

Spring/Summer 2024 Test Administration Manual

B.E.S.T. Writing
Statewide Science
FSA and FAST Retakes

End-of-Course Assessments
Florida Civic Literacy Exam
Grades 3–10 FAST PM3



Florida Help Desk

Florida Help Desk Contact Information

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

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

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What's New for Spring/Summer 2024 Assessments

1. All schools must download and install the current secure browser for 2023–2024 test administrations. Please check for the most updated version on the [Secure Browsers](#) page on the [Florida Statewide Assessments Portal](#).
2. For the 2023–2024 school year, there is one main administration in TIDE to manage students, users, and other tasks for all statewide assessments. Separate, subject-based administrations will be accessed to order and manage materials.
3. Details regarding paper-based accommodations, including policies, procedures, and instructions, are now included in the [2023–2024 Statewide Assessments Accommodations Guide](#) instead of being included in this manual.
4. A new portal page is available for test administrators and school staff to easily find test administration resources such as forms, signs, and accommodated scripts. Visit <https://ffast.org/test-admin-resources.html> to access the new page for FAST or <https://fsassessments.org/test-admin-resources.html> to access the new page for all other tests.
5. The Florida Standards Assessments (FSA) English Language Arts (ELA) Retake will be offered for the final time in Spring 2024 for those students who need to take this assessment to meet their graduation requirements. The Florida Assessment of Student Thinking (FAST) ELA Reading Retake is available for students who have not yet met their Grade 10 ELA Reading graduation requirement, and is offered four times during the year.
6. The FSA Algebra 1 EOC Retake will be offered for the final time in Spring 2024 for those students who need to take this assessment to meet their graduation requirements. The B.E.S.T. Algebra 1 and Geometry EOC assessments are available four times a year for any student who needs to take the assessment (first-time test takers or retakers).
7. The Grades 5 and 8 Statewide Science Assessment has moved from a paper-based administration to a computer-based administration. Paper-based accommodations are available for eligible students with an Individual Education Plan (IEP) or Section 504 Plan.
8. Student responses for paper-based accommodations (regular print, large print, and one-item-per-page) for FAST, Statewide Science, Biology 1, Civics, U.S. History, Benchmarks for Excellent Student Thinking (B.E.S.T.) End-of-Course (EOC) assessments, and the Florida Civic Literacy Exam (FCLE) will be entered by local personnel into the Data Entry Interface (DEI) for scoring. Braille materials for these assessments may be entered locally into the DEI or may be returned to the contractor for transcription.
9. Paper-based B.E.S.T. EOC and FAST Mathematics assessments no longer have response grids as these assessments are entered into the DEI instead of being scanned for scoring. To replace the grids, students will write responses for some items in a shaded response box. See the Paper-Based Sample Test Materials on the [Florida Statewide Assessments Portal](#) for more details.

Reminders for Spring/Summer 2024 Assessments

1. Students are allowed to complete only one session per day when taking tests with two sessions.
2. For FSA Retakes and B.E.S.T. Writing assessments, schools/districts are responsible for transcribing students' responses from large print and one-item-per-page test and answer books into the regular print test and answer books included with each student's accommodated test materials.
3. If schools will provide printed reference sheets to students, ensure the correct Algebra 1 EOC Reference sheet (FSA or B.E.S.T.) is distributed for each session.

About This Manual

This test administration manual includes scripts and instructions for administering all Spring and Summer 2024 assessments.

Scripts and instructions for administering accommodated computer-based forms (masking, text-to-speech, speech-to-text, text-to-speech on writing response, American Sign Language [ASL], Closed Captioning [CC]) and paper-based accommodations (regular print, large print, one-item-per-page) are available on the [Florida Statewide Assessments Portal](#). Scripts and instructions for administering braille accommodations are included with braille test materials and are also available on the [portal](#).

Information about materials policies and procedures for students testing with paper-based accommodations is available in the [2023–2024 Statewide Assessments Accommodations Guide](#).

District and school assessment coordinators, technology coordinators, and test administrators are responsible for reading and becoming familiar with all information in this manual. Hyperlinked resources in this manual are available on the portal.

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

- [TIDE User Guide](#) (district and school assessment coordinators)
- [Test Administrator User Guide](#) (test administrators and school assessment coordinators)
- [Practice Test and Sample Test Materials Guide](#) (test administrators and school assessment coordinators)
- [AVA User Guide](#) (test administrators and school assessment coordinators, as applicable for paper-based FSA ELA Reading Retake administrations)
- [2023–2024 Statewide Assessments Accommodations Guide](#) (test administrators and district and school assessment coordinators, as applicable)
- [Data Entry Interface \(DEI\) User Guide](#)

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

Test Administration Policies and Procedures

Administration Information

Please see the [2023–2024 Statewide Assessment Schedule](#) for administration dates. Any deviation from this schedule must be approved in writing by FDOE.

Test administrators must allow the full amount of time allotted for test sessions. While some students may finish before the time allotted for testing ends, this policy is in place to provide a fair environment for students who require all or most of the allotted time and to avoid pressuring any student to finish early.

Session Lengths by Subject

FSA ELA Retake

The FSA ELA Writing Retake is administered in one 120-minute test session.

The FSA ELA Reading Retake is administered in two 90-minute test sessions over two days. Session 1 of the FSA ELA Reading Retake must be completed before Session 2.

For the FSA ELA Writing Retake and FSA ELA Reading Retake assessments, any student who has not completed a session by the end of the allotted time may continue working; however, each session may last no longer than half the length of a typical school day.

FSA Algebra 1 EOC Retake

The FSA Algebra 1 EOC Retake is administered in two 90-minute test sessions over two days. Session 1 of the FSA Algebra 1 EOC Retake must be completed before Session 2.

For the FSA Algebra 1 EOC Retake, any student who has not completed a session by the end of the allotted time may continue working; however, each session may last no longer than half the length of a typical school day.

B.E.S.T. Writing

The B.E.S.T. Writing assessment is administered in one 120-minute test session. Any student who has not finished by the end of the allotted time may continue working; however, each session may last no longer than half the length of a typical school day.

B.E.S.T. Algebra 1 and Geometry EOC Assessments

For the B.E.S.T. Algebra 1 and Geometry EOC Assessment administrations, any student not finished by the end of the 160-minute test session may continue working; however, testing must be completed within the same school day.

Subject	Session Length	Number of Sessions
B.E.S.T. Algebra 1	160+ minutes	1
B.E.S.T. Geometry		

Biology 1, Civics, and U.S. History EOC Assessments

For the Biology 1, Civics, and U.S. History EOC Assessment administrations, any student not finished by the end of the 160-minute test session may continue working; however, testing must be completed within the same school day.

Subject	Session Length	Number of Sessions
Biology 1	160+ minutes	1
Civics		
U.S. History		

FAST ELA Reading and Mathematics PM3

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

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

Assessment	Session Length	Number of Sessions
Grades 3–10 FAST Reading PM3	120+ minutes	1
Grades 3–5 FAST Mathematics PM3	100+ minutes	1
Grades 6–8 FAST Mathematics PM3	120+ minutes	1

FAST ELA Reading Retake

The FAST ELA Reading Retake is administered in one 120-minute test session. Any student who has not finished by the end of the allotted time may continue working; however, testing must be completed within the same school day.

Statewide Science Assessments

For the Grade 5 and Grade 8 Statewide Science administrations, students are not required to remain in the testing room for the length of the session. Districts and schools may determine local dismissal policies, and any students still working at the end of the scheduled testing time must be provided the time needed to complete the test, up to the end of the school day.

Grade	Session Length	Number of Sessions
5	160+ minutes	1
8		

Florida Civic Literacy Exam

The Florida Civic Literacy Exam is administered in one 160-minute test session. Any student who has not finished by the end of the allotted time may continue working; however, each session may last no longer than half the length of a typical school day.

Students to Be Tested

FSA ELA Retake

Students who entered Grade 9 in the 2013–2014 school year through the 2020–2021 school year who are pursuing a standard Florida high school diploma must pass the Grade 10 ELA Assessment. Grades 12 and 30 (adult) students who have not met the Grade 10 ELA Assessment requirement are eligible to participate in the Spring 2024 FSA ELA Retake (Writing and Reading). Students who have received a GED diploma are not eligible to participate in ELA administrations.

FAST ELA Reading Retake

Students who entered Grade 9 in the 2021–2022 school year and beyond and are pursuing a standard Florida high school diploma must pass the Grade 10 ELA Assessment. Retained Grade 10 or Grades 11–12 (30) students who have not met the Grade 10 ELA Assessment requirement are eligible to participate in the Spring/Summer 2024 FAST ELA Reading Retake. Students who have received a GED diploma are not eligible to participate in ELA administrations.

Grade 10 students who entered Grade 9 during the 2022–2023 school year will participate in the 2023–2024 Grade 10 FAST ELA Reading assessments.

FSA Algebra 1 EOC Retake

Students who completed an Algebra 1 course prior to the 2022–2023 school year may take the FSA Algebra 1 EOC Retake to meet their graduation requirement.

B.E.S.T. Writing

Students in grades 4–10 will participate in the Spring 2024 B.E.S.T. Writing assessment.

FAST ELA Reading and Mathematics PM3

Students in grades 3–10 will participate in the FAST ELA Reading and Mathematics PM3 assessment.

B.E.S.T. Algebra 1 and Geometry EOC Assessments

Students enrolled in and completing one of the courses at the time of test administration participate in the appropriate assessment as indicated by the following table:

Assessment	Course
Algebra 1	Algebra 1 – 1200310 Algebra 1 Honors – 1200320 Algebra 1-B – 1200380 Pre-AICE Mathematics 1 – 1209810 Pre-AP Algebra 1 – 1200386 IB Middle Years Program Algebra 1 – 1200390
Geometry	Geometry – 1206310 Geometry Honors – 1206320 Pre-AICE Mathematics 2 – 1209820 IB Middle Years Program Geometry – 1206810

The following students are also eligible to participate in B.E.S.T. Algebra 1 and Geometry EOC administrations:

- Students who still need to pass an assessment for graduation purposes
- Students who must earn a passing score on an assessment for a standard diploma with a scholar designation (B.E.S.T. Geometry only)
- Students who have not yet taken an assessment to be averaged as 30% of their course grades
- Students who are in grade forgiveness programs and wish to retake an assessment to improve their course grades
- Students in a Credit Acceleration Program (CAP) who wish to take an assessment to earn course credit

Biology 1

All students enrolled in and completing one of the courses in the following table at the time of test administration will take the Biology 1 EOC Assessment.

Assessment	Course
Biology 1	Biology 1 – 2000310 Biology 1 Honors – 2000320 Pre-AICE Biology IGCSE Level – 2000322 Biology Technology – 2000430 Florida’s Pre-IB Biology 1 – 2000800 Integrated Science 3 – 2002440* Integrated Science 3 Honors – 2002450*

*Students should complete Integrated Science 1, 2, and 3 before taking the Biology 1 EOC.

The following students are eligible to participate in a Biology 1 EOC Assessment administration:

- Students who must earn a passing score for a standard diploma with a scholar designation
- Students who have not yet taken the assessment to be averaged as 30% of their course grade

- Students who are in grade forgiveness programs and wish to retake the assessment to improve their course grade
- Students in a credit acceleration program (CAP) who wish to take the assessment to earn course credit

Civics

All students enrolled in and completing one of the courses in the following table at the time of test administration will take the Civics EOC Assessment.

Assessment	Course
Civics	M/J Civics – 2106010
	M/J Civics – 2106015
	M/J Civics & Career Planning – 2106016
	M/J Civics, Advanced – 2106020
	M/J Civics, Advanced – 2106025
	M/J Civics, Advanced & Career Planning – 2106026
	M/J IB MYP Civics Advanced – 2106027
	M/J IB MYP Civics Advanced & Career Planning – 2106028
	M/J Civics and Digital Technologies – 2106029
	M/J U.S. History & Civics – 2100045

The following students are eligible to participate in a Civics EOC Assessment administration:

- Students who have not yet taken the assessment to be averaged as 30% of their course grade
- Students who are in grade forgiveness programs and wish to retake the assessment to improve their course grade

U.S. History

All students enrolled in and completing one of the courses in the following table at the time of test administration will take the U.S. History EOC Assessment.

Assessment	Course
U.S. History	United States History – 2100310
	United States History Honors – 2100320
	Visions and Countervisions: Europe, U.S. and the World from 1848 Honors – 2100480

The following students are eligible to participate in a U.S. History EOC Assessment administration:

- Students who must earn a passing score for a standard diploma with a scholar designation
- Students who have not yet taken the assessment to be averaged as 30% of their course grade
- Students who are in grade forgiveness programs and wish to retake the assessment to improve their course grade
- Students in a Credit Acceleration Program (CAP) who wish to take the assessment to earn course credit

Florida Civic Literacy Exam

All students enrolled in and completing one of the courses in the following table at the time of test administration will take the Florida Civic Literacy Exam.

Assessment	Course
FCLE	United States Government – 2106310
	United States Government Honors – 2106320
	Humane Letters 1 History – 2106410
	Humane Letters 1 History Honors – 2106415
	American Political Systems Honors – 2106460
	Florida’s Pre-IB United States Government – 2106800
	AP United States Government and Politics – 2106420
	CLEP American Government – 2106325
	American Government 1 – POSX041
	Introductory Survey Since 1877 – AMHX020

Students Confined to Custodial or Residential Institutions

If a student is confined to a custodial or residential institution and is eligible to participate in this test administration, the district assessment coordinator in the diploma-granting district should contact FDOE to discuss how to proceed with testing. Test administrations at custodial/residential institutions will be authorized at the discretion of FDOE.

Special Programs Students

For home education and private school students, the parent/guardian is responsible for contacting the district to register the student for the selected assessments and for transporting the student to and from the district-assigned testing location. The parent/guardian is also responsible for providing the following to the testing location on or before the day of the test: all student demographic information (see pages 17–18), photo identification (if the student is unknown to the test administrator or other school staff), and emergency contact information. See the table on page 8 for district and school numbers for special programs students.

Home Education Program Students

Students who receive instruction at home and are registered appropriately with their district office as Home Education Program students are eligible to participate in statewide assessments. Districts are required to notify home education students about testing opportunities. If parents or guardians have identified a statewide assessment as a selected measure of their child’s annual progress, Home Education Program students may participate in spring/summer administrations, as directed by the district assessment coordinator.

Virtual School Program Students

Students enrolled **full time** in a virtual school program who meet the requirements for students to be tested for spring/summer administrations must be accommodated for testing in the district in which they reside, per s. 1002.45(6)(b), F.S., unless other arrangements with the virtual school program have been made. These students should not be confused with Home Education Program students.

Students who receive **part-time** instruction from a virtual program and who are enrolled in a brick-and-mortar district public school or the district Home Education Program should be coded with the district/school numbers for their organization of enrollment to ensure that scores are reported to the correct schools.

Reference the table below for special programs district and school numbers.

Private School and Personalized Education Program Students

Districts may choose to allow private school students not enrolled in scholarship programs to participate in Florida’s statewide assessments. Contact the Education Data Warehouse to obtain an FLEID to register these students for testing.

Florida statute allows for private school students enrolled in the Florida Tax Credit Scholarship Program (per Section 1002.395, F.S.), the Family Empowerment Scholarship Program (per Section 1002.394, F.S.), or the Hope Scholarship Program (per Section 1002.40, F.S.) to participate in statewide assessments. Consistent with statute, school districts are required to provide information to these students regarding the locations and times available for statewide assessments.

Students participating in the Personalized Education Program (PEP) receive Florida Tax Credit Scholarship funding and may participate in statewide assessments (per Section 1002.01, F.S.). Districts are required to notify PEP students about testing opportunities. These students will test under the district’s 3450 school number.

Districts will test students enrolled in the Family Tax Credit Scholarship Program or Hope Scholarship Program under the district’s 9900 school number.

Districts will test students enrolled in the Family Empowerment Scholarship Program under the district’s 3900 school number.

Reference the table below for special programs district and school numbers.

Note: Private schools who have been approved by FDOE to administer assessments on their campuses will be responsible for uploading their own students to their school site in a separate district in TIDE. Those students should not be uploaded to School 9900 within your district, and you should not request FLEIDs for these students.

District/School Numbers for Special Programs

Program	District Number	School Number
FLVS Full Time K–5	71	0300
FLVS Full Time 6–8	71	0801
FLVS Full Time 9–12	71	0400
District Virtual Instruction Program (VIP)	Your district number	7001 or 7023
District Franchise of FLVS	Your district number	7004
Virtual Charter Schools	Your district number	Charter school number
Home Education	Your district number	9998
Family Empowerment Scholarship Program	Your district number	3900
Personalized Education Program	Your district number	3450
Private School/Scholarship Students	Your district number	9900

English Language Learners (ELLs)

All ELLs participate in statewide assessments. Students who are identified as ELLs or recently exited ELLs in the two-year follow-up period per Rule 6A-6.09031, F.A.C. must be provided with the allowable accommodations listed in the [2023–2024 Statewide Assessments Accommodations Guide](#).

Students with Disabilities

Students with disabilities participate in the statewide assessment program by taking one of the following:

- Florida Statewide Assessment without accommodations,
- Florida Statewide Assessment with accommodations, or
- Florida Alternate Assessment.

All determinations regarding participation in the statewide assessment program must be documented in the student’s IEP or Section 504 Plan.

Per s. 1008.212, F.S., a student with a disability who the IEP team determines is prevented by a circumstance or condition from physically demonstrating the mastery of skills that have been acquired and are measured by the statewide standardized assessment, a statewide standardized EOC assessment, or an alternate assessment shall be granted an extraordinary exemption from the administration of the assessment. A learning, emotional, behavioral, or significant cognitive disability, or the receipt of services through the homebound or hospitalized program in accordance with Rule 6A-6.03020, Florida Administrative Code (F.A.C.), is not, in and of itself, an adequate criterion for the granting of an extraordinary exemption. A written request for an extraordinary exemption must be submitted to the district school superintendent by the student’s IEP team **no later than 60 calendar days before the first day of the administration window of the assessment** for which the request is made. The Commissioner of Education shall determine whether the extraordinary exemption is granted or denied.

In addition to the extraordinary exemption option, a child with a medical complexity may be exempt from participating in statewide, standardized assessments pursuant to the provisions of s. 1008.22(11), F.S.

General Information about Accommodations

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

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

For eligible students participating in computer-based assessments, the following accommodations are available (as applicable):

Computer-Based Accommodations

- Masking
- Text-to-speech
- Speech-to-text on FSA ELA Writing Retake and B.E.S.T. Writing
- Text-to-Speech on Writing Response on FSA ELA Writing Retake and B.E.S.T. Writing

- American Sign Language (ASL) videos for audio passages on FSA ELA Reading Retake
- Closed Captioning (CC) for audio passages on FSA ELA Reading Retake

FSA ELA Writing Retake Passage Booklets

- Regular print FSA ELA Writing Retake Passage Booklets
- Large print FSA ELA Writing Retake Passage Booklets

FSA ELA Reading Retake Passage Booklets

- Regular print FSA ELA Reading Retake Passage Booklets
- Large print FSA ELA Reading Retake Passage Booklets

B.E.S.T. Writing Passage Booklets

- Regular print B.E.S.T. Writing Passage Booklets
- Large print B.E.S.T. Writing Passage Booklets

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

Make-Up Administration Procedures

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

For FSA ELA Reading Retake and FSA Algebra 1 EOC Retake assessments, sessions must be completed in the designated order. Session 1 **must** be completed before Session 2.

Test Materials

Students participating in a CBT administration receive the following materials, as applicable:

- Writing Planning Sheets
- B.E.S.T. Writing, FSA ELA Writing Retake, and FSA ELA Reading Retake Passage Booklets
- CBT Worksheets
- CBT Work Folders
- Scratch Paper
- Audio Transcripts

Writing Planning Sheets

All students taking FSA ELA Writing Retake and the B.E.S.T. Writing assessment receive [Writing Planning Sheets](#) that they may use to take notes and plan their responses. The planning sheet is a one-page, letter-sized sheet.

Planning sheets are distributed to students at the beginning of the FSA ELA Writing Retake and B.E.S.T. Writing tests. School assessment coordinators and test administrators must ensure that students have enough desk space to use their planning sheets. **Used planning sheets are considered secure materials and must be kept in locked storage and placed in the District Assessment Coordinator ONLY boxes.**

B.E.S.T. Writing, FSA ELA Writing, and FSA ELA Reading Retake Passage Booklets

For computer-based administrations of B.E.S.T. Writing, FSA ELA Writing Retake, and FSA ELA Reading Retake, passage booklets are provided for eligible students who have these accommodations listed in their IEPs or Section 504 Plans. **Students must be marked in TIDE with this accommodation prior to testing to ensure that the passages in their CBT test form match the passages in the passage booklet.** Regular print and large print versions of the passage booklets are available. The B.E.S.T. Writing Passage Booklets and FSA ELA Writing Retake Passage Booklets contain the writing passages but do not contain the writing prompt. The FSA ELA Reading Retake Passage Booklets contain the reading passages but do not contain test items. Students may write in the booklets but will respond to the writing prompt or to test items on the computer or device they are using to take the assessment. Sessions 1 and 2 of the FSA ELA Reading Retake Passage Booklet are sealed separately. Students should break the appropriate seal at the beginning of each session, according to the instructions in the administration script. **Passage booklets are secure materials and must be stored in a secure location before and after testing.** See the *Paper-Based Materials Return Instructions* in the [2023–2024 Statewide Assessments Accommodations Guide](#) for instructions on how to return passage booklets.

If a passage booklet is soiled (e.g., with blood, vomit), the district assessment coordinator should email the security number to the Florida Help Desk at FloridaHelpDesk@CambiumAssessment.com. The damaged passage booklet should then be destroyed or disposed of in a secure manner (e.g., shredded, burned). Soiled passage booklets should not be returned with test materials.

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

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

CBT Worksheets

For the computer-based FSA ELA Reading Retake, Grade 8 Statewide Science, and Civics and U.S. History EOC assessments, [CBT Worksheets](#) are provided for students to make notes. The worksheets are one-page letter-sized sheets. Students may use the front and back of the worksheet to take notes during the tests.

Worksheets are distributed to students at the beginning of each test session. Each student must be given a new worksheet for each FSA ELA Reading Retake test session. School assessment coordinators and test administrators must ensure that students have enough desk space to use their worksheets and that worksheets are not easily visible to other students.

Used worksheets are considered secure materials and must be kept in locked storage and placed in the District Assessment Coordinator ONLY boxes.

Students testing with paper-based materials may not be provided with worksheets; these students may use the blank space in their test books to take notes.

CBT Work Folders

For the computer-based FSA Algebra 1 EOC Retake, B.E.S.T. Algebra 1, B.E.S.T. Geometry, and Biology 1 EOC assessments, [CBT Work Folders](#) are provided for students to work the problems. The work folder is a four-page folder with graph paper printed on the last page of the folder (back cover).

Work folders are distributed to students at the beginning of each test session. Each student must be given a new work folder for each FSA Algebra 1 EOC Retake session. School assessment coordinators and test administrators must ensure that students have enough desk space to use their folders.

Used work folders are considered secure materials and must be kept in locked storage and placed in the District Assessment Coordinator ONLY boxes.

Students testing with paper-based materials may not be provided with work folders; these students may use the blank space in their test books to take notes.

Scratch Paper

For the computer-based FAST Mathematics, scratch paper is provided for students to work the problems. The [FAST Mathematics scratch paper](#) is a one-page letter-sized sheet with graph paper on one side. Scratch paper may be provided for FAST ELA Reading and Grade 5 Statewide Science, but it is not required.

Scratch paper is distributed to students at the beginning of the test. School assessment coordinators and test administrators must ensure that students have enough desk space to use their scratch paper.

Used scratch paper is considered secure material and must be kept in locked storage and placed in the District Assessment Coordinator ONLY boxes.

Students testing with paper-based materials may not be provided with scratch paper; these students may use the blank space in their test books to take notes.

Audio Transcripts

For listening portions of FSA ELA Reading Retake assessments, audio transcripts are available to administer the assessment to students confined to a Department of Corrections facility, or for students with disabilities who cannot access the audio content, ASL accommodations, or CC accommodations. **The content of the audio transcript must be read aloud to students. Students may not read directly from the transcript.** Test administrators must understand that, unless students have a read-aloud accommodation for test items and directions on their IEPs or Section 504 Plans, TAs are permitted to read the **transcript of the listening passage only**. Reading passages located in the test may not be read aloud under any circumstances unless students have been approved for the unique accommodation that allows auditory presentation of ELA Writing Retake and ELA Reading Retake Passages. **Transcripts are secure materials and must be stored in a secure location before and after testing and returned to the contractor with other test materials.**

Calculators

B.E.S.T. Algebra 1 and Geometry EOCs and Grades 7–8 FAST Mathematics

The B.E.S.T. Algebra 1 and Geometry EOCs and Grades 7–8 FAST Mathematics assessments include a scientific calculator in the secure browser.

Handheld scientific calculators may be used by students. Students who will test using paper-based accommodations must be provided approved handheld scientific calculators. The [Calculator and Reference Sheet Policies for Florida Statewide Assessments](#) document includes a list of required and prohibited calculator functionalities as well as a list of FDOE-approved calculators.

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

Note: A handheld four-function calculator may be provided for computer-based B.E.S.T. Algebra 1 and Geometry and Grades 7–8 FAST Mathematics tests but is not recommended and may not be sufficient for all assessment items.

FSA Algebra 1 EOC Retake

The FSA Algebra 1 EOC Retake assessment includes a scientific calculator in the secure browser. **The scientific calculator is only available for Session 2.**

Handheld scientific calculators may be used by students. Students who will test using paper-based accommodations must be provided approved handheld scientific calculators for Session 2. The [Calculator and Reference Sheet Policies for Florida Statewide Assessments](#) document includes a list of required and prohibited calculator functionalities as well as a list of FDOE-approved calculators.

Providing a calculator with prohibited functionality (e.g., a display of more than one line, graphing capability) or in the wrong test session (Session 1) is cause for test invalidation.

Note: A handheld four-function calculator may be provided for the computer-based FSA Algebra 1 EOC Retake but is not recommended and may not be sufficient for all assessment items.

Biology 1 EOC, Grade 6 FAST Mathematics, and Grade 8 Statewide Science

The Biology 1 EOC, Grade 6 FAST Mathematics, and Grade 8 Statewide Science assessments include a four-function calculator in the secure browser. Handheld four-function calculators may be used by students. The [Calculator and Reference Sheet Policies for Florida Statewide Assessments](#) document includes a list of required and prohibited calculator functionalities as well as a list of FDOE-approved calculators.

Each district should have an adequate supply of handheld four-function calculators, and districts can order more calculators as needed to distribute to schools. Districts are responsible for establishing policies for the storage, use, and retention of calculators. No other calculators, including scientific calculators, may be used.

Students who will test using paper-based accommodations **must** be provided approved handheld four-function calculators.

Reference Sheets

Reference sheets are provided for the B.E.S.T. Algebra 1 and Geometry EOC assessments, Grades 4–8 FAST Mathematics, and the FSA Algebra 1 EOC Retake in the secure browser for computer-based tests. Schools may provide hard copy reference sheets to students. Schools that provide hard copy reference sheets must ensure that copies are available for all students taking the test. Any hard copy reference sheets must be printed or copied from the files found on the [portal](#). Copies must not be made from used reference sheets or sheets that contain notes or handwriting. Each copy must be carefully checked against the original to ensure that all content is copied and that it is clear and easy to read.

Schools must ensure students taking the B.E.S.T. Algebra 1 EOC are provided the corresponding reference sheet and not the FSA Algebra 1 EOC reference sheet, or vice versa. Care must be taken to provide the correct reference sheet. Providing the incorrect reference sheet may result in invalidations.

For the FSA Algebra 1 EOC Retake, schools may provide each student with a new copy of the reference sheet for Session 2, or they may return the same hard copy reference sheet from Session 1 to the same student to use during Session 2.

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

Periodic Table

The *Periodic Table of the Elements* for the Biology 1 EOC and Grade 8 Statewide Science assessments is provided in an online format for computer-based testing. The periodic table is displayed in a pop-up window in the secure browser. The periodic table is also provided in [Appendix C](#) of this manual and on the [portal](#).

Schools may provide hard copy periodic tables to students taking the computer-based Biology 1 EOC and Grade 8 Statewide Science assessments. Schools that provide hard copy periodic tables must ensure that copies are available for all students taking the test. Any hard copy periodic tables must be printed or copied from the file found on the [portal](#). Each copy must be carefully checked against the original to ensure that all content is copied and that it is clear and easy to read. Students who will test using a paper-based accommodation are provided paper copies from the contractor which are separate from their test and response book.

After students complete the test, the test administrator **must** collect all periodic tables. The school assessment coordinator should package the used periodic tables in the District Assessment Coordinator ONLY boxes. **Used periodic tables are secure materials and must not be reused.**

Headphones/Earbuds

Students **must** have headphones or earbuds for both sessions of FSA ELA Reading Retake (including PBT accommodations). Students who are testing with text-to-speech accommodations must also have headphones or earbuds. While there are no technical specifications for headphones or earbuds, please check the [Technology Guide](#) for additional guidance. Due to security concerns, bluetooth/wireless headphones are not permitted (limited exceptions are outlined in the [2023–2024 Statewide Assessments Accommodations Guide](#)). FDOE does not provide headphones or earbuds. If they choose, districts may allow students to use their own headphones or earbuds. Headphones or earbuds should be checked to ensure that they work with the computer or device the students will use for the assessment prior to the start of testing. **Plug headphones or earbuds in and adjust system volume prior to launching the secure browser on each day of testing.** A sound check is also built in to the assessment, and students are asked to verify that headphones and earbuds are working prior to beginning the test. Students should not unplug headphones until they finish the test session.

CBT Tools

Several tools are available to students taking computer-based assessments. Students can practice using these tools during a sample item or practice test session.

Universal Tool	Description
Help	The Help Guide provides information about how to use the test site.
Highlight	This tool highlights text in a passage or item. (Text in images cannot be highlighted.) Highlight is available in four colors.
Mark (Flag) for Review	This feature marks an item for review so that it can be easily found later.
Strikethrough	A student can cross out answer options for multiple-choice and multiselect items.
Expand/Collapse Panel	This tool expands or collapses a passage or item for easier readability.
Line Reader	This feature emphasizes one line in a passage or item at a time.
System Settings	A student can adjust volume during the test (FSA ELA Reading Retake and text-to-speech accommodation only).
Select Response Version Tool	This tool can be used to view and restore responses previously entered for an open response item. The response tool refreshes each time the student logs in (i.e., responses saved previously are no longer available once the student logs out).
Zoom In	This feature increases and decreases the size of the text and images on the test.
Zoom Out	

Accessibility Setting	Description
Background Color Choices	Background and text color combination applied to a student’s test. The color combination a student chooses will remain throughout each test session.
Print Size	The selected print size becomes the default in that student’s test. Regardless of the print size assigned, all students can use the Zoom buttons to toggle between the five levels of print size.
Mouse Pointer	Students can change the size and color of the mouse pointer. The size and color a student chooses will remain throughout each test session.
Subject-Specific Tool	Description
Calculator	A student can use a scientific calculator in session 2 of the FSA Algebra 1 EOC Retake as well as the entire B.E.S.T. Algebra 1 and Geometry EOC and Grades 7–8 FAST Mathematics tests. A student can use the available four-function calculator on the Biology 1 EOC, Grade 6 FAST Mathematics, and Grade 8 Statewide Science assessments.
Formula	This tool can be used to view the applicable Algebra 1, Geometry, or FAST Mathematics reference sheet.
Periodic Table	This tool can be used to view the periodic table included in the Biology 1 EOC and Grade 8 Statewide Science assessments.
Notepad	A student can use an on-screen notepad to take notes. The notepad is specific to each item in the test. (FAST Mathematics and Algebra 1 and Geometry EOC assessments only.) The text in this notepad is not scored, but it is monitored.
Notes	This tool provides an on-screen notepad to take notes. For B.E.S.T. Writing, FSA ELA Writing Retake, FAST ELA Reading, and FAST and FSA ELA Reading Retakes, the same notepad is available throughout the entire test. The text in this notepad is not scored, but is monitored.
Tutorial	A short video about each item type and how to respond to that item type. (Not available on Biology 1, Civics, U.S. History EOCs, Statewide Science, or the FCLE. Tutorials do not contain audio.)

Computer and Device Preparations

The latest version of the Florida Secure Browser must be installed on all computers or devices that students will use for testing. Instructions for installing the secure browser are available on the [portal](#). Information on devices supported for testing are found in the [Technology Guide](#).

It is strongly recommended that an Infrastructure Trial be run on each computer or device prior to the test administration. The Infrastructure Trial is a mock test that helps to ensure that devices are configured correctly for operational testing and that the Secure Browser is up-to-date. Instructions for running this trial can be found in the [Infrastructure Trial Guide](#).

Test Tickets

Each student must have a test ticket to log in to computer-based assessments. Test tickets are generated in TIDE and contain a student’s username, last name, first name, enrolled grade, date of birth, FLEID, district, and school. Test tickets will be printed by school assessment coordinators and will be distributed to test administrators on the day of testing. **Test tickets are considered secure materials and must be stored in a secure location before and after testing.**

School Year 2023-2024	
DEMO DISTRICT 99 (99)	
DEMO SCHOOL 9009 (99-9009)	
LAST NAME: Demo	USERNAME: 197JM
FIRST NAME: Demo	ENROLLED GRADE: 10
DOB: 01/01/2007	ID: FL123456789012

Student Demographic Information

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

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

In addition to verifying this information, the following categories must also be verified, if applicable. If demographic information needs to be updated in TIDE, follow the instructions in the [TIDE User Guide](#).

Primary Exceptionality

Primary exceptionality classifications are used to identify students with current IEPs who have been classified as exceptional according to State Board of Education Rule 6A-6.0331, F.A.C.

Primary Exceptionality Classifications

Description	Code
Orthopedically Impaired	C = OI
Speech Impaired	F = SI
Language Impaired	G = LI
Deaf or Hard of Hearing	H = DHH
Visually Impaired	I = VI
Emotional/Behavioral Disability	J = EBD
Specific Learning Disability	K = SLD

Description	Code
Gifted	L = GIF
Hospital/Homebound	M = HH
Dual-Sensory Impaired	O = DSI
Autism Spectrum Disorder	P = ASD
Traumatic Brain Injured	S = TBI
Other Health Impaired	V = OHI
Intellectual Disability	W = InD
Not Applicable	N = N/A

Section 504

This field indicates whether a student has been identified by the district as a student with a disability according to Section 504 of the Rehabilitation Act of 1973.

Testing Accommodations Listed on IEP or Section 504 Plan

This is a required field that indicates whether a student with a disability has testing accommodations listed on an IEP or Section 504 Plan. If applicable, this field must be marked Yes on the PreID file or in TIDE. This field does not apply to students with ELL plans/accommodations.

ELL

This field indicates whether a student has been identified as limited English proficient pursuant to section 1003.56(2)(a), F.S., and is currently receiving services in a program operated in accordance with an approved ELL district plan (LY students). While recently exited ELLs in the two-year follow-up period (LF students) should receive the same accommodations, do not mark Y in this field for LF students.

Support During Testing

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

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

Test Security Policies and Procedures

Florida State Board of Education Rule 6A-10.042, F.A.C., was developed to meet the requirements of the Test Security Statutes, s. 1008.23, F.S., and s. 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment. The Rule prohibits activities that may threaten the integrity of the test. See [Appendix B](#) for the full text of the Florida Test Security Statutes and State Board of Education Rule. **Please remember that inappropriate actions by school or district personnel can result in student or classroom invalidations, loss of teaching certification, and/or involvement of law enforcement.**

Examples of prohibited activities include the following:

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

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

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

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

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

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

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

Test administrators must sign the [2023–2024 Test Administrator Prohibited Activities Agreement](#), located in [Appendix C](#).

An accurate Security Log, provided in [Appendix C](#), and an accurate seating chart must be maintained in each testing room. Anyone who enters a testing room **for any length of time** is required to sign the log. This applies to test administrators, proctors, and anyone who enters the room, regardless of how much time he or she spends in the testing room. A new Security Log should be used for each session.

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

Admission of Students to Testing

Precautions must be taken at testing sites when students are unknown to the test administrator or other school staff. Ensure that school staff have checked identification for unfamiliar students prior to admitting them into your testing room.

Proctors

To ensure test security and to avoid situations that could result in test invalidation, FDOE strongly discourages testing students in large groups (e.g., in a cafeteria or an auditorium). If students are tested in a large group, the appropriate number of proctors **must** be assigned to the room to assist the test administrator. Refer to the table below for the required number of proctors.

Number of Students	Proctors Required
1–25	Test Administrator*
26–50	Test Administrator and 1 Proctor
51–75	Test Administrator and 2 Proctors

*FDOE **strongly recommends** that proctors be assigned to rooms with 25 or fewer students whenever possible.

School personnel and **non-school personnel** may be trained as proctors. Prior to testing, proctors must be informed of their duties and of the appropriate test security policies and procedures. **School personnel** proctor duties may include preparing and distributing secure materials and providing accommodations. **Non-school personnel** may assist test administrators during test administration; however, non-school personnel may **not** participate in any of the test administration procedures (e.g., distributing and collecting secure materials, providing accommodations). Volunteers (e.g., parents, retired teachers) may be trained as proctors and may perform non-school personnel duties.

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

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

Dismissal After FAST and Science Testing

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

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

Test Irregularities and Security Breaches

Test Irregularities

Test administrators should report any test irregularities (e.g., disruptive students, timing issues, loss of Internet connectivity) to the school assessment coordinator immediately. A test irregularity may include testing that is interrupted for an extended period of time due to a local technical malfunction, severe weather, or an issue with an individual student's test. School assessment coordinators must notify district assessment coordinators of any test irregularities that are reported. Decisions regarding test invalidation should not be made prior to communicating with the district assessment coordinator. If further guidance is needed or to report an irregularity requiring action by FDOE (e.g., reporting teacher misconduct to the Office of Professional Practices Services), district assessment coordinators should contact the Bureau of K–12 Student Assessment. For any test irregularities that require investigation by the district, a written report must be submitted as indicated below.

Security Breaches

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

Submit a Written Report

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

- [2023–24 FDOE Test Administration Security Breach Report Form](#)
- [2023–24 FDOE Test Administration Incident Report Form](#)

Any supplemental information or additional documentation may be uploaded to the district's Test Administration > Investigations folder in ShareFile. Please send an email to notify FDOE that a document has been uploaded to ShareFile.

Test Invalidation Policies and Procedures

District assessment coordinators should advise schools of the appropriate course of action if invalidation is being considered. Remember that the main purpose of invalidation is to identify when the validity of test results has been compromised.

Test administrators should discuss any situation involving possible invalidation with the school assessment coordinator, and the situation should be investigated immediately.

For more information on how to process CBT test invalidations, see page 188. If a paper-based test needs to be invalidated, follow the instructions in the [2023–2024 Statewide Assessments Accommodations Guide](#).

For assistance identifying circumstances when invalidation is an appropriate course of action, review the following guidelines.

- 1. A student has an electronic device during testing.** If a student is found with an electronic device that he or she is not using for testing purposes during testing or during breaks within a session, the student's test **must** be invalidated. For information regarding limited exceptions for students with eligible accommodations, see the [2023–2024 Statewide Assessments Accommodations Guide](#).
- 2. A student is cheating during testing.** Cheating is cause for immediate test invalidation. Possible cheating situations include looking at and/or copying from another student's test, allowing another student to look at or copy from the student's test, or accessing unauthorized aids.
- 3. A test administrator provides an incorrect amount of time for a test session.**
 - **Not enough time:** Invalidation decisions should be made based on whether the student was provided adequate time to respond completely to the test items. The student should be asked if he or she is comfortable with his or her performance on the test to determine if the test should be scored. If the student feels he or she was provided enough time to respond completely, the test should be submitted for scoring. If it is determined that the student was not provided adequate time to respond completely and the validity of the test results has been compromised, the test should be invalidated. However, if the validity of the test results has not been compromised and the student has not left the school's campus, the student may return to the testing room during the same school day to complete the test session.
 - **Too much time:** If more time than is allotted for a test is provided for students without an extended time accommodation, the test administrator must notify the school assessment coordinator to discuss the situation, and the school assessment coordinator must contact the district assessment coordinator for guidance. If needed, the district assessment coordinator may consult with the Bureau of K–12 Student Assessment.
- 4. A student becomes ill during testing.** If a student reports after testing that he or she was ill during testing and that the illness significantly affected his or her ability to complete the test or impacted performance in a way that compromises the validity of results, the test may be invalidated.

However, if a student becomes ill during testing and is unable to complete the session, **the student may return to the test on a subsequent day to complete the session.** The test administrator must note the occurrence with other required administration information and record the amount of time left in the session. When the student returns, that exact amount of time must be provided for the student to complete the session.

5. **A student is given an accommodation not allowed on statewide assessments.** If a student is given an accommodation that is not allowed on statewide assessments and compromises the validity of the test results, that student's test must be invalidated. For information about allowable accommodations, see the [2023–2024 Statewide Assessments Accommodations Guide](#). Test administrators who will administer tests to students who require accommodations should be familiar with allowable accommodations to ensure that they are not offering classroom testing accommodations that are not allowed on statewide assessments.
6. **A student is given an accommodation not indicated on the student's IEP or Section 504 Plan.** Testing with accommodations not indicated on a student's IEP or Section 504 Plan may be cause for invalidation.
7. **A student is not provided an allowable accommodation indicated on the student's IEP or Section 504 Plan.** The situation should be discussed with the student and his or her parents/guardians to determine if the lack of the accommodation significantly affected the student's performance and if the test should be scored.
8. **An ELL or recently exited ELL student is given an accommodation not indicated in the [2023–2024 Statewide Assessments Accommodations Guide](#).** If an ELL or recently exited ELL student is given an accommodation that is not listed in the allowable accommodations for ELLs and which compromises the validity of the test results, the student's test must be invalidated.
9. **An ELL or recently exited ELL student is not provided an accommodation listed in the allowable accommodations for ELLs in the [2023–2024 Statewide Assessments Accommodations Guide](#).** The situation should be discussed with the student and his or her parents/guardians to determine if the lack of the accommodation significantly affected the student's performance and if the test should be scored.
10. **A student works in the wrong session.** For example, if a student working in Session 2 of a test goes back and works in Session 1, the test must be invalidated.
11. **An error occurs in test administration procedures that could compromise the validity of test results.** If the validity of the test results has been compromised (e.g., a student had access to an unauthorized visual aid that gave an unfair advantage), the test must be invalidated.
12. **A disruption occurs during testing.** If students are disrupted during testing due to a circumstance out of their control (e.g., severe weather), test invalidation may be considered if a student feels his or her performance was significantly affected by the disruption.
13. **A student is given unauthorized help before or during testing.** If a student received unauthorized assistance or has been given an unfair advantage (e.g., a test administrator has told a student to check the answer to a specific item), the student's test must be invalidated.

Test Administrator Responsibilities Before Testing

Please use the *Test Administrator Checklist*, located in [Appendix C](#), before, during, and after testing.

Remember, prior to testing you must:

- Read, sign, and return a [2023–2024 Test Administration and Security Agreement](#) verifying that you have read the appropriate sections of the test administration manual, are familiar with the test security statutes and security policies, and have received adequate training; and
- Read, sign, and return a [2023–2024 Test Administrator Prohibited Activities Agreement](#) verifying that you understand the prohibited activities and their consequences.

Failure to comply with the policies and procedures as indicated in the agreements may result in the invalidation of student tests, local disciplinary action, and/or loss of teaching certification.

Conduct CBT Practice Test

Prior to this test administration, you may conduct a practice test session based on instructions from your school assessment coordinator. The practice tests contain sample test items to prepare students for the computer-based assessments and will help familiarize you and your students with the CBT tools, as well as the process for responding to items. Students should practice on the type of computer or device they will use for testing (e.g., PC, tablet, laptop). Students who will test using CBT accommodations (e.g., masking, text-to-speech, closed captioning) should practice using an accommodated practice test. The text-to-speech accommodation is available only in the secure browser. Students can log into a practice TA session with or without test tickets. Students should be encouraged to access the practice test on the [Florida Statewide Assessments Portal](#) and practice on their own. If test administrators wish to practice creating and starting a test session, they may do so using the TA Training Site on the [FAST Portal](#).

Work folders, worksheets, planning sheets, scratch paper, and passage booklets (if applicable) are not provided for practice tests. Instruct students to bring their own scratch paper, headphones/earbuds (if applicable), and pens/pencils.

Prepare the Room for Testing

Tests should be administered in a room that has comfortable seating, good lighting, and an appropriate temperature. Make sure that the room is properly ventilated and free of distractions.

Remove or cover any references to the subject matter of the test being administered, such as word lists, informational charts, or posted assignments/classwork. Students may not have access to any unauthorized aids. Discuss any concerns with your school assessment coordinator.

Sufficient workspace should be provided for students to use their test materials (e.g., planning sheets, reference sheets, periodic tables, worksheets, work folders). Students must not be able to easily view other students' computer screens, devices, or test materials. If administering a practice test, check the configuration of your testing room to make sure you will be able to provide a secure environment during testing. Make adjustments prior to the test administration. If necessary, use visual blocks (e.g., file folders taped to the sides of computer screens).

When you arrive on the day of testing, open each student computer or device in the testing room to the student ***Please Sign In*** screen as indicated in the script, but do not log in for students. Ensure that you have a way to contact the technology coordinator or school assessment coordinator without leaving the room unattended.

Outside each door to the testing room, post a sign that reads *TESTING IN PROGRESS—Please Do Not Disturb*. Post the appropriate signs inside the testing room where they will be visible to all students. Signs are provided in [Appendix C](#). For all test sessions, display starting and stopping times as instructed in the test administration script.

Refer to the chart on page 20 for the number of proctors needed. It is recommended that at least one proctor be assigned to all testing rooms, even those with 25 or fewer students.

Record Required Administration Information

You are required to maintain the following information, as directed by your school assessment coordinator:

- Students assigned to your testing room—provide student names and FLEIDs
- Attendance information—**P**=Present, **A**=Absent, **W**=Withdrawn, and **P/I**=Present but Invalidated
- Grade level
- Session ID (generated in the TA Interface when a test session is created)
- Test Group Code (paper-based administrations of FSA Retakes and B.E.S.T. Writing only)
- Accommodations provided to students (codes provided below)
- Accommodations used by students
- Signatures of test administrator and school assessment coordinator
- Unique security numbers of secure documents assigned to each student
- Dates and times when secure materials are received and returned

Record this information according to your school assessment coordinator’s instructions. A new [Administration Record/Security Checklist](#) should be used for each session. Return the required administration information to your school assessment coordinator.

Accommodations Codes

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

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

For ESE/504 students:

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

For ELL or recently exited ELL students:

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

Complete Seating Charts

You are required to maintain an accurate seating chart for your testing room. The chart should record the following:

- Date
- Your name
- Room name/number
- Subject
- Student names and their locations in the room during testing
- Direction each student is facing (using arrows to indicate direction)
- Starting and stopping times
- Names of proctors (if applicable)
- Session ID (generated in the TA Interface when a test session is created)
- Test Group Code (paper-based administrations of FSA Retakes and B.E.S.T. Writing only)
- Laptop/mobile device information, if there are technical issues

All seating charts must indicate the front and back of the room. If students using extra time are moved to a new location or if the seating configuration changes during testing, a new seating chart must be created. Remember to maintain a seating chart for each test session. Seating charts must be returned to your school assessment coordinator after testing.

If you are conducting testing on laptops or other mobile devices, identify and record the device on which a student is testing if there are technical issues.

Assemble Materials

Test Administration Manual

You will need this manual to read the test administration scripts to students. You are responsible for reading this manual, including appropriate appendices and the administration scripts **before** testing.

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

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

Pencils/Pens

Students taking computer-based tests should have a pen or pencil to write their names, take notes, and/or work the problems on their scratch paper, planning sheets, worksheets, or work folders, as applicable, on each day of testing. **For students using paper-based accommodations, ensure that students use No. 2 pencils to record their responses.**

Computer or Mobile Device

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

Watch or Clock

You will need a watch or clock to ensure that students are allowed the correct amount of time indicated for each test session. Starting and stopping times should be provided by your school assessment coordinator and displayed for students according to the instructions in the test administration script. Countdown clocks or timers are not permitted. If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.

For each FSA ELA Retake and FSA Algebra 1 EOC Retake test session, B.E.S.T. Writing assessment, and the FCLE, any student not finished by the end of the allotted session time may continue working up to half the length of a typical school day.

For B.E.S.T. Algebra 1, Biology 1, Civics, B.E.S.T. Geometry, and U.S. History EOC assessments, Statewide Science, FAST ELA Reading and Mathematics, and FAST ELA Reading Retake, students may be provided additional time to complete the test, but tests must be completed within the same school day.

Remember that failure to provide the correct amount of time will likely result in test invalidation.

Security Log

You are required to maintain an accurate Security Log for your testing room. Anyone who enters a testing room for any length of time **must** sign the log for that testing room. This applies to test administrators, proctors, and anyone who enters the room, regardless of how much time he or she spends in the testing room. Remove the Security Log from [Appendix C](#) and use it as required. This document can also be found on the [portal](#).

Do Not Disturb Sign

Prior to testing, post the Do Not Disturb sign from [Appendix C](#) at all entrances to the testing room.

Electronic Devices Sign

Prior to testing, post the Electronic Devices sign from [Appendix C](#) where it will be visible to all students.

No Calculators Sign

Prior to Session 1 of the FSA Algebra 1 EOC Retake, post the No Calculators sign from [Appendix C](#) where it will be visible to all students.

Session Signs

Prior to the FSA ELA Reading Retake and FSA Algebra 1 EOC Retake assessments, post the appropriate Session sign from [Appendix C](#) where it will be visible to all students.

Receive Materials

Your school assessment coordinator will provide you with the materials needed to administer each test. Secure materials should be delivered or picked up immediately before the beginning of each test session. Verify that you have all necessary materials before testing begins. Information about materials for paper-based testing is available in the [2023–2024 Statewide Assessments Accommodations Guide](#).

Test Tickets

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

School Year 2023-2024	
DEMO DISTRICT 99 (99)	
DEMO SCHOOL 9009 (99-9009)	
LAST NAME: Demo	USERNAME: 197JM
FIRST NAME: Demo	ENROLLED GRADE: 10
DOB: 01/01/2007	ID: FL123456789012

B.E.S.T. Writing and FSA ELA Writing Retake Passage Booklets

You may receive regular print and large print B.E.S.T. Writing Passage Booklets or FSA ELA Writing Retake Passage Booklets for eligible students taking the computer-based B.E.S.T. Writing or FSA ELA Writing Retake, respectively, if this accommodation is documented in their IEPs or Section 504 Plans. Check with your school assessment coordinator prior to testing to ensure that these students have this accommodation marked in TIDE. Provide the booklets to students with this accommodation as instructed in the administration scripts. Students may take notes in these booklets but will respond to the writing prompt on the computer or device they are using to take the assessment. All booklets must be collected immediately after testing and returned to your school assessment coordinator. **B.E.S.T. Writing Passage Booklets and FSA ELA Writing Retake Passage Booklets are secure materials and must be returned to the school assessment coordinator with other secure materials.**

FSA ELA Reading Retake Passage Booklets

You may receive regular print and large print FSA ELA Reading Retake Passage Booklets for eligible students taking computer-based FSA ELA Reading assessments if this accommodation is documented in their IEPs or Section 504 Plans. Check with your school assessment coordinator prior to testing to ensure that these students have this accommodation marked in TIDE. Provide the booklets to students with this accommodation as instructed in the administration scripts. Supervise while students break the seal at the beginning of each session as instructed in the scripts. Students may take notes in these booklets but will respond to the test items on the computer or device they are using to take the assessment. All booklets must be collected immediately after testing and returned to your school assessment coordinator. **FSA ELA Reading Retake Passage Booklets are secure materials and must be returned to the school assessment coordinator with other secure materials.**

Writing Planning Sheets

Your school assessment coordinator will provide you with Writing Planning Sheets for all students participating in the FSA ELA Writing Retake and B.E.S.T. Writing test administration.

Students must print their names and the date on the front of the planning sheet. Students may use the front and back of the planning sheets to plan (e.g., prewrite, outline, jot down ideas, cluster, web) before writing their responses. All planning sheets must be collected immediately after testing and returned to your school assessment coordinator. **Used planning sheets are considered secure materials and must be returned to the school assessment coordinator with other secure materials.**

CBT Work Folders

You will receive work folders for all students participating in CBT administrations of the FSA Algebra 1 EOC Retake, B.E.S.T. Algebra 1 and Geometry EOCs, and the Biology 1 EOC Assessment. You should have extra work folders on hand in case students need additional space to work the problems. Distribute the work folders before testing as instructed in the administration scripts, and collect work folders after each test session. Each student must be given a new work folder for each FSA Algebra 1 EOC Retake test session. **Used work folders are considered secure materials and must be returned to the school assessment coordinator with other secure materials.**

CBT Worksheets

You will receive CBT Worksheets for all students participating in CBT administrations of FSA ELA Reading Retake, Grade 8 Statewide Science, U.S. History, and Civics assessments. Distribute worksheets before testing as instructed in the administration scripts, and collect worksheets after each session. Each student must be given a new worksheet for each test session. **Used worksheets are considered secure materials and must be returned to the school assessment coordinator with other secure materials.**

Scratch Paper

You will receive scratch paper for FAST Mathematics. Scratch paper may be provided for the computer-based FAST ELA Reading and Grade 5 Statewide Science, but it is not required. Distribute scratch paper before testing as instructed in the administration scripts, and collect scratch paper after testing ends. **Used scratch paper is considered a secure material and must be returned to your school assessment coordinator after testing.**

Calculators

A scientific calculator is available in the secure browser for Grades 7–8 FAST Mathematics, B.E.S.T. Algebra 1 and Geometry EOC tests and Session 2 of the FSA Algebra 1 EOC Retake. Handheld scientific calculators **may** be used by students. Handheld scientific calculators must be on the approved list or have only the allowable functionality indicated in the [Calculator and Reference Sheet Policies for Florida Statewide Assessments](#) document.

Allowing the use of a calculator with prohibited functionality (e.g., a display of more than one line, graphing capability) or in the wrong test session (Session 1) is cause for test invalidation.

The Biology 1 EOC, Grade 6 FAST Mathematics, Grade 8 Statewide Science assessments include a four-function calculator in the secure browser. Handheld four-function calculators may be used by students.

Each district should have an adequate supply of handheld four-function calculators, and districts can order more calculators as needed to distribute to schools.

Students taking a test with paper-based accommodations must be provided the appropriate handheld calculator before testing begins.

Periodic Table

The *Periodic Table of the Elements* for the Biology 1 EOC and Grade 8 Statewide Science assessments is provided in an online format for computer-based testing. The periodic table is displayed in a pop-up window in the secure browser. The periodic table is also provided in [Appendix C](#) of this manual.

Schools may provide hard copy periodic tables to students taking the computer-based Biology 1 EOC and Grade 8 Statewide Science assessments. Schools that provide hard copy periodic tables must ensure that copies are available for all students taking the test. Any hard copy periodic tables must be printed or copied from the file found on the [portal](#). Each copy must be carefully checked against the original to ensure that all content is copied and that it is clear and easy to read. Students who will test using paper-based accommodations are provided paper copies from the contractor separate from their test and response book.

All periodic tables must be collected immediately after testing and returned to your school assessment coordinator. **Used periodic tables are considered secure materials and must be returned to the school assessment coordinator with other secure materials.**

Reference Sheets

An electronic version of the reference sheet is available for B.E.S.T. Algebra 1 and Geometry EOC assessments, Grades 4–8 FAST Mathematics, and the FSA Algebra 1 EOC Retake in the secure browser. If your school will provide paper copies of the reference sheets to students, distribute copies as indicated in the administration script. All reference sheets must be collected immediately after testing and returned to your school assessment coordinator. **Used reference sheets are secure materials and must be returned to the school assessment coordinator with other secure materials.**

Communicate Testing Policies to Parents/Guardians and Students

Prior to testing, make sure students and their parents/guardians understand the following policies:

- **Electronic Devices Policy**—Students are not permitted to have any electronic devices, including, but not limited to, cell phones, smartphones, tablets, smartwatches, and cameras at any time during testing **or** during breaks (e.g., restroom), **even if they are turned off or students do not use them**. If a student is found with an electronic device or is found using Bluetooth/wireless headphones/earbuds during testing, his or her test will be invalidated. For information regarding limited exceptions for students with eligible accommodations, see the [2023–2024 Statewide Assessments Accommodations Guide](#).
- **Testing Rules Acknowledgment**—All tests include a Testing Rules Acknowledgment that reads: “I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.” Prior to testing, test administrators read the rules to students, and students acknowledge that they understand the testing rules by clicking a checkbox beside the statement in the secure browser or signing below the statement in their test documents.
- **Calculator Policy**—For the computer-based B.E.S.T. Algebra 1 and Geometry EOC tests, Grades 7–8 FAST Mathematics, and Session 2 of the FSA Algebra 1 EOC Retake, a handheld scientific calculator **may** be used. For the computer-based Biology 1 EOC, Grade 6 FAST Mathematics, and Grade 8 Statewide Science, a handheld four-function calculator may be used. For paper-based administrations of Biology 1 EOC, Grade 6 FAST Mathematics, and Grade 8 Statewide Science, a handheld four-function calculator must be used. For paper-based administrations of B.E.S.T. Algebra 1 and Geometry EOC, Grades 7–8 FAST Mathematics, and Session 2 of the FSA Algebra 1 EOC Retake, a handheld scientific calculator must be used. Schools must ensure that handheld calculators meet the specifications published by FDOE.
- **Leaving Campus**—If students leave campus before completing a test session (e.g., for lunch, an appointment), they **will not** be allowed to return to that session. Students and parents/guardians should be aware of this policy. If a student does not feel well on the day of testing, it may be best for the student to wait and be tested on a make-up day.
- **Discussing Test Content after Testing**—The last portion of the testing rules read to students before they affirm the Testing Rules Acknowledgment states that because the content of all statewide assessments is secure, students may not discuss or reveal details about the test content (including test items, responses, passages, and prompts) after the test. Please make sure that students understand this policy prior to testing and remind them that “discussing” test content includes any kind of electronic communication, such as texting, emailing, posting to social media, or sharing online.
While students may not share information about secure test content after testing, this policy is not intended to prevent students from discussing their testing experiences with their parents/families.
- **Working Independently**—Students are responsible for doing their own work during the test and for protecting their answers from being seen by others. If students are caught cheating during testing, their tests will be invalidated. In addition, FDOE employs Caveon Test Security to analyze student test results to detect unusually similar answer patterns. Students’ tests within a school that are found to have extremely similar answer patterns will be invalidated.

Test Administrator Responsibilities During Testing

If a student starts a test session and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that session. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, arrange to administer the test to that student on a make-up day.

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

Prepare Student Computers and Devices

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

Read Script

For non-accommodated CBT forms, use the scripts in this manual (see table below). Please note, students may still require administration accommodations, such as flexible setting.

Assessment	Pages
B.E.S.T. Algebra 1/Geometry EOC	36–45
Biology 1 EOC	46–55
Civics/U.S. History EOC	56–64
FAST ELA Reading Retake	65–72
FCLE	73–81
FSA Algebra 1 EOC Retake	82–99
FSA ELA Reading Retake	100–117
FSA ELA Writing Retake	118–125
Grade 5 Statewide Science	126–134
Grade 8 Statewide Science	135–143
Grades 4–10 B.E.S.T. Writing	144–151
Grades 3–10 FAST ELA Reading	152–159
Grades 3–5 FAST Mathematics	160–168
Grades 6–8 FAST Mathematics	169–177

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

For information about computer-based accommodations (masking, text-to-speech, speech-to-text, text-to-speech on Writing response, ASL, CC) and paper-based accommodations (regular print, large print, braille, one-item-per-page), refer to the [2023–2024 Statewide Assessments Accommodations Guide](#). Scripts and instructions for administering braille accommodations are provided with the braille test materials and are also available on the portal.

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

Distribute Materials

After students are seated, ensure that each student has a pen or pencil. Distribute calculators, scratch paper, planning sheets, work folders, reference sheets, periodic tables, and/or worksheets, as applicable, **before** testing begins. Read the administration script and distribute test tickets and, if applicable, passage booklets when instructed to do so.

Read Testing Rules Acknowledgment

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

Students testing with paper-based accommodations will sign below the Testing Rules Acknowledgment in their test documents.

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

Create, Start, Monitor, and Stop the Test Session

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

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

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

Keep Time

Keep accurate time when administering a test session. Record starting and stopping times in the spaces provided in the script and also display these times for students. **Remember that failure to provide the correct amount of time will likely result in test invalidation.**

For all FSA ELA Retake, FSA Algebra 1 EOC Retake, B.E.S.T. Writing, and FCLE test sessions, students may be provided up to half the length of a typical school day to complete the session. For all FAST ELA Reading and Mathematics, Statewide Science, B.E.S.T. Algebra 1, Biology 1, Civics, B.E.S.T. Geometry, and U.S. History EOC assessments and FAST ELA Reading Retake, students may be provided additional time to complete the test, but tests must be completed within the same school day. (Students are **not** required to have an extended time accommodation to receive additional testing time.)

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

ELLs, recently exited ELLs, or eligible students with IEPs or Section 504 Plans may be provided additional time as indicated in their plans to complete a test session.

Maintain Test Security

Maintain test security at all times, and report violations or concerns to your school assessment coordinator immediately. Adhere to the *Test Security Policies and Procedures* described on pages 19–21 and the Statutes and Rule in [Appendix B](#), and abide by the [2023–2024 Test Administration and Security Agreement](#) and the [2023–2024 Test Administrator Prohibited Activities Agreement](#) that you signed prior to testing.

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

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

Maintain your required administration information, Security Log, and seating chart during testing.

Supervise Test Administration

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

- students have cleared their desks or workstations of all materials except for the appropriate test materials (pens or pencils, test tickets, reference sheets, passage booklets, planning sheets, periodic tables, calculators, scratch paper, worksheets, or work folders, as applicable)
- students do not have books, notes, scratch paper, or electronic devices of any kind during testing, even if they do not use them
- students do not have a handheld calculator during Session 1 of an FSA Algebra 1 EOC Retake assessment
- students do not talk to other students or make any disturbance
- students are working independently

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

Discussing Test Content with Students

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

While you may prepare students for testing using strategies, such as underlining (PBT) or highlighting (CBT) key words in passages or items, you may not actively monitor them to ensure they are using certain strategies. You may not offer incentives or rewards for using strategies during testing. Once testing begins, students must work on their own with the understanding that they are being monitored for **independent work only**.

Further, you may not read planning sheets, scratch paper, worksheets, or work folders or check through test documents, return them to students after they have been collected, or discuss test content, even after all test materials have been returned and testing has been completed.

Technical Issues

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

Student Reports a Defective Item

If a student reports a test item that he or she thinks is defective, note the student's name, subject, item number, and basic student concern (e.g., two possible answers, no correct answer); however, do not review the item on your own. Most concerns result from a student not reading an item carefully; therefore, encourage the student to reread the item. If the student still thinks that the item is defective, reassure the student that a flawed item will not be used to calculate student scores. The student should answer the item to the best of his or her ability and continue with the test. Once testing has ended, inform your school assessment coordinator of the concern.

After Testing Is Complete

If permitted by your school assessment coordinator, you may allow students to read after they have finished a session **and** their test materials (e.g., test tickets, reference sheets, work folders, worksheets, planning sheets) have been collected. While still in the testing room, students are **not** permitted to write or to use their computers or devices after they have finished a session, even after their test materials have been collected. **Test materials may not be returned to students once the materials have been collected.**

Script for Administering the B.E.S.T. Algebra 1/Geometry EOC Assessment

160+ Minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations (e.g., regular print) and computer-based accommodations (masking, text-to-speech) can be found on the [Florida Statewide Assessments Portal](#).

This test is 160 minutes, and students will take a short stretch break after 80 minutes of testing. Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student’s test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 24–25, including removing or covering any visual aids on boards or walls.
2. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**
3. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in [Appendix C.](#))
4. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying mathematical concepts).
5. Ensure that students' personal electronic devices are put away or collected, depending on your school's procedures.
6. Prior to testing, ensure that students have the following:
 - A pen or pencil
 - A CBT Work Folder
 - *B.E.S.T. Algebra 1 EOC Mathematics Reference Sheet* or *B.E.S.T. Geometry EOC Mathematics Reference Sheet* (Paper reference sheets should be provided only if your school is providing copies for all students. **Paper reference sheets must be for B.E.S.T. Algebra 1 EOC or B.E.S.T. Geometry EOC, not the reference sheets for FSA Algebra 1 EOC Retake.** Using the incorrect reference sheet may lead to invalidations.)
 - A handheld scientific calculator with only allowable functionalities (if your school is allowing their use)
7. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
8. Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the student ***Please Sign In*** screen is displayed as shown below. The computer or device is now ready for the student to begin.

The screenshot shows a 'Please Sign In' form with the following fields:

- First Name:** A text input field with a person icon to its left.
- Username:** A text input field with a key icon to its left.
- Session ID:** A text input field with a key icon to its left and a dropdown menu showing 'FL'.

Create a Test Session

1. Go to the [Florida Statewide Assessments Portal](#) and click **Teachers & Test Administrators**.
2. Select **Administer Statewide Assessments** and then log in to the TA Interface with your username and password.
3. Select the test you will be administering and then start the session.

4. Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart. The Session ID will begin with “FL.” If the Session ID does not begin with FL, stop the session and repeat steps 1–3 of this section.

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

SAY	<p>Today, you will take the B.E.S.T. (<i>Algebra 1 EOC</i>) (<i>Geometry EOC</i>) test. The only materials on your desk should be your (<i>B.E.S.T. Algebra 1 EOC Mathematics Reference Sheet</i>), (<i>B.E.S.T. Geometry EOC Mathematics Reference Sheet</i>), (<i>scientific calculator</i>), pen or pencil and your work folder.</p> <p>You may not have any electronic or recording devices, other than the device you are using to take the test (<i>and your calculator</i>), at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. You may not use Bluetooth/wireless headphones/earbuds during testing. If you access any electronic or recording devices at any time during this test, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
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If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic device(s).

SAY	<p>You will have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time.</p> <p>Write your first and last names and today’s date on your work folder. You may use your work folder to work the problems. You may not use any other paper. I will collect your work folder at the end of this test.</p> <p>Please do not type any information until I tell you to do so.</p>
-----	--

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

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

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

SAY	Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start.
-----	--

Distribute the test tickets.

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

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

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

Pause and assist students with logging in as needed.

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

Assist any students who raise their hands.

SAY	<p>You will now see a screen that says <i>Your Tests</i>. Click the arrow to the left of Start (B.E.S.T. Algebra 1 EOC) (B.E.S.T. Geometry EOC) to proceed.</p> <p>While you are waiting for your test to be approved, you will see a <i>Waiting for Approval</i> screen. This screen includes your first and last names, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand.</p> <p>Otherwise, please sit quietly while I approve your tests.</p>
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Assist any students who raise their hands.

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

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

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

SAY	<p>Now, you should see a screen that says <i>Before You Begin</i>.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>First, you will see a section titled <i>Testing Rules Acknowledgment</i>. Please listen and read along as I review the testing rules. Remember:</p> <ul style="list-style-type: none"> • You may not have a cell phone during testing. • Do not talk to other students or make any disturbance. • Do not look at another student’s test materials. • Do not ask for or provide help in answering any test questions. • Use only approved materials for taking notes. • Do not have access to or use any electronic or recording devices at any time during this session, including during breaks.
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SAY	<p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
-----	---

Answer all questions.

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

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

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

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

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

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

SAY	<p>Click Back to return to the <i>Before You Begin</i> screen.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>Read each question carefully today and look at all the answer choices before selecting your answer.</p> <p>Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, choose what you think is the best answer. You can flag a question to come back to it, but you must choose an answer to keep moving forward in the test. After you have answered all the questions, go back and review any questions you have flagged.</p> <p>As a reminder, you may access a pop-up window displaying a calculator by clicking the Calculator button in the top right corner of the test. You may also access a pop-up window displaying an electronic version of the reference sheet by clicking the Formulas button in the top right corner of the test.</p>
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If your school provided paper copies of the *B.E.S.T. Algebra 1 EOC Mathematics Reference Sheet* or *B.E.S.T. Geometry EOC Mathematics Reference Sheet* for students to use,

SAY	Now, look at the top of your paper reference sheet. It should say (<i>B.E.S.T. Algebra 1 EOC Mathematics Reference Sheet</i>) (<i>B.E.S.T. Geometry EOC Mathematics Reference Sheet</i>). Examine the page carefully to ensure that content near the edge of the reference sheet has not been cut off. Please raise your hand if there are problems with your reference sheet.
-----	--

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

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

Answer all questions.

Read Option A, B, or C based on instructions from your school assessment coordinator.

Option A

SAY	When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your (<i>reference sheet, calculator,</i>) work folder and test ticket.
	If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. At the break, you will be dismissed.
	If you finish the test and it is after the stretch break, you may leave quietly. Please raise your hand if you have any questions.

OR

Option B

SAY	When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your (<i>reference sheet, calculator,</i>) work folder and test ticket. Sit quietly until I tell you that the test has ended. Do not use your computer or device once you have submitted your test.
	Please raise your hand if you have any questions.

OR

Option C

SAY	<p>When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your (<i>reference sheet, calculator,</i>) work folder and test ticket. Sit quietly until I tell you that the test has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
-----	--

Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your (<i>reference sheet, calculator,</i>) work folder and test ticket before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>You have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the test.</p> <p>Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. (<i>Pause. Collect any devices.</i>) Now, click Next in the upper left corner of the screen. This will take you to the first question of the test. You may now begin working.</p>
-----	---

Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a break:	_____
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

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

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

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

After 80 minutes from the STARTING time,

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

If your school selected Option A,

SAY	Please raise your hand if you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing after the break. (<i>Pause.</i>)
-----	--

Confirm that you have collected all test materials before dismissing students from the testing room.

After a short break,

SAY	Now, be seated. You still have 80 minutes to complete this test, and I will let you know when there are 10 minutes left. You will be permitted to continue working if you need additional time. Remember, if you finish early, go back and check your work. Make sure you are on the screen where you left off. You may now continue working.
-----	--

After 70 minutes,

SAY	There are 10 minutes left in this test. Remember that you will be permitted to continue working if you need additional time.
-----	--

After 10 more minutes,

SAY	Stop. Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time. If you have finished working and have not submitted your test, click Next in the upper left corner until you see the review screen. (<i>Pause.</i>) On the review screen, click End Test . A Warning message will appear. Click Yes on this message. (<i>Pause.</i>) On the Test Completed screen, click Log Out . You will be taken to the Please Sign In screen. I will collect your (<i>reference sheet, calculator,</i>) work folder and test ticket.
-----	--

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

Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the TA Interface, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.**

Once students are ready to continue working,

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

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

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

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

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

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

Complete the following steps:

1. Ensure that you have all (reference sheets, calculators) test tickets and work folders and that your required administration information and testing room seating chart are accurate and complete and includes arrows to indicate which direction students are facing.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.

- Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

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

For ELL or recently exited ELL students:

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

- Return all materials to your school assessment coordinator as described on page 178.

Script for Administering the Biology 1 EOC Assessment

160+ Minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations (e.g., regular print) and computer-based accommodations (masking, text-to-speech) can be found on the [Florida Statewide Assessments Portal](#).

This test is 160 minutes, and students will take a short stretch break after 80 minutes of testing. Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student’s test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 24–25, including removing or covering any visual aids on boards or walls.
2. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**
3. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in [Appendix C.](#))
4. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying scientific concepts).
5. Ensure that students' personal electronic devices are put away or collected, depending on your school's procedures.
6. If your school is providing paper copies of the *Periodic Table of the Elements*, make sure you have sufficient copies for all students taking the Biology 1 EOC Assessment. Distribute periodic tables **before** testing begins. References to hard copy periodic tables are in parentheses and italics in this script and should be read to students only if applicable.
7. Prior to testing, ensure that students have the following:
 - A pen or pencil
 - A CBT Work Folder
 - A handheld four-function calculator (if your school is allowing their use)
8. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
9. Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the student **Please Sign In** screen is displayed as shown below. The computer or device is now ready for the student to begin.

The image shows a 'Please Sign In' screen with three input fields. The first field is labeled 'First Name:' and has a person icon to its left. The second field is labeled 'Username:' and has a small icon to its left. The third field is labeled 'Session ID:' and has a key icon to its left. The Session ID field contains the text 'FL' followed by three empty boxes separated by dots.

Create a Test Session

1. Go to the [Florida Statewide Assessments Portal](#) and click **Teachers & Test Administrators**.
2. Select **Administer Statewide Assessments** and then log in to the TA Interface with your username and password.
3. Select the test you will be administering and then start the session.

- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart. The Session ID will begin with “FL.” If the Session ID does not begin with FL, stop the session and repeat steps 1–3 of this section.

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

SAY	<p>Today, you will take the Biology 1 EOC test. The only materials on your desk should be your (<i>Periodic Table of the Elements, four-function calculator,</i>) your pen or pencil and work folder.</p> <p>You may not have any electronic or recording devices, other than the device you are using to take the test (<i>and your calculator</i>), at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. You may not use Bluetooth/wireless headphones/earbuds during testing. If you access any electronic or recording devices at any time during this test, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
-----	--

If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic device(s).

SAY	<p>You will have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time.</p> <p>Write your first and last names and today’s date on your work folder. You may use your work folder to work the problems. You may not use any other paper. I will collect your work folder at the end of this test.</p> <p>Please do not type any information until I tell you to do so.</p>
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Ensure that the Session ID is displayed where all students can see it.

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

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

SAY	Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start.
-----	--

Distribute the test tickets.

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

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

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

Pause and assist students with logging in as needed.

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

Assist any students who raise their hands.

SAY	<p>You will now see a screen that says <i>Your Tests</i>. Click the arrow to the left of Start Biology 1 EOC to proceed.</p> <p>While you are waiting for your test to be approved, you will see a <i>Waiting for Approval</i> screen. This screen includes your first and last names, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand.</p> <p>Otherwise, please sit quietly while I approve your tests.</p>
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Assist any students who raise their hands.

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

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

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

SAY	<p>Now, you should see a screen that says <i>Before You Begin</i>.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>First, you will see a section titled <i>Testing Rules Acknowledgment</i>. Please listen and read along as I review the testing rules. Remember:</p> <ul style="list-style-type: none"> • You may not have a cell phone during testing. • Do not talk to other students or make any disturbance. • Do not look at another student’s test materials. • Do not ask for or provide help in answering any test questions. • Use only approved materials for taking notes. • Do not have access to or use any electronic or recording devices at any time during this session, including during breaks. <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
-----	---

Answer all questions.

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

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

SAY	<p>Now, on the <i>Before You Begin</i> screen, click View Test Settings. You should see a screen that says <i>Review Test Settings</i>.</p> <p>This screen allows you to choose the background color, mouse pointer, and print size for your test. If you would like to change your selections, do so now. You should see your changes made on the screen once you select them. If you have any questions, raise your hand.</p>
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If a student raises his or her hand, have the student make adjustments to his or her accessibility settings. Ensure that the correct information displays for that student on the *Review Test Settings* screen.

SAY	<p>Click OK to save your changes and return to the <i>Before You Begin</i> screen. Do not begin your test at this time.</p> <p>Below <i>Test Settings</i>, click View Help Guide. These instructions remind you how to navigate in the test and how to use the tools and features of the testing platform. You can also use this page to view a diagram of the Desmos four-function calculator available in the secure browser and instructions for how to use it. As a reminder, this page will also be available in the Help Guide after you've started the test. Raise your hand if you have any questions as you review these instructions.</p>
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Pause to allow students a moment to review the instructions and answer all student questions.

SAY	<p>Click Back to return to the <i>Before You Begin</i> screen.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>Read each question carefully today and look at all the answer choices before selecting your answer.</p> <p>Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, choose what you think is the best answer. You can flag a question to come back to it, but you must choose an answer to keep moving forward in the test. After you have answered all the questions, go back and review any questions you have flagged.</p> <p>As a reminder, you may access a pop-up window displaying a calculator by clicking the Calculator button in the top right corner of the test. You may also access a pop-up window displaying an electronic version of the <i>Periodic Table of the Elements</i> by clicking the Periodic Table button in the top right corner of the test.</p>
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If your school provided paper copies of the *Periodic Table of the Elements* for students to use,

SAY	Now, look at the top of your copy of the periodic table. It should say <i>Periodic Table of the Elements</i> . Examine the page carefully to ensure that content near the edge of the periodic table has not been cut off. Please raise your hand if there are problems with your periodic table.
-----	---

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

SAY	Write your first and last names in the upper right corner of the periodic table now. <i>(Pause.)</i>
	This is considered a secure document and must be returned with your work folder.
	Please raise your hand if you have any questions.

Answer all questions.

Read Option A, B, or C based on instructions from your school assessment coordinator.

Option A

SAY	When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your <i>(periodic table, calculator,)</i> work folder and test ticket.
	If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. At the break, you will be dismissed.
	If you finish the test and it is after the stretch break, you may leave quietly.
	Please raise your hand if you have any questions.

OR

Option B

SAY	When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your <i>(periodic table, calculator,)</i> work folder and test ticket. Sit quietly until I tell you that the test has ended. Do not use your computer or device once you have submitted your test.
	Please raise your hand if you have any questions.

OR

Option C

SAY	<p>When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your (<i>periodic table, calculator,</i>) work folder and test ticket. Sit quietly until I tell you that the test has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
-----	---

Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your (<i>periodic table, calculator,</i>) work folder and test ticket before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>You have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the test.</p> <p>Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. (<i>Pause. Collect any devices.</i>) Now, click Next in the upper left corner of the screen. This will take you to the first question of the test. You may now begin working.</p>
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Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a break:	_____
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

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

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

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

After 80 minutes from the STARTING time,

SAY	Stop. You may stand and stretch, but do not talk or look at another student's (<i>periodic table,</i>) (<i>calculator,</i>) computer screen, device, or work folder.
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If your school selected Option A,

SAY	Please raise your hand if you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing after the break. (<i>Pause.</i>)
-----	--

Confirm that you have collected all test materials before dismissing students from the testing room.

After a short break,

SAY	Now, be seated. You still have 80 minutes to complete this test, and I will let you know when there are 10 minutes left. You will be permitted to continue working if you need additional time. Remember, if you finish early, go back and check your work.
	Make sure you are on the screen where you left off. You may now continue working.

After 70 minutes,

SAY	There are 10 minutes left in this test. Remember that you will be permitted to continue working if you need additional time.
-----	--

After 10 more minutes,

SAY	Stop. Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time.
	If you have finished working and have not submitted your test, click Next in the upper left corner until you see the review screen. (<i>Pause.</i>)
	On the review screen, click End Test . A Warning message will appear. Click Yes on this message. (<i>Pause.</i>)
	On the Test Completed screen, click Log Out . You will be taken to the Please Sign In screen. I will collect your (<i>periodic table, calculator,</i>) work folder and test ticket.

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

Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the TA Interface, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.**

Once students are ready to continue working,

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

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

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

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

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

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

Complete the following steps:

1. Ensure that you have all (periodic tables, calculators,) work folders and test tickets and that your required administration information and testing room seating chart are accurate and complete and includes arrows to indicate which direction students are facing.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.

- Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

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

For ELL or recently exited ELL students:

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

- Return all materials to your school assessment coordinator as described on page 178.

Script for Administering the Civics/U.S. History EOC Assessment

160+ Minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations (e.g., regular print) and computer-based accommodations (masking, text-to-speech) can be found on the [Florida Statewide Assessments Portal](#).

This test is 160 minutes, and students will take a short stretch break after 80 minutes of testing. Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student’s test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 24–25, including removing or covering any visual aids on boards or walls.
2. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**
3. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in [Appendix C](#).)
4. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying government concepts).
5. Ensure that students' personal electronic devices are put away or collected, depending on your school's procedures.
6. Prior to testing, ensure that students have the following:
 - A pen or pencil
 - A CBT Worksheet
7. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
8. Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the student **Please Sign In** screen is displayed as shown below. The computer or device is now ready for the student to begin.

Create a Test Session

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

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

SAY	<p>Today, you will take the <i>(Civics EOC) (U.S. History EOC)</i> test. The only materials on your desk should be your pen or pencil and CBT Worksheet.</p> <p>You may not have any electronic or recording devices, other than the device you are using to take the test, at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. You may not use Bluetooth/wireless headphones/earbuds during testing. If you access any electronic or recording devices at any time during this test, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
-----	--

If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic device(s).

SAY	<p>You will have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time.</p> <p>Write your first and last names and today’s date on your worksheet. You may use your worksheet to take notes during the test. You may not use any other paper. I will collect your worksheet at the end of this test.</p> <p>Please do not type any information until I tell you to do so.</p>
-----	---

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

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

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

SAY	Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start.
-----	--

Distribute the test tickets.

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

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

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

Pause and assist students with logging in as needed.

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

Assist any students who raise their hands.

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

Assist any students who raise their hands.

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

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

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

SAY	<p>Now, you should see a screen that says <i>Before You Begin</i>.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>First, you will see a section titled <i>Testing Rules Acknowledgment</i>. Please listen and read along as I review the testing rules. Remember:</p> <ul style="list-style-type: none"> • You may not have a cell phone during testing. • Do not talk to other students or make any disturbance. • Do not look at another student’s test materials. • Do not ask for or provide help in answering any test questions. • Use only approved materials for taking notes. • Do not have access to or use any electronic or recording devices at any time during this session, including during breaks. <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
-----	---

Answer all questions.

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

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

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

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

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

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

SAY	<p>Click Back to return to the <i>Before You Begin</i> screen.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>Read each question carefully today and look at all the answer choices before selecting your answer. Try to answer every question. If you aren't sure how to answer a question, choose what you think is the best answer. You can flag a question to come back to it, but you must choose an answer to keep moving forward in the test. After you have answered all the questions, go back and review any questions you have flagged.</p>
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Read Option A, B, or C based on instructions from your school assessment coordinator.

Option A

SAY	<p>When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your worksheet and test ticket.</p> <p>If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. At the break, you will be dismissed.</p> <p>If you finish the test and it is after the stretch break, you may leave quietly.</p> <p>Please raise your hand if you have any questions.</p>
-----	--

OR

Option B

SAY	<p>When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your worksheet and test ticket. Sit quietly until I tell you that the test has ended. Do not use your computer or device once you have submitted your test.</p> <p>Please raise your hand if you have any questions.</p>
-----	--

OR

Option C

SAY	<p>When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your worksheet and test ticket. Sit quietly until I tell you that the test has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
-----	--

Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your worksheet and test ticket before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>You have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the test.</p> <p>Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. <i>(Pause. Collect any devices.)</i> Now, click Next in the upper left corner of the screen. This will take you to the first question of the test. You may now begin working.</p>
-----	--

Complete the following:

STARTING time:	
Add 80 minutes:	+80 minutes
Time to call a break:	
TIME TESTING RESUMES:	
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	
Add 10 minutes:	+10 minutes
STOPPING time:	

Display the STARTING and STOPPING times for students.

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

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

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

After 80 minutes from the STARTING time,

SAY	Stop. You may stand and stretch, but do not talk or look at another student’s computer screen, device, or worksheet.
-----	---

If your school selected Option A,

SAY	Please raise your hand if you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing after the break. <i>(Pause.)</i>
-----	--

Confirm that you have collected all test materials before dismissing students from the testing room.

After a short break,

SAY	Now, be seated. You still have 80 minutes to complete this test, and I will let you know when there are 10 minutes left. You will be permitted to continue working if you need additional time. Remember, if you finish early, go back and check your work. Make sure you are on the screen where you left off. You may now continue working.
-----	--

After 70 minutes,

SAY	There are 10 minutes left in this test. Remember that you will be permitted to continue working if you need additional time.
-----	--

After 10 more minutes,

SAY	Stop. Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time. If you have finished working and have not submitted your test, click Next in the upper left corner until you see the review screen. <i>(Pause.)</i> On the review screen, click End Test . A Warning message will appear. Click Yes on this message. <i>(Pause.)</i>
-----	---

SAY	On the <i>Test Completed</i> screen, click Log Out . You will be taken to the <i>Please Sign In</i> screen. I will collect your worksheet and test ticket.
-----	---

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

Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the TA Interface, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.**

Once students are ready to continue working,

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

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

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

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

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

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

Complete the following steps:

1. Ensure that you have all worksheets and test tickets and that your required administration information and testing room seating chart are accurate and complete and includes arrows to indicate which direction students are facing.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

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

For ELL or recently exited ELL students:

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

4. Return all materials to your school assessment coordinator as described on page 178.

Script for Administering FAST ELA Reading Retake

120+ Minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations (e.g., regular print) and computer-based accommodations (masking, text-to-speech) can be found on the [FAST Portal](#).

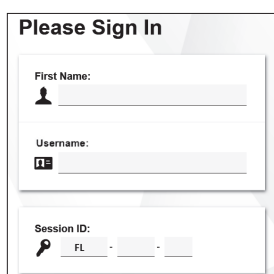
This test is 120 minutes, and students will take a short stretch break after 60 minutes of testing. Students who need additional time after 120 minutes may continue working; however, testing must be completed within the same school day.

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student’s test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 24–25, including removing or covering any visual aids on boards or walls.
2. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**
3. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in [Appendix C.](#))
4. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., word lists, dictionaries).
5. Ensure that students' personal electronic devices are put away or collected, depending on your school's procedures.
6. If your school is allowing their use, ensure that students have the following:
 - A pen or pencil
 - Scratch paper
7. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
8. Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the student **Please Sign In** screen is displayed as shown below. The computer or device is now ready for the student to begin.



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

Create a Test Session

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

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

SAY	Today, you will take the FAST ELA Reading Retake. <i>(The only materials on your desk should be your pen or pencil and your scratch paper.)</i>
	You may not have any electronic or recording devices, other than the device you are using to take the test, at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. You may not use Bluetooth/wireless headphones/earbuds during testing. If you access any electronic or recording devices at any time during this test, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your school's procedures regarding electronic devices. At this time, silence your own electronic device(s).

If your school provided scratch paper for students to use,

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

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

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

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

SAY	Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start.
-----	--

Distribute the test tickets.

SAY	Look closely at your test ticket and make sure it has your correct name, date of birth, and ID number on it.
	Do not sign in before I instruct you to do so.
	Raise your hand if you do not have the correct ticket.

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

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

Pause and assist students with logging in as needed.

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

Assist any students who raise their hands.

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

Assist any students who raise their hands.

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

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

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

SAY	<p>Now, you should see a screen that says <i>Before You Begin</i>.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>First, you will see a section titled <i>Testing Rules Acknowledgment</i>. Please listen and read along as I review the testing rules. Remember:</p> <ul style="list-style-type: none"> • You may not have a cell phone during testing. • Do not talk to other students or make any disturbance. • Do not look at another student’s test materials. • Do not ask for or provide help in answering any test questions. • Use only approved materials for taking notes. • Do not have access to or use any electronic or recording devices at any time during this session, including during breaks. <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
-----	--

Answer all questions.

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

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

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

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

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

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

SAY	<p>Click Back to return to the <i>Before You Begin</i> screen.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>Remember to read each item carefully and follow the instructions to complete each item. If you do not know the answer to a question, choose what you think is the best answer so that you can keep moving forward in the test. You can flag a question to come back to it later, but you must choose an answer for all items in a passage set to keep moving forward in the test.</p>
-----	---

Read Option A, B, or C based on instructions from your school assessment coordinator.

Option A

SAY	<p>When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your test ticket (<i>and scratch paper</i>) and provide you with further instructions.</p> <p>Please raise your hand if you have any questions.</p>
-----	---

OR

Option B

SAY	<p>When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your test ticket (<i>and scratch paper</i>). Sit quietly until I tell you that the test has ended. Do not use your computer or device once you have submitted your test.</p> <p>Please raise your hand if you have any questions.</p>
-----	---

OR

Option C

SAY	<p>When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your test ticket (<i>and scratch paper</i>). Sit quietly until I tell you that the test has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
-----	---

Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your test ticket (<i>and scratch paper</i>) before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>You have 120 minutes to complete this test, and we will take a short stretch break after 60 minutes. After 120 minutes, you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the test.</p> <p>Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. (<i>Pause. Collect any devices.</i>) Now, click Next in the upper left corner of the screen. This will take you to the first question of the test. You may now begin working.</p>
-----	---

Complete the following:

STARTING time:	_____
Add 60 minutes:	+60 minutes
Time to call a break:	_____
TIME TESTING RESUMES:	_____
Add 50 minutes:	+50 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

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

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

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

After 60 minutes from the STARTING time,

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

After a short break,

SAY	Now, be seated. You still have 60 minutes to complete this test, and I will let you know when there are 10 minutes left. You will be permitted to continue working if you need additional time. Remember, if you finish early, go back and check your work. Make sure you are on the screen where you left off. You may now continue working.
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After 50 minutes,

SAY	There are 10 minutes left in this test. Remember that you will be permitted to continue working if you need additional time.
-----	--

After 10 more minutes,

SAY	Stop. Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time. If you have finished working and have not submitted your test, click Next in the upper left corner until you see the review screen. (<i>Pause.</i>) On the review screen, click End Test . A Warning message will appear. Click Yes on this message. (<i>Pause.</i>) On the Test Completed screen, click Log Out . You will be taken to the Please Sign In screen. I will collect your test ticket (<i>and scratch paper</i>).
-----	---

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

Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the TA Interface, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students who need additional time after 120 minutes may continue working; however, testing must be completed within the same school day.**

Once students are ready to continue working,

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

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

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

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

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

Complete the following steps:

1. Ensure that you have all test tickets and, if applicable, scratch paper, and that your required administration information and testing room seating chart are accurate and complete and includes arrows to indicate which direction students are facing.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

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

For ELL or recently exited ELL students:

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

4. Return all materials to your school assessment coordinator as described on page 178.

Script for Administering the Florida Civic Literacy Exam (FCLE)

160+ Minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations (e.g., regular print) and computer-based accommodations (masking, text-to-speech) can be found on the [Florida Statewide Assessments Portal](#).

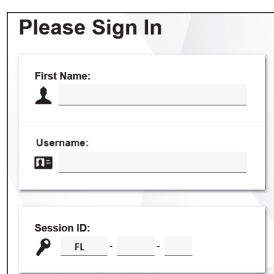
This test is 160 minutes, and students will take a short stretch break after 80 minutes of testing. Students who need additional time after 160 minutes may continue working up to half of a typical school day. Ensure that you have the correct stopping time for students who use additional time, and display the stopping time as instructed in the script.

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student’s test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 24–25, including removing or covering any visual aids on boards or walls.
2. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**
3. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in [Appendix C](#).)
4. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying government concepts).
5. Ensure that students' personal electronic devices are put away or collected, depending on your school's procedures.
6. Ensure that you understand your school assessment coordinator's instructions regarding the length of time students should be permitted to test. **Contact your school assessment coordinator if you have not already received timing information for this test.**
7. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
8. Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the student ***Please Sign In*** screen is displayed as shown below. The computer or device is now ready for the student to begin.



The screenshot shows a sign-in interface with the following fields:

- First Name:** A text input field with a person icon to its left.
- Username:** A text input field with a key icon to its left.
- Session ID:** A text input field with a key icon to its left, followed by the text "FL" and three empty boxes for digits.

Create a Test Session

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

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

SAY	<p>Today, you are going to take the Florida Civic Literacy Exam (FCLE).</p> <p>You may not have any electronic or recording devices, other than the device you are using to take the test, at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. You may not use Bluetooth/wireless headphones/earbuds during testing. If you access any electronic or recording devices at any time during this test, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
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If a student raises his or her hand, follow your school's procedures regarding electronic devices. At this time, silence your own electronic device(s).

SAY	<p>You will have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time.</p> <p>Please do not type any information until I tell you to do so.</p>
-----	--

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

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

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

SAY	Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start.
-----	--

Distribute the test tickets.

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

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

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

Pause and assist students with logging in as needed.

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

Assist any students who raise their hands.

SAY	<p>You will now see a screen that says <i>Your Tests</i>. Click the arrow to the left of Start K–12 Florida Civic Literacy Exam (FCLE) to proceed.</p> <p>While you are waiting for your test to be approved, you will see a <i>Waiting for Approval</i> screen. This screen includes your first and last names, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand.</p> <p>Otherwise, please sit quietly while I approve your tests.</p>
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Assist any students who raise their hands.

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

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

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

SAY	<p>Now, you should see a screen that says <i>Before You Begin</i>.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>First, you will see a section titled <i>Testing Rules Acknowledgment</i>. Please listen and read along as I review the testing rules. Remember:</p> <ul style="list-style-type: none"> • You may not have a cell phone during testing. • Do not talk to other students or make any disturbance. • Do not look at another student’s test. • Do not ask for or provide help in answering any test questions. • Do not have access to or use any electronic or recording devices at any time during this session, including during breaks. <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
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Answer all questions.

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

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

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

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

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

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

SAY	<p>Click Back to return to the <i>Before You Begin</i> screen.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>Read each question carefully today and look at all the answer choices before selecting your answer. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.</p>
-----	---

Read Option A, B, or C based on instructions from your school assessment coordinator.

Option A

SAY	<p>When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your test ticket.</p> <p>If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. At the break, you will be dismissed.</p> <p>If you finish the test and it is after the stretch break, you may leave quietly.</p> <p>Please raise your hand if you have any questions.</p>
-----	--

OR

Option B

SAY	<p>When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your test ticket. Sit quietly until I tell you that the test has ended. Do not use your computer or device once you have submitted your test.</p> <p>Please raise your hand if you have any questions.</p>
------------	--

OR

Option C

SAY	<p>When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your test ticket. Sit quietly until I tell you that the test has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
------------	--

Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your test ticket before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>You have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the test.</p> <p>Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. <i>(Pause. Collect any devices.)</i> Now, click Next in the upper left corner of the screen. This will take you to the first question of the test. You may now begin working.</p>
------------	--

Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a break:	_____
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

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

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

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

After 80 minutes from the STARTING time,

SAY	Stop. You may stand and stretch, but do not talk or look at another student’s computer screen or device.
-----	---

If your school selected Option A,

SAY	Please raise your hand if you have submitted the test. I will confirm that I have your test ticket, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing after the break. <i>(Pause.)</i>
-----	---

Confirm that you have collected all test materials before dismissing students from the testing room.

After a short break,

SAY	Now, be seated. You still have 80 minutes to complete this test, and I will let you know when there are 10 minutes left. You will be permitted to continue working if you need additional time. Remember, if you finish early, go back and check your work. Make sure you are on the screen where you left off. You may now continue working.
-----	--

After 70 minutes,

SAY	There are 10 minutes left in this test. Remember that you will be permitted to continue working if you need additional time.
-----	--

After 10 more minutes,

SAY	Stop. Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time. If you have finished working and have not submitted your test, click Next in the upper left corner until you see the review screen. <i>(Pause.)</i> On the review screen, click End Test . A Warning message will appear. Click Yes on this message. <i>(Pause.)</i>
-----	---

SAY	On the <i>Test Completed</i> screen, click Log Out . You will be taken to the <i>Please Sign In</i> screen. I will collect your test ticket.
-----	---

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

Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the TA Interface, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students may work for a total of half of a typical school day.**

Display the new stopping time for students. Once students are ready to continue working,

SAY	Now, we will continue testing. You have until ____ to continue working, and I will let you know when there are 10 minutes left.
-----	---

At 10 minutes before the stopping time,

SAY	You have 10 minutes to finish the test.
-----	---

After 10 more minutes,

SAY	Stop. Click Next in the upper left corner until you see the review screen. <i>(Pause.)</i> On the review screen, click End Test . A Warning message will appear. Click Yes on this message. <i>(Pause.)</i> On the <i>Test Completed</i> screen, click Log Out . You will be taken to the <i>Please Sign In</i> screen. I will collect your test ticket.
-----	--

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

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

Complete the following steps:

1. Ensure that you have all test tickets and that your required administration information and testing room seating chart are accurate and complete and includes arrows to indicate which direction students are facing.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.

- Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

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

For ELL or recently exited ELL students:

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

- Return all materials to your school assessment coordinator as described on page 178.

Script for Administering the FSA Algebra 1 EOC Retake

Session 1

90+ Minutes



Calculators are not permitted during this test session. Do not distribute calculators until the beginning of Session 2.

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations (e.g., regular print) and computer-based accommodations (masking, text-to-speech) can be found on the [Florida Statewide Assessments Portal](#).

This test session is 90 minutes, and students will take a short stretch break after 45 minutes of testing. Students who need additional time after 90 minutes may continue working up to half of a typical school day. Ensure that you have the correct stopping time for students who use additional time, and display the stopping time as instructed in the script.

During this test session, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- If a student starts a test session and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that session. If you have concerns that a student will be unable to finish the session, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students' tests. If a student's test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).

- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 24–25, including removing or covering any visual aids on boards or walls.
2. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**
3. Ensure that the Electronic Devices sign, No Calculators sign, and Session 1 sign are visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in [Appendix C](#).)
4. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying mathematical concepts).
5. Ensure that students' personal electronic devices are put away or collected, depending on your school's procedures.
6. Ensure that you understand your school assessment coordinator's instructions regarding the length of time students should be permitted to test for this session. **Contact your school assessment coordinator if you have not already received timing information for Session 1.**
7. Prior to testing, ensure that students have the following:
 - A pen or pencil
 - A CBT Work Folder
 - *Algebra 1 EOC FSA Mathematics Reference Sheet* (Paper reference sheets should be provided **only** if your school is providing copies for all students. **Paper reference sheets must be for FSA Algebra 1 EOC Retake, not the reference sheet for B.E.S.T. Algebra 1 EOC.** Using the incorrect reference sheet may lead to invalidations.)
8. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
9. Launch the secure browser on student computers or devices prior to beginning the test session. When the connection is established, the student ***Please Sign In*** screen is displayed as shown below. The computer or device is now ready for the student to begin.

Create a Test Session

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

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

SAY	<p>Today, you are going to take Session 1 of the FSA Algebra 1 EOC Retake. The only materials on your desk should be your (<i>Algebra 1 EOC FSA Mathematics Reference Sheet</i>), pen or pencil, and your work folder.</p> <p>You may not have any electronic or recording devices, other than the device you are using to take the test, at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. You may not use Bluetooth/wireless headphones/earbuds during testing. If you access any electronic or recording devices at any time during this test session, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
-----	--

If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic device(s).

SAY	<p>You will have 90 minutes to complete this test session, and we will take a short stretch break after 45 minutes. After 90 minutes, you will be permitted to continue working if you need additional time.</p> <p>Write your first and last names and today’s date on your work folder. You may use your work folder to work the problems. You may not use any other paper. I will collect your work folder at the end of this test session.</p> <p>Calculators are not allowed during this test session. If you have a calculator, raise your hand and I will collect it. (<i>Pause.</i>)</p>
-----	---

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

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

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

SAY	Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start.
-----	--

Distribute the test tickets.

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

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

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

Pause and assist students with logging in as needed.

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

Assist any students who raise their hands.

SAY	<p>You will now see a screen that says <i>Your Tests</i>. Click the arrow to the left of Start FSA Algebra 1 EOC Retake to proceed.</p> <p>While you are waiting for your test to be approved, you will see a <i>Waiting for Approval</i> screen. This screen includes your first and last names, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand.</p> <p>Otherwise, please sit quietly while I approve your tests.</p>
-----	---

Assist any students who raise their hands.

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

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

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

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

SAY	<p>First, you will see a section titled <i>Testing Rules Acknowledgment</i>. Please listen and read along as I review the testing rules. Remember:</p> <ul style="list-style-type: none"> • You may not have a cell phone during testing. • Do not talk to other students or make any disturbance. • Do not look at another student’s test materials. • Do not ask for or provide help in answering any test questions. • Use only approved materials for taking notes. • Do not have access to or use any electronic or recording devices at any time during this session, including during breaks. <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
-----	--

Answer all questions.

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

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

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

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

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

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

SAY	<p>Click Back to return to the <i>Before You Begin</i> screen.</p> <p>Do not click Begin Test Now until I tell you to do so.</p>
-----	---

SAY	<p>Today you will complete Session 1. Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.</p> <p>As a reminder, you may access a pop-up window displaying an electronic version of the reference sheet by clicking the Formulas button in the top right corner of the test.</p>
-----	---

If your school provided paper copies of the *Algebra 1 EOC FSA Mathematics Reference Sheet* for students to use,

SAY	<p>Now, look at the top of your paper reference sheet. It should say <i>Algebra 1 EOC FSA Mathematics Reference Sheet</i>. Examine the page carefully to ensure that content near the edge of the reference sheet has not been cut off. Please raise your hand if there are problems with your reference sheet.</p>
-----	---

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

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

Answer all questions.

Read Option A, B, or C based on instructions from your school assessment coordinator.

Option A

SAY	<p>When you have finished this session, click Next in the upper left corner until you reach the review screen. Review your work carefully and make sure you have answered every question. Do not click End Session until you are instructed to do so at the end of the session today. After you have checked your work, sit quietly until I tell you that this session has ended.</p> <p>Please raise your hand if you have any questions.</p>
-----	--

OR

Option B

SAY	<p>When you have finished this session, click Next in the upper left corner until you reach the review screen. Review your work carefully and make sure you have answered every question. After you have checked your work, click End Session on the review screen and raise your hand. I will collect your <i>(reference sheet,)</i> work folder and test ticket. Then you must sit quietly until I tell you that this session has ended.</p> <p>Please raise your hand if you have any questions.</p>
-----	---

OR

Option C

SAY	<p>When you have finished this session, click Next in the upper left corner until you reach the review screen. Review your work carefully and make sure you have answered every question. After you have checked your work, click End Session on the review screen and raise your hand. I will collect your (<i>reference sheet,</i>) work folder and test ticket. Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
-----	---

Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your (<i>reference sheet,</i>) work folder and test ticket before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>You have 90 minutes to complete this test session, and we will take a short stretch break after 45 minutes. After 90 minutes, you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the session.</p> <p>Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. (<i>Pause. Collect any devices.</i>) Now, click Next in the upper left corner of the screen. This will take you to the first question of the test. You may now begin working.</p>
-----	---

Complete the following:

STARTING time:	_____
Add 45 minutes:	+45 minutes
Time to call a break:	_____
TIME TESTING RESUMES:	_____
Add 35 minutes:	+35 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

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

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

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

After 45 minutes from the STARTING time,

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

After a short break,

SAY	Now, be seated. You still have 45 minutes to complete this session, and I will let you know when there are 10 minutes left. You will be permitted to continue working if you need additional time. Remember, if you finish early, go back and check your work. Make sure you are on the screen where you left off. You may now continue working.
-----	---

After 35 minutes,

SAY	There are 10 minutes left in the 90-minute test session.
-----	--

After 10 more minutes,

SAY	Stop. Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time. If you have finished working, make sure you are on the review screen. Pause your test by clicking End Session at the bottom of the screen and then selecting Yes on the pop-up message. Raise your hand and I will collect your (<i>reference sheet,</i>) work folder and test ticket.
-----	--

Students will be returned to the **Please Sign In** screen once they pause their tests. Collect test materials.

Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the TA Interface, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students may work for a total of half of a typical school day.**

Display the new stopping time for students. Once students are ready to continue working,

SAY	Now, we will continue testing. You have until _____ to continue working, and I will let you know when there are 10 minutes left.
-----	--

At 10 minutes before the stopping time,

SAY	You have 10 minutes to finish Session 1.
-----	--

After 10 more minutes,

SAY	Stop. Make sure you are on the review screen. Pause your test by clicking End Session at the bottom of the screen and then selecting Yes on the pop-up message. I will collect your (<i>reference sheet,</i>) work folder and test ticket.
-----	---

Students will be returned to the **Please Sign In** screen once they pause their tests. Collect test materials.

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

Complete the following steps:

1. Ensure that you have all (reference sheets,) work folders and test tickets and that your required administration information and testing room seating chart are accurate and complete and includes arrows to indicate which direction students are facing.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

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

For ELL or recently exited ELL students:

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

4. Return all materials to your school assessment coordinator until the beginning of Session 2.

Script for Administering the FSA Algebra 1 EOC Retake

Session 2

90+ Minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations (e.g., regular print) and computer-based accommodations (masking, text-to-speech) can be found on the [Florida Statewide Assessments Portal](#).

This test session is 90 minutes, and students will take a short stretch break after 45 minutes of testing. Students who need additional time after 90 minutes may continue working up to half of a typical school day. Ensure that you have the correct stopping time for students who use additional time, and display the stopping time as instructed in the script.

During this test session, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have completed Session 1. If any students have not completed Session 1, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that session. If you have concerns that a student will be unable to finish the session, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student’s test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.

- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 24–25, including removing or covering any visual aids on boards or walls.
2. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**
3. Ensure that the Electronic Devices sign and Session 2 sign are visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in [Appendix C](#).)
4. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying mathematical concepts).
5. Ensure that students' personal electronic devices are put away or collected, depending on your school's procedures.
6. Ensure that you understand your school assessment coordinator's instructions regarding the length of time students should be permitted to test for this session. **Contact your school assessment coordinator if you have not already received timing information for Session 2.**
7. Prior to testing, ensure that students have the following:
 - A pen or pencil
 - A new CBT Work Folder (Students should **not** use the same work folders that they used in Session 1.)
 - A handheld scientific calculator with the allowable functionality only (Handheld calculators should be provided **only** if your school is allowing their use.)
 - *Algebra 1 EOC FSA Mathematics Reference Sheet* (Paper reference sheets should be provided **only** if your school is providing copies for all students. You may provide new printed copies of the reference sheet for Session 2 and should instruct students to write their names on the new reference sheets. If you have retained the used reference sheets from Session 1, then make sure that each student receives the same reference sheet that he or she used during Session 1. **Paper reference sheets must be for FSA Algebra 1 EOC Retake, not the reference sheet for B.E.S.T. Algebra 1 EOC.** Using the incorrect reference sheet may lead to invalidations.)
8. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
9. Launch the secure browser on student computers or devices prior to beginning the test session. When the connection is established, the student **Please Sign In** screen is displayed as shown below. The computer or device is now ready for the student to begin.

The screenshot shows a 'Please Sign In' window with the following fields:

- First Name:** A text input field with a person icon to the left.
- Username:** A text input field with a key icon to the left.
- Session ID:** A text input field with a key icon to the left and a dropdown menu showing 'FL'.

Create a Test Session

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

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

SAY	<p>Today, you are going to take Session 2 of the FSA Algebra 1 EOC Retake. The only materials on your desk should be your (<i>Algebra 1 EOC FSA Mathematics Reference Sheet</i>,) (<i>scientific calculator</i>,) pen or pencil, and your work folder.</p> <p>You may not have any electronic or recording devices, other than the device you are using to take the test (<i>and your calculator</i>), at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. You may not use Bluetooth/wireless headphones/earbuds during testing. If you access any electronic or recording devices at any time during this test session, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
-----	---

If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic device(s).

SAY	<p>You will have 90 minutes to complete this test session, and we will take a short stretch break after 45 minutes. After 90 minutes, you will be permitted to continue working if you need additional time.</p> <p>Write your first and last names and today’s date on your work folder. Remember, you may use your work folder to work the problems. You may not use any other paper. I will collect your work folder at the end of this test session.</p>
-----	---

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

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

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

SAY	Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start.
-----	--

Distribute the test tickets.

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

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

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

Pause and assist students with logging in as needed.

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

Assist any students who raise their hands.

SAY	<p>You will now see a screen that says <i>Your Tests</i>. Click Resume FSA Algebra 1 EOC Retake to proceed.</p> <p>While you are waiting for your test to be approved, you will see a <i>Waiting for Approval</i> screen. This screen includes your first and last names, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand.</p> <p>Otherwise, please sit quietly while I approve your tests.</p>
-----	---

Assist any students who raise their hands.

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

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

SAY	<p>Now, you should see a screen that says <i>Before You Begin</i>.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>First, you will see a section titled <i>Testing Rules Acknowledgment</i>. Please listen and read along as I review the testing rules. Remember:</p> <ul style="list-style-type: none"> • You may not have a cell phone during testing. • Do not talk to other students or make any disturbance. • Do not look at another student’s test materials. • Do not ask for or provide help in answering any test questions. • Use only approved materials for taking notes. • Do not have access to or use any electronic or recording devices at any time during this session, including during breaks.
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SAY	<p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
-----	---

Answer all questions.

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

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

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

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

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

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

SAY	<p>Click Back to return to the <i>Before You Begin</i> screen.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>Today you will complete Session 2. Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.</p> <p>As a reminder, you may access a calculator by clicking the Calculator button in the top right corner of the test. You may also access a pop-up window displaying an electronic version of the reference sheet by clicking the Formulas button in the top right corner of the test.</p>
-----	---

If your school provided paper copies of the *Algebra 1 EOC FSA Mathematics Reference Sheet* for students to use,

SAY	<p>Now, look at your paper reference sheet. (<i>Make sure you have the reference sheet with your name on it.</i>) (<i>Write your first and last names in the upper right corner of the new reference sheet now.</i>) Please raise your hand if there are problems with your reference sheet.</p> <p>This is considered a secure document and must be returned with your work folder.</p> <p>Please raise your hand if you have any questions.</p>
-----	---

Answer all questions.

Read Option A, B, or C based on instructions from your school assessment coordinator.

Option A

SAY	<p>When you have finished this session, click Next in the upper left corner until you see the review screen. After you have checked your work, sit quietly until I tell you that this session has ended.</p> <p>Please raise your hand if you have any questions.</p>
-----	--

OR

Option B

SAY	<p>When you have finished this session, click Next in the upper left corner until you see the review screen. After you have finished checking your work, raise your hand. I will collect your (<i>reference sheet,</i>) (<i>calculator,</i>) work folder and test ticket. Then you must sit quietly until I tell you that this session has ended.</p> <p>Please raise your hand if you have any questions.</p>
-----	---

OR

Option C

SAY	<p>When you have finished this session, click Next in the upper left corner until you see the review screen. After you have finished checking your work, raise your hand. I will collect your (<i>reference sheet,</i>) (<i>calculator,</i>) work folder and test ticket. Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
-----	---

Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your (<i>reference sheet,</i>) (<i>calculator,</i>) work folder and test ticket before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p>
-----	--

SAY	<p>You have 90 minutes to complete this test session, and we will take a short stretch break after 45 minutes. After 90 minutes, you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the session.</p> <p>Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. <i>(Pause. Collect any devices.)</i> Now, click Next in the upper left corner of the screen. This will take you to the first question of the test session. You may now begin working.</p>
-----	---

Complete the following:

STARTING time:	_____
Add 45 minutes:	+45 minutes
Time to call a break:	_____
TIME TESTING RESUMES:	_____
Add 35 minutes:	+35 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

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

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

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

After 45 minutes from the STARTING time,

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

After a short break,

SAY	<p>Now, be seated. You still have 45 minutes to complete this session, and I will let you know when there are 10 minutes left. You will be permitted to continue working if you need additional time. Remember, if you finish early, go back and check your work.</p> <p>Make sure you are on the screen where you left off. You may now continue working.</p>
-----	--

After 35 minutes,

SAY	There are 10 minutes left in the 90-minute test session.
-----	--

After 10 more minutes,

SAY	<p>Stop. Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time.</p> <p>If you have finished working and have not submitted your test, click Next in the upper-left corner until you see the review screen. <i>(Pause.)</i></p> <p>On the review screen, click End Test. A Warning message will appear. Click Yes on this message. <i>(Pause.)</i></p> <p>On the Test Completed screen, click Log Out. You will be taken to the Please Sign In screen. I will collect your <i>(reference sheet,)</i> <i>(calculator,)</i> work folder and test ticket.</p>
-----	--

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

Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the TA Interface, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students may work for a total of half of a typical school day.**

Display the new stopping time for students. Once students are ready to continue working,

SAY	Now, we will continue testing. You have until _____ to continue working, and I will let you know when there are 10 minutes left.
-----	--

At 10 minutes before the stopping time,

SAY	You have 10 minutes to finish Session 2.
-----	--

After 10 more minutes,

SAY	<p>Stop. Click Next in the upper left corner until you see the review screen. <i>(Pause.)</i></p> <p>On the review screen, click End Test. A Warning message will appear. Click Yes on this message. <i>(Pause.)</i></p> <p>On the Test Completed screen, click Log Out. You will be taken to the Please Sign In screen. I will collect your <i>(reference sheet,)</i> <i>(calculator,)</i> work folder and test ticket.</p>
-----	--

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

Once all students have submitted their tests, end the test session by clicking **Stop Session** in the TA Interface. This will pause any remaining tests, so only select **Stop Session** after all students have submitted their tests. Then log out of the TA Interface by clicking the **Account** drop-down menu and selecting *Logout* in the upper right corner of the screen.

Complete the following steps:

1. Ensure that you have all (reference sheets, calculators,) work folders and test tickets and that your required administration information and testing room seating chart are accurate and complete and includes arrows to indicate which direction students are facing.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

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

For ELL or recently exited ELL students:

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

4. Return all materials to your school assessment coordinator as described on page 178.

Script for Administering the FSA ELA Reading Retake

Session 1

90+ Minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations (e.g., regular print) and computer-based accommodations (e.g., masking, text-to-speech, closed captioning) can be found on the [Florida Statewide Assessments Portal](#).

This test session is 90 minutes, and students will take a short stretch break after 45 minutes of testing. Students who need additional time after 90 minutes may continue working up to half of a typical school day. Ensure that you have the correct stopping time for students who use additional time, and display the stopping time as instructed in the script.

During this test session, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- If a student starts a test session and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that session. If you have concerns that a student will be unable to finish the session, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student’s test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.

- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 24–25, including removing or covering any visual aids on boards or walls.
2. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**
3. Ensure that the Electronic Devices sign and Session 1 sign are visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in [Appendix C](#).)
4. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., word lists, dictionaries).
5. Ensure that students’ personal electronic devices are put away or collected, depending on your school’s procedures.
6. Ensure that you understand your school assessment coordinator’s instructions regarding the length of time students should be permitted to test for this session. **Contact your school assessment coordinator if you have not already received timing information for Session 1.**
7. Prior to testing, ensure that students have the following:
 - A pen or pencil
 - A CBT Worksheet
8. If you have students who require FSA ELA Reading Retake Passage Booklets (see page 29), make sure that the students have been assigned this accommodation in TIDE and that you have received the booklets from your school assessment coordinator. **Do not distribute the booklets until instructed to do so in the script.**
9. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
10. Ensure that each student has headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
11. Launch the secure browser on student computers or devices prior to beginning the test session. When the connection is established, the student ***Please Sign In*** screen is displayed as shown below. The computer or device is now ready for the student to begin.

Create a Test Session

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

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

SAY	<p>Today, you are going to take Session 1 of the FSA ELA Reading Retake. The only materials on your desk should be your pen or pencil and your CBT Worksheet.</p> <p>You may not have any electronic or recording devices, other than the device you are using to take the test, at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. You may not use Bluetooth/wireless headphones/earbuds during testing. If you access any electronic or recording devices at any time during this test session, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
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If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic device(s).

SAY	<p>You will have 90 minutes to complete this test session, and we will take a short stretch break after 45 minutes. After 90 minutes, you will be permitted to continue working if you need additional time.</p> <p>Write your first and last names and today’s date on your CBT Worksheet. You may use your worksheet to take notes. You may not use any other paper. I will collect your worksheet at the end of this test session.</p>
-----	--

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

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

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

SAY	Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start.
-----	--

Distribute the test tickets.

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

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

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

Pause and assist students with logging in as needed.

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

Assist any students who raise their hands.

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

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

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

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

SAY	<p>Now, you should see a screen that says <i>Audio Checks</i>. Put your headphones or earbuds on now. In the Sound Check section, click the speaker icon. Adjust the settings, if necessary. If you can hear the sound, click Yes and wait for further instructions.</p> <p>Raise your hand if you cannot hear the sound.</p>
-----	--

Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have selected **Yes** on the *Audio Checks* screen,

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

SAY	<p>First, you will see a section titled <i>Testing Rules Acknowledgment</i>. Please listen and read along as I review the testing rules. Remember:</p> <ul style="list-style-type: none"> • You may not have a cell phone during testing. • Do not talk to other students or make any disturbance. • Do not look at another student’s test materials. • Do not ask for or provide help in answering any test questions. • Use only approved materials for taking notes. • Do not have access to or use any electronic or recording devices at any time during this session, including during breaks. <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
-----	--

Answer all questions.

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

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

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

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

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

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

SAY	<p>Click Back to return to the <i>Before You Begin</i> screen.</p> <p>Do not click Begin Test Now until I tell you to do so.</p>
-----	---

SAY	Today you will complete Session 1. Remember to read each passage and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.
-----	---

If you have students who will use FSA ELA Reading Retake Passage Booklets:

Distribute FSA ELA Reading Retake Passage Booklets to any students with this accommodation, and read the following SAY box. **If no students require this accommodation, skip the following SAY box.**

SAY	Write your name in the space on the front cover of your passage booklet. Find the first plastic pull tab on the right side of your passage booklet. Carefully pull the tab out and down . Do not remove any remaining pieces of the tab. You may write in your passage booklet, but be careful not to tear the pages or cover any parts of a passage. Do not read any of the passages before the test begins.
-----	---

Read Option A, B, or C based on instructions from your school assessment coordinator.

Option A

SAY	When you have finished this session, click Next in the upper left corner until you reach the review screen. Review your work carefully and make sure you have answered every question. Do not click End Session until you are instructed to do so at the end of the session today. After you have checked your work, sit quietly until I tell you that this session has ended.
	Please raise your hand if you have any questions.

OR

Option B

SAY	When you have finished this session, click Next in the upper left corner until you reach the review screen. Review your work carefully and make sure you have answered every question. After you have checked your work, click End Session on the review screen and raise your hand. I will collect your (<i>passage booklet,</i>) worksheet and test ticket. Then you must sit quietly until I tell you that this session has ended.
	Please raise your hand if you have any questions.

OR

Option C

SAY	When you have finished this session, click Next in the upper left corner until you reach the review screen. Review your work carefully and make sure you have answered every question. After you have checked your work, click End Session on the review screen and raise your hand. I will collect your (<i>passage booklet,</i>) worksheet and test ticket. Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device.
	Please raise your hand if you have any questions.

Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your (<i>passage booklet,</i>) worksheet and test ticket before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>You have 90 minutes to complete this test session, and we will take a short stretch break after 45 minutes. After 90 minutes, you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the session.</p> <p>Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. (<i>Pause. Collect any devices.</i>) Now, click Next in the upper left corner of the screen. This will take you to the first question of the test. You may now begin working.</p>
-----	---

Complete the following:

STARTING time:	_____
Add 45 minutes:	+45 minutes
Time to call a break:	_____
TIME TESTING RESUMES:	_____
Add 35 minutes:	+35 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

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

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

If a defective passage booklet is found, contact your school assessment coordinator.

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

After 45 minutes from the STARTING time,

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

After a short break,

SAY	Now, be seated. You still have 45 minutes to complete this session, and I will let you know when there are 10 minutes left. You will be permitted to continue working if you need additional time. Remember, if you finish early, go back and check your work. Make sure you are on the screen where you left off. You may now continue working.
-----	---

After 35 minutes,

SAY	There are 10 minutes left in the 90-minute test session.
-----	--

After 10 more minutes,

SAY	Stop. Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time. If you have finished working, click Next in the upper left corner until you see the review screen. Pause your test by clicking End Session at the bottom of the screen and then selecting Yes on the pop-up message. Raise your hand and I will collect your (<i>passage booklet,</i>) worksheet and test ticket.
-----	--

Students will be returned to the **Please Sign In** screen once they pause their tests. Collect test materials.

Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the TA Interface, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students may work for a total of half of a typical school day.**

Display the new stopping time for students. Once students are ready to continue working,

SAY	Now, we will continue testing. You have until ____ to continue working, and I will let you know when there are 10 minutes left.
-----	---

At 10 minutes before the stopping time,

SAY	You have 10 minutes to complete Session 1.
-----	--

After 10 more minutes,

SAY	Stop. Click Next in the upper left corner until you see the review screen. Pause your test by clicking End Session at the bottom of the screen and then selecting Yes on the pop-up message. I will collect your (<i>passage booklet,</i>) worksheet and test ticket.
-----	---

Students will be returned to the **Please Sign In** screen once they pause their tests. Collect test materials.

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

Complete the following steps:

1. Ensure that you have all (passage booklets,) worksheets and test tickets and that your required administration information and testing room seating chart are accurate and complete and includes arrows to indicate which direction students are facing.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

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

For ELL or recently exited ELL students:

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

4. Return all materials to your school assessment coordinator until the beginning of Session 2.

Script for Administering the FSA ELA Reading Retake

Session 2

90+ Minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations (e.g., regular print) and computer-based accommodations (e.g., masking, text-to-speech, closed captioning) can be found on the [Florida Statewide Assessments Portal](#).

This test session is 90 minutes, and students will take a short stretch break after 45 minutes of testing. Students who need additional time after 90 minutes may continue working up to half of a typical school day. Ensure that you have the correct stopping time for students who use additional time, and display the stopping time as instructed in the script.

During this test session, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have completed Session 1. If any students have not completed Session 1, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that session. If you have concerns that a student will be unable to finish the session, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student’s test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.

- When reading the following script, please note that optional words are italicized and in parentheses.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 24–25, including removing or covering any visual aids on boards or walls.
2. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**
3. Ensure that the Electronic Devices sign and Session 2 sign are visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in [Appendix C](#).)
4. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., word lists, dictionaries).
5. Ensure that students' personal electronic devices are put away or collected, depending on your school's procedures.
6. Ensure that you understand your school assessment coordinator's instructions regarding the length of time students should be permitted to test for this session. **Contact your school assessment coordinator if you have not already received timing information for Session 2.**
7. Prior to testing, ensure that students have the following:
 - A pen or pencil
 - A new CBT Worksheet (Students should **not** use the same worksheets that they used in Session 1.)
8. If you have students who require FSA ELA Reading Retake Passage Booklets, make sure that each student receives the same FSA ELA Reading Retake Passage Booklet that he or she used during Session 1. **Do not distribute the booklets until instructed to do so in the script.**
9. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
10. Ensure that each student has headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
11. Launch the secure browser on student computers or devices prior to beginning the test session. When the connection is established, the student ***Please Sign In*** screen is displayed as shown below. The computer or device is now ready for the student to begin.

Please Sign In

First Name:

Username:

Session ID: FL . . .

Create a Test Session

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

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

SAY	<p>Today, you are going to take Session 2 of the FSA ELA Reading Retake. The only materials on your desk should be your pen or pencil and your CBT Worksheet.</p> <p>You may not have any electronic or recording devices, other than the device you are using to take the test, at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. You may not use Bluetooth/wireless headphones/earbuds during testing. If you access any electronic or recording devices at any time during this test session, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
-----	---

If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic device(s).

SAY	<p>You will have 90 minutes to complete this test session, and we will take a short stretch break after 45 minutes. After 90 minutes, you will be permitted to continue working if you need additional time.</p> <p>Write your first and last names and today’s date on your CBT Worksheet. Remember, you may use your worksheet to take notes. You may not use any other paper. I will collect your worksheet at the end of this test session.</p>
-----	--

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

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

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

SAY	Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start.
-----	--

Distribute the test tickets.

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

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

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

Pause and assist students with logging in as needed.

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

Assist any students who raise their hands.

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

Assist any students who raise their hands.

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

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

SAY	<p>Now, you should see a screen that says <i>Audio Checks</i>. Put your headphones or earbuds on now. In the Sound Check section, click the speaker icon. Adjust the volume, if necessary. If you can hear the sound, click Yes and wait for further instructions.</p> <p>Raise your hand if you cannot hear the sound.</p>
-----	--

Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have selected **Yes** on the *Audio Checks* screen,

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

SAY	<p>First, you will see a section titled <i>Testing Rules Acknowledgment</i>. Please listen and read along as I review the testing rules. Remember:</p> <ul style="list-style-type: none"> • You may not have a cell phone during testing. • Do not talk to other students or make any disturbance. • Do not look at another student’s test materials. • Do not ask for or provide help in answering any test questions. • Use only approved materials for taking notes. • Do not have access to or use any electronic or recording devices at any time during this session, including during breaks. <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
-----	--

Answer all questions.

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

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

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

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

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

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

SAY	<p>Click Back to return to the <i>Before You Begin</i> screen.</p> <p>Do not click Begin Test Now until I tell you to do so.</p>
-----	---

SAY	Today you will complete Session 2. Remember to read each passage and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.
-----	---

If you have students who will use FSA ELA Reading Retake Passage Booklets:

Distribute FSA ELA Reading Retake Passage Booklets to any students with this accommodation, and ensure that each student receives the passage booklet with his or her name on it. Then read the following SAY box. **If no students require this accommodation, skip the following SAY box.**

SAY	Make sure you have the passage booklet with your name on it. Find the remaining plastic pull tab on the right side of your passage booklet. Carefully pull the tab out and down . Do not remove any remaining pieces of the tab. Do not read any of the passages before the test begins.
-----	--

Read Option A, B, or C based on instructions from your school assessment coordinator.

Option A

SAY	When you have finished this session, click Next in the upper left corner until you see the review screen. After you have checked your work, sit quietly until I tell you that this session has ended.
	Please raise your hand if you have any questions.

OR

Option B

SAY	When you have finished this session, click Next in the upper left corner until you see the review screen. After you have finished checking your work, raise your hand. I will collect your (<i>passage booklet,</i>) worksheet and test ticket. Then you must sit quietly until I tell you that this session has ended.
	Please raise your hand if you have any questions.

OR

Option C

SAY	When you have finished this session, click Next in the upper left corner until you see the review screen. After you have finished checking your work, raise your hand. I will collect your (<i>passage booklet,</i>) worksheet and test ticket. Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device.
	Please raise your hand if you have any questions.

Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your (<i>passage booklet</i>,) worksheet and test ticket before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>You have 90 minutes to complete this test session, and we will take a short stretch break after 45 minutes. After 90 minutes, you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the session.</p> <p>Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. (<i>Pause. Collect any devices.</i>) Now, click Next in the upper left corner of the screen. This will take you to the first question of the test session. You may now begin working.</p>
-----	---

Complete the following:

STARTING time:	_____
Add 45 minutes:	+45 minutes
Time to call a break:	_____
TIME TESTING RESUMES:	_____
Add 35 minutes:	+35 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

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

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

If a defective passage booklet is found, contact your school assessment coordinator.

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

After 45 minutes from the STARTING time,

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

After a short break,

SAY	Now, be seated. You still have 45 minutes to complete this session, and I will let you know when there are 10 minutes left. You will be permitted to continue working if you need additional time. Remember, if you finish early, go back and check your work. Make sure you are on the screen where you left off. You may now continue working.
-----	---

After 35 minutes,

SAY	There are 10 minutes left in the 90-minute test session.
-----	--

After 10 more minutes,

SAY	<p>Stop. Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time.</p> <p>If you have finished working and have not submitted your test, click Next in the upper left corner until you see the review screen. <i>(Pause.)</i></p> <p>On the review screen, click End Test. A Warning message will appear. Click Yes on this message. <i>(Pause.)</i></p> <p>On the Test Completed screen, click Log Out. You will be taken to the Please Sign In screen. I will collect your <i>(passage booklet,)</i> worksheet and test ticket.</p>
-----	---

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

Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the TA Interface, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students may work for a total of half of a typical school day.**

Display the new stopping time for students. Once students are ready to continue working,

SAY	Now, we will continue testing. You have until ____ to continue working, and I will let you know when there are 10 minutes left.
-----	---

At 10 minutes before the stopping time,

SAY	You have 10 minutes to finish Session 2.
-----	--

After 10 more minutes,

SAY	<p>Stop. Click Next in the upper left corner until you see the review screen. <i>(Pause.)</i></p> <p>On the review screen, click End Test. A Warning message will appear. Click Yes on this message. <i>(Pause.)</i></p> <p>On the Test Completed screen, click Log Out. You will be taken to the Please Sign In screen. I will collect your <i>(passage booklet,)</i> worksheet and test ticket.</p>
-----	---

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

Once all students have submitted their tests, end the test session by clicking **Stop Session** in the TA Interface. This will pause any remaining tests, so only select **Stop Session** after all students have submitted their tests. Then log out of the TA Interface by clicking the **Account** drop-down menu and selecting *Logout* in the upper right corner of the screen.

Complete the following steps:

1. Ensure that you have all (passage booklets,) worksheets and test tickets and that your required administration information and testing room seating chart are accurate and complete and includes arrows to indicate which direction students are facing.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

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

For ELL or recently exited ELL students:

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

4. Return all materials to your school assessment coordinator as described on page 178.

Script for Administering the FSA ELA Writing Retake

120+ Minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations (e.g., regular print) and computer-based accommodations (e.g., masking, text-to-speech) can be found on the [Florida Statewide Assessments Portal](#).

This test is 120 minutes, and students will take a short stretch break after 60 minutes of testing. Students who need additional time after 120 minutes may continue working up to half of a typical school day. Ensure that you have the correct stopping time for students who use additional time, and display the stopping time as instructed in the script.

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to the test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student’s test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 24–25, including removing or covering any visual aids on boards or walls.
2. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**
3. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in [Appendix C](#).)
4. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., word lists, dictionaries).
5. Ensure that students' personal electronic devices are put away or collected, depending on your school's procedures.
6. Ensure that you understand your school assessment coordinator's instructions regarding the length of time students should be permitted to test. **Contact your school assessment coordinator if you have not already received timing information for this test.**
7. Ensure that each student has a pen or pencil.
8. Provide each student with a planning sheet. Ensure that you have a copy of the sample planning sheet found in [Appendix C](#) to display for students when instructed in the script.
9. If you have students who require FSA ELA Writing Retake Passage Booklets (see page 28), make sure that the students have been assigned this accommodation in TIDE and that you have received the booklets from your school assessment coordinator. **Do not distribute the booklets until instructed to do so in the script.**
10. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
11. Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the student **Please Sign In** screen is displayed as shown below. The computer or device is now ready for the student to begin.

The screenshot shows a 'Please Sign In' window with three input fields. The first field is labeled 'First Name:' and has a person icon. The second field is labeled 'Username:' and has a key icon. The third field is labeled 'Session ID:' and has a key icon and a dropdown menu showing 'FL'.

Create a Test Session

1. Go to the [Florida Statewide Assessments Portal](#) and click **Teachers & Test Administrators**.
2. Select **Administer Statewide Assessments** and then log in to the TA Interface with your username and password.
3. Select the test you will be administering and then start the session.

- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart. The Session ID will begin with “FL.” If the Session ID does not begin with FL, stop the session and repeat steps 1–3 of this section.

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

SAY	<p>Today, you are going to take the FSA ELA Writing Retake. The only materials on your desk should be your pen or pencil and your planning sheet.</p> <p>You may not have any electronic or recording devices, other than the device you are using to take the test, at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. You may not use Bluetooth/wireless headphones/earbuds during testing. If you access any electronic or recording devices at any time during this test, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
-----	---

If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic device(s).

SAY	<p>You will have 120 minutes to complete this test, and we will take a short stretch break after 60 minutes. After 120 minutes, you will be permitted to continue working if you need additional time.</p>
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Now, hold up a sample planning sheet.

SAY	<p>Now, look at your planning sheet. Print your name and today’s date in the upper right corner. You may use the front and back of this planning sheet to jot down ideas, plan, and organize (<i>prewrite, cluster, map, or web</i>) what you will write. It is important to use the planning sheet to plan what you will write, but make sure that you allow enough time to enter your response in the online testing platform. The writing on your planning sheet will not be scored. Only the response you type in the test will be scored.</p>
-----	---

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

SAY	<p>Now, look at the <i>Please Sign In</i> screen. If you do not see this screen, raise your hand.</p>
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If a computer or device is not opened to the ***Please Sign In*** screen, open the secure browser on that computer or device.

SAY	<p>Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start.</p>
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Distribute the test tickets.

SAY	<p>Look closely at your test ticket and make sure it has your correct name, date of birth, and ID number on it.</p> <p>Do not sign in before I instruct you to do so.</p> <p>Raise your hand if you do not have the correct ticket.</p>
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If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

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

Pause and assist students with logging in as needed.

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

Assist any students who raise their hands.

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

Assist any students who raise their hands.

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

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

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

SAY	<p>Now, you should see a screen that says <i>Before You Begin</i>.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>First, you will see a section titled <i>Testing Rules Acknowledgment</i>. Please listen and read along as I review the testing rules. Remember:</p> <ul style="list-style-type: none"> • You may not have a cell phone during testing. • Do not talk to other students or make any disturbance. • Do not look at another student’s test materials. • Do not ask for or provide help in answering any test questions. • Use only approved materials for taking notes. • Do not have access to or use any electronic or recording devices at any time during this session, including during breaks.
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SAY	<p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the passages, prompt, or your writing response after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
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Answer all questions.

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

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

SAY	<p>During the test, be sure to read each passage carefully and respond completely to the writing prompt. Remember that your writing should show that you can organize and express your thoughts clearly and that you have responded completely to the writing prompt.</p> <p>You are required to write your response in English. Responses written in languages other than English will not be scored.</p> <p>Your response will automatically be saved every two minutes while you are actively working on the screen. You may also use the Save button on the top toolbar to save your work.</p> <p>You may not use a dictionary. If you aren't sure how to spell a word, spell it the best way you can.</p> <p>Manage your time carefully so that you can read the passages, plan your response, write your response, and revise and edit your response.</p> <p>If you finish the test before time is called, go back and check (<i>proofread</i>) your work and make corrections to improve your writing.</p> <p>Now, on the <i>Before You Begin</i> screen, click View Test Settings. You should see a screen that says <i>Review Test Settings</i>.</p> <p>This screen allows you to choose the background color, mouse pointer, and print size for your test. If you would like to change your selections, do so now. You should see your changes made on the screen once you select them. If you have any questions, raise your hand.</p>
-----	---

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

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

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

SAY	Click Back to return to the <i>Before You Begin</i> screen. Do not click Begin Test Now until I tell you to do so.
-----	--

If you have students who will use FSA ELA Writing Retake Passage Booklets:

Distribute FSA ELA Writing Retake Passage Booklets to any students with this accommodation, and read the following SAY box. **If no students require this accommodation, skip the following SAY box.**

SAY	Write your name in the space on the front cover of your passage booklet. Find the plastic pull tab on the right side of your passage booklet. Gently pull the tab out and down . Do not remove any remaining pieces of the tab. You may write in your passage booklet, but be careful not to tear the pages or cover any parts of a passage. Do not read any of the passages before the test begins.
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SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your (<i>passage booklet,</i>) planning sheet and test ticket before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>You have 120 minutes to complete this test, and we will take a short stretch break after 60 minutes. After 120 minutes, you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the test.</p> <p>Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. (<i>Pause. Collect any devices.</i>) Now, click Next in the upper left corner of the screen. This will take you to the passages and prompt. You may now begin working.</p>
-----	--

Complete the following:

STARTING time:	_____
Add 60 minutes:	+60 minutes
Time to call a break:	_____
TIME TESTING RESUMES:	_____
Add 50 minutes:	+50 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

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

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

If a defective passage booklet is found, contact your school assessment coordinator.

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

After 60 minutes from the STARTING time,

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

After a short break,

SAY	Now, be seated. You still have 60 minutes to complete the test, and I will let you know when there are 10 minutes left. You will be permitted to continue working if you need additional time. As a reminder, the writing on your planning sheet will not be scored. Only the response you type in the test will be scored. You may now continue working.
-----	--

After 50 minutes,

SAY	There are 10 minutes left in the 120-minute test. If you finish early, remember to check (<i>proofread</i>) your work and make corrections to improve your writing.
-----	---

After 10 more minutes,

SAY	Stop. Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time. If you have finished working, click Next and you will see the review screen. (<i>Pause.</i>) On the review screen, click End Test . A Warning message will appear. Click Yes on this message. (<i>Pause.</i>) On the Test Completed screen, click Log Out . You will be taken to the Please Sign In screen. I will collect your (<i>passage booklet,</i>) planning sheet and test ticket.
-----	--

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

Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the TA Interface, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students may work for a total of half of a typical school day.**

Display the new stopping time for students. Once students are ready to continue working,

SAY	Now, we will continue testing. You have until ____ to continue working, and I will let you know when there are 10 minutes left.
-----	---

At 10 minutes before the stopping time,

SAY	You have 10 minutes to finish the test. Remember to check (<i>proofread</i>) your work and make corrections to improve your writing.
-----	--

After 10 more minutes,

SAY	<p>Stop. Click Next and you will see the review screen. (<i>Pause.</i>)</p> <p>On the review screen, click End Test. A Warning message will appear. Click Yes on this message. (<i>Pause.</i>)</p> <p>On the Test Completed screen, click Log Out. You will be taken to the Please Sign In screen. I will collect your (<i>passage booklet,</i>) planning sheet and test ticket.</p>
-----	--

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

Once all students have submitted their tests, end the test session by clicking **Stop Session** in the TA Interface. This will pause any remaining tests, so only select **Stop Session** after all students have submitted their tests. Then log out of the TA Interface by clicking the **Account** drop-down menu and selecting *Logout* in the upper right corner of the screen.

Complete the following steps:

1. Ensure that you have all (passage booklets,) planning sheets and test tickets and that your required administration information and testing room seating chart are accurate and complete and includes arrows to indicate which direction students are facing.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

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

For ELL or recently exited ELL students:

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

4. Return all materials to your school assessment coordinator as described on page 178.

Script for Administering the Grade 5 Science Assessment

160+ Minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations (e.g., regular print) and computer-based accommodations (masking, text-to-speech) can be found on the [Florida Statewide Assessments Portal](#).

This test is 160 minutes, and students will take a short stretch break after 80 minutes of testing. Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student’s test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 24–25, including removing or covering any visual aids on boards or walls.
2. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**
3. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in [Appendix C](#).)
4. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying scientific concepts).
5. Ensure that students' personal electronic devices are put away or collected, depending on your school's procedures.
6. If your school is allowing their use, ensure that students have the following:
 - A pen or pencil
 - Scratch paper
7. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
8. Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the student **Please Sign In** screen is displayed as shown below. The computer or device is now ready for the student to begin.

Create a Test Session

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

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

SAY	<p>Today, you will take the Grade 5 Statewide Science Assessment. <i>(The only materials on your desk should be your pen or pencil and scratch paper.)</i></p> <p>You may not have any electronic or recording devices, other than the device you are using to take the test, at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. You may not use Bluetooth/wireless headphones/earbuds during testing. If you access any electronic or recording devices at any time during this test, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
-----	--

If a student raises his or her hand, follow your school's procedures regarding electronic devices. At this time, silence your own electronic device(s).

SAY	<p>You will have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time.</p> <p>Please do not type any information until I tell you to do so.</p>
-----	--

If your school provided scratch paper for students to use,

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

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

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

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

SAY	<p>Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start.</p>
-----	---

Distribute the test tickets.

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

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

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

Pause and assist students with logging in as needed.

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

Assist any students who raise their hands.

SAY	<p>You will now see a screen that says <i>Your Tests</i>. Click the arrow to the left of Start Grade 5 Science to proceed.</p> <p>While you are waiting for your test to be approved, you will see a <i>Waiting for Approval</i> screen. This screen includes your first and last names, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand.</p> <p>Otherwise, please sit quietly while I approve your tests.</p>
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Assist any students who raise their hands.

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

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

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

SAY	<p>Now, you should see a screen that says <i>Before You Begin</i>.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>First, you will see a section titled <i>Testing Rules Acknowledgment</i>. Please listen and read along as I review the testing rules. Remember:</p> <ul style="list-style-type: none"> • You may not have a cell phone during testing. • Do not talk to other students or make any disturbance. • Do not look at another student’s test materials. • Do not ask for or provide help in answering any test questions. • Use only approved materials for taking notes. • Do not have access to or use any electronic or recording devices at any time during this session, including during breaks. <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
-----	--

Answer all questions.

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

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

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

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

SAY	<p>Click OK to save your changes and return to the <i>Before You Begin</i> screen. Do not begin your test at this time.</p> <p>Below <i>Test Settings</i>, click View Help Guide. These instructions remind you how to navigate in the test and how to use the tools and features of the testing platform. As a reminder, this page will also be available in the Help Guide after you've started the test. Raise your hand if you have any questions as you review these instructions.</p>
-----	--

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

SAY	<p>Click Back to return to the <i>Before You Begin</i> screen.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, choose what you think is the best answer. You can flag a question to come back to it, but you must choose an answer to keep moving forward in the test. After you have answered all the questions, go back and review any questions you have flagged.</p>
-----	---

Read **Option A, B, or C** based on instructions from your school assessment coordinator.

Option A

SAY	When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your test ticket (<i>and scratch paper</i>) and provide you with further instructions.
	Please raise your hand if you have any questions.

OR

Option B

SAY	When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your test ticket (<i>and scratch paper</i>). Sit quietly until I tell you that the test has ended. Do not use your computer or device once you have submitted your test.
	Please raise your hand if you have any questions.

OR

Option C

SAY	When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your test ticket (<i>and scratch paper</i>). Sit quietly until I tell you that the test has ended. You may read, but you may not write or use your testing computer or device.
	Please raise your hand if you have any questions.

Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your test ticket (<i>and scratch paper</i>) before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>You have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the test.</p> <p>Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. (<i>Pause. Collect any devices.</i>) Now, click Next in the upper left corner of the screen. This will take you to the first question of the test. You may now begin working.</p>
-----	---

Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a break:	_____
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

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

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

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

After 80 minutes from the STARTING time,

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

After a short break,

SAY	Now, be seated. You still have 80 minutes to complete this test, and I will let you know when there are 10 minutes left. You will be permitted to continue working if you need additional time. Remember, if you finish early, go back and check your work. Make sure you are on the screen where you left off. You may now continue working.
-----	--

After 70 minutes,

SAY	There are 10 minutes left in this test. Remember that you will be permitted to continue working if you need additional time.
-----	--

After 10 more minutes,

SAY	Stop. Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time. If you have finished working and have not submitted your test, click Next in the upper left corner until you see the review screen. (<i>Pause.</i>)
-----	--

SAY	<p>On the review screen, click End Test. A Warning message will appear. Click Yes on this message. <i>(Pause.)</i></p> <p>On the Test Completed screen, click Log Out. You will be taken to the Please Sign In screen. I will collect your test ticket <i>(and scratch paper)</i>.</p>
-----	--

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

Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the TA Interface, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.**

Once students are ready to continue working,

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

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

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

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

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

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

Complete the following steps:

1. Ensure that you have all test tickets (and scratch paper) and that your required administration information and testing room seating chart are accurate and complete and includes arrows to indicate which direction students are facing.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

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

For ELL or recently exited ELL students:

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

4. Return all materials to your school assessment coordinator as described on page 178.

Script for Administering the Grade 8 Science Assessment

160+ Minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations (e.g., regular print) and computer-based accommodations (masking, text-to-speech) can be found on the [Florida Statewide Assessments Portal](#).

This test is 160 minutes, and students will take a short stretch break after 80 minutes of testing. Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student’s test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 24–25, including removing or covering any visual aids on boards or walls.
2. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**
3. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in [Appendix C.](#))
4. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying scientific concepts).
5. Ensure that students' personal electronic devices are put away or collected, depending on your school's procedures.
6. If your school is providing paper copies of the *Periodic Table of the Elements*, make sure you have sufficient copies for all students taking the Grade 8 Science Assessment. Distribute periodic tables **before** testing begins. References to hard copy periodic tables are in parentheses and italics in this script and should be read to students only if applicable.
7. Prior to testing, ensure that students have the following:
 - A pen or pencil
 - A CBT Worksheet
 - A handheld four-function calculator (if your school is allowing their use)
8. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
9. Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the student **Please Sign In** screen is displayed as shown below. The computer or device is now ready for the student to begin.

The image shows a 'Please Sign In' form with three input fields. The first field is labeled 'First Name:' and has a person icon to its left. The second field is labeled 'Username:' and has a key icon to its left. The third field is labeled 'Session ID:' and has a key icon to its left. The Session ID field contains the text 'FL' followed by three empty boxes separated by dots.

Create a Test Session

1. Go to the [Florida Statewide Assessments Portal](#) and click **Teachers & Test Administrators**.
2. Select **Administer Statewide Assessments** and then log in to the TA Interface with your username and password.
3. Select the test you will be administering and then start the session.

4. Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart. The Session ID will begin with “FL.” If the Session ID does not begin with FL, stop the session and repeat steps 1–3 of this section.

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

SAY	<p>Today, you will take the Grade 8 Science Assessment. The only materials on your desk should be your (<i>Periodic Table of the Elements, four-function calculator;</i>) worksheet and your pen or pencil.</p> <p>You may not have any electronic or recording devices, other than the device you are using to take the test (<i>and your calculator</i>), at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. You may not use Bluetooth/wireless headphones/earbuds during testing. If you access any electronic or recording devices at any time during this test, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
-----	--

If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic device(s).

SAY	<p>You will have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time.</p> <p>Write your first and last names and today’s date on your worksheet. You may use your worksheet to work the problems. You may not use any other paper. I will collect your worksheet at the end of this test.</p> <p>Please do not type any information until I tell you to do so.</p>
-----	--

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

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

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

SAY	Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start.
-----	--

Distribute the test tickets.

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

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

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

Pause and assist students with logging in as needed.

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

Assist any students who raise their hands.

SAY	<p>You will now see a screen that says <i>Your Tests</i>. Click the arrow to the left of Start Grade 8 Science to proceed.</p> <p>While you are waiting for your test to be approved, you will see a <i>Waiting for Approval</i> screen. This screen includes your first and last names, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand.</p> <p>Otherwise, please sit quietly while I approve your tests.</p>
-----	--

Assist any students who raise their hands.

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

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

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

SAY	<p>Now, you should see a screen that says <i>Before You Begin</i>.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>First, you will see a section titled <i>Testing Rules Acknowledgment</i>. Please listen and read along as I review the testing rules. Remember:</p> <ul style="list-style-type: none"> • You may not have a cell phone during testing. • Do not talk to other students or make any disturbance. • Do not look at another student’s test materials. • Do not ask for or provide help in answering any test questions. • Use only approved materials for taking notes. • Do not have access to or use any electronic or recording devices at any time during this session, including during breaks.
-----	--

SAY	<p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
-----	---

Answer all questions.

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

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

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

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

SAY	<p>Click OK to save your changes and return to the <i>Before You Begin</i> screen. Do not begin your test at this time.</p> <p>Below <i>Test Settings</i>, click View Help Guide. These instructions remind you how to navigate in the test and how to use the tools and features of the testing platform. You can also use this page to view a diagram of the Desmos four-function calculator available in the secure browser and instructions for how to use it. As a reminder, this page will also be available in the Help Guide after you've started the test. Raise your hand if you have any questions as you review these instructions.</p>
-----	--

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

SAY	<p>Click Back to return to the <i>Before You Begin</i> screen.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, choose what you think is the best answer. You can flag a question to come back to it, but you must choose an answer to keep moving forward in the test. After you have answered all the questions, go back and review any questions you have flagged.</p> <p>As a reminder, you may access a pop-up window displaying a calculator by clicking the Calculator button in the top right corner of the test. You may also access a pop-up window displaying an electronic version of the <i>Periodic Table of the Elements</i> by clicking the Periodic Table button in the top right corner of the test.</p>
-----	---

If your school provided paper copies of the *Periodic Table of the Elements* for students to use,

SAY	Now, look at the top of your copy of the periodic table. It should say <i>Periodic Table of the Elements</i> . Examine the page carefully to ensure that content near the edge of the periodic table has not been cut off. Please raise your hand if there are problems with your periodic table.
-----	---

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

SAY	Write your first and last names in the upper right corner of the periodic table now. <i>(Pause.)</i>
	This is considered a secure document and must be returned with your worksheet.
	Please raise your hand if you have any questions.

Answer all questions.

Read Option A, B, or C based on instructions from your school assessment coordinator.**Option A**

SAY	When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your <i>(periodic table, calculator,)</i> worksheet and test ticket and provide you with further instructions.
	Please raise your hand if you have any questions.

OR

Option B

SAY	When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your <i>(periodic table, calculator,)</i> worksheet and test ticket. Sit quietly until I tell you that the test has ended. Do not use your computer or device once you have submitted your test.
	Please raise your hand if you have any questions.

OR

Option C

SAY	When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your <i>(periodic table, calculator,)</i> worksheet and test ticket. Sit quietly until I tell you that the test has ended. You may read, but you may not write or use your testing computer or device.
	Please raise your hand if you have any questions.

Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your (<i>periodic table, calculator,</i>) worksheet and test ticket before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>You have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the test.</p> <p>Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. (<i>Pause. Collect any devices.</i>) Now, click Next in the upper left corner of the screen. This will take you to the first question of the test. You may now begin working.</p>
-----	---

Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a break:	_____
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

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

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

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

After 80 minutes from the STARTING time,

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

After a short break,

SAY	<p>Now, be seated. You still have 80 minutes to complete this test, and I will let you know when there are 10 minutes left. You will be permitted to continue working if you need additional time. Remember, if you finish early, go back and check your work.</p> <p>Make sure you are on the screen where you left off. You may now continue working.</p>
-----	---

After 70 minutes,

SAY	<p>There are 10 minutes left in this test. Remember that you will be permitted to continue working if you need additional time.</p>
-----	---

After 10 more minutes,

SAY	<p>Stop. Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time.</p> <p>If you have finished working and have not submitted your test, click Next in the upper left corner until you see the review screen. <i>(Pause.)</i></p> <p>On the review screen, click End Test. A Warning message will appear. Click Yes on this message. <i>(Pause.)</i></p> <p>On the Test Completed screen, click Log Out. You will be taken to the Please Sign In screen. I will collect your <i>(periodic table, calculator,)</i> worksheet and test ticket.</p>
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Students will be returned to the **Please Sign In** screen once they submit their tests. Collect test materials.

Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the TA Interface, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.**

Once students are ready to continue working,

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

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

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

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

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

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

Complete the following steps:

1. Ensure that you have all (periodic tables, calculators,) worksheets and test tickets and that your required administration information and testing room seating chart are accurate and complete and includes arrows to indicate which direction students are facing.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

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

For ELL or recently exited ELL students:

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

4. Return all materials to your school assessment coordinator as described on page 178.

Script for Administering the Grades 4–10 B.E.S.T. Writing Test

120+ Minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations (e.g., regular print) and computer-based accommodations (e.g., masking, text-to-speech) can be found on the [Florida Statewide Assessments Portal](#).

This test is 120 minutes, and students will take a short stretch break after 60 minutes of testing. Display starting and stopping times as instructed in the script. Students who need additional time after 120 minutes may continue working up to half of a typical school day. Ensure that you have the correct stopping time for students who use additional time, and display the stopping time as instructed in the script.

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to the test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student’s test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 24–25, including removing or covering any visual aids on boards or walls.
2. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**
3. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in [Appendix C](#).)
4. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., word lists, dictionaries).
5. Ensure that students’ personal electronic devices are put away or collected, depending on your school’s procedures.
6. Ensure that you understand your school assessment coordinator’s instructions regarding the length of time students should be permitted to test. **Contact your school assessment coordinator if you have not already received timing information for this test.**
7. Ensure that each student has a pen or pencil.
8. Provide each student with a planning sheet. Ensure that you have a copy of the sample planning sheet found in [Appendix C](#) to display for students when instructed in the script.
9. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
10. Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the student **Please Sign In** screen is displayed as shown below. The computer or device is now ready for the student to begin.

Create a Test Session

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

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

SAY	<p>Today, you are going to take the Grade ____ B.E.S.T. Writing Test. The only materials on your desk should be your pen or pencil and your planning sheet.</p> <p>You may not have any electronic or recording devices, other than the device you are using to take the test, at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. You may not use Bluetooth/wireless headphones/earbuds during testing. If you access any electronic or recording devices at any time during this test, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
-----	---

If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic device(s).

SAY	<p>You will have 120 minutes to complete this test, and we will take a short stretch break after 60 minutes. After 120 minutes, you will be permitted to continue working if you need additional time.</p>
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Now, hold up a sample planning sheet.

SAY	<p>Now, look at your planning sheet. Print your name and today’s date in the upper right corner. You may use the front and back of this planning sheet to jot down ideas, plan, and organize (<i>prewrite, cluster, map, or web</i>) what you will write. It is important to use the planning sheet to plan what you will write, but make sure that you allow enough time to enter your response in the online testing platform. The writing on your planning sheet will not be scored. Only the response you type in the test will be scored.</p>
-----	---

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

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

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

SAY	<p>Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start.</p>
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Distribute the test tickets.

SAY	<p>Look closely at your test ticket and make sure it has your correct name, date of birth, and ID number on it.</p> <p>Do not sign in before I instruct you to do so.</p> <p>Raise your hand if you do not have the correct ticket.</p>
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If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

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

Pause and assist students with logging in as needed.

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

Assist any students who raise their hands.

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

Assist any students who raise their hands.

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

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

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

SAY	<p>Now, you should see a screen that says <i>Before You Begin</i>.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>First, you will see a section titled <i>Testing Rules Acknowledgment</i>. Please listen and read along as I review the testing rules. Remember:</p> <ul style="list-style-type: none"> • You may not have a cell phone during testing. • Do not talk to other students or make any disturbance. • Do not look at another student’s test materials. • Do not ask for or provide help in answering any test questions. • Use only approved materials for taking notes. • Do not have access to or use any electronic or recording devices at any time during this session, including during breaks. <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the passages, prompt, or your writing response after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
-----	--

Answer all questions.

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

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

SAY	<p>During the test, be sure to read each passage carefully and respond completely to the writing prompt. Remember that your writing should show that you can organize and express your thoughts clearly and that you have responded completely to the writing prompt.</p> <p>You are required to write your response in English. Responses written in languages other than English will not be scored.</p> <p>Your response will automatically be saved every two minutes while you are actively working on the screen. You may also use the Save button on the top toolbar to save your work.</p> <p>You may not use a dictionary. If you aren't sure how to spell a word, spell it the best way you can.</p> <p>Manage your time carefully so that you can read the passages, plan your response, write your response, and revise and edit your response.</p> <p>If you finish the test before time is called, go back and check (<i>proofread</i>) your work and make corrections to improve your writing.</p> <p>Now, on the Before You Begin screen, click View Test Settings. You should see a screen that says Review Test Settings.</p> <p>This screen allows you to choose the background color, mouse pointer, and print size for your test. If you would like to change your selections, do so now. You should see your changes made on the screen once you select them. If you have any questions, raise your hand.</p>
-----	---

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

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

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

SAY	<p>Click Back to return to the Before You Begin screen.</p> <p>Do not click Begin Test Now until I tell you to do so.</p>
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If you have students who will use B.E.S.T. Writing Passage Booklets:

Distribute B.E.S.T. Writing Passage Booklets to any students with this accommodation, and read the following SAY box. **If no students require this accommodation, skip the following SAY box.**

SAY	Write your name in the space on the front cover of your passage booklet. Find the plastic pull tab on the right side of your passage booklet. Gently pull the tab out and down . Do not remove any remaining pieces of the tab. You may write in your passage booklet, but be careful not to tear the pages or cover any parts of a passage. Do not read any of the passages before the test begins.
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SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your (<i>passage booklet,</i>) planning sheet and test ticket before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>You have 120 minutes to complete this test, and we will take a short stretch break after 60 minutes. After 120 minutes, you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the test.</p> <p>Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. (<i>Pause. Collect any devices.</i>) Now, click Next in the upper left corner of the screen. This will take you to the passages and prompt. You may now begin working.</p>
-----	--

Complete the following:

STARTING time:	_____
Add 60 minutes:	+60 minutes
Time to call a break:	_____
TIME TESTING RESUMES:	_____
Add 50 minutes:	+50 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

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

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

If a defective passage booklet is found, contact your school assessment coordinator.

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

After 60 minutes from the STARTING time,

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

After a short break,

SAY	Now, be seated. You still have 60 minutes to complete the test, and I will let you know when there are 10 minutes left. You will be permitted to continue working if you need additional time. As a reminder, the writing on your planning sheet will not be scored. Only the response you type in the test will be scored. You may now continue working.
-----	--

After 50 minutes,

SAY	There are 10 minutes left in the 120-minute test. If you finish early, remember to check (<i>proofread</i>) your work and make corrections to improve your writing.
-----	---

After 10 more minutes,

SAY	Stop. Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time. If you have finished working, click Next and you will see the review screen. (<i>Pause.</i>) On the review screen, click End Test . A Warning message will appear. Click Yes on this message. (<i>Pause.</i>) On the Test Completed screen, click Log Out . You will be taken to the Please Sign In screen. I will collect your (<i>passage booklet,</i>) worksheet and test ticket.
-----	---

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

Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the TA Interface, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students may work for a total of half of a typical school day.**

Display the new stopping time for students. Once students are ready to continue working,

SAY	Now, we will continue testing. You have until ____ to continue working, and I will let you know when there are 10 minutes left.
-----	---

At 10 minutes before the stopping time,

SAY	You have 10 minutes to complete the test. Remember to check (<i>proofread</i>) your work and make corrections to improve your writing.
-----	--

After 10 more minutes,

SAY	<p>Stop. Click Next and you will see the review screen. (<i>Pause.</i>)</p> <p>On the review screen, click End Test. A Warning message will appear. Click Yes on this message. (<i>Pause.</i>)</p> <p>On the Test Completed screen, click Log Out. You will be taken to the Please Sign In screen. I will collect your (<i>passage booklet,</i>) worksheet and test ticket.</p>
-----	---

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

Once all students have submitted their tests, end the test session by clicking **Stop Session** in the TA Interface. This will pause any remaining tests, so only select **Stop Session** after all students have submitted their tests. Then log out of the TA Interface by clicking the **Account** drop-down menu and selecting *Logout* in the upper right corner of the screen.

Complete the following steps:

1. Ensure that you have all (passage booklets,) planning sheets, and test tickets and that your required administration information and testing room seating chart are accurate and complete and includes arrows to indicate which direction students are facing.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

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

For ELL or recently exited ELL students:

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

4. Return all materials to your school assessment coordinator as described on page 178.

Script for Administering Grades 3–10 FAST ELA Reading PM3

120+ Minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations (e.g., regular print) and computer-based accommodations (masking, text-to-speech) can be found on the [FAST Portal](#).

This test is 120 minutes, and students will take a short stretch break after 60 minutes of testing. Students who need additional time after 120 minutes may continue working; however, testing must be completed within the same school day.

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student’s test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 24–25, including removing or covering any visual aids on boards or walls.
2. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**
3. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in [Appendix C](#).)
4. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., word lists, dictionaries).
5. Ensure that students’ personal electronic devices are put away or collected, depending on your school’s procedures.
6. If your school is allowing their use, ensure that students have the following:
 - A pen or pencil
 - Scratch paper
7. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
8. Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the student **Please Sign In** screen is displayed as shown below. The computer or device is now ready for the student to begin.

Create a Test Session

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

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

SAY	Today, you will take the Grade ___ FAST PM3 ELA Reading test. <i>(The only materials on your desk should be your pen or pencil and your scratch paper.)</i>
	You may not have any electronic or recording devices, other than the device you are using to take the test, at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. You may not use Bluetooth/wireless headphones/earbuds during testing. If you access any electronic or recording devices at any time during this test, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic device(s).

If your school provided scratch paper for students to use,

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

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

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

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

SAY	Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start.
-----	--

Distribute the test tickets.

SAY	Look closely at your test ticket and make sure it has your correct name, date of birth, and ID number on it.
	Do not sign in before I instruct you to do so.
	Raise your hand if you do not have the correct ticket.

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

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

Pause and assist students with logging in as needed.

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

Assist any students who raise their hands.

SAY	<p>You will now see a screen that says <i>Your Tests</i>. Click the arrow to the left of Start Grade ____ FAST PM3 ELA Reading to proceed.</p> <p>While you are waiting for your test to be approved, you will see a <i>Waiting for Approval</i> screen. This screen includes your first and last names, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand.</p> <p>Otherwise, please sit quietly while I approve your tests.</p>
-----	---

Assist any students who raise their hands.

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

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

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

SAY	<p>Now, you should see a screen that says <i>Before You Begin</i>.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>First, you will see a section titled Testing Rules Acknowledgment. Please listen and read along as I review the testing rules. Remember:</p> <ul style="list-style-type: none"> • You may not have a cell phone during testing. • Do not talk to other students or make any disturbance. • Do not look at another student’s test materials. • Do not ask for or provide help in answering any test questions. • Use only approved materials for taking notes. • Do not have access to or use any electronic or recording devices at any time during this session, including during breaks. <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
-----	---

Answer all questions.

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

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

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

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

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

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

SAY	<p>Click Back to return to the <i>Before You Begin</i> screen.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>Remember to read each item carefully and follow the instructions to complete each item. If you do not know the answer to a question, choose what you think is the best answer so that you can keep moving forward in the test. You can flag a question to come back to it later, but you must choose an answer for all items in a passage set to keep moving forward in the test.</p>
-----	---

Read Option A, B, or C based on instructions from your school assessment coordinator.

Option A

SAY	<p>When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your test ticket (<i>and scratch paper</i>) and provide you with further instructions.</p> <p>Please raise your hand if you have any questions.</p>
-----	---

OR

Option B

SAY	<p>When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your test ticket (<i>and scratch paper</i>). Sit quietly until I tell you that the test has ended. Do not use your computer or device once you have submitted your test.</p> <p>Please raise your hand if you have any questions.</p>
-----	---

OR

Option C

SAY	<p>When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your test ticket (<i>and scratch paper</i>). Sit quietly until I tell you that the test has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
-----	---

Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your (<i>scratch paper and</i>) test ticket before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>You have 120 minutes to complete this test, and we will take a short stretch break after 60 minutes. After 120 minutes, you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the test.</p> <p>Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. (<i>Pause. Collect any devices.</i>) Now, click Next in the upper left corner of the screen. This will take you to the first question of the test. You may now begin working.</p>
-----	---

Complete the following:

STARTING time:	_____
Add 60 minutes:	+60 minutes
Time to call a break:	_____
TIME TESTING RESUMES:	_____
Add 50 minutes:	+50 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

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

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

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

After 60 minutes from the STARTING time,

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

After a short break,

SAY	Now, be seated. You still have 60 minutes to complete this test, and I will let you know when there are 10 minutes left. You will be permitted to continue working if you need additional time. Remember, if you finish early, go back and check your work. Make sure you are on the screen where you left off. You may now continue working.
-----	--

After 50 minutes,

SAY	There are 10 minutes left in this test. Remember that you will be permitted to continue working if you need additional time.
-----	--

After 10 more minutes,

SAY	Stop. Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time. If you have finished working and have not submitted your test, click Next in the upper-left corner until you see the review screen. (<i>Pause.</i>) On the review screen, click End Test . A Warning message will appear. Click Yes on this message. (<i>Pause.</i>) On the Test Completed screen, click Log Out . You will be taken to the Please Sign In screen. I will collect your (<i>scratch paper and</i>) test ticket.
-----	---

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

Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the TA Interface, and ensure that students using additional time are allowed the correct amount of time to complete the test. **Students who need additional time after 120 minutes may continue working; however, testing must be completed within the same school day.**

Once students are ready to continue working,

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

If an extended break such as lunch occurs, direct all students to pause their tests by clicking the **Pause** button. Collect the test tickets and, if applicable, scratch paper before the students leave the room.

Students may not have electronic devices during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test may be invalidated. Place all testing materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times. If the session is stopped in the TA Interface, the TA will need to create a new session for students to sign into and approve students to continue testing.

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

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

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

Complete the following steps:

1. Ensure that you have all test tickets and scratch paper, and that your required administration information and testing room seating chart are accurate and complete and includes arrows to indicate which direction students are facing.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

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

For ELL or recently exited ELL students:

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

4. Return all materials to your school assessment coordinator as described on page 178.

Script for Administering Grades 3–5 FAST Mathematics PM3

100+ Minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations (e.g., regular print) and computer-based accommodations (masking, text-to-speech) can be found on the [FAST Portal](#).

This test is 100 minutes, and students will take a short stretch break after 50 minutes of testing. Students who need additional time after 100 minutes may continue working; however, testing must be completed within the same school day.

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student’s test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 24–25, including removing or covering any visual aids on boards or walls.
2. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**
3. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in [Appendix C](#).)
4. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying mathematical concepts).
5. Ensure that students' personal electronic devices are put away or collected, depending on your school's procedures.
6. Prior to testing, ensure that students have the following:
 - A pen or pencil
 - Scratch paper
 - *Grade 4 FAST Mathematics Reference Sheet* or *Grade 5 FAST Mathematics Reference Sheet* (Paper reference sheets should be provided only if your school is providing copies for all students. There is no reference sheet for the Grade 3 FAST Mathematics test.)
7. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
8. Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the student ***Please Sign In*** screen is displayed as shown below. The computer or device is now ready for the student to begin.

Create a Test Session

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

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

SAY	<p>Today, you will take the Grade ____ FAST PM3 Mathematics test. The only materials on your desk should be your (<i>Grade 4 FAST Mathematics Reference Sheet,</i>) (<i>Grade 5 FAST Mathematics Reference Sheet,</i>) pen or pencil and your scratch paper.</p> <p>You may not have any electronic or recording devices, other than the device you are using to take the test, at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. You may not use Bluetooth/wireless headphones/earbuds during testing. If you access any electronic or recording devices at any time during this test, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
-----	--

If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic device(s).

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

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

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

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

SAY	Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start.
-----	--

Distribute the test tickets.

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

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

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

Pause and assist students with logging in as needed.

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

Assist any students who raise their hands.

SAY	<p>You will now see a screen that says <i>Your Tests</i>. Click the arrow to the left of Start Grade ____ FAST PM3 Mathematics to proceed.</p> <p>While you are waiting for your test to be approved, you will see a <i>Waiting for Approval</i> screen. This screen includes your first and last names, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand.</p> <p>Otherwise, please sit quietly while I approve your tests.</p>
-----	--

Assist any students who raise their hands.

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

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

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

SAY	<p>Now, you should see a screen that says <i>Before You Begin</i>.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>First, you will see a section titled Testing Rules Acknowledgment. Please listen and read along as I review the testing rules. Remember:</p> <ul style="list-style-type: none"> • You may not have a cell phone during testing. • Do not talk to other students or make any disturbance. • Do not look at another student’s test materials. • Do not ask for or provide help in answering any test questions. • Use only approved materials for taking notes. • Do not have access to or use any electronic or recording devices at any time during this session, including during breaks. <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
-----	---

Answer all questions.

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

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

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

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

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

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

SAY	<p>Click Back to return to the <i>Before You Begin</i> screen.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>Remember to read each item carefully and follow the instructions to complete each item. If you do not know the answer to a question, choose what you think is the best answer so that you can keep moving forward in the test. You can flag a question to come back to it later, but you must choose an answer to keep moving forward in the test.</p> <p><i>(For Grades 4–5 SAY: As a reminder, you may access a pop-up window displaying an electronic version of the reference sheet by clicking the Formulas button in the top right corner of the test.)</i></p>
-----	---

Read Option A, B, or C based on instructions from your school assessment coordinator.

Option A

SAY	<p>When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your (<i>reference sheet,</i>) test ticket and scratch paper and provide you with further instructions.</p> <p>Please raise your hand if you have any questions.</p>
-----	--

OR

Option B

SAY	<p>When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your (<i>reference sheet,</i>) test ticket and scratch paper. Sit quietly until I tell you that the test has ended. Do not use your computer or device once you have submitted your test.</p> <p>Please raise your hand if you have any questions.</p>
-----	--

OR

Option C

SAY	<p>When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your (<i>reference sheet,</i>) test ticket and scratch paper. Sit quietly until I tell you that the test has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
-----	--

Answer all questions.

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

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

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

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

Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your (<i>reference sheet,</i>) test ticket and scratch paper before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>You have 100 minutes to complete this test, and we will take a short stretch break after 50 minutes. After 100 minutes, you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the test.</p> <p>Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. (<i>Pause. Collect any devices.</i>) Now, click Next in the upper left corner of the screen. This will take you to the first question of the test. You may now begin working.</p>
-----	---

Complete the following:

STARTING time:	_____
Add 50 minutes:	+50 minutes
Time to call a break:	_____
TIME TESTING RESUMES:	_____
Add 40 minutes:	+40 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

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

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

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

After 50 minutes from the STARTING time,

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

After a short break,

SAY	Now, be seated. You still have 50 minutes to complete this test, and I will let you know when there are 10 minutes left. You will be permitted to continue working if you need additional time. Remember, if you finish early, go back and check your work. Make sure you are on the screen where you left off. You may now continue working.
-----	--

After 40 minutes,

SAY	There are 10 minutes left in this test. Remember that you will be permitted to continue working if you need additional time.
-----	--

After 10 more minutes,

SAY	Stop. Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time.
-----	--

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

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

Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the TA Interface, and ensure that students using additional time are allowed the correct amount of time to complete the test. **Students who need additional time after 100 minutes may continue working; however, testing must be completed within the same school day.**

Once students are ready to continue working,

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

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

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

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

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

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

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

Complete the following steps:

1. Ensure that you have all (reference sheets,) test tickets and scratch paper, and that your required administration information and testing room seating chart are accurate and complete and includes arrows to indicate which direction students are facing.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

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

For ELL or recently exited ELL students:

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

4. Return all materials to your school assessment coordinator as described on page 178.

Script for Administering Grades 6–8 FAST Mathematics PM3

120+ Minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations (e.g., regular print) and computer-based accommodations (masking, text-to-speech) can be found on the [FAST Portal](#).

This test is 120 minutes, and students will take a short stretch break after 60 minutes of testing. Students who need additional time after 120 minutes may continue working; however, testing must be completed within the same school day.

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student’s test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 24–25, including removing or covering any visual aids on boards or walls.
2. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**
3. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in [Appendix C.](#))
4. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying mathematical concepts).
5. Ensure that students' personal electronic devices are put away or collected, depending on your school's procedures.
6. Prior to testing, ensure that students have the following:
 - A pen or pencil
 - Scratch paper
 - *Grade ___ FAST Mathematics Reference Sheet* (Paper reference sheets should be provided only if your school is providing copies for all students.)
 - For Grade 6, a handheld four-function calculator (if your school is allowing their use)
 - For Grades 7–8, a handheld scientific calculator with only allowable functionalities (if your school is allowing their use)
7. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
8. Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the student **Please Sign In** screen is displayed as shown below. The computer or device is now ready for the student to begin.

Create a Test Session

1. Go to the [FAST Portal](#) and click **Teachers & Test Administrators**.
2. Select **Administer Statewide Assessments** and then log in to the TA Interface with your username and password.
3. Select the test you will be administering and whether you will be administering tests in person or remotely, and then start the session.

4. Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart. The Session ID will begin with “FL.” If the Session ID does not begin with FL, stop the session and repeat steps 1–3 of this section.

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

SAY	<p>Today, you will take the Grade ____ FAST PM3 Mathematics test. The only materials on your desk should be your (<i>Grade ____ FAST Mathematics Reference Sheet,</i>) (<i>calculator,</i>) pen or pencil and your scratch paper.</p> <p>You may not have any electronic or recording devices, other than the device you are using to take the test, at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. You may not use Bluetooth/wireless headphones/earbuds during testing. If you access any electronic or recording devices at any time during this test, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
-----	---

If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic device(s).

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

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

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

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

SAY	Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start.
-----	--

Distribute the test tickets.

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

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

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

Pause and assist students with logging in as needed.

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

Assist any students who raise their hands.

SAY	<p>You will now see a screen that says <i>Your Tests</i>. Click the arrow to the left of Start Grade ____ FAST PM3 Mathematics to proceed.</p> <p>While you are waiting for your test to be approved, you will see a <i>Waiting for Approval</i> screen. This screen includes your first and last names, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand.</p> <p>Otherwise, please sit quietly while I approve your tests.</p>
-----	--

Assist any students who raise their hands.

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

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

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

SAY	<p>Now, you should see a screen that says <i>Before You Begin</i>.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>First, you will see a section titled Testing Rules Acknowledgment. Please listen and read along as I review the testing rules. Remember:</p> <ul style="list-style-type: none"> • You may not have a cell phone during testing. • Do not talk to other students or make any disturbance. • Do not look at another student’s test materials. • Do not ask for or provide help in answering any test questions. • Use only approved materials for taking notes. • Do not have access to or use any electronic or recording devices at any time during this session, including during breaks. <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
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Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p style="text-align: center;">I understand these testing rules. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, click the box next to the acknowledgment to indicate that you understand the testing rules.</p>
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Pause while students click the box. If a student does not check the box, contact your school assessment coordinator.

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

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

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

SAY	<p>Click Back to return to the <i>Before You Begin</i> screen.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>Remember to read each item carefully and follow the instructions to complete each item. If you do not know the answer to a question, choose what you think is the best answer so that you can keep moving forward in the test. You can flag a question to come back to it later, but you must choose an answer to keep moving forward in the test.</p> <p>As a reminder, you may access a pop-up window displaying a calculator by clicking the Calculator button in the top right corner of the test. You may also access a pop-up window displaying an electronic version of the reference sheet by clicking the Formulas button in the top right corner of the test.</p>
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Read Option A, B, or C based on instructions from your school assessment coordinator.

Option A

SAY	<p>When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your (<i>reference sheet,</i>) (<i>calculator,</i>) test ticket and scratch paper and provide you with further instructions.</p> <p>Please raise your hand if you have any questions.</p>
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OR

Option B

SAY	When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your (<i>reference sheet,</i>) (<i>calculator,</i>) test ticket and scratch paper. Sit quietly until I tell you that the test has ended. Do not use your computer or device once you have submitted your test. Please raise your hand if you have any questions.
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OR**Option C**

SAY	When you have finished this test, click Next in the upper left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your (<i>reference sheet,</i>) (<i>calculator,</i>) test ticket and scratch paper. Sit quietly until I tell you that the test has ended. You may read, but you may not write or use your testing computer or device. Please raise your hand if you have any questions.
-----	--

Answer all questions.

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

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

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

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

Answer all questions.

SAY	If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your (<i>reference sheet,</i>) (<i>calculator,</i>) test ticket and scratch paper before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone. You have 120 minutes to complete this test, and we will take a short stretch break after 60 minutes. After 120 minutes, you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the test.
-----	--

SAY	Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. <i>(Pause. Collect any devices.)</i> Now, click Next in the upper left corner of the screen. This will take you to the first question of the test. You may now begin working.
-----	---

Complete the following:

STARTING time:	_____
Add 60 minutes:	+60 minutes
Time to call a break:	_____
TIME TESTING RESUMES:	_____
Add 50 minutes:	+50 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

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

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

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

After 60 minutes from the STARTING time,

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

After a short break,

SAY	Now, be seated. You still have 60 minutes to complete this test, and I will let you know when there are 10 minutes left. You will be permitted to continue working if you need additional time. Remember, if you finish early, go back and check your work. Make sure you are on the screen where you left off. You may now continue working.
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After 50 minutes,

SAY	There are 10 minutes left in this test. Remember that you will be permitted to continue working if you need additional time.
-----	--

After 10 more minutes,

SAY	<p>Stop. Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time.</p> <p>If you have finished working and have not submitted your test, click Next in the upper-left corner until you see the review screen. <i>(Pause.)</i></p> <p>On the review screen, click End Test. A Warning message will appear. Click Yes on this message. <i>(Pause.)</i></p> <p>On the Test Completed screen, click Log Out. You will be taken to the Please Sign In screen. I will collect your <i>(reference sheet,)</i> <i>(calculator,)</i> test ticket and scratch paper.</p>
-----	--

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

Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the TA Interface, and ensure that students using additional time are allowed the correct amount of time to complete the test. **Students who need additional time after 120 minutes may continue working; however, testing must be completed within the same school day.**

Once students are ready to continue working,

SAY	<p>Now, we will continue testing. Remember, if you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>Please raise your hand after you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly.</p>
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If an extended break such as lunch occurs, direct all students to pause their tests by clicking the **Pause** button. Collect the test tickets, scratch paper, and, if applicable, reference sheets and calculators before the students leave the room. **Students may not have electronic devices during breaks. If a student accesses his or her electronic device(s) during a break, that student's test may be invalidated.** Place all testing materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times. If the session is stopped in the TA Interface, the TA will need to create a new session for students to sign into and approve students to continue testing.

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

SAY	<p>Stop. If you have answered all questions in the test, click Next in the upper left corner until you see the review screen. <i>(Pause.)</i></p> <p>On the review screen, click End Test. A Warning message will appear. Click Yes on this message. <i>(Pause.)</i></p> <p>On the Test Completed screen, click Log Out.</p> <p>If you have not answered all the questions in the test, click Pause in the upper-left corner of the screen. Click Yes on the pop-up message.</p>
-----	---

SAY	After submitting or pausing your test, you will be taken to the <i>Please Sign In</i> screen. I will collect your (<i>reference sheet,</i>) (<i>calculator,</i>) test ticket and scratch paper.
-----	--

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

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

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

Complete the following steps:

1. Ensure that you have all (reference sheets, calculators,) test tickets and scratch paper and that your required administration information and testing room seating chart are accurate and complete and includes arrows to indicate which direction students are facing.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

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

For ELL or recently exited ELL students:

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

4. Return all materials to your school assessment coordinator as described on page 178.

Test Administrator Responsibilities After Testing

Return Materials to the School Assessment Coordinator

Complete the following steps after testing:

1. Verify that you have collected all required administration information (see page 25).
2. Ensure that the accommodations provided to each student and the accommodations used by each student have been recorded with other required administration information.
3. Verify that your Security Log and seating chart have been completed correctly.
4. Return the following materials to your school assessment coordinator, as applicable:
 - Security Log
 - Seating chart
 - Test tickets
 - Required administration information
 - Used and unused CBT Work Folders
 - Used and unused CBT Worksheets
 - Used and unused Writing Planning Sheets
 - Used and unused reference sheets
 - Used and unused periodic tables
 - Calculators
 - Passage Booklets
 - Paper-based test materials
 - Scratch Paper

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

School Assessment Coordinator Responsibilities Before Testing

Please use the *School Assessment Coordinator Checklist*, located in [Appendix C](#), before, during, and after testing.

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

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

Receive Materials

Your district assessment coordinator will provide you with all materials prior to each test administration window. If you receive paper-based test materials (regular print, large print, braille, one-item-per-page) for eligible students at your school, verify that you have all necessary materials before testing begins, and report any missing materials to your district assessment coordinator within 24 hours. Remember to maintain your [Test Materials Chain of Custody Form](#) at all times to track secure test materials. Contact your district assessment coordinator to request additional materials if necessary.

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

Manage Student Information in TIDE

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

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

- Adding Students
- Assigning Accommodations
- Editing Student Demographic Information
- Assigning Test Indicators
- Creating Rosters

Print Test Tickets

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

Collect Required Administration Information

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

- Students assigned to each testing room—provide student names and FLEIDs
- Attendance information—**P**=Present, **A**=Absent, **W**=Withdrawn, and **P/I**=Present but Invalidated
- Grade level
- Session ID (CBT – generated in the TA Interface when a test session is created)
- Test Group Code (paper-based administrations of FSA Retakes and B.E.S.T. Writing only)
- Accommodations provided to students (codes provided on page 25)
- Accommodations used by students
- Signatures of test administrator and school assessment coordinator
- Unique security numbers of secure documents assigned to each student
- Dates and times when secure materials are received and returned (e.g., test tickets, test documents, passage booklets)

Copy and file all required administration information for future reference.

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

Create Seating Charts

Test administrators are required to maintain an accurate seating chart for each group of students in their rooms during testing. Ensure that test administrators record all information indicated on page 25, especially the direction students are facing. Instruct test administrators to create a new seating chart if the seating configuration changes during a test session. After testing, copy all seating charts, file the copies, and package the originals in the District Assessment Coordinator ONLY boxes.

Maintain Test Materials Chain of Custody Form

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

Assign Proctors

Assign proctors to testing rooms according to the guidelines for proctors on page 20, make sure that they understand their responsibilities, and explain the Security Log to them. FDOE strongly recommends that proctors be assigned to rooms with 25 or fewer students whenever possible.

Arrange Testing of Special Programs Students

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

Ensure Implementation of Accommodations

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

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

- B.E.S.T. Writing, FSA ELA Writing, and/or FSA ELA Reading Retake Passage Booklets
- Masking
- Text-to-Speech
- Speech-to-text for FSA ELA Writing Retake and B.E.S.T. Writing
- Text-to-Speech on Writing Response for FSA ELA Writing Retake and B.E.S.T. Writing
- American Sign Language (ASL) for FSA ELA Reading Retake
- Closed Captioning (CC) for FSA ELA Reading Retake

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

Meet with Technology Coordinator

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

Prepare Test Settings, Computers, and Devices

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

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

For more information, see the testing room requirements on pages 24–25.

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

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

Oversee Preparation and Training

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

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

- Test Administrators
 - Test administrators must read and be familiar with all appropriate sections of this manual.
 - Test administrators who will be administering a test to students using CBT accommodations (e.g., masking, text-to-speech, closed captioning) or other allowable accommodations (e.g., flexible presentation) must be trained in the use of those accommodations and must be familiar with the “Instructions for Oral Presentation Accommodations” section available in [2023–2024 Statewide Assessments Accommodations Guide](#), as necessary.
 - Test administrators who will administer a test to students using regular print, large print, braille, or one-item-per-page accommodations must be trained in the use of those test materials.
 - Test administrators should refer to the Test Administrator Checklist, located in [Appendix C](#), before, during, and after testing.
 - Test administrators must be familiar with all policies related to the use of calculators, specifically that calculators may **only** be used during Session 2 of the FSA Algebra 1 EOC Retake and during Grades 6–8 FAST Mathematics, Grade 8 Statewide Science, B.E.S.T. Algebra 1, B.E.S.T. Geometry, and Biology 1 EOC.
 - Test administrators must be aware of all prohibited activities.
- Proctors
 - School personnel and volunteers approved by the district may serve as proctors, according to the instructions on page 20.
 - Proctors must be trained and sign security agreements.
 - Proctors who will administer accommodations must be trained to provide accommodations appropriately.
 - While proctors are not required in rooms where 25 or fewer students are being tested, FDOE strongly encourages the use of proctors in all test administrations to help reduce testing irregularities and aid in investigations, if necessary.

- To ensure test security, FDOE discourages testing students in large groups (e.g., in a cafeteria or auditorium); however, in the event that students are tested in a large group, the appropriate number of proctors **must** be present during the test session (see page 20).
- Electronic Devices and Breaks
 - Determine your school’s policy for the storage of electronic devices during testing. According to the test administration script, before testing begins, test administrators ask students to raise their hands if they have any electronic devices with them. Direct test administrators on what to do if students have electronic devices in their possession before testing begins.
 - Ensure that test administrators are aware of the policy that students are not allowed to access electronic devices at any time during a test session, including breaks such as lunch. If a student accesses his or her electronic device(s) during a break, his or her test must be invalidated.
 - Ensure that test administrators are aware of how to secure a student’s computer or device during a break. For short breaks (e.g., restroom), it is recommended that a visual block be applied to the student’s computer screen or device. For longer breaks, it is recommended that the student pause the test. If a student pauses the test, he or she will not be able to continue testing until he or she is approved to resume testing in the TA Interface.
- CBT Policies and Procedures
 - Train test administrators on how to create, monitor, and stop test sessions.
 - Test administrators may be able to assist students with errors when logging in but should not try to resolve technical issues during testing. Determine how test administrators can get assistance during testing, if necessary.
 - Ensure that test administrators know they must contact you immediately when a test irregularity occurs.
 - Train test administrators on how to administer practice tests at your school. Test administrators should access the practice test to become familiar with the item types and format of the test and available tools prior to administering a practice test and prior to test administration.
 - In the test administration scripts, test administrators are instructed to contact you in the following circumstances. Provide instructions for how to handle these circumstances:
 - A student has trouble logging in the first time or is logged out of his or her test more than once.
 - A test administrator does not have a test ticket for a student.
 - A First Name, Last Name, or ID is not correct (e.g., misspelled) on the test ticket.
 - A student does not have the appropriate test available or signs into the wrong test.
 - A student refuses to acknowledge the testing rules.
 - A defective passage booklet is discovered.
 - A test administrator is concerned that a student is unable (e.g., too ill) to begin or finish the test.
 - A disruption occurs (e.g., a technical disruption, power outage, disruptive behavior).
 - A student has not completed the test at the end of the allotted time and will need additional time to continue working.
 - A student begins testing without accommodations or begins testing with the wrong accommodations assigned.

- Test Security
 - Per Rule 6A-10.042, F.A.C., “Tests or individual test questions shall not be revealed, copied, or otherwise reproduced by persons who are involved in the administration, proctoring, or scoring of any test.” This Rule encompasses any sharing or discussing of items, either in person or via electronic communication, such as texting, emailing, or posting to social media (e.g., Facebook, Twitter/X, Snapchat, Instagram).
 - Ensure that test administrators, proctors, and any other personnel involved in test administration sign a [2023–2024 Test Administration and Security Agreement](#) after training is complete. Also ensure that test administrators read and sign a [2023–2024 Test Administrator Prohibited Activities Agreement](#) (these may be copied together as one double-sided form). Collect and file the signed agreements.

Arrange CBT Practice Test or Sample Test Sessions

Schedule and arrange practice tests or sample test items as described in this manual. Students are encouraged to complete the appropriate practice test or sample test items to learn how to use the computer-based system. Instruct school personnel to make students aware that they can access practice tests or sample test items on their own at any time prior to testing.

The practice tests and sample test items are available on the [portal](#). Students who require CBT accommodations (e.g., masking, text-to-speech) are encouraged to complete an appropriate accommodated practice/sample test.

Prepare for Paper-Based Testing

Specific instructions for paper-based test administrations can be found in the [2023–2024 Statewide Assessments Accommodations Guide](#).

School Assessment Coordinator Responsibilities During Testing

Distribute Test Materials

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

- Test tickets
- Test group code (PBT FSA Retake, PBT B.E.S.T. Writing)
- Writing Planning Sheets
- CBT Work Folders or CBT Worksheets
- B.E.S.T. Writing, FSA ELA Writing Retake, or FSA ELA Reading Retake Passage Booklets
- Periodic Tables
- Reference Sheets
- Scratch Paper
- Scientific Calculators (FSA Algebra 1 EOC Retake Session 2 **only**, Grades 7–8 FAST Mathematics, B.E.S.T. Algebra 1 and Geometry EOC)
- Four-function Calculators (Grades 6 FAST Mathematics, Grade 8 Statewide Science, and Biology 1 EOC)
- Test and Answer Books (FSA Retake, B.E.S.T. Writing)
- Test and Response Books (FAST, Statewide Science, FCLE, and EOCs)

Supervise Test Administration and Maintain Test Security

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

Monitor each testing room to ensure that test administration and test security policies and procedures are followed and accommodations are being administered correctly. You and the technology coordinator must be available during testing to answer questions from test administrators and to assist with technical issues. Make sure that Security Logs and seating charts are being completed properly and that all required administration information is being maintained in each testing room.

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

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

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

Review Testing Rules Acknowledgment

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

Student Reports a Defective Item

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

Monitor Student Progress

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

Supervise Make-Up Test Administrations

Ensure that all test security and test administration policies and procedures are followed while conducting make-up tests. Be available to assist test administrators as needed during make-up test administrations. For FSA Retake assessments, Session 1 must be administered before Session 2, and the two sessions must still be administered over two days.

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

School Assessment Coordinator Responsibilities After Testing

Receive Materials from Test Administrators

Follow these steps as you receive materials from test administrators:

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

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

3. If authorized by your district assessment coordinator, enter paper-based student responses into the Data Entry Interface (DEI) as described on page 28 in the [2023–2024 Statewide Assessments Accommodations Guide](#).
4. Prepare materials for return following instructions from your district assessment coordinator and the *Paper-Based Materials Return Instructions* in Appendix A of the [2023–2024 Statewide Assessments Accommodations Guide](#).
5. File the signed copies of the [2023–2024 Test Administration and Security Agreement](#) and the [2023–2024 Test Administrator Prohibited Activities Agreement](#) for test administrators and proctors.

Prepare District Assessment Coordinator ONLY Boxes

1. Place the following materials, as applicable per administration, in the District Assessment Coordinator ONLY boxes (along with any other ancillary materials, such as test tickets, that your district assessment coordinator has asked you to place in these boxes):
 - Original required administration information
 - Original Security Logs
 - Original seating charts
 - Original [Test Materials Chain of Custody Forms](#)
 - Used planning sheets
 - Used CBT Worksheets
 - Used CBT Work Folders
 - Used large print planning sheets
 - Used reference sheets
 - Used periodic tables
 - Used scratch paper

Please note that secure test materials (e.g., passage booklets, audio transcripts) must **not** be placed in these boxes.

2. Review the required administration information. District assessment coordinators must notify FDOE if any secure materials are missing. A form for reporting missing materials is available on the [portal](#). Complete the necessary investigation and file the records.
3. Seal the box; write “District Assessment Coordinator ONLY” on the side of the boxes.
4. Store these materials in a secure location. After results for this administration have been reported, districts may choose to recycle or destroy these materials, except for the required administration information and Security Logs. If your school is participating in FDOE Monitoring during this administration, all records should be retained until Monitoring feedback has been provided.

Update Student Information

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

Invalidate Tests

Review policies regarding test invalidation on pages 22–23. Test invalidations for computer-based tests are processed in TIDE. To invalidate a test, you will need the student’s FLEID and the reason for invalidation. You may also search for the test you need to invalidate by Session ID or Result ID. Complete instructions on invalidating computer-based tests in TIDE are available in the [TIDE User Guide](#). Invalidations must be entered in TIDE by the last day of the test administration window.

Record Accommodations

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

District Assessment Coordinator Responsibilities Before Testing

Please use the *District Assessment Coordinator Checklist*, located in [Appendix C](#), before, during, and after testing.

Order and Receive Materials

Place additional orders in TIDE for test documents and any other required test materials. Ensure that schools in your district have an adequate supply of work folders, planning sheets, and worksheets.

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

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

Collect Required Administration Information

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

- Students assigned to each testing room—provide student names and FLEIDs
- Attendance information—**P**=Present, **A**=Absent, **W**=Withdrawn, and **P/I**=Present but Invalidated
- Grade level
- Session ID (generated in the TA Interface when a test session is created)
- Test Group Code (paper-based administrations of FSA Retakes and B.E.S.T. Writing only)
- Accommodations provided to students (codes provided on page 25)
- Accommodations used by students
- Signatures of test administrator and school assessment coordinator
- Unique security numbers of secure documents assigned to each student
- Dates and times when secure materials (e.g., test tickets, test documents, passage booklets) are received and returned

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

You may:

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

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

Prepare for Practice Test or Sample Test Sessions

Instruct school assessment coordinators to schedule and arrange practice tests or sample test items as described on page 24.

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

Require Seating Charts

Test administrators are required to maintain an accurate seating chart for each group of students in their rooms during testing (see information on page 26). If the seating configuration changes during testing or if students using extra time are moved to a new location to complete the test, a new seating chart must be created. After testing, school assessment coordinators must make copies of all seating charts, file the copies, and store the original charts in your District Assessment Coordinator ONLY boxes.

Create TIDE Accounts

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

Train School Assessment Coordinators and Technology Coordinators

You are responsible for training school assessment coordinators and technology coordinators, and school assessment coordinators are responsible for training test administrators and proctors. School personnel and volunteers approved by the district may serve as proctors, according to the instructions on page 20. Stress the importance of having staff available to assist test administrators with technical issues, if necessary.

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

Review the following procedures when training school assessment coordinators:

- Completing the [2023–2024 Test Administration and Security Agreement](#) and the [2023–2024 Test Administrator Prohibited Activities Agreement](#) (These security agreements may be copied together as single-page, double-sided forms and must be filed at the school.)
- Completing the [Test Materials Chain of Custody Form](#)
- Verifying student information in TIDE

- Marking accommodations for students in TIDE (if not entered through the PreID file or Upload Additional Student Information file)
- Adding new student information
- Administering practice test sessions
- Scheduling test sessions
- Ensuring that all test administration and test security policies and procedures outlined in this manual are followed
- Familiarizing all test administrators with prohibited activities before, during, and after testing
- Recording the required administration information
- Completing Security Logs and seating charts with the required information
- Printing test tickets and On-Demand PreID Labels
- Preparing testing room(s)
- Distributing test tickets
- Distributing Writing Planning Sheets, CBT Work Folders, CBT Worksheets, passage booklets, scratch paper, periodic tables, and reference sheets to test administrators, as applicable
- Verifying that handheld calculators, if provided, comply with the guidelines found in the [Calculator and Reference Sheet Policies for Florida Statewide Assessments](#) document
- Distributing calculators, if applicable (Grades 6–8 FAST Mathematics, FSA Algebra 1 EOC Retake Session 2 and B.E.S.T. Algebra 1, B.E.S.T. Geometry, and Biology 1 EOC **only**)
- Distributing paper-based test materials (test documents) to test administrators, as applicable
- Monitoring testing
- Creating requests in TIDE to re-open sessions and tests
- Providing correct accommodations to students
- Recording the accommodations provided to students and the accommodations used by students
- Storing, returning, or otherwise handling other materials, including used and unused CBT Worksheets, CBT Work Folders, Writing Planning Sheets, passage booklets, reference sheets, scratch paper, periodic tables, and test tickets according to your instructions
- Entering responses into the DEI if school staff will be responsible for this task
- Packaging materials in the District Assessment Coordinator ONLY boxes (see pages 187–188)

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

- How to handle the collection of electronic devices prior to testing
- Whether students should be allowed to submit their tests prior to the end of a test session and, if so, if those students should be allowed to read after their test materials have been collected
- Whether you will provide test group codes for paper-based accommodated test sessions or school assessment coordinators should create their own unique four-digit codes (Used for PBT FSA Retakes and B.E.S.T. Writing only)
- How to contact you **immediately** if a technical disruption or misadministration occurs

User guides and other testing resources are available on the [portal](#).

Arrange to Test Special Programs Students

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

Ensure Implementation of Accommodations

The [2023–2024 Statewide Assessments Accommodations Guide](#) provides information concerning allowable accommodations for students with disabilities and for ELLs and recently exited ELLs. School assessment coordinators may require assistance in providing additional proctors and/or test locations, depending on the accommodations implemented. Arrange for these accommodations prior to the test administration dates. To avoid potential test invalidations, ensure that accommodations are provided as indicated on student IEPs or Section 504 Plans. Documentation of accommodations provided to and used by students must be maintained at each school.

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

Entering Student Responses

Determine whether school or district staff will be responsible for entering responses for regular print, large print, and one-item-per-page test and response books into the DEI for FAST, Statewide Science, FCLE, and EOC assessments. If school-based staff will enter responses, you must assign them the SDE role in TIDE. For more information, see the [Data Entry Interface \(DEI\) User Guide](#).

District Assessment Coordinator Responsibilities During Testing

Monitor Test Administration and Maintain Test Security

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

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

Test Status Monitoring

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

Communicate with FDOE

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

School assessment coordinators should contact you if a student reports a test item that he or she thinks is defective. Inform the Bureau of K–12 Student Assessment of the concern, including the student’s name, grade level, subject, item number, and basic student concern (e.g., two possible answers, no correct answer).

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

District Assessment Coordinator Responsibilities After Testing

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

- Filed the signed copies of the [2023–2024 Test Administration and Security Agreement](#) and [2023–2024 Test Administrator Prohibited Activities Agreement](#)
- Filed copies of the seating charts, Security Logs, [Test Materials Chain of Custody Forms](#), and required administration information, and stored the originals, along with all used Writing Planning Sheets, CBT Worksheets, CBT Work Folders, periodic tables, scratch paper, and reference sheets in the District Assessment Coordinator ONLY boxes
- Packaged, stored, and returned all materials, according to your instructions and the instructions in this manual

Invalidate Tests

Review policies regarding test invalidation on pages 22–23. Remember that invalidations must be recorded in TIDE **by 4:00 p.m. (Eastern time) on the final day of testing for the administration**. After that date, you must contact FDOE to report any test invalidations. Refer to the [TIDE User Guide](#) for instructions on how to invalidate tests.

Entering Student Responses

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

Prepare Boxes for Return

For detailed instructions on preparing boxes for return, please refer to the *Paper-Based Materials Return Instructions* in Appendix A of the [2023–2024 Statewide Assessments Accommodations Guide](#).

Securely Store District Assessment Coordinator ONLY Boxes

If you instructed schools to return these boxes to you, open the boxes when you receive them, review the required administration information, and make sure that you have notified FDOE if any secure materials are missing. A form for reporting missing materials is available on the [Florida Statewide Assessments Portal](#). Complete the necessary investigation and file the records.

Verify that the required administration information, Security Logs, [Test Materials Chain of Custody Forms](#), and seating charts were completed and file them. Do not recycle or destroy any required forms or ancillary materials, such as used work folders, used planning sheets, used periodic tables, and used worksheets, **until scores for the administration have been reported and any investigations are concluded**. If your district is participating in FDOE Monitoring during this administration, all records should be retained until Monitoring feedback has been provided.

If District Assessment Coordinator ONLY boxes will be securely stored at schools, ensure that school assessment coordinators understand your policies for storing these materials.

Appendix A: Florida Help Desk

Florida Help Desk

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

Florida Help Desk Contact Information

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

Email Support: FloridaHelpDesk@CambiumAssessment.com

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

If 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
- FLEID(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 (to individual machines or network)
 - Wired or wireless Internet network setup

Supported Operating Systems

As a reminder, official technical support is provided only for the systems listed on the [Supported Operating Systems and Devices](#) page.

Appendix B: Florida Test Security Statutes and Rule

Florida Test Security Statutes

1008.23 Confidentiality of assessment instruments.

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

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

1008.24 Test administration and security; public records exemption.

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

- (b) A school district may use district employees, such as education paraprofessionals as described in s. 1012.37, to administer and proctor statewide, standardized assessments required under s. 1008.22 or assessments associated with Florida approved courses under s. 1003.499, in accordance with this section and related rules adopted by the State Board of Education. The rules must establish training requirements that must be successfully completed by district employees prior to the employees performing duties pursuant this paragraph.
- (4) (a) A district school superintendent, a president of a public postsecondary educational institution, or a president of a nonpublic postsecondary educational institution shall cooperate with the Commissioner of Education in any investigation concerning the administration of a test administered pursuant to state statute or rule.
- (b) The identity of a school or postsecondary educational institution, personal identifying information of any personnel of any school district or postsecondary educational institution, or any specific allegations of misconduct obtained or reported pursuant to an investigation conducted by the Department of Education of a testing impropriety are confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until the conclusion of the investigation or until such time as the investigation ceases to be active. For the purpose of this paragraph, an investigation is deemed concluded upon a finding that no impropriety has occurred, upon the conclusion of any resulting preliminary investigation pursuant to s. 1012.796, upon the completion of any resulting investigation by a law enforcement agency, or upon the referral of the matter to an employer who has the authority to take disciplinary action against an individual who is suspected of a testing impropriety. For the purpose of this paragraph, an investigation is considered active so long as it is ongoing and there is a reasonable, good faith anticipation that an administrative finding will be made in the foreseeable future.
- (5) Exceptional students with disabilities, as defined in s. 1003.01(9), shall have access to testing sites. The Department of Education and each school district shall adopt policies that are necessary to ensure such access.

History.—s. 370, ch. 2002-387; s. 1, ch. 2009-143; s. 7, ch. 2013-225; s. 1, ch. 2014-13; s. 8, ch. 2015-6; s. 10, ch. 2021-157; s. 170, ch. 2023-8.

Florida State Board of Education Test Security Rule

6A-10.042 Test Administration and Security.

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

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

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

Appendix C: Forms and Signs

2023–2024 Test Administration and Security Agreement

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

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

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

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

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

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

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

School Name and Number

Print Name

Date

Signature

2023–2024 Test Administrator Prohibited Activities Agreement

It is important for you, as a test administrator of Florida statewide assessments, to know that the following activities are prohibited. Engaging in such activities may result in an investigation, loss of teaching certification, and/or prosecution for violation of the law. Please read the following list of prohibited activities and sign your name on the signature line at the bottom of this page indicating that you understand these actions and their consequences.

I understand that before testing I may not:

- Leave test materials unattended
- Remove test materials from the school's campus
- Open and check through the test books
- Read test items or passages
- Copy, photocopy, scan, photograph, or record test content

I understand that during testing (including during breaks) I may not:

- Read test items as I monitor the room (except when providing allowable accommodations, as described in the [2023–2024 Statewide Assessments Accommodations Guide](#))
- Read student responses or materials (e.g., work folders, planning sheets) as I monitor the room
- Monitor students for use of testing strategies
- Coach students during testing regarding test-taking strategies
- Discuss the content of the test with anyone, including students or other school personnel
- Assist students in answering test items
- Give students verbal cues (“you may want to re-check number 7”) or non-verbal cues (pointing at a specific item)
- Give students more time than is allotted for the session (except when providing allowable accommodations, as described in the [2023–2024 Statewide Assessments Accommodations Guide](#))
- Encourage students to finish early
- Display or fail to cover visual aids (e.g., word lists, multiplication tables) that may help students
- Use my cell phone or other electronic device (except to monitor student progress or to contact the school assessment coordinator or technology coordinator in case of a technical issue or emergency), check email, grade papers, or engage in other activities that will result in my attention not being on students at all times
- Leave the room unattended for any period of time
- Allow students to talk or cause disturbances
- Allow students to use cell phones or other electronic devices, even if they have already finished their tests
- Instruct students to test in a session other than the one designated for that day/allotted testing time (going on to Session 2 during Session 1, reviewing work in Session 1 during Session 2)
- Administer the assessment to my family members

I understand that after testing I may not:

- Leave test materials unattended
- Remove test materials from the school's campus
- Read through student test documents or responses
- Change student answers
- Discuss the content of the test with anyone, including students or other school personnel
- Reveal the content of the test via electronic communication, including but not limited to email, text, or posting to social media (e.g., Facebook, Twitter, Instagram)

If you are administering a test to students with flexible responding or flexible presentation accommodations that require you to read test items, you may not reveal, copy, or share the items, or use the test content during instruction after testing.

I acknowledge the information above and will not engage in any of the prohibited activities on this page.

Print Name: _____

Signature: _____ Date: _____

Return this agreement to your school assessment coordinator.

Test Materials Chain of Custody Form

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

Contact your district assessment coordinator if you have any questions.

Your name (school assessment coordinator): _____

District name: _____

School name: _____

School number: _____

Location of locked storage room: _____

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

1. _____

2. _____

3. _____

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

Date and time materials arrived at the school: _____

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

Packages opened by: _____

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

Materials prepared by: _____

Date and time materials are packaged for return: _____

Materials packaged by: _____

Date and time materials are returned/shipped: _____

Spring/Summer 2024 Florida Statewide Assessments

Test Administrator Checklist

Before Testing:

- Read the test administration manual, the [Test Administrator User Guide](#), and any local directions you have been given, and resolve any questions with your school assessment coordinator.
- If you are administering tests to students using computer-based accommodations, familiarize yourself with the appropriate scripts and instructions prior to test administration available on the [Florida Statewide Assessments Portal](#), as well as with the accommodations information in the [2023–2024 Statewide Assessments Accommodations Guide](#).
- Read the *Spring/Summer 2024 Test Security Policies and Procedures* section in the manual, as well as the Test Security Statutes and Rule (located in [Appendix B](#)), then sign the [2023–2024 Test Administration and Security Agreement](#).
- Read and sign the [2023–2024 Test Administrator Prohibited Activities Agreement](#).
- Conduct computer-based practice test sessions as described on page 24 to familiarize yourself and your students with the testing platform/format.
- Establish an appropriate setting for test administration and remove or cover any unauthorized aids in the testing room.
- Ensure that you understand the process for recording required administration information during testing.
- Prepare a Security Log and a seating chart to be used in your testing room.
- If not provided by your school assessment coordinator, make copies of the Do Not Disturb sign, the Session signs, the No Calculators sign (if applicable), and the Electronic Devices sign to post prior to testing.
- Ensure that students and their parents/guardians understand policies regarding electronic devices, leaving campus during testing, the Testing Rules Acknowledgment, and discussing test content after testing.
- If you are administering tests to students who require accommodations, discuss with your school assessment coordinator how accommodations will be provided and familiarize yourself with the accommodations information in the [2023–2024 Statewide Assessments Accommodations Guide](#).
- Ensure that you understand how to create, monitor, and stop test sessions in the TA Interface.
- Directly before testing begins, confirm you have received all materials needed for test administration.
- For PBT only:**
 - For FSA Retakes and B.E.S.T. Writing, receive your test group code(s) from your school assessment coordinator.
 - If you are administering tests to students using paper-based accommodations, familiarize yourself with the appropriate scripts and instructions prior to test administration available on the [Florida Statewide Assessments Portal](#), as well as with the accommodations information in the [2023–2024 Statewide Assessments Accommodations Guide](#).

During Testing:

- Keep time and maintain your seating chart and required administration information. On the seating chart, indicate which direction students are facing in the room with arrows.
- Ensure that proctors and anyone who enters your room for any length of time sign the Security Log for your testing room.

- Administer the test according to the directions in the appropriate administration script(s) and read the SAY boxes **verbatim** to students.
- Report any test irregularities or technical issues to your school assessment coordinator immediately.

After Testing:

- Verify that you have collected all required administration information, including accommodations provided to students and accommodations used by each student.
- Report any missing materials (e.g., test tickets, used Writing Planning Sheets, used reference sheets, used CBT Worksheets, used CBT Work Folders, passage booklets, test and response books) to your school assessment coordinator immediately.
- Verify that your seating chart and Security Log have been completed correctly. Ensure seating charts indicate which direction each student is facing.
- Organize test materials and return them to your school assessment coordinator.
- For PBT only:**
 - Inspect the **front cover** of test documents and verify that each student has completed the required information. If applicable, remove any stray papers (e.g., planning sheets, reference sheets, periodic tables) from test documents. **Do not** review test content or student responses.

Spring/Summer 2024 Florida Statewide Assessments

School Assessment Coordinator Checklist

Before Testing:

- Carefully read the test administration manual and the following, as applicable, and resolve any questions you might have with your district assessment coordinator (all resources are available on the [Florida Statewide Assessments Portal](#)):
 - Scripts and instructions for administering accommodations
 - [Test Administrator User Guide](#)
 - [TIDE User Guide](#)
 - [2023–2024 Statewide Assessments Accommodations Guide](#)
 - [AVA User Guide](#)
 - [Data Entry Interface \(DEI\) User Guide](#)
 - Any local directions you have been given
- Read the *Spring/Summer 2024 Test Security Policies and Procedures* in the manual, then sign the [2023–2024 Test Administration and Security Agreement](#).
- Ensure that test administrators read the test administration manual and the [Test Administrator User Guide](#). Those administering computer-based accommodations must read the appropriate scripts and instructions for administering these tests. Scripts and instructions for administering computer-based accommodations are available on the [portal](#).
- Train your test administrators and proctors and ensure that they, as well as all school administrators, sign a [2023–2024 Test Administration and Security Agreement](#). Also ensure that test administrators sign a [2023–2024 Test Administrator Prohibited Activities Agreement](#).
- Receive test materials from your district assessment coordinator. Maintain an accurate [Test Materials Chain of Custody Form](#) at your school. Inventory the materials within 24 hours of receipt and report missing materials or request additional materials immediately.
- Communicate the process for collecting required administration information to your test administrators.
- Arrange practice test sessions as described on page 184.
- Assign proctors, as needed.
- Ensure that appropriate test settings are available for all test sessions. Conduct a walk-through of all testing rooms to ensure visual aids are covered or removed.
- If any students who require accommodations are testing at your school, train test administrators on how accommodations will be provided. Information regarding accommodations is located in the [2023–2024 Statewide Assessments Accommodations Guide](#).
- Ensure that all students are uploaded into TIDE and assigned the correct test.
- Assign accommodations and verify student demographic information in TIDE.
- Work with your district assessment coordinator to ensure that test administrators have active usernames and passwords to log in to the TA Interface.
- Ensure that test administrators understand how to create, monitor, and stop test sessions in the TA Interface.
- Print test tickets to distribute to test administrators. Test tickets contain login information for students, and each student must have a test ticket to log in to an assessment. Refer to the [TIDE User Guide](#) for instructions.

For PBT only:

- Verify student information, print, and affix PreID labels to test documents, as applicable. If information on a PreID label is incorrect, update the student information in TIDE, print, and affix a new PreID label.
- Verify that labels are not faded and can be clearly read.
- Distribute test group codes to test administrators for FSA Retakes and B.E.S.T. Writing.
- Ensure that secure materials are kept in locked storage until the day of testing.
- Assign TAs an AVA role in TIDE for those administering paper-based accommodations for FSA ELA Reading Retake.

During Testing:

- Distribute test materials for students in each testing room immediately before testing is scheduled to begin. Do **not** distribute these materials ahead of time.
- Be available to answer questions from test administrators.
- Provide test administrators with additional materials, as necessary.
- Actively monitor each testing room to ensure that test administration and test security policies and procedures are being followed, accommodations are being administered correctly, seating charts and Security Logs are being properly completed, and required administration information is being collected.
- Arrange for and supervise make-up test administrations.
- Contact your district assessment coordinator if any test irregularities or security breaches occur.
- Monitor student progress and test completion rates in TIDE.
- Contact district staff and the Florida Help Desk **immediately** if technical issues arise.

After Testing:

- Verify that all distributed secure materials have been returned. Complete your [Test Materials Chain of Custody Form](#). Report missing materials to your district assessment coordinator and conduct the necessary investigation(s).
- Make copies of all collected required administration information, seating charts, and Security Logs, and file the copies. Ensure that seating charts indicate which direction each student is facing.
- Organize test materials and return them according to your district assessment coordinator's instructions.
- For PBT only:**
 - Ensure that paper-based test materials are labeled accurately. If a test administrator notifies you of an incorrect PreID Label, update the student information in TIDE, print, and affix a new On-Demand PreID Label over the incorrect label. An On-Demand PreID Label **must** be applied, and student information **must** also be added to or updated in TIDE.
 - Inspect student answer documents and verify that each student has completed the required information in the upper left corner of the demographic page (middle of the page for test and response books) and, if applicable, remove any stray reference sheets, planning sheets, or periodic tables from test documents. **Do not review test content or student responses.**
 - For FAST, FCLE, Statewide Science, and EOC assessments, follow instructions from your district assessment coordinator for entering responses into the DEI.

Spring/Summer 2024 Florida Statewide Assessments

District Assessment Coordinator Checklist

Before Testing:

- Carefully read the test administration manual and the [TIDE User Guide](#), and resolve any questions with the Bureau of K–12 Student Assessment at FDOE.
- Train school assessment coordinators and technology coordinators. Ensure that they are aware of policies and procedures for each test, including test session lengths.
- At your discretion, instruct school assessment coordinators to schedule and arrange practice activities (see page 190).
- Place additional orders for test documents or other materials needed for testing.
- Receive test materials and make sure that each school receives the correct range of boxes. Ensure that each school maintains an accurate [Test Materials Chain of Custody Form](#).
- Communicate the process for collecting required administration information to your school assessment coordinators.
- Communicate with school assessment coordinators how to make arrangements for special programs students.
- Create or update School Administrator, School Assessment Coordinator, School Data Entry, and Test Administrator accounts in TIDE.
- Ensure that appropriate test settings are provided and accommodations for eligible students are correctly implemented.
- Ensure that all school assessment coordinators, school administrators, technology coordinators, test administrators, and proctors have signed a [2023–2024 Test Administration and Security Agreement](#) and that test administrators have signed a [2023–2024 Test Administrator Prohibited Activities Agreement](#).

During Testing:

- Provide schools with additional materials, as necessary.
- Monitor schools to ensure that test administration and test security policies and procedures are followed.
- Be available during testing to answer questions from school personnel and technology coordinators.
- Communicate with the Bureau of K–12 Student Assessment, as needed, in the case of test irregularities, missing materials, and security breaches, or if you need guidance when test invalidation is being considered.

After Testing:

- Review the required administration information from your District Assessment Coordinator ONLY boxes, immediately report any missing materials to FDOE, and conduct any necessary investigations.
- Verify that seating charts and Security Logs were completed and file them.
- Verify that [Test Materials Chain of Custody Forms](#) were completed accurately and file them.
- Store required forms and ancillary materials (e.g., used CBT Worksheets, used reference sheets, seating charts) until after results for the administration have been reported and any investigations are concluded.
- Provide instructions for schools to enter responses into the DEI for FAST, FCLE, Statewide Science, and EOC assessments, as applicable, and to package and return TO BE SCORED and NOT TO BE SCORED paper-based materials according to the instructions in Appendix A of the [2023–2024 Statewide Assessments Accommodations Guide](#).



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TESTING

IN PROGRESS

Please

Do Not Disturb

No Electronic Devices Allowed



Calculators are not permitted during this session.





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You may only
work in

Session 1



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You may only
work in

Session 2

This sheet will not be scored.



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CBT Worksheet

Student Name: _____

Date: _____



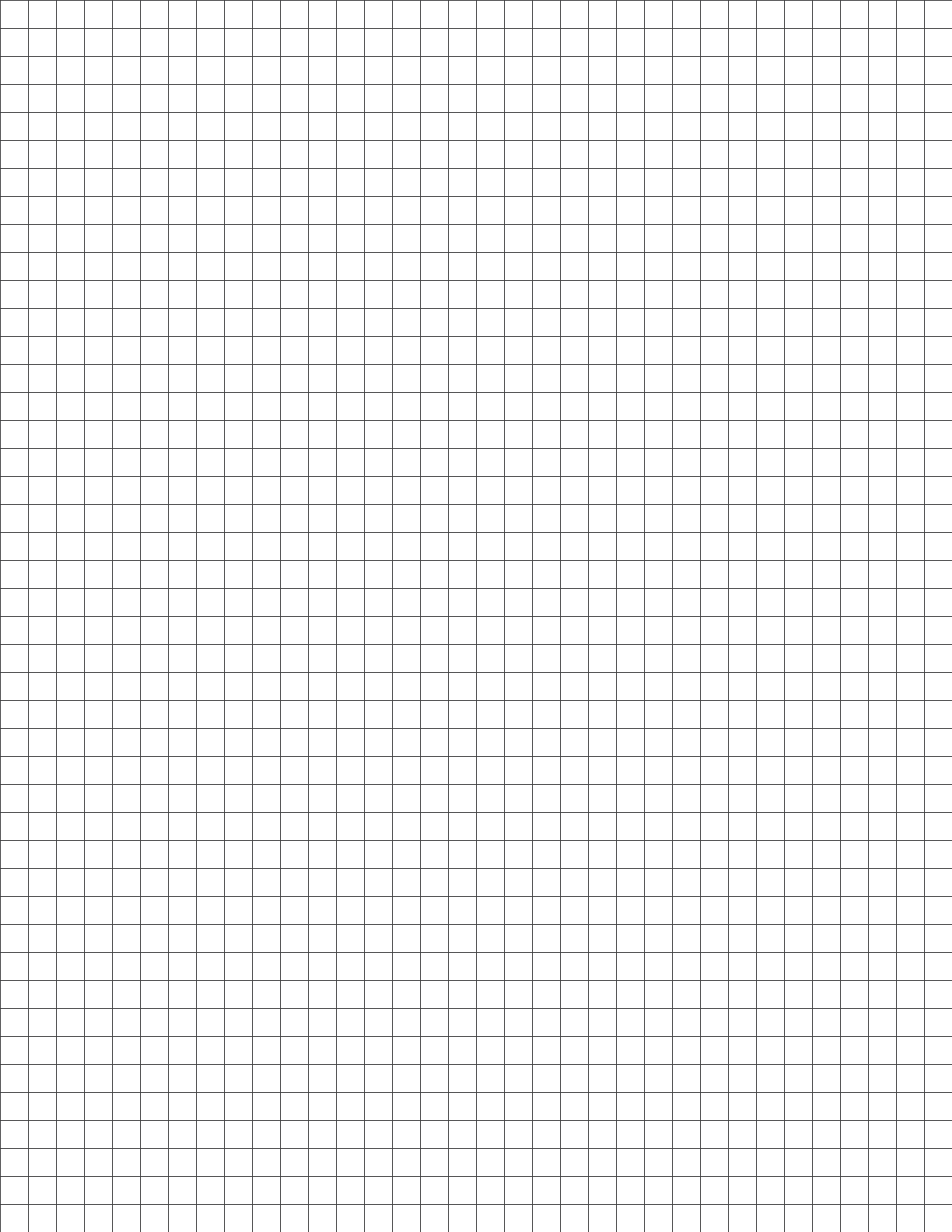
FL00011948



FAST Scratch Paper

Student Name: _____

Date: _____



Appendix D: Change Log

Appendix D: Change Log

Location	Change	Date

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