student's test was paused because some other application took focus away from the Secure Browser and triggered a security breach event. Ensure all applications are closed on the student's device before logging back into the Secure Browser.	A security breach was detected by another application taking focus away from the secure browser. This occurs when another application is opened on the computer or device. Ensure that all applications, including ones that run in the background, are closed before opening the secure browser.
TA paused the test.	The TA paused the test for the student.
The student paused their test by clicking the End Session button.	The student clicked End Session.
The student logged out on the Waiting for Approval Screen by clicking the logout button.	The student clicked the Logout button while being approved into the test and was taken back to the Please Sign In screen.

Table 4. Possible Messages for More Info Button

Student Statuses during Testing

The following status types are listed chronologically as displayed in the Test Status column during the session.

Status	Description
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Started	The student has started testing.
Review	The student has visited all items and is currently reviewing his or her answers before submitting the test for scoring. <i>Note: A test with a Review status occurs only at the end of a test or session. A test is not "completed" until the student submits the test.</i>
Completed	The student has submitted the test. No additional action can be taken by the student.
Submitted	The test has been submitted for quality assurance review and validation. No additional action can be taken by the student.

Table 5. Statuses that Appear Chronologically During Testing

The following status types may appear when a student is listed but is not actively answering items.

Status Description Expired The student's test was not completed by the end of the testing window and the opportunity expired. Note: A test with an Expired status occurs only for Postsecondary FCLE. Paused The student's test is currently paused. The following scenarios will result in a paused status: The student pauses his or her test by clicking Pause [...] on the student interface The TA pauses the student's test or stops the test session. A technical problem with the student's computer or browser has resulted in a loss of connection to the Test Delivery System. The time listed with this status indicates how long the student's test has been paused. Pending The student is awaiting TA approval to access a test. Reported The student's test passed quality assurance and is undergoing further processing. Suspended The student is awaiting TA approval to resume a test. This status will occur if a student or TA experiences internet issues that results in approval not reaching the testing client on the student end. Suspended status ends after 20 minutes of the failed approval, at which point students can log back in to re-attempt the sign-in process.

Table 6. Other Test Statuses



Note: Only TAs can monitor live testing through the TA Site. However, district and school assessment coordinators can view the status of student testing by generating Participation Reports or Session Monitoring Reports in TIDE.

Pausing a Student's Test

You can pause an individual student's test using the Pause Test button in the Actions column.

		(2 Student Lookup 🖶 Print	Session III Help Guide	Alerts 🕞 Logout as leste
Florida Statewide Assessments			Operational 34	L-C026-3	Select Tests
Operational Test Session					
1 students awaiting approval 1 active tests				🖲 = FAST – ELA Readin	g 🖲 = FAST – Mathematics
Tests Requiring TA Intervention					
Student Information	\$ Test	Progress	≑ Status	Test Settings	Actions
Test, Demo Username 211.YE	FAST Grade 10 ELA Reading	3 / 40 answered	Paused , 5 min More Info >	Standard	
Tests in Started/Paused/Completed Status					
Student Information	Test	Progress	Status	Test Settings	Actions
The Device			Paused , 1 min	Standard	
lest, Demo Username 3WSSR	FAST Grade 6 ELA Reading	2740 answered	More info ►	\odot	

Figure 22. Sample Pause Button in the Tests in Started/Paused/Completed Status Table

Students whose tests are paused will be logged out and directed to the login page. When they resume testing, they will have to log in and go through the approval process again.

To pause an individual student's test:

- 1. In the Actions column, click the pause icon [📕] for that student.
- 2. Click **OK** to confirm that you want the student's test to be paused.
- 3. The student will be logged out and will need to log back in to continue testing.

When a student's test is paused, the Test Status column will display how long the test has been paused (in minutes) and displays a more info button that TAs can click for information about how the test became paused.

			Q Student Lookup 🖶 P	rint Session III Help Guide	Alerts 🕞 Logout as t
			Operational	Session ID FL-C026-3	Select Tests
perational Test Session					
students awaiting approval 1 active tests				🖲 = FAST – ELA Rea	ding 🧕 = FAST – Mathematics
sts Requiring TA Intervention					
Student Information	≑ Test	Progress	Status	Test Settings	Actions
Test, Demo Username 2YLYE	FAST Grade 10 ELA Reading	3 / 40 answered	Paused , 5 min More Info ►	Standard	
sts in Started/Paused/Completed Status					
Student Information	Test	Progress	Status	Test Settings	Actions
Test, Demo Username 3WSSR	FAST Grade 5 ELA Reading	2 / 40 answered	Paused , 1 min More Info ►	Standard	
Test, Demo	FAST Grade 4 Mathematics	2 / 35 answered	Started	Standard	

Figure	23.	Test	Status	Column
i igui o	20.	1000	Oluluo	Column

Figure 24. Example of Reason for Pause

Test Alert	
 The student paused their test by clicking the Pause button. 	more info ►

Stopping a Test Session and Logging Out

Stopping the Test Session

Stopping a session will end the session and automatically pause all active students' tests in that session.

Figure 25. Stop Session Button



To stop the test session:

- 1. Click the Stop icon [^{sup}] in the upper-right corner of the screen. An *Important!* pop-up window will appear, requesting verification to end the session and log students out.
- 2. Click **OK** to continue. The test session will be closed.



Caution: Because test sessions cannot be resumed, you will need to create a new session if your session has been stopped and there are students who need to complete their test. When you start a new session, give the new Session ID to your students so that they can log in and resume testing.

Exiting or Logging Out of the TA Site

Users should exit or log out of the TA Site only after stopping the test session. Regardless of when or how users log out or navigate away from the TA Site, student data will **not** be lost.



Caution: As a security measure, TAs are automatically logged out after 90 minutes of user inactivity **and** student inactivity in the session. This action will also result in the test session being automatically closed.

Closing the Browser/Unintentional Exit

If you accidentally close the browser while students are still testing, your session will remain open until it times out. You can open the browser and navigate back to the TA Site. (For more information about transferring an active session to another computer or logging back in to an active session, refer to Appendix F. Transferring a Test Session between Computers.)

- If you do not return to the TA Site and rejoin the active session within 20 minutes, you will be logged out, and all of your students' tests will be paused.
- In the case of an unintentional exit from the TA Site caused by a system or computer error (such as the web browser crashing or closing), a network or communication error, power loss, or other event, the 20-minute rule applies.

TIQ: Proctor Application for the Test Delivery System		
urrent/Active Test Sessions te table below shows all the sessions that are active for you right now. Select Join to enter one of your a right also of the screen.	nctive sessions. If you would like to open a new session, select Start a New Session Now on	
Active Sessions		
Session ID	Action	
MT-5233-3	O ton	Start a Nev
		Session No

Figure 26. Active Sessions Page

Test Session Timeout/Automatic Logout

If you are automatically logged out, the status of your session will change to "closed" and all inprogress tests in the session will be paused. You will need to log back in to the TA Site, start a new session, and provide the new Session ID to students who need to resume testing.

Logging Out

To log out of the TA Site (and all other Florida applications), click **Logout** in the upper-right corner of the screen. You will be presented with a warning message.

Import	ant!	
You ar in-prog site. [Ñ	e about rress te lessage	to log out of the TA Interface. Your test session will be stopped and al sts will be paused. Click No to remain logged in or click Yes to exit the e Code: 10507]
Yes	No	

Figure 27. Log Out Warning Message

Click **Yes** to proceed. Your session will be closed, and you will be directed to the portal after you log out. You will be unable to resume the same test session.



Caution: This scenario also occurs when the TA navigates to another site from the TA Site. If you need to access TIDE or another application, we encourage you to open it in a separate browser window. (This is also true when navigating between the TA Interface and TA Training Site.)

If you unintentionally log out of the TA Site while students are still testing, your session will be stopped, all in-progress tests will be paused, and the students will be logged out. You cannot resume the original session. You will need to log back in, start a new session, and provide the new Session ID to students who need to log back in and resume testing.

Section V. Logging in to the Student Interface

This section is designed to familiarize Test Administrators (TAs) with the student login process and how students begin, complete, and submit their tests.



Note: Students must use the secure browser or the Take a Test app to access operational assessments. For information about the secure browser, refer to <u>Appendix A. About the Secure Browser</u>.

Student Login and Test Selection

Students must go through a five-step login process before they can start or resume a test. This process ensures that students verify their information, as well as their test and test settings.

Step 1—Logging In

When the secure browser or Take a Test app is opened, it automatically connects to the student interface.



Figure 28. Student Interface Login Page

Opening the secure browser and logging in:

- 1. Launch the secure browser on the student's computer or device.
- 2. Students must enter the required login information in each of the three fields:
 - a. In the *First Name* field, students must enter their first name as it appears on their test ticket.
 - b. In the *Username* field, students must enter their username as it appears on their test ticket. (e.g., 5VS9W).
 - c. In the *Session ID* field, students must enter the session ID exactly as it appears on the TA Site (e.g., FL-A1B2-3).

Note: The Session ID field has three text boxes. The first text box and the hyphens are pre-populated.

3. When students have entered all of their information, they should click Sign In.
Common Student Login Errors

The system will generate an error message and associated code if a student cannot log in. The following are the most common student login errors. *Note: You may need to watch students carefully to ensure that they are entering all information properly.*

Student's first name and username do not match. Verify that the student has correctly entered his or her username. Check specifically for easily confused characters, like 0, 0, 1, and I. If this does not work, use the Student Lookup tool in the TA Interface to verify the first name associated with the student's username. The Student Lookup tool allows you to verify the spelling that appears in the system. (Sometimes the student will enter a variation of his or her first name, which is not accepted [e.g., Jon/Jonathan]. Also, students do not always realize that they must enter only their legal first name. Verify that they are not entering their last name.)

Session ID does not exist. The student entered a Session ID that does not exist. Verify that the student correctly entered the active Session ID and that it does not contain any unnecessary spaces or characters. (Also, verify that both you and the student are using the correct sites. For example, students logged in to the Practice Test site cannot enter a session that was created in the operational TA Interface.)

The test session is closed. The Session ID entered corresponds with a session that is closed. Ensure that the student enters the correct Session ID for the active session. If this does not work, verify that your session is open. *Reminder: TAs cannot resume sessions. If a session is stopped, a new one will need to be created. Doing so will result in a new Session ID.* (Also, verify that both you and the student are using the correct sites. For example, students logged in to the Practice Test site cannot enter a session that was created in the TA Interface for live testing.)

Step 2—Verifying Student Information

After logging in, students will see the *Is This You?* screen. At this point, each student must verify his or her information.

This You?		
ase review the following information.		
First Name Demo	Username 2AL25	
Last Name Student	Grade 10	
Date of Birth January 1, 2003	School Demo School 9009	
	Yes No	

Verifying student information:

- 1. Students must verify their first and last names, username, grade level, date of birth, and school.
- 2. If all the information is correct, students will click Yes. The Your Tests screen will appear.

If any of the information displayed is incorrect, the TA should make a note on the required administration information and inform the school assessment coordinator.



Tip: Incorrect student demographic information can be updated before or after students test.

The information presented on this screen reflects the student's information based on his or her profile as it was entered into the Test Information Distribution Engine (TIDE) through preID or Add Student. Incorrect information can be updated before or after testing.

Step 3—Selecting a Test

After a student confirms his or her identity, the **Your Tests** screen appears, and all grade-level and subject tests that the student is eligible to take are displayed. Students will be able to select only those tests included in the session (and those that have not been completed). For example, if a TA includes only FAST Reading tests in the test session, students will not see any FAST Mathematics test on the **Your Tests** screen.



Figure 30. Your Tests Login Screen

- Available tests are in color and indicate whether the student will be starting a new test or resuming a test.
 - *Start* in front of the test name indicates the student will be starting the test.
 - *Resume* in front of the test name indicates the student will be resuming the test.
- Inactive tests are shaded gray. A test is inactive if the student has already completed the test.
- Only tests that the TA has selected will appear on the *Your Tests* screen, and students will be unable to see tests on the *Your Tests* screen that they are not eligible for, even if the TA selects them.

Selecting an available test:

1. Students must click the test they will take.

If the test the student needs to take is inactive or not displayed, the student should click **Back to Login**. The student will be logged out and returned to the login screen. Check with your school assessment coordinator to fix the issue.

- 2. The entry request will be sent to the TA for approval and students will see a *Waiting for Approval* screen.
- 3. The screen will include the student's first and last name, the Session ID, and the test they selected.
- 4. Once approved by the TA, the student will be able to proceed with reviewing their settings before starting the test.



Figure 31. Waiting for Approval

Note: Students taking a Reading test and/or students using the text-to-speech (TTS), TTS on writing response, or speech-to-text (STT) accommodation will be prompted to check audio immediately after this step. Prior to launching the secure browser, TAs should ensure that each computer has audio enabled (not muted) and that headphones/earbuds are plugged in and functioning correctly. Headphones should not be unplugged at any time after opening the secure browser to avoid audio issues.

Step 4—Audio Checks

Students signing in to an ELA Reading Retake test and/or students using the TTS, TTS on writing response, or STT accommodation will see an *Audio Checks* screen after they are approved by the TA. This page allows students to verify that their testing devices are functioning properly. The following verification sections may appear:

- Sound Check
- Recording Device Check
- Text-to-Speech Check

Sound Check

The Sound Check section appears for students taking an ELA Reading Retake test. Students must verify that they can hear the sample audio before continuing the login process. Students will need headphones/earbuds for all Reading tests.

Sound Chec	(
Make sure audio playba	ck is working.			
To play the samp	le sound, press t	he speaker button.		
Volume	7			

Figure 32. Sound Check Screen for Reading Tests

Checking audio settings:

- Students must click the speaker icon [1] and listen to the audio.
 - If the sound is audible, students will click Yes. A green tab with a checkmark will appear in the upper-right corner of the section. If no other checks are required, the student will be directed to the *Before You Begin* screen.
 - If the sound is not audible, students will click No. The Sound Check: Audio Problem screen will appear with a message telling students to notify their TA that they have an audio problem. Students have two options:
 - 1. **Option A: Try Again.** Students can click **Try Again**. This will direct the students back to the *Sound Check* screen.
 - 2. **Option B: Log Out.** Students can click the logout button in the upper-right corner of the screen. Troubleshoot the computer or device and headphones to determine if there is a problem or move the student to another computer or device that has working audio.

Troubleshooting Audio Issues

The following are common issues with audio for listening items. Before launching the secure browser, ensure the following:

- Ensure headphones/earbuds are securely plugged in and are plugged in to the correct jack or USB port.
- If the headphones/earbuds have a volume control, ensure that the volume is not muted.

• Verify that the audio on the computer or devices is not muted (often via a control panel or settings screen).

Recording Device Check

The Recording Device Check section appears if a student has the STT accommodation assigned in TIDE (see Figure 33). On this page, students verify that STT is working properly on their device. Students can only use STT within the secure browser.





To check STT functionality:

- 1. Students click the microphone icon [🕘] and begin recording their voice.
- 2. Students speak into their recording device, and then select the stop icon [] to stop recording.
- 3. Next, students select the play icon [) to listen to their recorded audio.
- 4. If the sound is clearly audible, students click **I heard my recording**. A green tab with a checkmark will appear in the upper-right corner. If no other checks are required, the student will be directed to the *Before You Begin* screen.
- 5. If the voice is not clearly audible, they should click I did not hear my recording. The Problem Recording Audio screen appears and provides some troubleshooting tips. Students should close the secure browser. You can then work with students to adjust their recording device settings. Students can sign in again when the issue is resolved.

Text-to-Speech Check

The Text-to-Speech Sound Check section appears if a student has the TTS accommodation assigned in TIDE (see <u>Figure 34</u>). On this page, students verify that TTS is working properly on their device. Students can only use TTS within the secure browser.



TEXT-TO-	-speech Sound	Спеск		
Make sure text	-to-speech is working.			
Press the read alo	he speaker button. You shoul oud."	d hear a voice speak the follo	wing sentence: "This text is bei	ng
Sound S	Settings			
Current Voice	Pack: Microsoft David Deskto	¢ qu		
Use the sliders changes.	to adjust the volume, pitch,	and rate of the voice. Click th	e green speaker button to hear	your
Vo	lume			
P	itch 10			
R	ate 10			
Next Step:				
If you heard th testing without	ne voice clearly, choose I hear t checking text-to-speech, ch	rd the voice. If not, choose I oose Skip TTS Check.	did not hear the voice. To co	ontinue
	I heard the voice	I did not hear the voice	Skip TTS Check	

To check TTS functionality:

- 1. Students click the speaker icon [①] and listen to the audio.
- 2. If the voice is clearly audible, students click **I heard the voice**. A green tab with a checkmark will appear in the upper-right corner. If no other checks are required, the student will be directed to the *Before You Begin* screen.
- 3. If the voice is not clearly audible, students should adjust the settings using the sliders and click [100] again.
- 4. If students still cannot hear the voice clearly, they should click I did not hear the voice. The Audio Check screen appears and provides some troubleshooting tips. If adjusting the available TTS settings does not fix the issue, students should close the secure browser. You can then work with students to adjust their audio or headset settings (for more information, refer to the section Troubleshooting Audio Issues). Students can sign in again when the issue is resolved.

Step 5—Reviewing Testing Rules, Test Settings, and the Help Guide

The *Before You Begin* screen is the last step before starting the tests and allows students to review the Help Guide as well as Test Settings.

Figure 35. Before You Begin Screen

Testing Ru	les Acknowledgment
Remember:	
 You may not l Do not talk to Do not look a Do not ask fo Use only approximately app	have a cell phone during testing.) other students or make any disturbance. t another student's test materials. r or provide help in answering any test questions. proved materials for taking potos.
Do not have a including during	access to or use any electronic or recording devices at any time during this session, breaks.
I und score may be in	lerstand these testing rules. If I do not follow these rules, my test nvalidated.
I und score may be in Fest Settin	lerstand these testing rules. If I do not follow these rules, my test nvalidated. gs
I und score may be in Test Settin Click View Test Se	lerstand these testing rules. If I do not follow these rules, my test nvalidated. gs ttings to review and make changes to your test settings.
I und acore may be in Fest Settin Click View Test Se View Test Settings	lerstand these testing rules. If I do not follow these rules, my test invalidated. gs ttings to review and make changes to your test settings.
I und score may be in Fest Settin Click View Test Settings	lerstand these testing rules. If I do not follow these rules, my test nvalidated. gs ttings to review and make changes to your test settings.
I und score may be in Test Settin Click View Test Se View Test Settings Help Guide	lerstand these testing rules. If I do not follow these rules, my test nvalidated. gs ttings to review and make changes to your test settings.
I und score may be in Test Settin Click View Test Set View Test Settings Help Guide Click View Help Gu	Itings to review the Test Instructions and Help. You may view this information at any time selecting the question mark button on the top right corner of the page.

Testing Rules Acknowledgment

Students must review and acknowledge the testing rules in order to begin the test. Students can test even if they do not check the box. Contact your School Assessment Coordinator for steps regarding how to proceed if a student refuses to check the Testing Rules Acknowledgment box.



Note: Students taking a FAST assessment will not see the Testing Rules Acknowledgment on the *Before You Begin* screen.

To review and acknowledge the testing rules:

- 1. Students review the instructions in the Testing Rules Acknowledgment section of the *Before You Begin* screen (see Figure 35).
- 2. Next, students mark the checkbox to acknowledge that they have reviewed the testing rules.

Help Guide

Students may review the **Help Guide** which includes information on which test tools are available and how to navigate through the online test.

Conter	nts		
. 0.000	iow of the Test Site		
Test R	ules		
Access	sing Context Menu Tools		
Overvie	w of the fest sne	Sample Test Page	
	MPR. Sector 1. COST CASP Assesses GallY. Add Millin.	Help (1) Button	
	en en belan	Ther Topin	
	Navigation Tools =		
	Passage 1: Odysseus and	2 P. Grouped Constions Context Innu	
	the Sirens	Which ideas are contrasted throughout Passage 2?	
	by Homer	the harshness of the sea and the peace of the island the unliness of the ship and the beauty of the island	
	the Greek king Odysseus tells of his encounter with a crown of damage	the comfort of home and the toughness of the open sea	
	creatures called the Sirens. He begins with the warnings given by the witch	the excitement of the battlefield and the duliness of the sea	
	Circe before he and his men leave her		

Figure 36. Help Guide Screen

To review the Help Guide:

- 1. Students click View Help Guide and scroll through the information.
- 2. Students click **Back** to return to the **Before You Begin** screen.

Review Test Settings

Before students begin testing, they may choose to verify their test settings by clicking **View Test Settings**. The **Review Test Settings** screen appears.

Accommodations	
Text-to-Speech) Off
Masking) Off
Accessibility Settings	
Print Size	2 1X 🗘
Background Color Choice:	Black Text on White
Mouse Pointe	system Default

Figure 37. Review Test Settings Screen

Adjusting Accessibility Settings and verifying test information:

- Students may select the optional print size, background color choice, and mouse pointer settings from the available drop-down lists under Accessibility Settings on this page.
- If the test name and test settings are correct, students will click **OK**. The students will return to the *Before You Begin* screen.
- If students want to undo their changes and return their settings to the previously selected settings, they will click **Undo Changes**.
- If the test name or test settings are incorrect, students should log out. The students must sign in and request approval for their test again.

Begin Test

To begin the test:

- 1. Students click **Begin Test Now** (see <u>Figure 35</u>). A test page presents to remind students that cell phone usage is not allowed during the test (see <u>Figure 38</u>).
- 2. Students click **Next** in the global menu to navigate to the first item of the test. For information on the global menu, refer to Overview of the Student Interface.

Remark: Algebra 1 EOC Session 1 FSAUAT, FDOEWAT (Username: 2XRD4) WT-528-3	?
	xr ² 😑 🍳 🍳
	Formulas Line Reader Zoom Out Zoom In
ranchi roccon	
NO ELECTRONIC DEVICES ALLOWED	
TURN IN YOUR CELL PHONE AND	
ANY OTHER ELECTRONIC DEVICES NOW!	
IF YOU HAVE A PHONE WITHIN YOUR REACH DURING TESTING	
EVEN IF IT'S OFF OR YOU DON'T USE IT,	
YOUR TEST WILL NOT BE SCORED.	

Figure 38. No Electronic Devices Allowed Page

Section VI. Overview of the Student Interface

This section is designed to familiarize Test Administrators (TAs) with the Student Interface. It describes what students see and the tools they have access to while taking Florida assessments, practice tests or sample test items.

Test Layout

This sample image of a test item shows the primary features and tools available to students.

Figure 39. Sample Item Page



About Test Elements

A test page has up to three elements: Banner, Stimulus/Passage section, and Item section.

- 1. Banner: The banner contains two rows:
 - Test Information: This row displays the **Item Summary** drop-down list, test session information, student name and username, help button, and system settings button.
 - o Global menu: This row displays the navigation and universal test tool buttons.
- 2. Stimulus/Passage: The stimulus/passage section contains the following elements:
 - o Stimulus/passage context menu
 - Expand/collapse panel tool
 - Stimulus/passage content
- 3. Item: Each item contains the following elements:
 - o Item number
 - o Item context menu
 - o Item stem
 - Response area/answer options
 - o Student's name and most recent save time

Embedded Test Tools

The Test Delivery System (TDS) contains several embedded test tools. This section provides an overview of the available tools and where they are located. Embedded test tools are grouped into one of three categories:

- 1. Universal tools are available in all tests for all students.
- 2. *Subject* tools are available in certain tests for all students who take those tests.
- 3. Accommodation tools are available only for those students who have the related accommodation. The accommodation must be set in the Test Information Distribution Engine (TIDE) before the student begins the test.

<u>Table 7</u> below provides an alphabetical list of all test tools in the TDS. The location column tells you where these tools can be found. For more information about using the global and context menus, refer to the <u>Global and Context Menus</u> section.

Some tools, such as the dictionary, calculator, formula sheet, and American Sign Language (ASL) videos, open in separate windows. Students can resize the window using the resizing handle 😥. Students can also maximize or minimize the window by selecting the double-sided arrow 🖍. When maximized, the window covers the entire test page except for the navigation bar on top. Students can also drag and move the window to different parts of the test page, however not when the window is maximized.

Test Tool	Category	Location	Description
American Sign Language (ASL)	Accommodation	Context Menu	Videos that translate audio content into ASL. Click ASL American Sign Language in the context menu. <i>Note: Only available for ELA Retakes.</i>
Closed Captioning	Accommodation	Stimulus/Passage	Items and stimuli with audio elements automatically display closed captions for students testing with this accommodation. <i>Note: Only available for ELA Retakes.</i>
Calculator Calculator	Subject	Global Menu	View the on-screen calculator in a test. Note: A scientific calculator is available for Segment 2 of grades 7–8 FAST Mathematics, as well as Session 2 of the Algebra 1 EOC and Geometry 1 EOC tests. A four-function calculator is available for the Biology 1 EOC test and Segment 2 of the grade 6 FAST Mathematics test.
Expand/Collapse Panel Tool $i \leftarrow \rightarrow$	Universal	Passage/Item	Expand a passage or item panel for easier readability. Expanded passages or items can also be collapsed.

Table 7.	Test	Tools in	the Tes	t Delivery	System
----------	------	----------	---------	------------	--------

Test Tool	Category	Location	Description
Formula	Subject	Global Menu	View the on-screen reference sheet.
Formula			Note: The Formula tool is only available for grades 4–8 FAST Mathematics, Algebra 1 EOC, and Geometry 1 EOC tests.
Help ?	Universal	Global Menu	View the on-screen <i>Help Guide</i> .
Highlighter	Universal	Context Menu	Highlight text in a passage or item. Highlighter is available in four different colors: yellow, orange, mint green, and lavender. <i>Text in images cannot be highlighted.</i>
Line Reader	Universal	Global Menu	Emphasize one line of text in a stimulus (passage) or item at a time.
Masking Masking	Accommodation	Global Menu	Cover an area of the test page to temporarily hide information that might be distracting. The Masking accommodation must be enabled in TIDE.
Mark (Flag) for Review	Universal	Context Menu	Mark an item for review so that it can be easily found later. The item number displays a flap [1] in the upper-right corner and [~] appears next to the number. The Item Summary drop-down list displays a flag [~] for the selected item.
Notes Notes	Subject	Global Menu	Open an on-screen notepad and take notes. Users can copy, cut, and paste text in the on- screen notepad. <i>Note: This tool is available for Reading and</i> <i>Writing tests.</i>
Periodic Table Periodic Table	Subject	Global Menu	View the on-screen periodic table in a test. Note: This tool is only available on the Biology EOC test.
Select Response Version	Subject	Context Menu	To view and restore responses previously entered for an open response item, select the Select Response Version option from the context menu. A list of saved responses appears. Select the desired response and click Select . This tool is available for open response items on all tests.

Test Tool	Category	Location	Description
Strikethrough	Universal	Context Menu	Cross out answer options for multiple-choice and multi-select items.
			Note: Using strikethrough on an answer option does not remove selection of that option as your response.
Notepad	Subject	Context Menu	Students can open an on-screen notepad for any item they would like to take notes on. After entering a note, [^{III}] appears next to the item number. Note: This tool is only available for FAST Mathematics, Algebra 1 EOC, and Geometry EOC tests.
System Settings ক্র	Universal	Global Menu	Adjust audio (volume) in the ELA Reading Retake test. For the text-to-speech accommodation, volume, rate, and pitch can be adjusted under this menu as well.
Tutorial ①	Universal	Context Menu	View a short video about each item type and how to respond. <i>Note: Tutorials have no sound. Tutorials are not</i> <i>available for the Biology 1 EOC, Civics EOC,</i> <i>and U.S. History EOC tests.</i>
Zoom Q Zoom Out Q Zoom In	Universal	Global Menu	To enlarge the text and images on a test page, select Zoom In. Multiple zoom levels are available. To undo zooming, select Zoom Out.
Save (Optional)	Universal	Global Menu	This button allows you to manually save technology-enhanced items. This is an optional feature. If you do not click this button, your answers are still saved automatically.
Pause	Universal	Global Menu	This button allows you to pause and log out of the test.
End Test	Universal	Global Menu	Click this button to access the <i>Review</i> screen and begin the test submission process.

Marking Items for Review

Students may mark (flag) items for review to return to the items later.

Figure 40. Sample Item Context Menu with Mark for Review



Figure 41. Sample Item Marked for Review

Items C Grade 5 FAST Reading Sample Items GUEST, GUEST (Username: GUEST) GUEST SESSION								?
Eck Next Save Paux				Masking	Notes	Line Reade	Q Zoom Or	ut Zoom In
		1 2	3	4	5	6	7	8
	1 No.							()

To mark an item for review:

- 1. Open the context menu for an item.
- 2. In the context menu, select Mark for Review.
 - The item number background will change and display a corner folded over [1].
 - ∧ A flag icon [[▶]] appears next to the number.
 - In the **Item Summary** drop-down list, [▶] will appear next to the item number.

To unmark an item for review:

- 1. Open the context menu for a marked item.
- 2. In the context menu, select Unmark Review Item.
 - The item number background will change back and display normally [1].
 - The flag icon [[▶]] will disappear from next to the number.

Expand/Collapse Panel Tool

Some items will be associated with a passage or other stimulus that appears on the left side of the screen. Students can expand the passage panel so that it takes up a larger portion of the screen. This action will cover a portion of the items in the right pane. Students can also expand the item panel so it takes up a larger portion of the screen.

Students will see an icon in the upper-right corner of the left pane that shows a double gray arrow.

Figure 42. Expand/Collapse Panel Icon



To expand and collapse the passage section:



Masking Tool

The Masking tool is available on all tests for students with this accommodation assigned. This tool allows students to hide areas of the test so that they can focus on another part of the screen. Students can mask as many areas as they want.

	(D) Masking	XY ² Eormulas Line Re	ader Zoom Out Zoom I) In
				*
2 GUEST, GUEST	_		9	
Jeremy determines that $\sqrt{9} = 9^{\frac{1}{2}}$. Part of his work is shown.				
$\sqrt{9} = 3 = 3^1 = 3^{\frac{1}{2} + \frac{1}{2}} = ___= 9^{\frac{1}{2}}$				
Which expression or equation should be placed in the blank to correctly work?	compl	ete Jerem	ıy's	
(3 ²) ¹				
(a) $3^{\frac{1}{2}} + 3^{\frac{1}{2}}$				
$ \overset{\text{(c)}}{=} 3^{\frac{1}{2}}_{\frac{1}{2}} 3^{\frac{1}{2}}_{\frac{1}{2}} = (3 \cdot 3)^{\frac{1}{2}} $				
$ \widehat{\textcircled{a}} 3^{\frac{1}{2}} \cdot 3^{\frac{1}{2}} = (3 \cdot 3)^{\frac{1}{2} + \frac{1}{2}} $				



To activate the Masking tool on desktops and laptops (with a mouse or trackpad):

- 1. In the top bar of the test (global menu), select the masking icon [Marking].
- 2. Using your mouse, click and drag until the area you want to cover is fully selected. (The preview will have a blue dashed border.)
- 3. Release the mouse button. The masked area will become dark gray.

- As long as the Masking tool is active, you can mask other areas.
- To close a masked area, click the [X] button in the upper-right corner.
- To exit the Masking tool, click [Masking]. Note: Exiting the Masking tool will not automatically delete any masked areas on the screen.

To activate the Masking tool on tablets:

- 1. In the top bar of the test (global menu), tap [Marking].
- 2. Using your finger, tap and drag until the area you want to cover is fully selected. (The preview will have a blue dashed border.)
- 3. Release your finger. The masked area will become dark gray.
 - As long as the Masking tool is active, you can add other masked areas.
 - To close a masked area, tap the [X] button in the upper-right corner.
 - To exit the Masking tool, tap [Masking]. Note: Exiting the Masking tool will not automatically delete any masked areas on the screen.

About Text-to-Speech (TTS)

Students testing with the TTS accommodation assigned can listen to prompts, items, and answer options (see Figure 44). Depending on their accommodations, students may also be able to use TTS to listen to passages and/or their responses to constructed-response items (see Figure 45). TTS is only available when using the secure browser.

For information about setting up computers and devices to access TTS, refer to the <u>*Technology Guide</u>* on the portal.</u>

1		
GUEST, GUEST	6	Tutorial
		Mark for Review
An expression is shown.	Z	Notepad
	•	Speak Option
$\frac{(4 \times 10^{-5}) + (2 \times 10^{-5})}{(2 \times 10^{-5})}$	•)	Speak Question
(3×10')		Highlight Selection
	abe	Strikethrough
	alei	ητ <i>?</i>
(A) 2×10^{-17}		
[®] 2×10 ⁻¹²		
© 2×10 ⁻²		
2 × 10 ¹²		

Figure 44. Speak Tool Options for Items

To listen to content with the TTS tool:

- 1. To listen to a portion of text such as a word or phrase, students highlight the text, open the context menu, and select **Speak Selection**.
- 2. To listen to a item and/or answer options, students open the item context menu and select one of the following **Speak** options:
 - To listen to the item and answer options, students select **Speak Question**.
 - To listen only to an answer option, select **Speak Option** from the context menu and then select the answer option. Students can also right-click the answer option and select **Speak Option [option letter]**.



Caution: When listening to items, students can pause TTS and then resume it at the point where it was paused. However, this feature is not available on mobile devices. Students testing on mobile devices can resume a paused TTS passage by selecting the remaining text to be read aloud and selecting **Speak Selection** from the context menu.

Figure 45. Speak Tool Option for Written Responses

B I <u>U</u> I _x [# # # X ℃ @ ★ ≫ 4]Ω]				
The quick brown fox jumps over the lazy dog.				

To listen to content with the TTS tool on written responses:

1. To listen to your response on a Writing test, use the TTS button available in the formatting toolbar in the item response area.

To adjust the volume, rate, and pitch of the TTS tool:

- 1. Click on the [🕸] icon.
- 2. On the *System Settings* screen, adjust the volume, pitch, and/or rate using the slider bars and then click **Ok**.

Figure 46. System Settings

Syste	em Settings
TTS Se	ttings
TTS Vol	ume
Pitch	
Rate	
System	n Volume
	<u> </u>
Ok	Cancel

About Speech-to-Text (STT)

Students testing with the STT accommodation are allowed to dictate responses to constructed-response items.





As the student speaks, the words are transcribed into the text response area. There may be a slight delay while the text is being transcribed and dots appear in the text response area to indicate that the transcription is in process.

The student can stop the dictation by selecting the speaker icon again. Note that an error message will display if no sound is detected for a specified period. If the student selects the microphone button again and starts dictating, the new text is appended to the previously transcribed text.

Students can dictate for five minutes at a time. The student can also control the punctuation and grammar of the text through speech commands to some extent. For example, the student can say, "New Paragraph" to create a new paragraph. Entered text is auto punctuated, but it is ultimately the student's responsibility to ensure the accuracy of the transcription as well as grammar and punctuation.

You cannot navigate away from the test page while dictation is on.

American Sign Language (ASL) Videos

Students testing with an ASL accommodation assigned in TIDE may view videos of audio passage content on the ELA Reading Retake test.

To view ASL videos:

From the context menu in the reading passage panel, select **American Sign Language**. If only one ASL video is available, the video opens automatically. If multiple ASL videos are available, the Sign

Language [I cons appear next to each passage. Select the icon for the passage you wish to translate into ASL. After the video plays, the icons disappear. To view a second video or to view a video again, select **American Sign Language** from the context menu again, and select the icon next to the passage you wish to view.

Closed Captioning (CC)

Students testing with the Closed Captioning (CC) accommodation assigned in TIDE may view closed captioning of audio passage content on the Reading Retake test.

For students who need access to the CC accommodation, text will automatically display once the play icon [\bigcirc] is selected on audio passages or animations. You can select the up arrow to move the closed captioning to the top of the screen or the down arrow to move it to the bottom of the screen. You can also close the CC accommodation by selecting x.

Figure 48. Sample Audio with Closed Captioning

() Passage 3: Interview with Dr. Mary Ellen Avery	
Dr. Mary Ellen Avery (1927-2011) was best known for her research on breathing problems encountered by premature infants—a condition now known as Respiratory Distress Syndrome. A study conducted in 2002 estimated that Dr. Avery's work had helped save the lives of over 800,000 bal interview w My next door neighbor, woman's medical	The audio clip for the listening item(s) can be found in Passage 3. If necessary, scroll down to the passage number indicated. Click the play button to listen to the audio passage and view Closed Captioning. To play the American Sign Language (ASL) video, choose American Sign Language from the context menu Mono was a professor of pediatrics at the

About the Select Response Version Tool

The Select Response Version tool allows students to view and restore responses they previously entered for an Open Response item. For example, if students type a response, click **Save**, delete the text, and enter new text, they can use this tool to recover the original response.

Select Response V	Select Response Version				
Version 3	You may select a previously saved version of				
Version 2	wish to restore one of these versions, select it and click the Select button at the bottom of				
Version 1	this window. If you wish to return to your current response, click the Cancel button below.				
Cancel Select					

Figure 49. Select Response Version Window

To use the Select Response Version tool:

- Select the Select Response Version option from the context menu. The Select Response Version window appears, listing all saved responses for the item in the left panel (see Figure 49).
- 2. Select a response version from the left panel. The text associated with that response appears in the right panel.
- 3. Click **Select**. The selected response appears in the text box for the item.
- 4. Click **Cancel** to close the window without selecting a previous version.

Note: This tool is only available for Open Response items. If the test is paused, any responses entered prior to pausing will no longer appear in the *Select Response Version* window.

Global and Context Menus

The global and context menus allow students to access on-screen tools. These can be accessed using a mouse or keyboard shortcuts. For information about keyboard shortcuts, refer to <u>Appendix E.</u> <u>Keyboard Navigation for Students</u>. This section describes how to use the global and context menus to access on-screen tools. This section also provides further details for using some of the test tools.

About the Global Menu

The global menu at the top of the test page contains navigation buttons on the left side and test tools on the right side (see Figure 50).

Figure 50. Global Menu					
Items Crade 5 FAST ELA Reading Sample Items GUEST, GUEST (Username: GUEST) GUEST SESSION					?
$\underbrace{\bigoplus_{Back}}_{Next} \underbrace{\bigoplus_{Save}}_{Save} \underbrace{\bigoplus_{Pause}}_{Pause}$ Navigation Buttons	Test Tools	Notes	Line Reader 2	Q Zoom Out	(Zoom In

To open a test tool in the global menu, select the button for the tool. The selected test tool activates.

About the Context Menus

Each test item may include several elements, such as the item number and answer options (see Figure 51). The context menu for each element (including the stimulus) only contains tools applicable to that element (see Figure 52 and Figure 53).

Figure 51. Overview of Elements for Multiple-Choice Items











Opening a Context Menu for Passages and Items

Students can access context menus by right-clicking elements or by selecting elements and then clicking the context menu icon.

To access the context menu for a passage or item:

- 1. Click the context menu icon [] in the upper-right corner of the passage or item. The context menu opens.
- 2. Select a tool.

Opening a Context Menu for Answer Options

Students can use the context menu to access tools for answer options in a multiple-choice or multiselect item.

To access an answer option's context menu:

- 1. To open the context menu, do one of the following:
 - If you are using a **two-button mouse**, right-click an answer option.
 - o If you are using a **single-button mouse**, click an answer option while pressing **Ctrl**.
 - If you are using a **Chromebook**, click an answer option while pressing **Alt**.
 - If you are using a **tablet**, tap the answer option and then tap the context menu (this selects the answer option until you select a different option).
- 2. Select a tool from the context menu.

Opening the Global Menu Using Keyboard Commands

- 1. Press the **Ctrl** + **G** keys to access the global menu. The menu will appear on the screen.
- 2. Use the **Up** or **Down** arrow keys on the keyboard to move between options in the menu. Each option will be highlighted as you arrow up or down.
- 3. Press the Enter key to select the highlighted menu option.
- 4. Press the **Esc** key to close the global menu.

Note: The tools available in the global menu may depend on the test subject.

Section VII. Proceeding through the Test

This section provides details on how students answer items and proceed through an online test.

Students will answer items in the test and then click **End Session** [______] at the end of a session

or select **End Test** [End Test] at the end of the test to begin the test review and submission process. Students taking FAST Grades 6-8 Mathematics will click **Go to Segment 2** [<u>Go to Segment 2</u>] after they have finished providing responses and reviewing their work in Segment 1. Please note that students do not require approval to enter Segment 2 and cannot return to Segment 1 once they have advanced.

Note: If a student pauses a FAST test, the student must resume on the same day in order to complete their test. If a student fails to resume the test on the same day, it will enter expired status at the end of the day and the student will be unable to continue on a subsequent day unless a reopen test request is submitted and approved by the District Assessment Coordinator (DAC). Please refer to the Test Information Distribution Engine (TIDE) User Guide for instructions on how to submit a request for reopening a test.

Answering Test Items

Some pages may have only one test item, and others may have more. After students have answered items on a page, they must click **Next** to go to the next page.



Note: When items are grouped together in the Item Summary dropdown list, these items are paginated to display individually. Buttons for each item in the group appear in the upper-right corner. Students can click these buttons to navigate to the next item.

Figure 54. Item Buttons

1	2	3	4
~	 Image: A second s	 Image: A second s	

The following item types may appear on tests:

- **Multiple-choice/selected-response items:** Students must click the desired answer option so that the radio button (A, B, C, or D) darkens.
- **Multi-select items:** Students must click the checkbox for at least one answer option. The item will specify how many answer options must be selected.
- Technology-enhanced (interactive) items: Students must follow the instructions given.
 - Some items require students to select letters, numbers, or symbols to generate an answer.
 - o Some items require students to select an object on the screen.
 - Some items require students to move objects around on the screen.
 - Some items require students to enter text into a text box.
 - Some items require student to enter the replacement word or phrase.
 - Some items require student to use point, line, or arrow buttons to create a response.
 - Some items require student to either click a response option or drag a response option to another location.

Reviewing Skipped or Marked Items



Items: Session: 1	GUEST, GUEST (Username: GUEST) GUEST SESSION		? 🕸
\leftarrow			
Dack Next Sav		Masking Formulas Line Reader 20	John Out 200m In
			\square
7 🍢			
GUEST, GUEST			
The pyers	The process of an antic approximately $2 + 10^{-3}$ grame. The average is	mass of a giraffa i	-
i ne avera	Je mass of an and is approximately 3 × 10 – grams. The average r	nass of a girane i	5

Students can use the **Back/Next** buttons or the **Item Summary** drop-down list to navigate to the item(s) they want to review. The item number for items that are marked for review changes in appearance, as shown in Figure 56.

|--|

Unmarked Item	Marked Item
1	1

Students can also view items that have been marked for review or that remain unanswered on the review screen (see Figure 57). Students can click the item to review that item.



Note: For FAST tests, students are not permitted to skip items, so they will not see the unanswered items icon [\checkmark] on the review screen.

Ending a Session and Pausing a Test with Two Sessions

For tests with two sessions, students are directed to click **End Session** at the end of Session 1 after reviewing their responses (see Figure 57) to exit their tests when they have completed a session and

have reviewed their answers. This will log students out of the test. Students can also click **Pause** $\begin{bmatrix} & & \\ & & & \\ &$



Alert: When students are testing on Chromebooks, ensure that they pause the test before closing the lid of the Chromebook. If the lid is closed before the test pauses, whoever opens the Chromebook next will be able to see the last item that the student was viewing (and any response they entered).



Note: If you are testing with the Take a Test app, you must press **Ctrl + Alt + Delete** to exit the Student Interface. Students must exit using this method for the end of each session and after they have submitted their test. For more information about the Take a Test app, refer to the <u>Windows Basic Secure Browser Installation</u> section of the Technology Guide on the portal.

Figure 57. End Session Button and Review Screen

	pier	ing th	is se	ssior	ı, cli	ick	the	bu	tto	n at	the	b	ottor	n o	ft	he s	cree	n.					
	/a h																						
	rou n This s	ave ma symbol	indica	ques ates i	unan	swe	ered	iten	. Ki ns.	eview	/ the	se	ques	tions	s Di	erore	sub	m	ung	yo	urt	est.	
		,				-																	
lgel	ora	1 EO(C Se	ssic	on 1																		
1		2 🏴		3			4			5			6			7			8	-		9	
10		11		12			13			14	•		15			16			17			18	
19		20		21			22			23			24			25			26	•		27	
28		29		30			31	•		32			33			34	P						



Note: For Summer test administrations, students may complete two sessions of a test in one day. On the review screen, the **End Session** button will instead read **Go to Session 2**. Check with your School Assessment Coordinator to determine if this applies to students in your district.

To end a session and log out:

- 1. To review answers, students may select an item on the *Review* screen to return to.
- 2. To end a session, students must click End Session. A confirmation message will appear.
- 3. Students must click **Yes** to acknowledge the message. The students will be logged out and directed to the secure browser login page.

Completing and Submitting the Test

This section provides an overview of the process for completing, ending, and submitting a test.



Warning: Students must end their test when they have finished answering all items. When students have finished answering all items in the test, they must click **End Test** and begin the process to end their test.

Reaching the End of the Test

When students reach the end of a test, the **End Test** button appears in the global menu next to **Pause** (Figure 58).

Figure 58. Global Menu with End Test Button



After clicking **End Test**, an **Attention** window appears (<u>Figure 59</u>). Students will then click **Yes** on this pop-up window.

Figure 59.	Submit ⁻	Test	Warning	Message

8	Attention	
7	You have reached the end of the test. Click Yes to see the review screen before submitting your test. Click No to keep working on your test. [MessageCode: 10900]	

The *Review* screen appears (Figure 60). On the *Review* screen, students can go back to any items they answered throughout the test. Please note that on this screen, students will only be able to review session 2 for tests with two sessions, or Segment 2 for grades 6-8 FAST Math tests.

gebra 1 EOC Session 2 5 36 37 38 39 40 41 2 43 44 45 46 47 48 9 50 51 52 53 54 55 5 57 58 59 60 61 62	n a qu omple	ting t	he test,	er to i , click	Submit	Test to su	ıbmit y	our tes	it.		
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	laet	nra '		Se	ssion	2					
2 43 44 45 46 47 48 9 50 51 52 53 54 55 5 57 58 59 60 61 62	35	$\overline{)}($	36		37	38		39		40	41
50 51 52 53 54 55 5 57 58 59 60 61 62	42		43		44	45		46		47	48
5 57 58 59 60 61 62	49		50		51	52		53		54	55
	56		57		58	59		60		61	62
3 64 65 66 67 68	63		64		65	66		67		68	

Figure 60. End of Test Review Screen

Once students have finished reviewing, they will click the **Submit Test** button at the bottom of the *Review* screen to submit their test. Students will receive a warning message to verify that they are sure they want to submit the test (Figure 61). Students can select **Yes** if they have completed their test or **No** to continue reviewing.

Warning			
Are you sure yo	ou want to s	ubmit the te	st?
	Yes	No	



The test is officially submitted for scoring.



Warning: Once students click Yes on the Warning window, they cannot return to the test.

Test Completed Screen

After students submit the test for scoring, the **Test Completed** screen appears. This screen will show the student's name, the test name, and the date the test was completed and submitted.

E '	0 1 -	T	O • • • • • • • •	• • • • • •
Figure 62.	Sample	I est	Completed	Screen

Student Name: Demo, Student1 (Username 2GDJG)	Test Name: Civics EOC
Fest Completed On: 5/29/2020	
You have finished the test. You may now log out.	
Next Step:	
To log out of the test, select Log Out .	
In accordance with the Family Educational Right information is prohibited by law.	s and Privacy Act (FERPA), the disclosure of personally identifiable
mornation is promoted by law.	

Appendix A. About the Secure Browser

Students must log in through the appropriate secure browser provided for the Test Delivery System (TDS). The secure browser is designed to ensure test security by prohibiting access to external applications or navigation away from the test. The secure browser must be used to access operational (live) tests.

Instructions for downloading and installing the secure browser can be found on the <u>Secure Browsers</u> page of the portal. Your school or district IT staff can help to ensure that the secure browser has been installed correctly on all computers and devices to be used for testing at your school. If you are not sure whether the secure browser has been installed or if you have questions, contact your school assessment coordinator or IT staff prior to administering tests.

While the secure browser is an integral component of test security, Test Administrators (TAs) perform an equally important role in preserving test integrity. TAs should be aware of the following and employ the necessary precautions while administering online tests:

Close External User Applications Before Launching the Secure Browser

Prior to administering tests, TAs should check all computers and devices that will be used and close all applications. After closing all applications, the TA should open the secure browser on each computer or device. The secure browser will not work if the computer or device detects that a forbidden application is running (see section below).

• Do Not Allow Testing on Computers with Dual Monitors

Students should not take online tests on computers that are connected to more than one monitor. Systems that use a dual-monitor setup can display an application on one monitor screen while another application is accessible on the other screen.

• Disable Screen Savers and Timeout Features

On all testing devices, be sure to disable any features that display a screen saver or log users out after a period of inactivity. If such features activate while a student is testing, the secure browser will log the student out of the test.

Forbidden Application Detection

This feature automatically detects certain applications that are prohibited from running on a computer while the secure browser is open. The secure browser checks the applications currently running on a computer when it is launched. If a forbidden application is detected, the student is denied entry and is shown a message that indicates which forbidden application is open. Similarly, if a forbidden application launches while the student is already in a test (e.g., notifications, scheduled tasks), the student will be logged out and a message will be displayed.



Warning: If a forbidden application is launched in the background while the student is already in a test, the student will be logged out. The student will also see a pop-up message stating that a forbidden application was detected.

This typically occurs when a program or browser, such as Internet Explorer, is triggered in the background in order for a software auto-update to occur. Cambium Assessment, Inc. (CAI) recommends checking all software auto-updates and ensuring that they are completed outside of planned testing hours.

Accessing the Student Interface on iPads and Chromebooks

Tablets and Chromebooks should be prepared for testing **before** they are given to students. For detailed instructions on ensuring tablets and Chromebooks are ready for use, refer to the *Configurations, Troubleshooting, and Secure Browser Installation* document for your operating system, which is available on the portal.

Configuring iPads

1. Tap the SecureTestBrowser secure browser icon.

Configuring Chromebooks

1. From the **Apps** link on the Chrome OS login screen, select the **SecureTestBrowser** secure browser.

Secure Browser Error Messages

• Secure Browser Not Detected

TDS automatically detects whether a computer is using the current secure browser to access the operational assessments. Under no conditions may a student access an operational assessment using a non-secure browser or an out-of-date secure browser.

• Unable to Establish a Connection with TDS

The above message will display when the secure browser cannot connect to TDS. This is most likely to occur if there is a network-related problem. The cause can be anything from a network cable not being plugged in to the firewall not allowing access to the site. Contact your technology coordinator or the Florida Help Desk to troubleshoot the network error.

• Environment Is Not Secure

To resolve this issue, ensure that the latest version of the secure browser is installed on the student's computer, including Test Policy for Windows computers. If you are already running the latest version of the secure browser, then you should log the student out, restart the computer, and try again. If this message appears on an iPad, ensure that either Automatic Assessment Configuration (AAC) or Autonomous Single App Mode (ASAM) is enabled.

Closing the Student Testing Site on Tablets

After a test session ends, close the SecureTestBrowser application on student tablets.

To close the Student Testing site on iOS devices:

- 1. Double-tap the Home button. The multitasking bar appears.
- 2. Locate the SecureTestBrowser app preview and slide it upward to close it.

To close the Student Testing site on Chromebooks:

1. Click the in the upper-right corner.

Force-Quit Commands for Secure Browsers

In the rare event that the secure browser or test becomes unresponsive and you cannot pause the test or close the secure browser, you have the ability to force-quit the secure browser.

If you cannot close the secure browser, contact the Help Desk for assistance. (*Note: The force-quit command will log the student out of the test he or she is taking. When the secure browser is opened again, the student will have to log back in to resume testing.*)

Operating System	Key Combination
Windows*	Ctrl + Alt + Shift + F10
Mac OS X**	Ctrl + Alt + Shift + F10. The Ctrl key may appear as Control, Ctrl, or ^.
Linux	Ctrl + Alt + Shift + Esc

Table 8. Force-Quit Commands by Operating System

* If you are using a laptop or notebook, you may also need to press **Function** before pressing **F10**.

** If you are using an Apple keyboard, you may need to press Ctrl + Shift + Option + F10.



Caution: Use of Force-Quit Commands

The secure browser hides features such as the Windows task bar or Mac OS X dock. If the secure browser is not closed correctly, then the task bar or dock may not reappear correctly, requiring you to restart the device. Avoid using a force-quit command if possible.

Force-quit commands do not exist for the secure browser for iOS and Chrome OS devices.

- 1. **iOS:** Double-tap the Home button, then close the app as you would any other iOS app.
- 2. **Chrome OS:** To exit the secure browser from the sign-in screens, press **Ctrl + Shift + S**. You cannot force-quit once the test begins.

Appendix B. Student Test Settings

The **Test Settings** screen on the Test Administrator (TA) Interface shows two types of tests settings: Accommodations and Accessibility Settings. Accommodations must be preset in the Test Information Distribution Engine (TIDE); these settings are not modifiable by the TA or the student at the time of testing. If a student's accommodations have not been preset in TIDE, the student is automatically assigned the default for each accommodation (for that respective test). Only the accommodations available for that test will be displayed on the **Approvals and Student Test Settings** screen for that student.

If any accommodation is incorrect, the student should not test until the incorrect setting has been corrected in TIDE.

Accessibility Settings can be set by the student on the *Before You Begin* screen or by the TA by clicking the Test Setting icon [...]. The following tables list the accommodations and accessibility settings and the available options for each test setting.

Accommodations	3	
Test Setting	Options*	Description
Text-to-Speech (TTS)	Off On	Students who have a TTS accommodation listed on their Individualized Education Plans (IEPs) can use the Speak tool to listen to instructions, passages, test items, and answer options. Student eligibility information for TTS must be recorded in TIDE.
		Note: TTS for passages is a separate setting in TIDE/the Test Delivery System (TDS) from the TTS accommodation and must be enabled by the Florida Department of Education (FDOE) for students who need passages read aloud.
Masking	Off On	Allows students with this accommodation set in TIDE to temporarily mask (hide) an area of the test screen to reduce distraction. Student eligibility information for masking must be recorded in TIDE.
American Sign Language (ASL)	Off On	Students who have an ASL accommodation can view videos of audio passage content on the ELA Reading Retake. Student eligibility information for ASL must be recorded in TIDE.
Closed Captioning (CC)	Off On	Students who have this accommodation will access closed captioning for audio passage content on the ELA Reading Retake. Student eligibility information for CC must be recorded in TIDE.

	Table 9.	Accommodations	Visible in	ΤA	Interface
--	----------	----------------	------------	----	-----------

Accommodations	5	
Test Setting	Options*	Description
Reading/Writing Passage Booklet	No Yes	A regular print or large print passage booklet may be requested for a student participating in a computer- based reading or writing test. The passage booklets contain the passages only and do not contain prompts, test items, or answer choices. Accommodation information for passage booklets must be recorded in TIDE. <i>Note: The Reading/Writing Passage Booklet is only available for Reading and Writing tests.</i>
Speech-to-Text (STT)	Off On	Students who have this accommodation can use this tool to convert dictated audio to text in the writing response area. Note: STT is only available for Writing tests.
TTS on Writing Response	Off On	Students who have the TTS accommodation can use the Speak tool to listen to responses provided by the student. <i>Note: TTS on Writing Response is only available for</i> <i>Writing tests.</i>

* The default setting for each category is displayed in bold text.

Accessibility Set	tings	
Test Setting	Options*	Description
Print Size (Zoom level)	Level 0 = default size (1X) Level 1 = $1.5X$ Level 2 = $1.75X$ Level 3 = $2.5X$ Level 4 = $3X$	The selected print size becomes the default for all stimuli and items in that student's test. Regardless of the print size assigned, all students can use the Zoom buttons in the test to toggle between the five levels of print size for individual items. <i>Note: The default font size is 12 point for most tests.</i> <i>Zoom settings persist across test pages.</i>
Background Color Choices	Black Text on White Black Text on Yellow Black Text on Light Blue Black Text on Blue Black Text on Magenta Red Text on White White Text on Black White Text on Red Yellow Text on Black Yellow Text on Dark Blue	Color combination applied to a student's test. This setting is designed to help students who experience difficulties that are associated with the contrast or lighting of the screen. The color combination a student chooses will remain throughout the entire test.
Mouse Pointer	System Default Large Black Extra Large Black Large Green Extra Large Green Large Red Extra Large Red Large Yellow Extra Large Yellow Large White Extra Large White	Students can change the size and color of the mouse pointer.

Table 10 A	ccessibility Setting	s Visible in the	Student Interfac	e and TA Interface
	coessionity detting		Student Intenat	

* The general default setting for each category is displayed in bold text.

Appendix C. Formatting Toolbar in Tests

In addition to the embedded test tools available for tests, a formatting toolbar appears for some open response items. This formatting toolbar allows students to apply styling to text (e.g., bold, italics) and use standard word processing features, such as moving and indenting text.

Understanding the Formatting Toolbar

The following table provides an overview of the formatting tools available.

Figure 63. Open Response Item with Formatting Toolbar



Table 11. Description of Formatting Tools

Tool	Description of Function			
ā	PRINT all text			
	Note: This button will only appear for practice tests or sample test items that are taken on a web browser.			
B I <u>U</u>	BOLD, ITALICIZE, or UNDERLINE selected text			
I _×	REMOVE formatting that was applied to the selected text			
	Insert a NUMBERED or BULLETED list			
	INDENT a line of selected text			
÷]E	UNDO INDENT for a line of selected text			
×	CUT selected text			
G	COPY selected text			
Ê	PASTE copied or cut text			
*	UNDO reverses the last action in the response field. (This feature applies to previous edits to text or formatting.)			
*	REDO reverses the last undo action			

Тос	ol	Description of Function		
Ω	!	Add SPECIAL CHARACTERS , such as mathematical symbols or Spanish characters, in the response field		
		Students who have a text-to-speech on writing response accommodation can use the Speak tool to listen to the response provided by the student.		
		Students can select 🖤 in the formatting toolbar of the text-response area to listen to the text as entered.		
4	Speech-to-text (STT) allows students testing with the appropriate accommodations to responses to constructed-response items.			
		To use STT, select the microphone icon in the formatting toolbar of the item response area and begin speaking. The dictated response will be transcribed as text in the item response area.		
Tip: In addition to the cut/paste options, text can also be moved manually using the mouse.				
1. Click and hold the mouse button to select the text you want to move.				

2. Release the button, then click and drag the highlighted text to the desired location.

Special Characters

Students can select mathematical characters as well as other symbols.

To view available special characters:

- 1. In the toolbar, click the Omega icon $[\Omega]$.
- 2. In the window that pops up, select the necessary character.

Figure 64. Special Characters Screen


Appendix D. Equation Editor Tools

Equation editor items require the student to create a response. Responses may be in the form of a number, variable, expression, or equation, as appropriate to the test item.

To enter a response, click the button for each number, letter, or symbol.

Ron has 250	Ron has 2500 pounds of sod to deliver. He wants to deliver an equal amount of sod on each of 4 trips.					
Write an equ	Write an equation for s, the amount of sod that Ron should deliver on each trip.					
Then, solve	the equation	for s.				
Equation	Equation: Equation editor fields					
<i>s</i> =	s =					
$\bigcirc \odot \bigcirc \bigcirc$	🕞 🕤 💿 🕙 🔶 Navigation buttons					
1	2	3	5	Special	symbols I	
4	5	6	+	-	•	+
7	8	9	<	=	>	
						II

Figure 65. Equation Editor Item Sample

About the Navigation Buttons for Equation Editor Items

To navigate and perform actions in the equation editor field, select the appropriate navigation button as listed in the following table.

Table 12. Navigation Butto	ns
----------------------------	----

Navigation Button	Description
Move Left	The straight left arrow button allows you to move the cursor before an existing character.
Move Right	The straight right arrow button allows you to move the cursor after an existing character.
Undo	The curved left arrow button allows you to undo the previous action.
Redo	The curved right arrow button allows you to redo the previous undone action.
Delete	The Delete button allows you to delete characters.

About Special Symbols

To add a special symbol to an equation, select the corresponding button. After entering a number or symbol, use the straight arrow buttons to move the cursor between fields. The following table describes symbols that require further interaction. Some Equation Editor items will include other symbols you may include in an expression.

Special Symbol	Description
	This symbol allows you to enter a fraction into the equation editor. Selecting the fraction button will create two boxes to form a fraction, with one box for the numerator and the other for the denominator. When you select the fraction button, your cursor will automatically move to the numerator. Use the down arrow on your keyboard or the Move Right button to move the cursor to the denominator.
Exponent	This symbol allows you to enter an exponent into the equation editor. After you enter the base number, select the exponent button and the cursor will move into the higher box for the exponent.
Subscript	This symbol allows you to enter a subscript into the equation editor. After you enter the base number, select the subscript button and the cursor will move into the lower box for the subscript.
Parentheses	This symbol allows you to enter parentheses . Once you select the symbol, the parentheses will appear in the equation editor. The cursor will automatically move inside the parentheses. Select the numbers and symbols that should appear between the open and close parentheses.
Absolute Value	This symbol allows you to enter an absolute value . Once you select the symbol, the lines will appear in the equation editor. The cursor will automatically move inside the lines. Select the numbers and symbols that should appear between the lines.
Square Root	This symbol allows you to enter a square root value. Once you select the symbol, the radical sign will appear in the equation editor. The cursor will automatically move to the radicand. Enter the number that should appear in the radicand.
n th Root	This symbol allows you to enter an n th root value. Once you select the symbol, the radical sign will appear in the equation editor. The cursor will automatically move to the index. Enter the number that should appear in the index. Use the Move Right button to navigate to the radicand and enter the number that should appear there.

Table 13. Special Symbols

Appendix E. Keyboard Navigation for Students

Any student can use these keyboard commands to navigate between test elements, features, and tools.

Login Screens and In-Test Pop-Ups

Use these keyboard commands to select options on the login screens or on pop-up screens that appear during the test. For example, if you see a screen with **No** or **Yes** buttons, you can use keyboard commands to navigate to those buttons.

Table 14. Keyboard Commands for	r Login Screens	and Pop-Up Screens
---------------------------------	-----------------	--------------------

Keyboard Command	Function
Tab	Move to the next option
Shift + Tab	Move to the previous option
Enter	Select the active option

Figure 66. Sample Login Screen Displaying Yes and No Buttons

Is This You?	
Please review the following information.	
First Name Demo	Username 2AL25
Last Name Student	Grade 10
Date of Birth January 1, 2003	School Demo School 9009
Yes	No

Global Menu

To access the global menu tools using keyboard commands:

- 1. Press the Ctrl + G keys. The global menu list will open.
- 2. To move between options in the global menu, use the **Up** or **Down** arrow keys. Each option will be highlighted as you arrow up or down.
 - To select the highlighted option, Press the Enter key.
 - To close the global menu without selecting an option, press the **Esc** key.

Context Menus

Navigating to an Element

- To navigate between elements (e.g., reading passage, items, and answer options), press the **Tab** key. The "active" element will display a light blue border.
- You can also use **Shift** + **Tab** to navigate backwards (e.g., from answer option B to answer option A).

Opening a Context Menu for an Element

- 1. Press the **Ctrl** + **M** keys. The context menu for the selected element will open.
- 2. To move between options in the context menu, use the **Up** or **Down** arrow keys. Each option will be highlighted as you arrow up or down.
 - To select the highlighted option, Press the **Enter** key.
 - To close the context menu without selecting an option, press the **Esc** key.

Selecting Text and Opening Context Menu Options

This feature is available only when using a desktop secure browser (Windows, Mac, or Linux).

- 1. Navigate to the element containing the text you want to select.
- 2. Press **Ctrl** + **M** to open the context menu.
- 3. If multiple options are available, use the **down** arrow key and navigate to **Enable Text Selection**.
- 4. Press Enter. A flashing cursor will appear at the upper-left side of the active element.
- 5. To move the cursor to the beginning of the text you want to select, use the arrow keys.
- 6. Press **Shift** and an arrow key to select your text. The text you select will appear shaded.
- 7. Press **Ctrl** + **M** again. Choose the tool you want to use for the selected text (e.g., **Highlight Selection**).

Keyboard Commands for Test Navigation and Test Tools

Students can use these keyboard commands to navigate between test elements, select answer options, and open tools.

Note:

- Keyboard commands require using the primary keyboard. If your keyboard contains a numeric keypad (often on the right side), do not use the keys in that section.
- Some keyboard commands (such as the commands for using the Line Reader) may not work when testing on iOS devices connected to an external keyboard.

Button/ Image	Description of Function	Keyboard Commands	
	Open the GLOBAL MENU	Ctrl + G	
	Open a CONTEXT MENU (for the selected passage, item, or answer option)	Ctrl + M	
→	Go to the NEXT test page	Ctrl + right arrow key [→] (or open the global menu)	
+	Go to the PREVIOUS test page	Ctrl + left arrow key [←] (or open the global menu)	
	PAUSE your test	Ctrl + G (via global menu)	
	END TEST and submit it for scoring	Ctrl + G (via global menu)	
	SCROLL UP in an area of the test page	Up arrow key [↑]	
	SCROLL DOWN in an area of the test page	Down arrow key [↓]	
	SCROLL to the RIGHT in an area of the test page	Right arrow key [→]	
	SCROLL to the LEFT in an area of the test page	Left arrow key [
	Move to the NEXT ELEMENT (on a page containing items, answer options, and/or a passage)	Tab	
	Move to the PREVIOUS ELEMENT (on a page containing items, answer options, and/or a passage)	Tab + Shift	

Table 15. Keyboard Commands for Test Navigation

Button/ Image	Description of Function	Keyboard Commands		
	Open the GLOBAL MENU	Ctrl + G		
	Open the CONTEXT MENU (for the selected passage, item, or answer option)	Ctrl + M		
A	Select OPTION A	<i>Move between answer options:</i> Press Tab or Shift + Tab		
B	Select OPTION B	Select an active answer option:		
C	Select OPTION C	Press the space bar		
D	Select OPTION D			
0	Open the HELP GUIDE	Ctrl + G (via global menu)		
	Open the CALCULATOR	Ctrl + G (via global menu)		
XY ²	Open the FORMULA sheet	Ctrl + G (via global menu)		
_	HIGHLIGHTER (highlight text on the page)	Ctrl + M (via context menu)		
	MARK/UNMARK an item for review	Ctrl + M (via context menu)		
	Activate the MASKING tool	Ctrl + G (via global menu)		
	Open the PERIODIC TABLE	Ctrl + G (via global menu)		
abc	STRIKE THROUGH an answer option	Ctrl + M (via context menu)		
0	Open a TUTORIAL to view a video about that item type	Ctrl + M (via context menu)		
€	ZOOM IN (increase the size of text and graphics on a page)	Ctrl + G (via global menu)		
Q	ZOOM OUT (decrease the size of text and graphics on a page)	Ctrl + G (via global menu)		

Table 16. Keyboard Navigation for Test Tools

Keyboard Commands for Items with Add Point or Add Line/Arrow Tool

Technology-enhanced items with an Add Point, Arrow, or Line tool may have up to three main sections:

- 1. Answer Space (the large area that takes up the most space)
- Button Row (at least one button, such as Add Point, will appear at the top). Buttons may include:

Delete, Add Point, Add Arrow, Add Line, and Connect Line

3. Object Bank (a section that includes objects to move to the Answer Space. The sample item in <u>Figure 67</u> does not have an Object Bank.)



Note: Not all technology-enhanced items contain all three sections. Some items may contain only an Answer Space (with objects already in the Answer Space). Some contain only action buttons and the Answer Space. Some may contain only the Object Bank and Answer Space.

To move between the main sections (Object Bank, Button Row, and/or Answer Space):

- Press the Tab key. Navigation is clockwise (from top to right to bottom to left).
- To move counterclockwise, press **Shift + Tab**.
- The "active" section will have a border.

To add an object from the Object Bank to the Answer Space:

- 1. Ensure that the Object Bank is active.
- 2. Use the up and down arrows to move between the available objects. The active object will have a blue background.
- 3. To add the active object to the Answer Space, press the **space bar**.

To select an action button and place the object (point or line) in the Answer Space:

- 1. Ensure that the Button Row is active.
- 2. Use the left or right arrow keys to move between the buttons. The active button is white.
- 3. Press Enter.
- 4. Press the **space bar** to apply the dot, arrow, or line to the Answer Space.

To move objects, points, lines, and arrows around in the Answer Space:

- 1. Ensure that the Answer Space is active.
- 2. To move between the objects, press **Enter**. The active object will have a blue border.
- 3. Press the **space bar**.

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Figure 67. Sample Item with Point and Line Tools

4. Press an arrow key (up, down, left, or right) to move the object. *Note: To move an active object a very small distance, press* **Shift** and an arrow key.

Appendix F. Transferring a Test Session between Computers

Test Administrators (TAs) can "transfer" an **active** test session from one computer/mobile device or browser to another without stopping the test session or interrupting in-progress tests. This feature is useful in scenarios when a TA's browser or computer encounters an issue while a test session is in progress.

The system ensures that a test session can be administered from only one browser at a time; therefore, when a session is moved to a new computer, the TA will be unable to administer the test session from the original browser or machine.

The instructions on this page apply to both the TA Interface and TA Training Site. If you started a session on the TA Interface, ensure that you log in to the TA Interface on the new computer or browser and not the TA Training Site.

To transfer a test session to a new machine or browser:

1. Log in to the correct TA Site on the new machine or browser. The *Active Sessions* page will appear (see Figure 68 below) listing the active session.

Do NOT log out of or stop the test session on the original computer or browser; doing so will end the test session and pause all students' tests.

2. Select **Join**. The test session page appears, allowing you to continue monitoring your students' progress and act on any pending print requests.

The test session on the previous computer or browser will automatically close. (This will not stop the session.)

If you do not wish to return to the active session, you can select **Start a New Session Now** to open the **Test Selection** window and create a new test session.

		Alerts	Help Guide	E+ Logout as lester, test
Active Sessions				
Current/Active Test Sessions The table below shows all the sessions that are active for you right now. Select Join to enter one of you the right side of the screen.	r active sessions. If you would like to open a new session, select Start a New Session	Now on		
Active Sessions				
Session ID	Action			
UAT-5233-3	() Jon			Start a New
				Session Now

Figure 68. Active Sessions Page

Appendix G. User Support

Questions related to the 2022–2023 Florida Statewide Assessments may be directed to the Florida Help Desk. The Help Desk will be open Monday–Friday (except holidays) from 7 a.m. to 8:30 p.m. ET.

If you encounter an issue during live testing, you must contact your school assessment coordinator immediately as well as contacting the Help Desk. School assessment coordinators must contact the district assessment coordinator to report issues, as well.

Florida Help Desk

Toll-Free Phone Support: 1-866-815-7246

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 contact the Help Desk, you will be asked to provide as much detail as possible about the issue(s) you encountered.

If contacting the Help Desk regarding a concern related to computer-based testing, please provide the following information:

- Test administrator name and IT/network contact person and contact information
- Username(s) or Result ID(s) of affected student(s)
 - Do not send secure student information to the Help Desk via email.
- Device, operating system, and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration:
 - Secure browser installation (on individual machines or on the network)
 - o Wired or wireless Internet network setup

Supported Operating Systems

As a reminder, official technical support is provided only for the systems listed on the <u>Supported</u> <u>Devices</u> page on the portal.

Appendix H. Common Florida System Message IDs and Descriptions

Message ID #	Message	Solution/Description			
Secure Browser Secure Browser Messages					
10893 and 10894	Your current operating system and web browser are listed below. One or both of these is not supported.	Ensure that the secure browser is installed on the student's computer and that the student launched the secure browser rather than a standard web browser. Check the <u>Supported Devices</u> page to ensure that the version you are using is supported.			
10897	You cannot log in until the following programs are closed: {list of programs}	Ensure that all programs have been closed. The secure browser will not run with programs running in the background. You can verify all programs are closed using the Task Manager functionality on Windows or the Force-Quit Applications functionality on Mac OS.			
11744	Your computer has "Spaces" enabled. This feature must be disabled before you can log in. Please ask your Test Administrator for help.	For security purposes, Mission Control/Spaces must be disabled on Mac OS X computers that students will use for online testing. If Mission Control/Spaces is not disabled, students will be unable to test. Instructions to disable Spaces can be found in the <i>Configurations</i> , <i>Troubleshooting, and Secure Browser Installation Guide</i> <i>for OS X/macOS and iOS/iPadOS</i> document on the Technology Resources page of the portal.			
12283	This test environment is not secure. If you're using an iPad please make sure it is in AAC or ASAM. If you're using a desktop this means that some other application has taken focus away from the secure browser.	Ensure that the latest version of the secure browser is installed on the student's computer and all external applications, including screensavers and auto-updates, are closed or turned off. If this message appears on an iPad, ensure that the device is running in Automatic Assessment Configuration (AAC) or Autonomous Single App Mode (ASAM).			
Student Interface	e Messages				
10136	Your test has been interrupted. To resume your test, check with your Test Administrator.	The test administrator (TA) paused the student's test.			
10207	Your Test Administrator has stopped your Test Session and your test has been paused. You will need to log back in to continue working on your test.	The test session was ended, which paused the student's test.			
10899	Are you sure you want to pause the test? Ask your Test Administrator before pausing your test.	The student pressed the Pause button in the student interface.			

Message ID #	Message	Solution/Description			
Student Interface Messages (Continued)					
10904	Your answer has not been saved. Click Yes to try again. Click No to log out of your test without saving your answer.	This indicates there is a network delay or interruption where the student is testing. The student should continue to try and save his or her answer. If this is unsuccessful, contact the TA for assistance. The TA may choose to pause the test, review the network connection, and resume testing.			
10915	This is the last item in the test. When you have finished checking your answers, click the End Test button.	The student has passed through all items available in the test. The student can now check his or her answers before ending the test.			
11045	There was a problem with the Test Session. Please give this number to your Test Administrator.	The test session was ended, most likely due to a connection loss. The TA should review the network connection and create a new test session to resume testing. Students will need the new Session ID to log back in.			
11717	Your username is not entered correctly. Please try again or ask your TA.	The student did not enter his or her username as it appears on his or her test ticket. Please have the student try again.			
11719	The session is not available for testing.	The student entered the wrong Session ID. Please have the student check the Session ID and try again.			
11743	You have not entered a complete response to one or more items. Click Yes to proceed to the next page without answering the item(s) at this time. Click No to remain on this page. You may return to the item(s) at any point during this session.	The student clicked the Next button before responding to all the items. There may be multiple items to respond to on the page. The student may choose to continue without answering all items or remain on the page and finish answering these items.			
11969	Please check that your information is entered correctly. If you need help, ask your TA.	The student did not enter his or her first name as it appears on his or her test ticket. Please have him or her try again.			
12278	You are leaving the current session. Are you sure you want to do this?	The student is attempting to navigate away from his or her current test session. Students attempting to move into a new session will need to be approved into the session by the TA.			
13541	Session ID is not correct. Check to make sure you put the correct characters in each box.	The student entered too many characters or an invalid character in the Session ID. Please have the student check the Session ID and try again.			
13645	Test opportunity is not available for viewing.	The test session was ended and the student attempted to proceed with the test by entering a new response or navigating to another item.			

Message ID #	Message	Solution/Description		
TA Interface Messages				
10163	You must be active in TIDE and have the correct access level to use the system. Please review your login information and access level, and consult with your School or District Assessment Coordinator if you need further assistance.	The user does not have TA privileges in the Test Information Distribution Engine (TIDE). Consult with your School or District Assessment Coordinator if you need further assistance.		
10510	If you pause this test, the student will be logged out. Are you sure you want to pause this test?	The TA clicked Pause for a student in the <i>Students in your Session</i> table.		
10562	There was an error processing your request. Please try again.	This is most likely to occur if there is a network-related issue. For wired connections, verify that the network cable is plugged in. For wireless connections, verify that the Wi-Fi connection is live.		

Appendix I. Change Log

Location	Change	Date
Throughout Guide	Updated images and screen captures where appropriate.	8/11/22
Throughout Guide	Updated links to new portal.	8/11/22
Print on Request	Removed section and references throughout document.	8/11/22
Approved Requests	Removed section.	8/11/22

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