



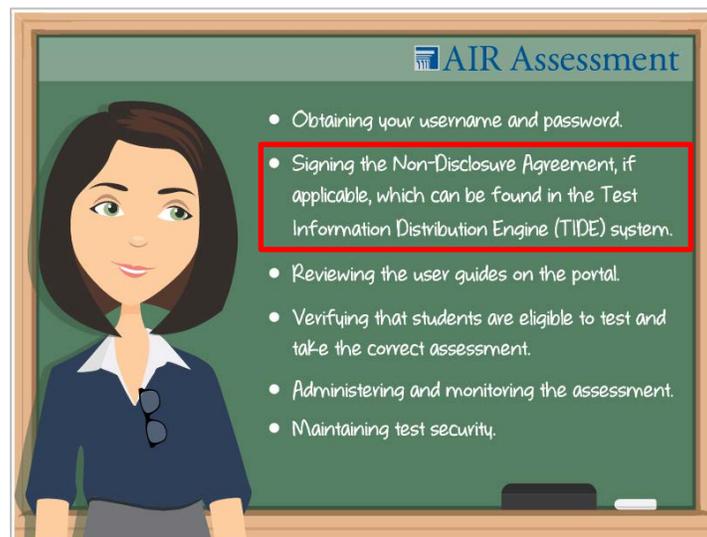
The Test Administrator (TA) Certification Course is built to provide general information to all state programs that use the AIR Test Delivery System. This document describes the areas in which the Florida program differs from the general information provided in the training course. Each area is marked as a TA Feature or Student Feature, depending on the affected audience of the difference described.

TA Features – TA User Guide:

Throughout the TA Certification Course, test administrators are referred to the Administration Manual or user guides for more information.

Florida TAs should familiarize themselves with the test administration manuals prior to testing and must review the Test Administrator User Guide, found on the FSA Portal, for additional information.

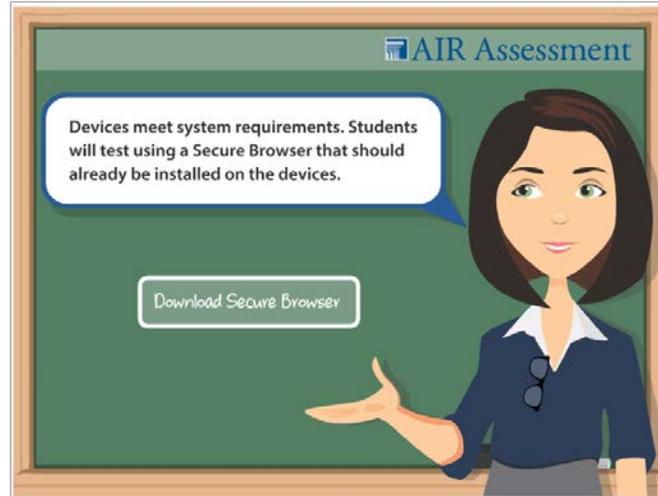
TA Features – Slide 3:



The TA Certification Course states that TAs are responsible for reading and signing the *Non-Disclosure Agreement*, which can be found in TIDE.

Instead, prior to administering statewide assessments, Florida TAs are responsible for reading and signing the *Test Administration and Security Agreement* and the *Test Administrator Prohibited Activities Agreement*, both of which can be found on the FSA Portal.

TA Features – Slide 4:

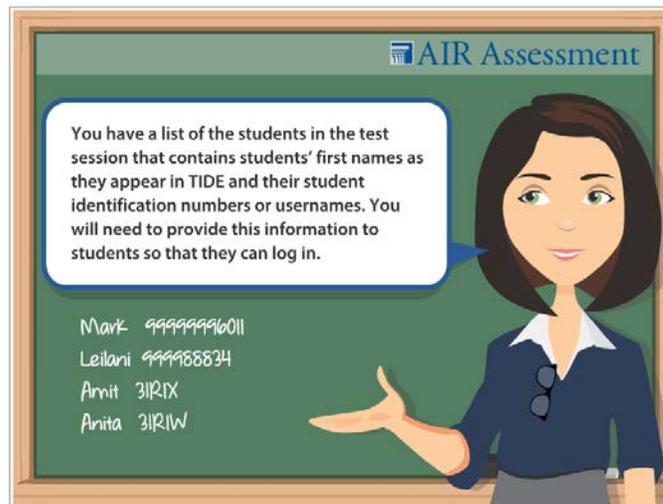


The TA Certification Course states that TAs are responsible for making sure that devices meet system requirements, and that the Secure Browser is installed on student devices prior to testing.

Instead, in Florida, ensuring that devices meet system requirements is the responsibility of the technology coordinator.

Technology coordinators should use the technical guides which can be found in the Technology Resources section of the FSA Portal. The guides provide information about supported operating systems and related requirements, network and Internet requirements, general hardware and software requirements, and information on text-to-speech technology.

TA Features – Slide 4 (cont.):



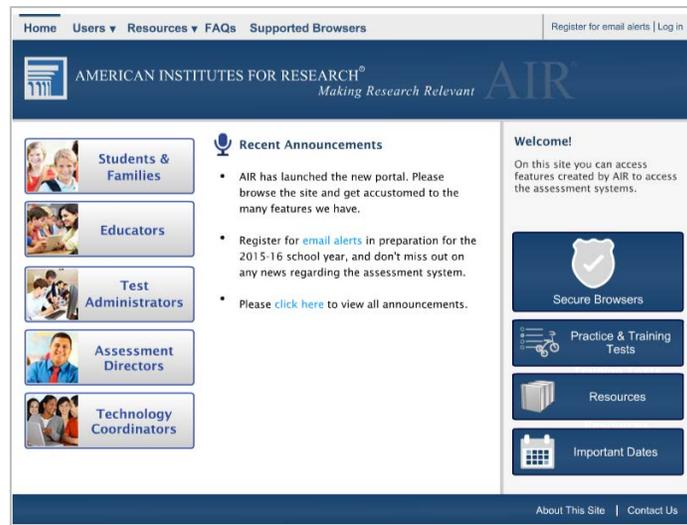
The TA Certification Course reminds TAs to consult a list of the students in their test session, which would include student names and identification numbers or usernames.

Instead, in Florida, students are required to have test tickets in order to take a computer-based assessment, and the tickets will be distributed by the test administrator during testing.

Test tickets will be printed by the school assessment coordinator and distributed to the test administrator prior to testing. The test administrator will then distribute the test tickets to students when indicated in the administration script. Each test ticket has a 5-digit alphanumeric username, which students will use to log in to the test, along with their first name as it appears on the test ticket. Test tickets are considered secure materials and must be collected at the end of each test session. An example of a test ticket is shown below.

Fall 2017	
DEMO DIST 99 (99)	
DEMO SCHOOL 9006 (99-9006)	
LASTNAME: Demo	USERNAME: 1634Q
FIRSTNAME: Demo	GRADE: 09
DOB: 02/02/2002	ID: FL999999147741

TA Features – Slide 5:

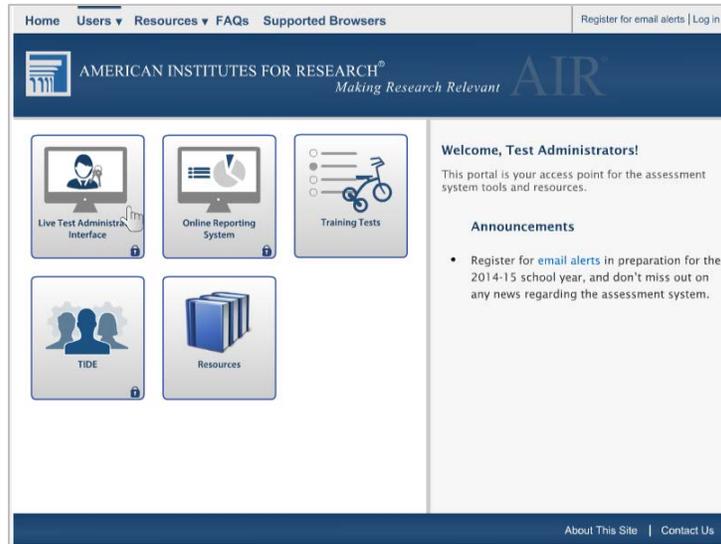


The TA Certification Course states that TAs should select the Test Administrators icon from the assessments portal in order to administer an assessment.

Instead, Florida TAs should click the Administer the FSA icon on the FSA Portal in order to administer operational (live) FSAs.



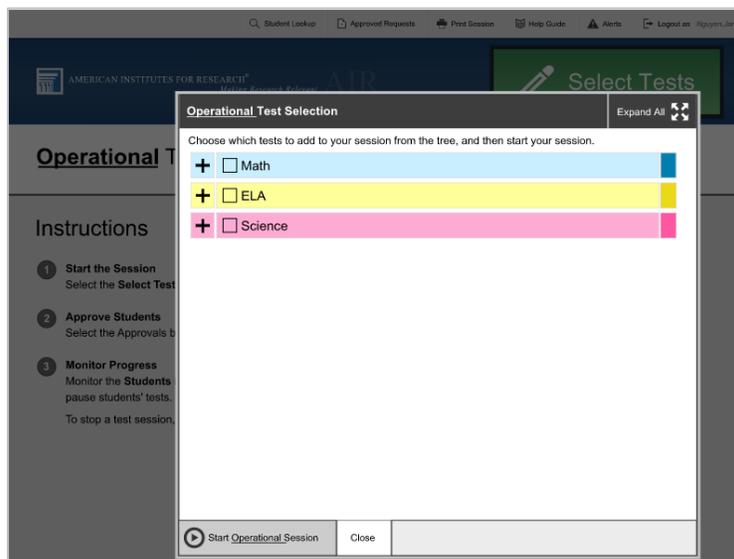
TA Features – Slide 6:



The TA Certification Course states that TAs should select the Live Test Administrator Interface in order to access the TA Interface for online assessments.

Instead, Florida TAs should click the Administer the FSA icon on the homepage of the FSA Portal or on the Test Administration page in order to administer operational FSAs.

TA Features – Slide 8:



The TA Certification course mentions Science tests and Interim and Summative assessments.

In Florida, AIR administers only summative ELA, Mathematics, and End-of-Course assessments.

For a list of the assessments administered through AIR's FSA platform, see the statewide assessment schedule posted to the FSA Portal.

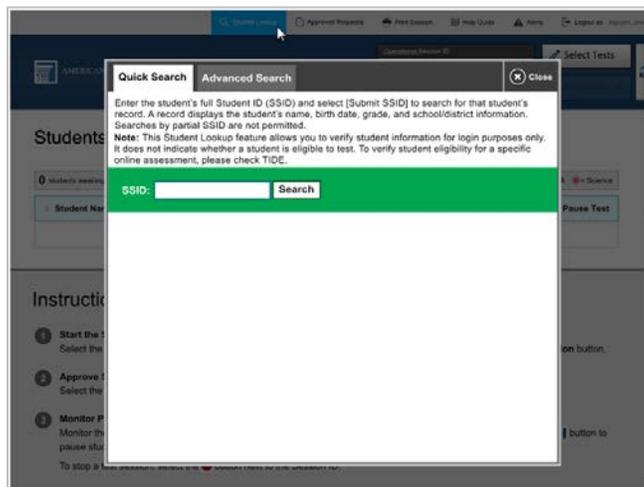
TA Features – Slide 10:



The TA Certification Course mentions that TAs can display the Session ID to students or provide it to them individually with their other login information.

Instead, Florida TAs must display the Session ID in the testing room. Test administrators also must record the Session ID as a part of the required administration information. Students must use the Session ID to access a test session.

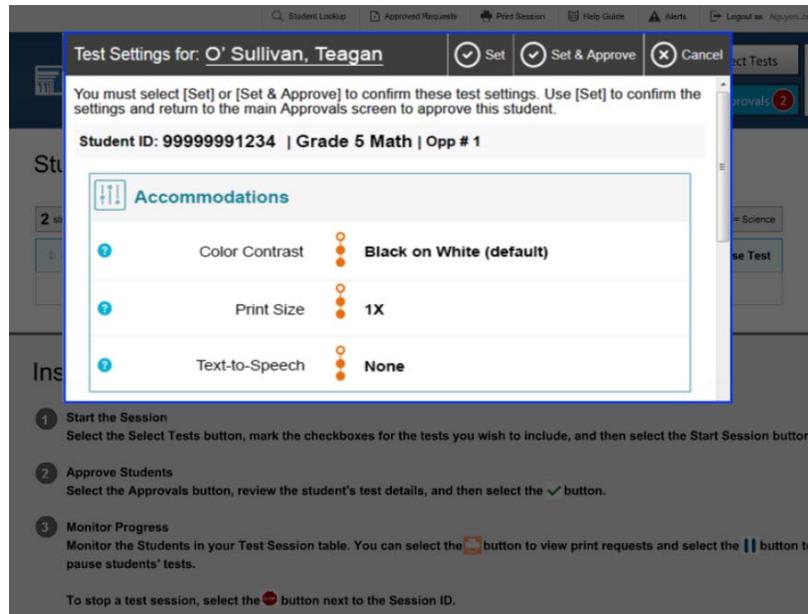
TA Features – Slides 12 and 13:



The TA Certification Course refers to using Quick Search to look up student information.

Instead, Florida TAs are able to look up student information using Advanced Search only.

TA Features – Slides 23 and 24:



The TA Certification Course states that TAs can adjust student test settings or accommodations within the TA Interface.

Instead, Florida TAs cannot change accommodations.

Student accommodations are set in TIDE through the PreID process or updated in TIDE by the school assessment coordinator. Should a student not have the correct accommodations on the day of testing, the student should not test at that time. The test administrator should then contact the school assessment coordinator who can update the information in TIDE. Prior to testing, student accommodations can be checked in TIDE using the View/Edit/Export Students task.

Student Features – Slide 34:

Is This You?

Session ID: RED-E12F-1

Grade 5 Math

Color Choices: Black on White

Language: English

Print Size: No default zoom applied

Text-to-Speech: No Text-to-Speech

Is the test listed above the test you want to take? If it is, click [Yes, Start My Test]. If not, click [No].

The TA Certification Course states that the *Is This You?* screen allows students to confirm the test settings or accommodations selected by the TA.

Instead, in Florida, students can choose to select a background color, mouse pointer, and print size to use for their test after they are approved by the test administrator to take a test.

On the *Is This Your Test?* screen, students will be able to select from several background color, mouse pointer, and print size choices. Once they have begun testing, students will not be able to change their background color or mouse pointer without first logging out of the test and signing in again to make new selections.

Is This Your Test?

Review the following test settings.

Session ID: FL-E7EE-3
FSA ELA Reading Retake

Accommodations

2	Text-to-Speech	On
2	Masking	On
2	American Sign Language	On
2	Closed Captioning	On

Accessibility Settings

2	Print Size	1X
2	Background Color Choices	Black Text on White
2	Mouse Pointer	System Default

Next Step:
If the test name and settings are correct, choose **Yes, Start My Test**. If not, choose **No**.

Student Features – Slide 38:

You have reached the end of the test

You have reached the end of the test. You may review your answers. If you are done reviewing your answers, click [Submit Test]. You cannot change your answers after you submit the test.

You have marked questions. Review these questions before submitting your test.

Questions:

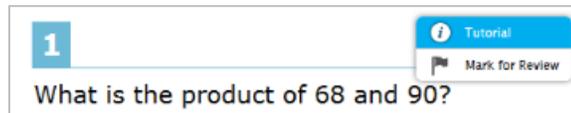
1	5	9	13	17	21	25
2	6	10	14	18	22	26
3	7	11	15	19	23	27
4	8	12	16	20	24	

The TA Certification Course states that when students have finished the test, they will be prompted to review their answers.

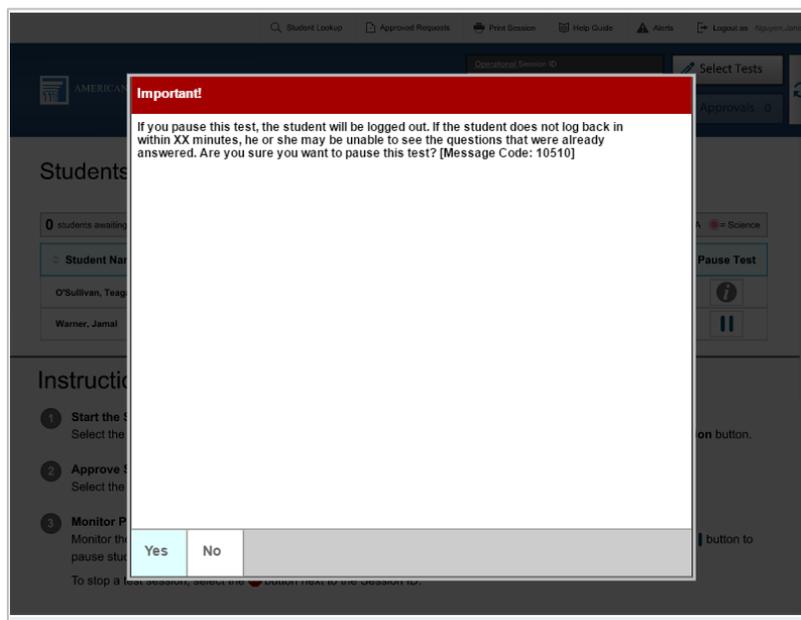
In Florida, students may also mark an item for review during the test to make it easier to find the item on the review screen.

To mark items, students can right-click on the item to open the context menu and select **Mark for Review**.

If students have left any items unanswered, they will also have the opportunity to review those items at the end of a session or test.



TA Features – Slide 40:



The TA Certification Course states that for some tests, if the student pauses their test for more than the allowable pause time, the student will not be able to review previously completed items.

Instead, in Florida, any student whose test was paused and resumed during the same session will be able to review all of his or her responses before submitting the test or moving on to the next session.

After returning to a paused test, the student will be presented with the first unanswered item or passage and will be permitted to review and change any previously answered test items within that test (for a one-session test) or session (for a two- or three-session test). When a student resumes a test that was paused at the end of the previous session of a multiple-session test, the student will not be able to view or change responses from the previous session.