Florida Standards Assessments

Infrastructure Trial Guide

2017–2018

Published August 4, 2017

Prepared by the American Institutes for Research®

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Infrastructure Trial Overview

The Infrastructure Trial is an opportunity for districts and schools to prepare for operational computer-based test administrations by simulating test-day network utilization, determining any school or district issues, and confirming that all workstations and devices that will be used for testing can run the appropriate software.

Please note the following important information about the Infrastructure Trial:

- Schools will prepare by reading the applicable guides and manuals.
- Districts may create an environment that matches expected school bandwidth utilization that will be used during testing.
- Schools may create the same testing environment (e.g., testing rooms, number of computers or devices, appropriate switches and hubs, power supplies, etc.) that will be used for testing.
- Schools will use the web-based Diagnostic Readiness Tool provided by AIR to determine network user capacity and bandwidth requirements.
- Prior to the largest computer-based administration of the year, or as directed by the district, schools will run a trial which simulates the appropriate number of student logins based on the total number of computers that they intend to use concurrently for testing.
- The trial should take approximately fifteen minutes. During this time, users will log in, supply random answers, and submit the test.
- Schools are encouraged to run the trial in their testing rooms on their testing computers or devices and troubleshoot any local issues prior to a district-wide Infrastructure Trial.

The Infrastructure Trial should only be used to test the school and district infrastructure; the content used for the Infrastructure Trial is **not appropriate for student practice**. Content-specific practice tests are available for students at http://www.FSAssessments.org/students-and-families/practice-tests/. The practice tests are intended to familiarize students with the types of items that will make up the tests and with the tools available in AIR's Test Delivery System (TDS).

Infrastructure Trial Guide Overview

The purpose of this guide is to provide district and school assessment and technology personnel with necessary information and instructions to administer the FSA Infrastructure Trial. This guide will define important terms; explain the tasks required before, during, and after a trial; and describe the Test Administrator (TA) Interface and TDS. It is recommended that all assessment personnel read the entire guide before starting the Infrastructure Trial.

The major topics covered in this guide are:

- Contacting the FSA Help Desk –This section provides instructions and information on contacting the FSA Help Desk with questions or technical issues.
- Using the Web-Based Diagnostic Readiness Tool – This section includes instructions for determining how many students can test simultaneously on your network using a web-based tool.
- Running the Infrastructure Trial – This section provides the instructions for the TA Interface, the Student Interface, and the Infrastructure Trial.
- Follow-Up – The final section includes instructions for providing the district and AIR with feedback regarding your Infrastructure Trial.

Glossary of Important Terms

Diagnostic Readiness Tool: This web-based tool performs a system check to assess the readiness of a particular computer or device for testing.

FSA Portal: Resources and information for district and school personnel are located on the FSA Portal, which is accessed at www.FSAssessments.org. The portal also includes links to TDS, TIDE, and the FSA Reporting System.

Secure Browser: The secure browser allows students to access the computer-based FSA assessments. This software must be installed on all computers or devices that will be used for student testing. A link to download the secure browser is located on the FSA Portal.

Session ID: Session IDs are unique codes generated by the TA Interface. In addition to their first names and usernames, students use the Session ID to log into computer-based FSA assessments. Test Administrators must record the Session ID as part of their required administration information.

Test Delivery System (TDS): All computer-based FSA assessments are administered via TDS, which includes the TA Interface and the Student Interface.

Test Information Distribution Engine (TIDE): TIDE is the enrollment and user management system for FSA assessments. Student enrollment and test eligibility information is managed in TIDE. All school and district personnel involved in the administration of FSA assessments must have TIDE user accounts.

Contacting the FSA Help Desk

If technical assistance is needed at any point during the Infrastructure Trial, contact the FSA Help Desk at 866-815-7246 or fsahelpdesk@air.org.

Make sure that you know the answers to all relevant questions below so that AIR can assist you effectively and efficiently:

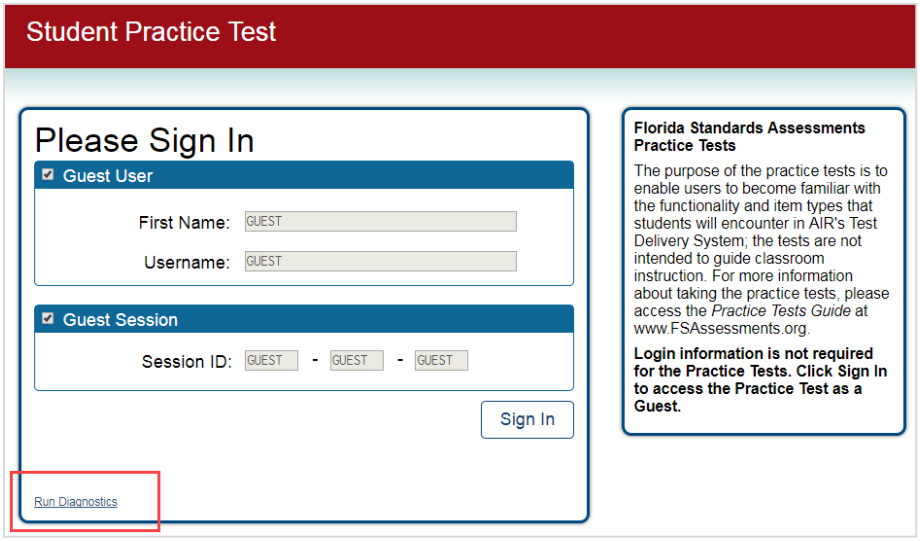
- What device are you using (Windows, Mac, mobile device, etc.)? What device is the student using?
- What is your role (district assessment coordinator, district technology coordinator, school assessment coordinator, school technology coordinator, or test administrator)?
- What task were you trying to complete when you encountered an error?
- Was there an error message? If there wasn't an error message, what are you unable to do? If there was an error message, what error code or message appeared?
- What step of the Infrastructure Trial was the student/volunteer trying to complete when he/she encountered an error?

Using the Web-Based Diagnostic Readiness Tool

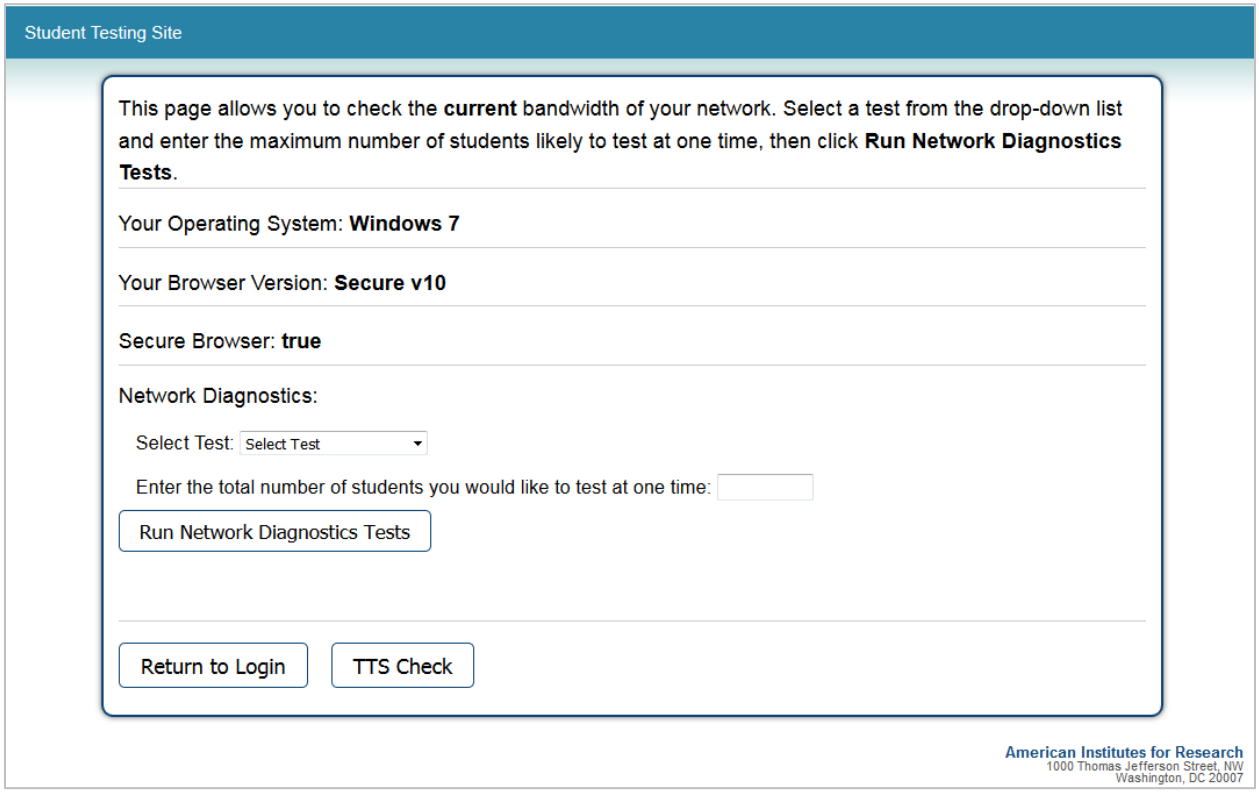
Prior to running the Infrastructure Trial, schools should use the web-based Diagnostic Readiness Tool to assess the readiness of a particular computer for testing. The tool also provides a download and upload speed analysis that includes an estimate of the number of simultaneous students who can test at the same location. The Diagnostic Readiness Tool uses a sophisticated statistical model of the testing process that replicates variation in instantaneous demand (e.g., the number of students who simultaneously press the Next button) and evaluates the likelihood that peaks will exceed network free capacity (network capacity not used by other processes) with a frequency likely to cause noticeable delays in testing.

To access the Diagnostics Readiness Tool, follow these steps:

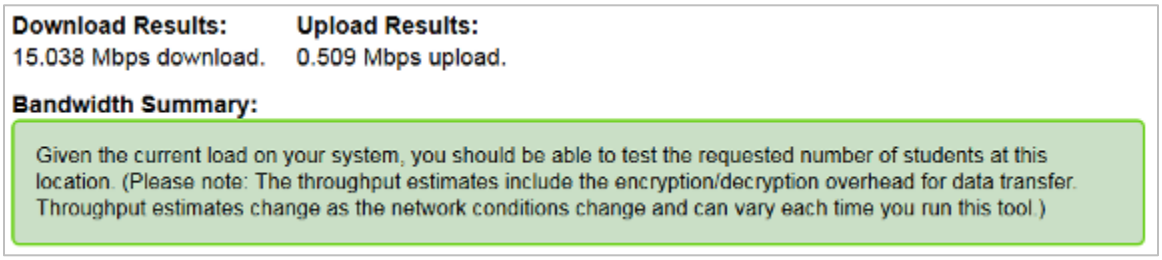
1. From the Student Practice Test ***Please Sign In*** page (on the secure browser or at https://flpt.tds.airast.org/student), click **Run Diagnostics**, found at the bottom of the screen, as displayed in the following graphic.



2. The Diagnostic Readiness Tool asks the user to indicate the number of students that they expect to simultaneously test, and the system will test the bandwidth and calculate the peak simultaneous loads given the desired number of testers.



3. After the Diagnostic Readiness Tool runs, the system either confirms that bandwidth is adequate (as seen below) or suggests a likely maximum number of students supported.



4. Work with your district technology coordinator to ensure that you can test the appropriate number of students for each administration.

Running the Infrastructure Trial

Download and Install the Secure Browser

Visit the ***Secure Browser*** page on the FSA Portal to download the latest version of the secure browser and the *Secure Browser Installation Manual*. Install the secure browser on each computer or device to be used for the Infrastructure Trial.

Session Management

This section provides all the necessary information and steps for setting up sessions in the TA Interface for the Infrastructure Trial. For more detailed information on the TA Interface, see the *Test Administrator User Guide*, available on the portal.

Creating a Test Session

Accessing the TA Training Site

1. Select the **Test Administration** card on the portal.

FSA Portal Card

2. Select **TA Training Site**.

   You will be directed to the TA Training Site landing page.

3. Select **TA Training Site**.

   You will be directed to the login screen. Enter your email address and password.

4. Select **Secure Login**. You will be directed to the TA Training Site.

Portal Card for TA Training Site

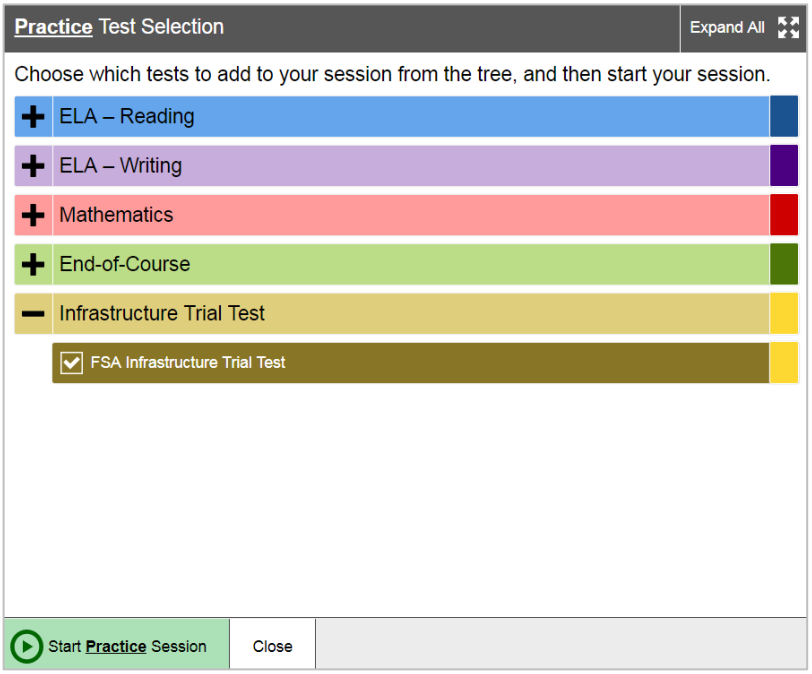
Starting a Session

The session must be started before guest students are able to log in to the TDS Student Interface for the Infrastructure Trial.

1. In the TA Training Site, the ***Practice Test Selection*** window opens automatically when you log in.

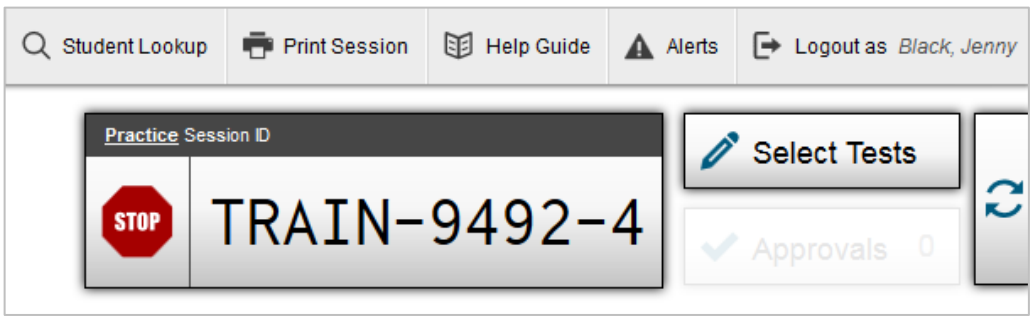
2. Select the checkbox next to the **FSA Infrastructure Trial Test** to include it in the test session.

   a. Once you have selected the test, the **Start Practice Session** button will become active.



3. Select the **Start Practice Session** button.

   - The ***Practice Test Selection*** window will close.
   - The Session ID will generate and appear next to the Stop button.



4. Provide the Session ID to the users who will log in to your test session. Display this Session ID in a location where it is visible to all users. For example, write the Session ID on the board. **Users must enter the Session ID exactly as it appears on the TA Training Site.**

Starting the Infrastructure Trial

1. Before students or volunteers arrive, ensure that the testing room is prepared as it will be on the day of the test.
2. Ensure that each student or volunteer has a pen or pencil.
3. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before the trial begins.

Logging in as Guest Users

Because the purpose of an Infrastructure Trial is to test district and school infrastructure, it is not necessary to use real student data. Users will log in to the TDS Student Interface as Guest Users.

Script for the Infrastructure Trial

Note: The Infrastructure Trial is **not** to be used for student practice. The Infrastructure Trial uses mock content to allow districts and schools to simulate a computer-based administration for testing hardware and network connectivity prior to the operational administration.

Each user should be provided a pen or pencil and should log any issues on a sheet of paper.

SAY	Thank you for participating in the Infrastructure Trial. If you encounter any problems during the Infrastructure Trial, please describe the problem and record the number of times it occurred on your sheet of paper. If the problem prohibits you from proceeding with the test, please raise your hand and someone will assist you.

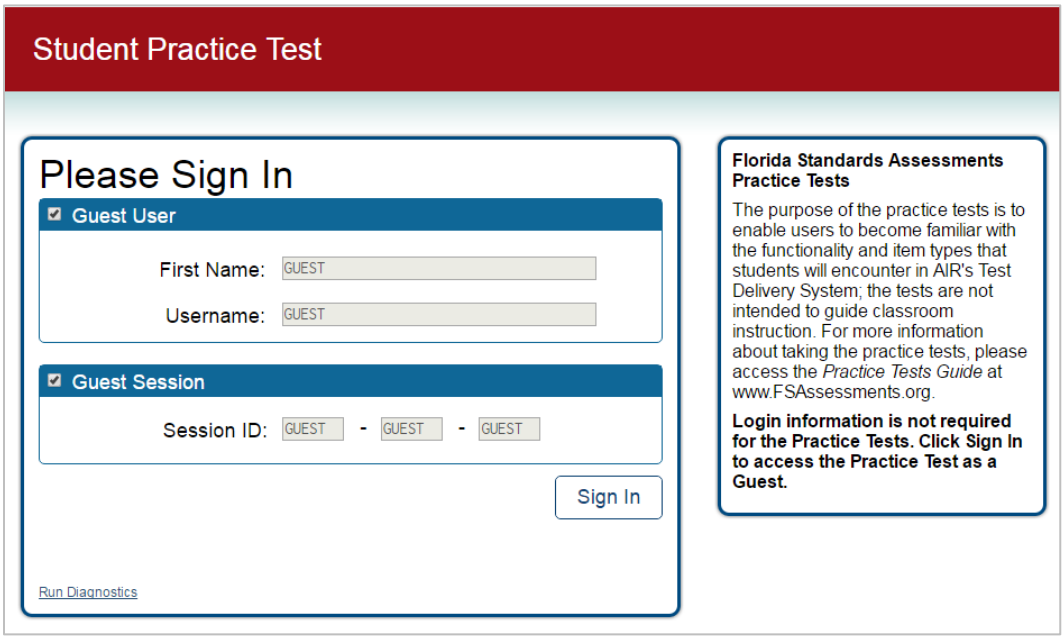
If students are used to conduct the trial, please say the following:

SAY	Please remember that the Infrastructure Trial is only for the purpose of testing our school's systems for online testing. It is not meant to introduce you to the test items or to be used for practice. Practice tests are provided to introduce you to the tools and the format of the computer-based test questions. After testing today, I will provide you with a web address you can use to access the practice tests. Are there any questions?

Answer any questions.

SAY	Launch the FSA Secure Browser icon on your computer or device. Click **Go to the Practice Test Site** to access the Student Practice Test site. A ***Please Sign In*** screen should be displayed. Raise your hand if you do not see the ***Please Sign In*** screen.

Assist users as needed and make sure that everyone is able to get to the Student Practice Test ***Please Sign In*** page, as shown below.



SAY	Uncheck the Guest Session check box, enter the Session ID, and click **Sign In**. The ***Is This You?*** screen will appear. Select any grade level and select **Yes**. The ***Your Tests*** screen will appear. Select the arrow to start the FSA Infrastructure Trial Test. Raise your hand if you are having trouble with any of these steps.

Assist users as needed and make sure that everyone has proceeded to the ***Waiting for TA Approval*** screen.

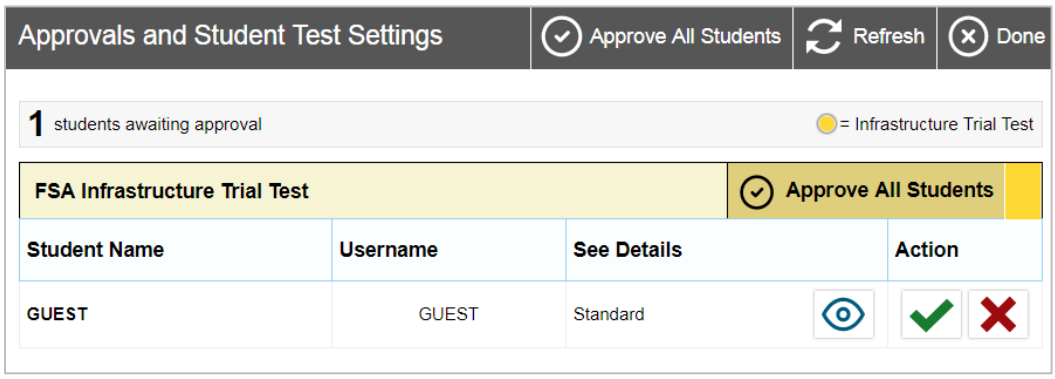
SAY	The TA will now approve your test session.

To approve users in the TA Interface, first select the Approvals button on the right side of the screen; this will open the ***Approvals and Student Test Settings*** screen. A list of all users waiting for approval will appear.

- If you wish to view or modify a student's test settings before approving the student to test, click the test settings icon [ ] in the See Details column. The ***Test Settings*** window will appear. In this window, you can assign students accommodations, such as Text-to-Speech and Masking. After assigning accommodations, click **Set** at the top of the window.

- *To approve individual users*, select the green checkmark button [ ] for each student. The student will be approved.

- *To approve all users currently displayed in the list*, select the **Approve All Students** button at the top right of the test table. All users listed will be approved. However, please note that if you use this option, any users who reach the ***Waiting for TA Approval*** screen after you have selected Approve All Students will need to be approved separately.



SAY	The ***Is This Your Test?*** screen will appear. Click **Yes, Start My Test**. On the ***Sound Check*** screen, click the sound icon [] to hear the sound. Click **Yes**. If Text-to-Speech was assigned, on the ***Text-to-Speech Sound Check*** screen, click the green speaker button to make sure that you can hear the voice. Then click **I heard the voice**. If you do not hear the spoken phrase, click **I did not hear the voice**, and raise your hand. Scroll to the bottom of the ***Test Instructions and Help*** screen. Click **Begin Test Now**. Now that the Infrastructure Trial has loaded, take about 10 seconds on each item before proceeding to the next question by selecting the forward arrow at the top of the screen. Your answers do not need to be correct; just mark a random answer and move on. For the purposes of this trial, do not pay attention to the content of the questions. During the course of the Infrastructure Trial, take some time to use each tool. These include the Tutorials, Mark for Review, Calculator, Notepad, Highlighter, Zoom, and Line Reader tools, as available. Does anyone have any questions about how to use the tools or how to navigate between questions? You will proceed to the second session of the trial by clicking **Next** on the first ***Review*** screen and clicking **Yes** on the pop-up window. After you reach the last question of the test, click **End Test** on the ***Review*** screen. Use your sheet of paper to record any additional comments about your experience. Now, proceed through the trial by spending about 10 seconds on each item.

Walk around the room and assist users as needed to complete the Infrastructure Trial.

SAY	When you have completed the Infrastructure Trial, click **End Test** on the ***Review*** screen and **Yes** on the pop-up window. Then click **Submit Test**, confirm that you want to leave the test, then click **Log Out**.

When everyone in the session has completed the Trial, stop the session in the TA Training Site.

Stopping a Session

To stop the test session:

1. Click **Stop** in the upper-right corner of the screen. An ***Important!*** box will appear, requesting verification that you want to end the session and log students out.

2. Click **OK** to continue. The test session will close.

Follow-Up

If students were used for the trial and they are interested in accessing practice tests, direct them to http://www.FSAssessments.org/students-and-families/practice-tests/.

Once your Infrastructure Trial has been completed, the computer-based testing team at your school should review all notes from the Infrastructure Trial. Follow up with the FSA Help Desk on any specific technology issues. The school should also share these notes with the computer-based testing team at the district level. The district may also request additional confirmation that the trial has been completed successfully. Please report any additional issues or concerns to your district assessment coordinator.

Appendix A. Change Log

Change	Date