

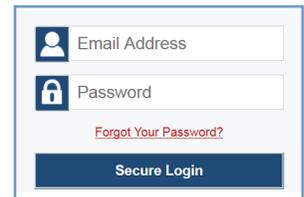
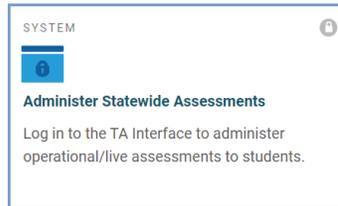
The Test Delivery System (TDS) has two components; the Test Administrator (TA) Interface and the Student Interface. Test administrators use the TA Interface to create and manage test sessions. Students use the Student Interface in the secure browser to access the testing site. Please refer to the *Test Administrator User Guide* on the portal for more information about TDS. This quick guide focuses on operational/live testing. For more information about administering practice tests or sample test items, please refer to the *Practice Test and Sample Test Materials User Guide*.

# TEST ADMINISTRATOR INTERFACE

TA Login, Start Test Session, Approve Students for Testing, Monitor Students, Stop Test Session

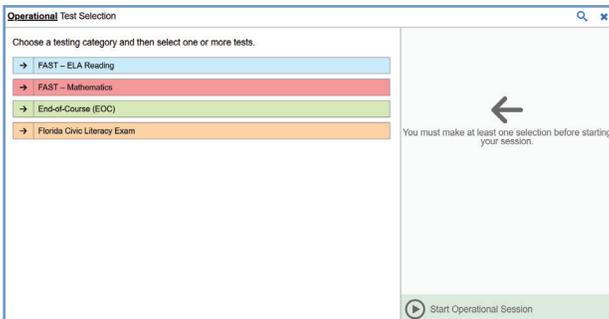
## Test Administrator Login (For Operational/Live Testing)

1. Open the portal at <https://flfast.org/fast.html> and click the **Teachers & Test Administrators** card.
2. Click the **Administer Statewide Assessments** card.
3. Enter your username and password and click the **Secure Login** button.

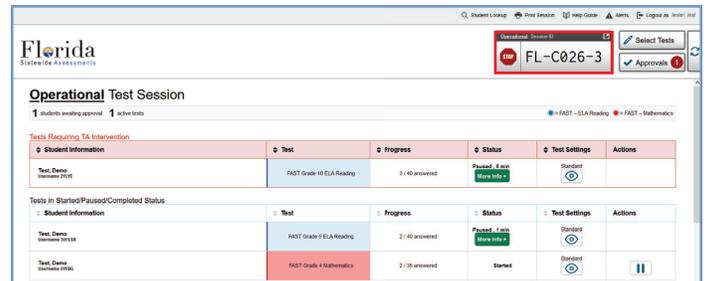
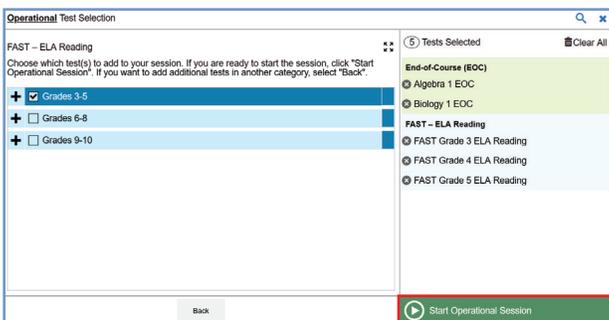


## Starting a Test Session

1. Select the test(s) you will administer in the session on the **Operational Test Selection** page.
3. Display the Session ID (found at the top of the page) where all students in your room can see it.



2. Click **Start Operational Session**.



Students must have the Session ID to log in to your test session. Record the Session ID in case of technical issues.



## Starting a Test Session (cont.)

- Have students sign in to the Student Interface through the secure browser using their first names and usernames, which are found on their test tickets, and the Session ID, which you have displayed where all students can see it.



**Please Sign In**

First Name:

Username:

Session ID:  FL -

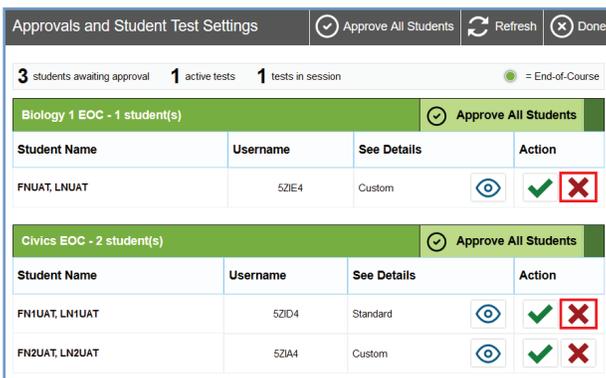
- Test administrators should create a test session immediately prior to testing.
- Test administrators are automatically logged out after 90 minutes of TA and student inactivity in a test session. This will close the test session and pause all in-progress tests.
- Test administrators will not be logged out due to inactivity as long as students are actively testing. Other network connectivity issues may cause the TA's session to close.

## Approving Students for Testing

- After students select their tests, click the **Approvals** button to view the list of students awaiting approval.



- To review a student's test settings, click the test settings icon [  ] in that student's row. If there is an issue with the student's test settings, contact your school assessment coordinator.
- To deny a student admission to the test session, click the deny icon [  ] and type the reason in the box.



Approvals and Student Test Settings

3 students awaiting approval 1 active tests 1 tests in session

End-of-Course

| Biology 1 EOC - 1 student(s) |          |             |   | Approve All Students  |
|------------------------------|----------|-------------|---|---|
| Student Name                 | Username | See Details | Action  |   |
| FNUAT, LNUAT                 | 5ZIE4    | Custom      |  |   |

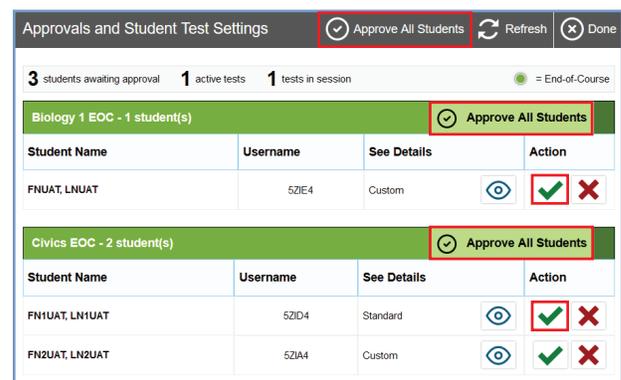
  

| Civics EOC - 2 student(s) |          |             |   | Approve All Students  |
|---------------------------|----------|-------------|---|---|
| Student Name              | Username | See Details | Action  |   |
| FN1UAT, LN1UAT            | 5ZID4    | Standard    |  |   |
| FN2UAT, LN2UAT            | 5ZIA4    | Custom      |  |   |

The **Approvals and Student Test Settings** page does not automatically refresh. Click the refresh icon [  ] to update the table.

- To approve individual students for testing, click the approve icon [  ] in the Action column for each student.

To approve all students currently displayed for each subject, click the **Approve All Students** button, located at right in each subject row of the table.



Approvals and Student Test Settings

Approve All Students Refresh Done

3 students awaiting approval 1 active tests 1 tests in session

End-of-Course

| Biology 1 EOC - 1 student(s) |          |             |   | Approve All Students  |
|------------------------------|----------|-------------|---|---|
| Student Name                 | Username | See Details | Action  |   |
| FNUAT, LNUAT                 | 5ZIE4    | Custom      |  |   |

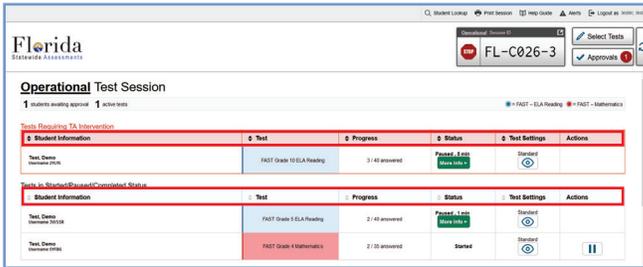
  

| Civics EOC - 2 student(s) |          |             |   | Approve All Students  |
|---------------------------|----------|-------------|---|---|
| Student Name              | Username | See Details | Action  |   |
| FN1UAT, LN1UAT            | 5ZID4    | Standard    |  |   |
| FN2UAT, LN2UAT            | 5ZIA4    | Custom      |  |   |

For Session 2 (Day 2), TAs will start a new test session. Students resume their tests, and the TA will approve them to enter the test.

## Monitoring Students

During testing TAs can monitor each student's progress by viewing the table on the **Operational Test Session** page.

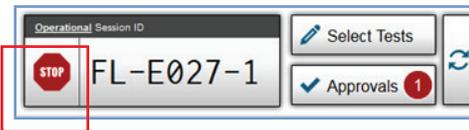


| Student Information   | Test                      | Progress        | Status                    | Test Settings | Actions  |
|---|---------------------------|-----------------|---------------------------|---------------|----------|
| <b>Tests Requiring TA Intervention</b><br>Student Information<br>Test Date: 10/26/2016            | FAST Grade 10 ELA Reading | 3 / 45 answered | Paused - Item [more info] | Standard      | Standard |
| <b>Tests In Standard/Passing/Completed Status</b><br>Student Information<br>Test Date: 10/26/2016 | FAST Grade 5 ELA Reading  | 2 / 45 answered | Paused - Item [more info] | Standard      | Standard |
| Student Information<br>Test Date: 10/26/2016  | FAST Grade 4 Mathematics  | 2 / 10 answered | Started                   | Standard      | Standard |

- The Student Information column displays student name and username.
- The Test column displays the test name and which session or segment the student is in.
- The Progress column displays items answered in the test. The fraction represents the number of items answered out of the total items in the test.
- The Status column shows the status of the student's test. The more info button [  ] provides reasons why a student may no longer be in the test.
  - Statuses include the following: Approved, Started, Review, Completed, Submitted, and Paused.
- The Test Settings column shows whether the student is using standard or custom test settings. For more information, click the test settings icon [  ].
- The Actions column includes a pause icon [  ] that allows you to pause an individual student's test.

## Stopping a Test Session

1. When the session has ended, click the stop icon [  ]. This will automatically pause any tests in your session that are still in progress.



2. Click **Logout** to exit the TA Interface.



Once you stop a session, you cannot restart it. If you stop a session and students need to continue testing, you must start a new session.

# STUDENT INTERFACE

Sign In, Verify Student Information, Select Test, Verify Test Information, and Complete Test

## Signing In

1. On each student computer or device, you will open the secure browser to the **Sign In** screen.
2. You will instruct students to enter their first names and usernames, which are found on their test tickets, and the Session ID, which you have displayed where all students can see it.



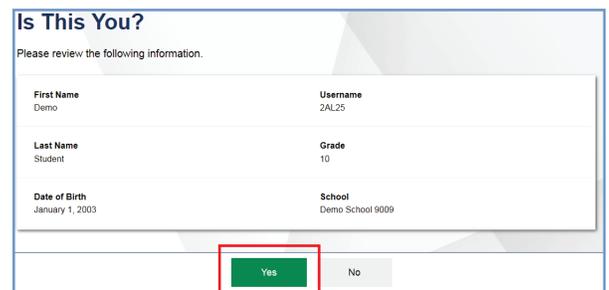
The 'Please Sign In' screen features three input fields: 'First Name' with a person icon, 'Username' with a 'TDS' icon, and 'Session ID' with a key icon. A green 'Sign In' button is located at the bottom.

### Common Login Errors:

- **The student's username or first name is entered incorrectly.** This indicates that the username and/or first name do not match the information in TIDE. Verify that students have the right test ticket and are entering the information correctly, or use the Student Lookup feature in the TA Interface to confirm the student's information.
- **The Session ID is not available.** This indicates that the Session ID entered is not an available test session. Verify that the Session ID was entered correctly or that the session did not close due to inactivity.

## Verifying Student Information

1. After students log in, the **Is This You?** screen displays. Students will verify that the information on this screen is correct.
2. Students must click **Yes** to continue or click **No** if the information is incorrect.



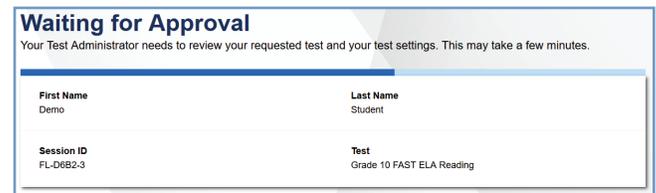
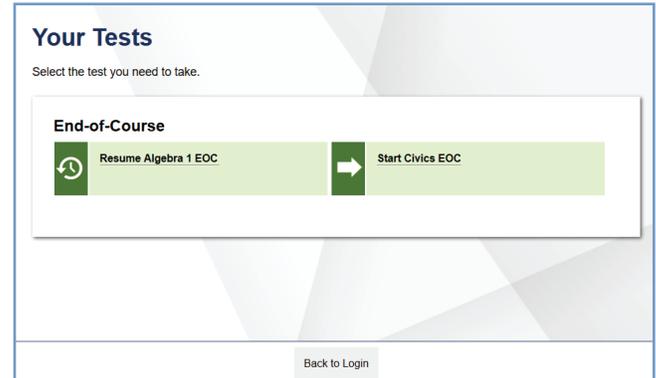
The 'Is This You?' screen displays a table of student information for verification. The 'Yes' button is highlighted with a red box.

| Please review the following information. |                                   |
|--|-----------------------------------|
| <b>First Name</b><br>Demo                | <b>Username</b><br>2AL25          |
| <b>Last Name</b><br>Student              | <b>Grade</b><br>10                |
| <b>Date of Birth</b><br>January 1, 2003  | <b>School</b><br>Demo School 9009 |

Yes No

## Selecting a Test

1. On the **Your Tests** page, students must click on the name of the test they will take during this session.
2. You will approve students into the session. The students will see a **Waiting for Approval** screen.



If students need to resume a paused test or are starting the next session of a test, **Resume** will appear next to the test name, as shown for Algebra 1 EOC in the image above.

Students signing into the FSA Reading Retake or students using the text-to-speech and/or speech-to-text accommodations will see an **Audio Checks** screen after they are approved by the TA. On this screen, they will verify that they can hear the sample audio before continuing the login process.

## Verifying Test Information

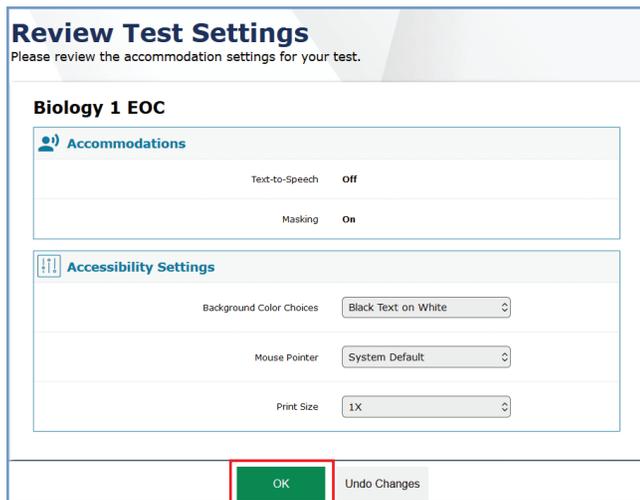
1. On the **Before You Begin** page, students will have the opportunity to complete the Testing Rules Acknowledgment and review the Test Settings and Help Guide.

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

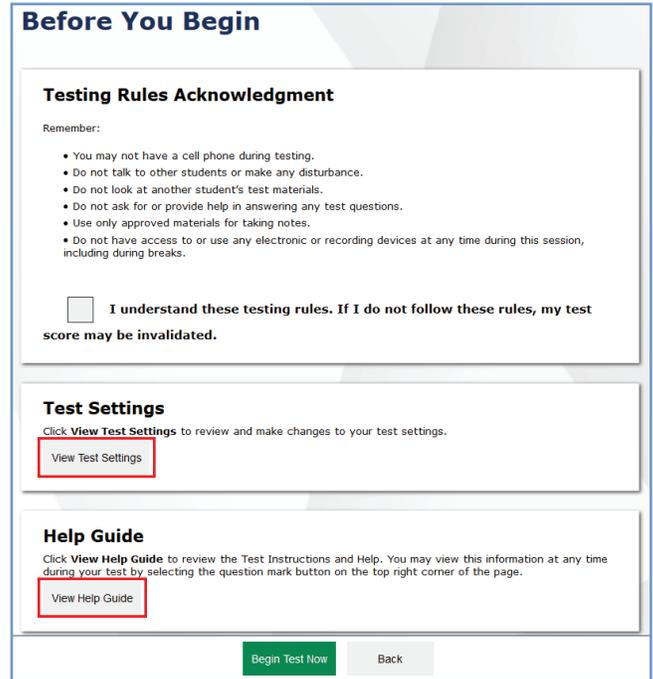
2. You will then instruct students to click **View Test Settings**. Students will review the information displayed on the **Review Test Settings** page to verify that their accommodations are correct.

Students can also adjust their accessibility settings, such as background color, print size, and mouse pointer settings on this screen.

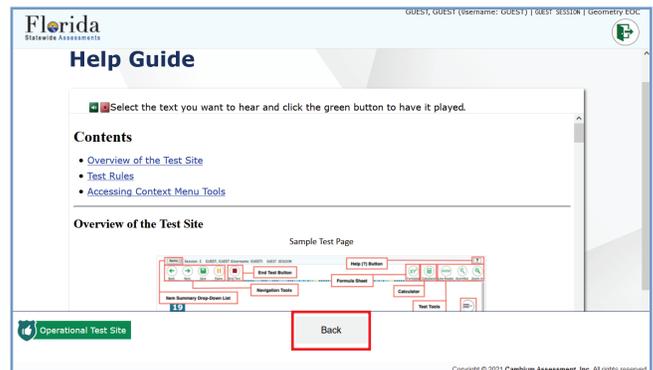
3. After verifying their test settings, students click **OK** to return to the **Before You Begin** page.



4. To view the Help Guide, students will click **View Help Guide**.



5. After viewing the Help Guide, students click **Back** to return to the **Before You Begin** page.

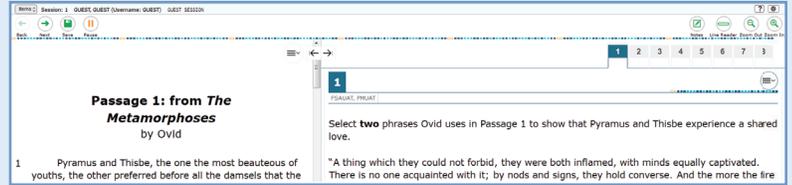


6. To start testing, students will click the **Begin Test Now** button located at the bottom of the **Before You Begin** page.

## Completing a Test

The layout of the Student Interface will differ depending on the subject. Passages, questions, answer options, and/or response panels may appear on the screen.

Students may use the tools at the top of the page or in the context menu(s) as they proceed through the items until reaching the **Review** page.

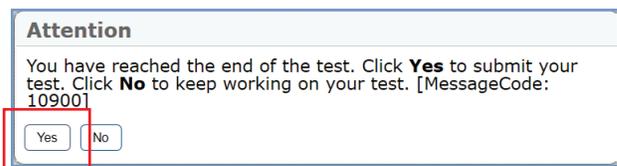


1. At the end of Session 1 in multi-session tests, students must click **End Session** to pause their tests after they have finished providing responses and reviewing their work.



At the end of Segment 1 of FAST grade 6–8 Mathematics tests, students must click **Go to Segment 2** after they have finished providing responses and reviewing their work. Please note that students do not require approval to enter Segment 2.

2. On the last item of every test, students must click **End Test** next to the Pause button in the upper left corner of the page. After clicking **Yes** on the **Attention** pop-up, students will see the **Review** screen, where they will have an opportunity to review their responses to items.



3. When students have finished reviewing, they must click **Submit Test** to complete the test and submit it for scoring.
4. Students must then click **Yes** on the pop-up and then **Log Out** to exit the test.

