



Fall/Winter 2017
Scripts and Instructions
for Administering Accommodated
Computer-Based Assessments

English Language Arts Retake
and End-of-Course Assessments



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Introduction

This document includes scripts and instructions for administering the Fall/Winter 2017 Florida Standards Assessments (FSA) English Language Arts (ELA) Writing Retake, ELA Reading Retake, and End-of-Course (EOC) assessments to students who require computer-based accommodations (e.g., masking, text-to-speech). Test administrators are also responsible for reading the *Test Administration Policies and Procedures*, *Test Security Policies and Procedures*, *Test Invalidation Policies and Procedures* sections, the *Test Administrator Responsibilities* sections, and the appropriate appendices of the *Fall/Winter 2017 FSA English Language Arts Retake and End-of-Course Assessments Test Administration Manual* (Fall/Winter 2017 FSA ELA Retake and EOC Manual).

CBT Accommodations

Platform

All FSA assessments are administered using the Test Delivery System (TDS) through the FSA secure browser, which is available on the FSA Portal at www.FSAssessments.org. For more information regarding TDS, see the user guides posted to the FSA Portal under FSA Resources.

Accommodations

Masking and text-to-speech (TTS) tools are available for all subjects to students who have those accommodations listed in their IEPs or Section 504 Plans. American Sign Language (ASL) videos and Closed Captioning (CC) are available accommodations for the audio passages in ELA Reading Retake. The Masking tool is available on the toolbar. The Text-to-Speech and ASL tools are available under the context menu. Closed Captioning will begin playing when the student plays audio content.

Accommodation	Description
Masking	Allows students to temporarily mask (hide) an area of the test screen to reduce distraction.
Text-to-Speech	Allows students to have instructions, test items, and answer options read aloud using the TTS tool.
American Sign Language	Allows students to access ASL videos for the audio content on the ELA Reading Retake. The ASL video opens in a separate window on the screen.
Closed Captioning	Allows students to access closed captioning for the audio content on the ELA Reading Retake. Closed Captioning opens in a separate window on the screen.

Script for Administering the Accommodated Computer-Based ELA Writing Retake

120+ Minutes

The following script should only be used for students participating in the ELA Writing Retake using CBT accommodations. If you are administering a non-accommodated CBT test, refer to the Fall/Winter 2017 FSA ELA Retake and EOC Manual. If you are administering a paper-based assessment, refer to the scripts available on the FSA Portal.

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.

This test session 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 session, remember the following:

- Ensure that you have a Security Log, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have participated in a practice test with the same accommodations they will use on this test. If any students have not completed a practice test, contact your school assessment coordinator.
- If a student starts a test and leaves campus without finishing (due to an appointment, illness, etc.), he or she will **not** be allowed to return to the test. If you have concerns about a student, 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. 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 TDS, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- **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 (e.g., information related to passage booklets) are italicized and in parentheses and should be read to students only if applicable.

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on page 24 of the Fall/Winter 2017 FSA ELA Retake and EOC Manual.
2. 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. (Perforated signs are available in Appendix E of the Fall/Winter 2017 FSA ELA Retake and EOC Manual.)
3. Ensure that all student desktops are free of any unauthorized aids (e.g., word lists, dictionaries) and that any visual aids displayed in the testing room, such as posters with writing tips, have been removed or covered.
4. Check that all students have been assigned the correct accommodation in TIDE (e.g., masking, text-to-speech).
5. Ensure that you understand your school assessment coordinator's instructions regarding students leaving the room for breaks, resuming testing, and the length of time students should be permitted to test for this test session. Display the stopping time where it is visible to all students. **Contact your school assessment coordinator if you have not already received timing information for this test session.**
6. Ensure that all software applications, including Internet browsers, are closed on all computers or devices before testing begins.
7. If any students are taking an accommodated form with text-to-speech, ensure that they have headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
8. 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: - -

9. 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.**
10. Prior to testing, ensure that students have the following:
 - A pen or pencil
 - A planning sheet (Ensure that you have a copy of the sample planning sheet found in Appendix E of the Fall/Winter 2017 FSA ELA Retake and EOC Manual to display for students when instructed in the script.)
11. If you have students who require Writing Passage Booklets (see page 6 of the Fall/Winter 2017 FSA ELA Retake and EOC Manual), 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.**

Create a Test Session

1. Go to the FSA Portal and click **Administer the FSA**.
2. Log in to the TA Interface with your username and password.
3. Select **FSA ELA Writing Retake** and then click **Start Operational 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.

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. Remove all materials from your desk except your pen or pencil and your planning sheet.</p> <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> <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, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. If you are found with 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).

Now, hold up a sample planning sheet.

SAY	<p>Now, look at your planning sheet. Print your name 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'll write. It is important to use the planning sheet to plan what you will write, but make sure that you allow enough time to type your response on your computer/device. The writing on your planning sheet will not be scored. Only the response you type in the test will be scored.</p>
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Ensure that the Session ID is displayed where all students can see it.

SAY	<p>Now, look at the login 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	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.
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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.

If the **First Name**, **Last Name**, or **ID number** for the student is incorrect, the student **cannot** use the ticket and you should contact your school assessment coordinator. If the **Date of Birth** is the only incorrect field on the ticket, the student **may** test with that ticket, and updates to the Date of Birth can be made after testing.

SAY	Now, log in by typing your First Name as it appears on your test ticket, your Username, and the Session ID ____ - ____ - _____. The Session ID is displayed for you. Click Sign In . Raise your hand if you need assistance.
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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 to return to the login page and raise your hand.
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Assist any students who raise their hands.

SAY	Now, you will see a screen that says <i>Your Tests</i> . Click the arrow to the left of Start FSA ELA Writing Retake to proceed. Now, sit quietly while I approve your tests.
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In the TA Interface, select the Approvals button to review the list of students ready to begin testing. You may need to select the **Refresh** button to see all the students in your testing room on your list.

Review test settings: To view a student’s online test settings or accommodations, click the corresponding Test Settings icon [⊙]. Test settings and/or accommodations for individual students are displayed. If changes are required, 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	Now, you should see a screen that says <i>Is This Your Test?</i> . Verify that the screen displays the correct test, but do not click Yes, Start My Test until I tell you to do so. This screen also 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. If you have any questions, raise your hand.
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If a student wishes to change his or her test settings, have the student select **No** on the screen, log in again and make adjustments to his or her test settings, and then approve that student’s test again. Ensure that the correct information displays for that student on the ***Is This Your Test?*** screen.

SAY	<p>Now, turn your planning sheet over and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not:</p> <ul style="list-style-type: none"> • talk to other students or make any disturbance • look at another student’s computer or device screen, (<i>passage booklet</i>,) or planning sheet • allow another student to look at your computer or device screen, (<i>passage booklet</i>,) or planning sheet • ask for help writing your response • give help to another student in writing his or her response • have notes or scratch paper other than your planning sheet (<i>or passage booklet</i>) • have any electronic or recording devices, other than the device on which you are testing, in your possession at any time, including breaks, even if you do not use them • fail to follow any other instructions given <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the writing prompt or passages after the test. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on Facebook, Twitter, Snapchat, or Instagram.</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>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p>
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Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	<p>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 a 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 of the 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, click Yes, Start My Test.</p>
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If you are administering this test to students who are using the text-to-speech accommodation,

SAY	Now you will see a screen that allows you to verify the text-to-speech tool functionality. Click the large speaker icon and listen to the audio. If you are able to hear the text-to-speech audio, click I heard the voice . If you are not able to hear the audio, please raise your hand.
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Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have completed the text-to-speech setup,

SAY	Do not click Begin Test Now until I instruct you to do so. Now, take a moment to review the <i>Test Instructions and Help</i> . 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. Do not begin your test at this time.
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Pause to allow students a moment to review the instructions, and answer all student questions.

SAY	First, we will review the accessibility tools that are available to students with certain accommodations. Do not select any buttons at this time.
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Read the appropriate instructions below for the accommodations you are administering.

Masking

SAY	If you will take this test using Masking , then listen as I describe the tool for this accommodation. The Masking tool allows you to hide portions of the screen. To access the Masking tool within an item, click on the button labeled Masking in the upper right corner of your screen. The button is green and has a picture of a shaded square on it. When you have turned the Masking tool on, the button will turn orange. To mask a portion of the screen, click the left mouse button and drag until the gray square covers the portion of the screen that you would like to mask. Then, release the mouse button. The area will be masked. To remove the masking, click the close button in the upper right corner of the masked area. The close button is a circle with an X in the center. To turn the Masking tool off, click the Masking button again. The button will turn from orange back to green. Are there any questions?
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Answer all questions.

Text-to-Speech

SAY	<p>If you will take this test using Text-to-Speech, then listen as I describe the tool for this accommodation.</p> <p>To access the Text-to-Speech tool, open the context menu above the response area.</p> <p>Click Speak Question to have the prompt read aloud.</p> <p>To pause the voice while it is reading, select the context menu again. Click Pause Speaking. To restart the voice from the point at which you paused, click Resume Speaking.</p> <p>To stop the voice while it is speaking, select the context menu. Click Stop Speaking. To hear the prompt again from the beginning after you have stopped the voice, select the context menu and click Speak Question again.</p> <p>If you only wish to hear a portion of the prompt, select the text you wish to have read aloud and then open the context menu. Click Speak Selection to have the selected text read aloud.</p> <p>Are there any questions?</p>
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Answer all questions.

If you have students who will use Writing Passage Booklets:

Distribute 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	<p>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. Then, open your booklet and check each page through the end of the book to see that all page numbers are in order and that there aren't any missing or upside-down pages. You may write in your passage booklet, but be careful not to tear the pages or obscure any parts of a passage. Do not read any of the passages before the test begins. If you see problems, raise your hand. If not, close the booklet and sit quietly.</p>
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If a defective passage booklet is found, contact your school assessment coordinator.

SAY	<p>Remember, you have 120 minutes to complete this test, and you will be permitted to continue working if you need additional time. We will take a short stretch break after 60 minutes, and I'll let you know when there are 10 minutes left in the 120-minute test. You will be permitted to continue working if you need additional time after 120 minutes.</p> <p>Now, click Begin Test Now and begin working.</p>
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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 Student Status column in the TA Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students' statuses 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.

Ensure that students who use their planning sheets allow enough time to enter their responses completely in 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.

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**.

After 60 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, (<i>passage booklet,</i>) or planning sheet.
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After a short break,

SAY	Now be seated. You still have 60 minutes to complete this test, and I'll let you know when you have 10 minutes left. 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 the 120-minute test.
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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 the button that says End Test and follow the instructions on the screen to submit your test and log out. Raise your hand, and I will collect your planning sheet, (<i>passage booklet,</i>) and test ticket.
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Students will be returned to the login screen once they submit their tests. Collect planning sheets, (passage booklets,) and test tickets from students who have finished.

Based on instructions from your school assessment coordinator, either dismiss students who have finished **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'll let you know when you have 10 minutes left.
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At 10 minutes before the stopping time,

SAY	You have 10 minutes to finish the test.
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After 10 more minutes,

SAY	Stop. Click End Test and follow the instructions on the screen to submit your test and log out. I will collect your planning sheet, (<i>passage booklet,</i>) and test ticket.
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Students will be returned to the login screen once they submit their tests. Collect planning sheets, (passage booklets,) and test tickets from students who have finished.

Once all students have submitted their tests, end the test session by clicking **Stop** in the TA Interface. This will pause any remaining tests, so only select **Stop** after all students have submitted their tests. Then log out of the TA Interface by clicking **Log Out** in the upper right corner of the screen.

Complete the following steps:

1. Ensure that you have all student planning sheets, (passage booklets,) and test tickets and that your record of required administration information and seating chart are accurate and complete.
2. Report any 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 record of 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 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 93 of the Fall/Winter 2017 FSA ELA Retake and EOC Manual.

Script for Administering the Accommodated Computer-Based ELA Reading Retake

Session 1

90+ Minutes

The following script should only be used for students participating in Session 1 of the ELA Reading Retake using CBT accommodations. If you are administering a non-accommodated CBT test, refer to the Fall/Winter 2017 FSA ELA Retake and EOC Manual. Scripts for administering paper-based accommodations are available on the FSA Portal.

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.

This test session is 90 minutes, and students 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, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have participated in a practice test with the same accommodations they will use on this test. If any students have not completed a practice test, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will **not** be allowed to return to the test session. If you have concerns about a student, 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. 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 TDS, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- **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.

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on page 24 of the Fall/Winter 2017 FSA ELA Retake and EOC Manual.
2. 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. (Perforated signs are available in Appendix E of the Fall/Winter 2017 FSA ELA Retake and EOC Manual.)
3. Ensure that all student desktops are free of any unauthorized aids (e.g., word lists, dictionaries) and that any visual aids displayed in the testing room have been removed or covered.
4. Check that all students have been assigned the correct accommodation in TIDE (e.g., masking, text-to-speech).
5. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks, resuming testing, and the length of time students should be permitted to test for this session. Display the stopping time for this session where it is visible to all students. **Contact your school assessment coordinator if you have not already received timing information for Session 1.**
6. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
7. Ensure that each student has headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
8. 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.

9. 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.**
10. If you have students who require Reading Passage Booklets (see page 6 of the Fall/Winter 2017 FSA ELA Retake and EOC Manual), 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.**
11. Prior to testing, ensure that students have the following:
 - A pen or pencil
 - A CBT Worksheet
12. When reading the following script, please note that optional words (e.g., information related to passage booklets) are italicized and in parentheses and should be read to students only if applicable.

Create a Test Session

1. Go to the FSA Portal and click **Administer the FSA**.
2. Log in to the TA Interface using your username and password.

3. Select the **FSA ELA Reading Retake** and then click **Start Operational 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.

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. Remove all materials from your desk except your pen or pencil and your CBT Worksheet.</p> <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> <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, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. If you are found with 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).

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

SAY	Now, look at the login screen. If you do not see this screen, raise your hand.
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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	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>
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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.

If the **First Name**, **Last Name**, or **ID number** for the student is incorrect, the student **cannot** use the ticket and you should contact your school assessment coordinator. If the **Date of Birth** is the only

incorrect field on the ticket, the student **may** test with that ticket, and updates to the Date of Birth can be made after testing.

SAY	Now, log in by typing your First Name as it appears on your test ticket, your Username, and the Session ID ____ - ____ - _____. 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 to return to the login page and raise your hand.
-----	--

Assist any students who raise their hands.

SAY	Now, you will see a screen that says <i>Your Tests</i> . Click the arrow to the left of Start FSA ELA Reading Retake to proceed. Now, sit quietly while I approve your tests.
-----	--

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

Review test settings: To view a student’s online test settings or accommodations, click the corresponding Test Settings icon [⊙]. Test settings and/or accommodations for individual students are displayed. If changes are required, 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	Now, you should see a screen that says <i>Is This Your Test?</i> . Verify that the screen displays the correct test but do not click Yes, Start My Test until I tell you to do so. This screen also 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. If you have any questions, raise your hand.
-----	---

If a student wishes to change his or her test settings, have the student select **No** on the screen, log in again and make adjustments to his or her test settings, and then approve that student’s test again. Ensure that the correct information displays for that student on the ***Is This Your Test?*** screen.

SAY	Now, turn your CBT Worksheet over and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not: <ul style="list-style-type: none"> • talk to other students or make any disturbance • look at another student’s computer or device screen, (<i>passage booklet,</i>) or worksheet • allow another student to look at your computer or device screen, (<i>passage booklet,</i>) or worksheet • ask for help answering any test questions • give help to another student in answering test questions • have notes or scratch paper other than your worksheet (<i>or passage booklet</i>) • have any electronic or recording devices, other than the device on which you are testing, in your possession at any time, including breaks, even if you do not use them • fail to follow any other instructions given
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SAY	Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or passages after the test. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on Facebook, Twitter, Snapchat, or Instagram. Are there any questions?
-----	---

Answer all questions.

SAY	Now, read silently as I read the Testing Rules Acknowledgment out loud. I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated. Now, sign your name on the line next to Signature to indicate that you understand the testing rules.
-----	---

Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	Today you will complete Session 1, which contains items 1–32. 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. Now, click Yes, Start My Test . Put your headphones or earbuds on now. On the Sound Check screen, click the speaker icon. If you can hear the sound, click Yes . Raise your hand if you cannot hear the sound.
-----	---

Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed.

If you are administering this test to students who are using the text-to-speech accommodation,

SAY	Now you will see a screen that allows you to verify the text-to-speech tool functionality. Click the large speaker icon and listen to the audio. If you are able to hear the text-to-speech audio, click I heard the voice . If you are not able to hear the audio, please raise your hand.
-----	--

Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed.

After all students have completed the Sound Check (and text-to-speech setup),

SAY	Do not click Begin Test Now until I instruct you to do so. Now, take a moment to review the Test Instructions and Help . These instructions remind you how to navigate from one item or passage to the next 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. Do not begin your test at this time.
-----	---

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

SAY	First, we will review the accessibility tools that are available to students with certain accommodations. Do not select any buttons at this time.
-----	---

Read the appropriate instructions below for the accommodations you are administering.

Masking

SAY	<p>If you will take this test using Masking, then listen as I describe the tool for this accommodation.</p> <p>The Masking tool allows you to hide portions of the screen. To access the Masking tool within an item, click the button labeled Masking in the upper right corner of your screen. The button has a picture of a shaded square on it. When you have turned the Masking tool on, the button will revert to its original color.</p> <p>To mask a portion of the screen, click the left mouse button and drag until the gray square covers the portion of the screen that you would like to mask. Then, release the mouse button. The area will be masked.</p> <p>To remove the masking, click the close button in the upper right corner of the masked area. The close button is a circle with an X in the center.</p> <p>To turn the Masking tool off, click the Masking button again. The button will turn from orange back to green.</p> <p>Are there any questions?</p>
-----	--

Answer all questions.

Text-to-Speech

SAY	<p>If you will take this test using Text-to-Speech, then listen as I describe the tool for this accommodation.</p> <p>To access the text-to-speech tool, open the context menu above the response area.</p> <p>Click Speak Question to have the question read aloud. Click Speak Question and Options to have the question and answer choices read aloud.</p> <p>To pause the voice while it is speaking, select the context menu again. Click Pause Speaking. To restart the voice from the point at which you paused, click Resume Speaking.</p> <p>To stop the voice while it is speaking, select the context menu. Click Stop Speaking. To hear the question again from the beginning after you have stopped the voice, select the context menu and click Speak Question again.</p> <p>If you only wish to hear a portion of an item, select the text you wish to have read aloud, and then open the context menu. Click Speak Selection to have the selected text read aloud.</p> <p>To hear only one answer option read aloud, right-click on that answer option and click Speak Option.</p> <p>Are there any questions?</p>
-----	---

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 session, 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, 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 test ticket, (<i>passage booklet,</i>) and worksheet. 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, 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 test ticket, (<i>passage booklet,</i>) and worksheet. 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.

If you have students who will use Reading Passage Booklets:

Distribute Reading 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. Gently pull the tab out and down . Then, open your booklet and check each page through the end of Session 1 to see that all page numbers are in order and that there aren't any missing or upside-down pages. You may write in your passage booklet, but be careful not to tear the pages or obscure any parts of a passage. Do not read any of the passages before the test begins. If you see problems, raise your hand. If not, close the booklet and sit quietly.
-----	---

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

SAY	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 90-minute test session. Now, click Begin Test Now and begin working.
-----	---

Complete the following:

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 Student Status column in the TA Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students' statuses 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**.

After 45 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, (<i>passage booklet</i> ,) or worksheet.
-----	---

After a short break,

SAY	Now be seated. You still have 45 minutes to complete this session, and I'll let you know when you have 10 minutes left. 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 that you are on the review screen and pause your test by clicking End Session and then selecting Yes on the pop-up message. Raise your hand, and I will collect your worksheet, (<i>passage booklet</i> ,) and test ticket.
-----	--

Students will be returned to the login screen once they pause their tests. Collect worksheets, (passage booklets,) and test tickets from students who have finished.

Based on instructions from your school assessment coordinator, either dismiss students who have finished **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'll let you know when you have 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 that you are on the review screen and pause your test by clicking End Session and then selecting Yes on the pop-up message. I will collect your worksheet, (<i>passage booklet,</i>) and test ticket.
-----	--

Students will be returned to the login screen once they pause their tests. Collect worksheets, (passage booklets,) and test tickets from students who have finished.

Once all students have paused their tests, end the test session by clicking **Stop** in the TA Interface. This will pause any remaining tests. Then log out of the TA Interface by clicking **Log Out** in the upper right corner of the screen.

Complete the following steps:

1. Ensure that you have all worksheets, (passage booklets,) and test tickets and that your record of required administration information and seating chart are accurate and complete.
2. Report any 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 record of 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 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 Accommodated Computer-Based ELA Reading Retake

Session 2

90+ Minutes

The following script should only be used for students participating in Session 2 of the ELA Reading Retake using CBT accommodations. If you are administering a non-accommodated CBT test, refer to the Fall/Winter 2017 FSA ELA Retake and EOC Manual. Scripts for administering paper-based accommodations are available on the FSA Portal.

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.

This test session is 90 minutes, and students 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, a form to collect required administration information, and a seating chart 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 (due to an appointment, illness, etc.), he or she will **not** be allowed to return to the test session. If you have concerns about a student, 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. 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 (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student’s test is paused in TDS, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- **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.

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on page 24 of the Fall/Winter 2017 FSA ELA Retake and EOC Manual.
2. 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. (Perforated signs are provided in Appendix E of the Fall/Winter 2017 FSA ELA Retake and EOC Manual.)
3. Ensure that all student desktops are free of any unauthorized aids (e.g., word lists, dictionaries) and that any visual aids displayed in the testing room have been removed or covered.
4. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks, resuming testing, and the length of time students should be permitted to test for this session. Display the stopping time for this session where it is visible to all students. **Contact your school assessment coordinator if you have not already received timing information for Session 2.**
5. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
6. Ensure that each student has headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
7. 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 image shows a 'Please Sign In' screen with the following fields and a button:

- First Name:
- Username:
- Session ID: - -
- Sign In button

8. 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.**
9. If you have students who require Reading Passage Booklets, make sure that each student receives the same Reading Passage Booklet that he or she used during Session 1. **Do not distribute the booklets until instructed to do so in the script.**
10. 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.)
11. When reading the following script, please note that optional words (e.g., information related to passage booklets) are italicized and in parentheses and should be read to students only if applicable.

Create a Test Session

1. Go to the FSA Portal and click **Administer the FSA**.
2. Log in to the TA Interface using your username and password.
3. Select the **FSA ELA Reading Retake** and then click **Start Operational 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 you required administration information and on your seating chart.

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. Remove all materials from your desk except your pen or pencil and your CBT Worksheet.</p> <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> <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, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. If you are found with 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).

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

SAY	Now, look at the login 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 ____ - ____ - _____. 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 to return to the login page and raise your hand.
-----	--

Assist any students who raise their hands.

SAY	Now, you will see a screen that says <i>Your Tests</i> . Click the arrow to the left of Resume FSA ELA Reading Retake to proceed.
	Now, sit quietly while I approve your tests.

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

Review test settings: To view a student’s online test settings or accommodations, click the corresponding Test Settings icon [⊙]. Test settings and/or accommodations for individual students are displayed. If changes are required, 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	Now, you should see a screen that says <i>Is This Your Test?</i> . Verify that the screen displays the correct test but do not click Yes, Start My Test until I tell you to do so.
	This screen also 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. If you have any questions, raise your hand.

If a student wishes to change his or her test settings, have the student select **No** on the screen, log in again and make adjustments to his or her test settings, and then approve that student’s test again. Ensure that the correct information displays for that student on the ***Is This Your Test?*** screen.

SAY	<p>Now, turn your CBT Worksheet over and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not:</p> <ul style="list-style-type: none"> • talk to other students or make any disturbance • look at another student’s computer or device screen, (<i>passage booklet,</i>) or worksheet • allow another student to look at your computer or device screen, (<i>passage booklet,</i>) or worksheet • ask for help answering any test questions • give help to another student in answering test questions • have notes or scratch paper other than your worksheet (<i>or passage booklet</i>) • have any electronic or recording devices, other than the device on which you are testing, in your possession at any time, including breaks, even if you do not use them • fail to follow any other instructions given <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about test items or passages after the test. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on Facebook, Twitter, Snapchat, or Instagram.</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>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p>
-----	--

Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	<p>Today you will complete Session 2, which contains items 33–64. 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.</p> <p>Now, click Yes, Start My Test. Put your headphones or earbuds on now. On the Sound Check screen, click the speaker icon. If you can hear the sound, click Yes. 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.

If you are administering this test to students who are using the text-to-speech accommodation,

SAY	<p>Now you will see a screen that allows you to verify the text-to-speech tool functionality.</p> <p>Click the large speaker icon and listen to the audio.</p> <p>If you are able to hear the text-to-speech audio, click I heard the voice. If you are not able to hear the audio, please raise your hand.</p>
-----	--

Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed.

After all students have completed the Sound Check (and text-to-speech setup),

SAY	<p>Do not click Begin Test Now until I instruct you to do so.</p> <p>Now, take a moment to review the Test Instructions and Help. These instructions remind you how to navigate from one item or passage to the next 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. Do not begin your test at this time.</p>
-----	---

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

Read the appropriate instructions below for the accommodations you are administering.

American Sign Language (ASL)

SAY	<p>If you will take this test using American Sign Language, then listen as I describe the tool for this accommodation.</p> <p>When you reach the audio passage on the test, to access the ASL video, open the context menu above the response area.</p> <p>Select American Sign Language to open the ASL video window.</p>
-----	--

SAY	<p>Press the play button on the window to begin playing the video. You can use the pause button to pause the video and use the scrubber to move to a different part of the video.</p> <p>Click 1x and choose an option to slow down or speed up the rate of the video.</p> <p>The last button on the right that looks like a square makes the video full screen. Click the square button again to reduce the size of the video. When the video is not full screen, you can click and drag the top of the window to move it around the screen.</p> <p>Are there any questions?</p>
-----	--

Answer all questions.

Closed Captioning

SAY	<p>If you will take this test using Closed Captioning, then listen as I describe the tool for this accommodation.</p> <p>When you reach the audio passage on the test, press play on the audio passage, and the closed captioning window will appear and display the text of the passage.</p> <p>You can use the scrubber to move to a different portion of the passage or use the pause button to pause the passage and close the closed captioning window.</p> <p>Are there 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, review your work carefully and make sure you have answered every question. Do not click End Test 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, review your work carefully and make sure you have answered every question. After you have checked your work, click End Test and raise your hand. I will collect your test ticket, (<i>passage booklet,</i>) and worksheet. 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, review your work carefully and make sure you have answered every question. After you have checked your work, click End Test and raise your hand. I will collect your test ticket, (<i>passage booklet,</i>) and worksheet. 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.

If you have students who will use Reading Passage Booklets:

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

SAY	<p>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. Gently pull the tab out and down. Then, open your booklet and check each page through the end of the booklet to see that all page numbers are in order and that there aren't any missing or upside-down pages. Do not read any of the passages before the test begins. If you see problems, raise your hand. If not, close the booklet and sit quietly.</p>
-----	--

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

SAY	<p>Remember, 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 90-minute test session.</p> <p>Now, click Begin Test Now and begin working.</p>
-----	--

Complete the following:

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 Student Status column in the TA Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students' statuses 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**.

After 45 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, (<i>passage booklet,</i>) or worksheet.
-----	---

After a short break,

SAY	Now be seated. You still have 45 minutes to complete this session, and I’ll let you know when you have 10 minutes left. 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, submit your test by clicking End Test and raise your hand. I will collect your worksheet, (<i>passage booklet,</i>) and test ticket.
-----	---

Students will be returned to the login screen once they submit their tests. Collect worksheets, (passage booklets,) and test tickets from students who have finished.

Based on instructions from your school assessment coordinator, either dismiss students who have finished **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’ll let you know when you have 10 minutes left.
-----	---

At 10 minutes before the stopping time,

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

After 10 more minutes,

SAY	Stop. Make sure that you are on the review screen and then submit your test by clicking End Test . Follow the instructions on the screen to logout and then raise your hand. I will collect your worksheets, (<i>passage booklets,</i>) and test tickets.
-----	---

Students will be returned to the login screen once they submit their tests. Collect worksheets, (passage booklets,) and test tickets from students who have finished.

Once all students have submitted their tests, end the test session by clicking **Stop** in the TA Interface. This will pause any remaining tests, so only select **Stop** after all students have submitted their tests. Then log out of the TA Interface by clicking **Log Out** in the upper right corner of the screen.

Complete the following steps:

1. Ensure that you have all worksheets, (passage booklets,) and test tickets and that your record of required administration information and seating chart are accurate and complete.
2. Report any 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 record of 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 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 93 of the Fall/Winter 2017 FSA ELA Retake and EOC Manual.

Scripts for Administering Accommodated Computer-Based EOC Assessments

Refer to the table below for script locations and session length. FSA EOC assessments are administered in two sessions over two days. Any student who has not completed the session by the end of the allotted time may continue working; however, each session may last no longer than half of a typical school day.

Administration Script	Page Number	Session Length
Algebra 1 Session 1	31	90 minutes
Algebra 1 Session 2	41	
Geometry Session 1	49	
Geometry Session 2	59	

Scientific Calculators

A calculator is available in the test platform for all EOCs. **Schools may allow students to use handheld calculators only if all students are provided with a handheld calculator.** Ensure that any handheld calculators have only the allowable functionality, as indicated in the *FSA Mathematics Policies & Materials* document (available on the FSA Portal). **If providing handheld calculators, ensure that students are only provided handheld calculators in Session 2.**

Script for Administering the Accommodated Computer-Based Algebra 1 EOC Assessment

Session 1

90+ Minutes

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

The following script should only be used for students participating in Session 1 of the Algebra 1 EOC assessment using CBT accommodations. If you are administering a non-accommodated CBT test, refer to the Fall/Winter 2017 FSA ELA Retake and EOC Manual. Scripts for administering paper-based accommodations are available on the FSA Portal.

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.

This test session is 90 minutes, and students may continue working for 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, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have participated in a practice test with the same accommodations they will use on this test. If any students have not completed a practice test, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will **not** be allowed to return to the test session. If you have concerns about a student, 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. 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 TDS, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- **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.

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on page 24 of the Fall/Winter 2017 FSA ELA Retake and EOC Manual.
2. 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. (Perforated signs are available in Appendix E of the Fall/Winter 2017 FSA ELA Retake and EOC Manual.)
3. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying mathematical concepts) and that any visual aids displayed in the testing room have been removed or covered.
4. Check that all students have been assigned the correct accommodation in TIDE (e.g., masking, text-to-speech).
5. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks, resuming testing, and the length of time students should be permitted to test for this session. Display the stopping time for this session where it is visible to all students. **Contact your school assessment coordinator if you have not already received timing information for Session 1.**
6. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
7. If any students are taking an accommodated form with text-to-speech, ensure that they have headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
8. 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 image shows a screenshot of a web-based sign-in interface. The title is "Please Sign In". There are three input fields: "First Name:", "Username:", and "Session ID:". The "Session ID" field is composed of three separate input boxes with hyphens between them. A "Sign In" button is located at the bottom right of the form.

9. 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.**
10. Prior to testing, ensure that students have the following:
 - A pen or pencil
 - A 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.)
11. When reading the following script, please note that optional words (e.g., information related to reference sheets) are italicized and in parentheses and should be read to students only if applicable.

Create a Test Session

1. Go to the FSA Portal and click **Administer the FSA**.
2. Log in to the TA Interface using your username and password.

3. Select **FSA Algebra 1 EOC** and then click **Start Operational 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 on your seating chart.

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 Assessment. Remove all materials from your desk except your pen or pencil, (<i>Algebra 1 EOC FSA Mathematics Reference Sheet,</i>) and your work folder.</p> <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> <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, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. If you are found with 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).

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

SAY	Now, look at the login 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.

If the **First Name**, **Last Name**, or **ID number** for the student is incorrect, the student **cannot** use the ticket and you should contact your school assessment coordinator. If the **Date of Birth** is the only incorrect field on the ticket, the student **may** test with that ticket, and updates to the Date of Birth can be made after testing.

SAY	Now, log in by typing your First Name as it appears on your test ticket, your Username, and the Session ID ____ - ____ - _____. 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 to return to the login page and raise your hand.
-----	--

Assist any students who raise their hands.

SAY	Now, you will see a screen that says <i>Your Tests</i> . Click the arrow to the left of Start FSA Algebra 1 EOC to proceed. Now, sit quietly while I approve your tests.
-----	---

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

Review test settings: To view a student’s online test settings or accommodations, click the corresponding Test Settings icon [⊙]. Test settings and/or accommodations for individual students are displayed. If changes are required, 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	Now, you should see a screen that says <i>Is This Your Test?</i> . Verify that the screen displays the correct test, but do not click Yes, Start My Test until I tell you to do so. This screen also 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. If you have any questions, raise your hand.
-----	--

If a student wishes to change his or her test settings, have the student select **No** on the screen, log in again and make adjustments to his or her test settings, and then approve that student’s test again. Ensure that the correct information displays for that student on the ***Is This Your Test?*** screen.

SAY	Now, open your work folder to page 2 and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not: <ul style="list-style-type: none"> • talk to other students or make any disturbance • look at another student’s computer or device screen, (<i>reference sheet</i>), or work folder • allow another student to look at your computer or device screen, (<i>reference sheet</i>), or work folder • ask for help answering any test questions • give help to another student in answering test questions
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SAY	<ul style="list-style-type: none"> • have notes or scratch paper other than your work folder (<i>or reference sheet</i>) • have any electronic or recording devices, other than the device on which you are testing, in your possession at any time, including breaks, even if you do not use them • fail to follow any other instructions given <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on Facebook, Twitter, Snapchat, or Instagram.</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>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p>
-----	--

Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	<p>Today you will complete Session 1, which contains items 1–34. 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>Now, click Yes, Start My Test.</p>
-----	---

If you are administering this test to students who are using the text-to-speech accommodation,

SAY	<p>Now you will see a screen that allows you to verify the text-to-speech tool functionality.</p> <p>Click the large speaker icon and listen to the audio.</p> <p>If you are able to hear the text-to-speech audio, click I heard the voice. If you are not able to hear the audio, please raise your hand.</p>
-----	--

Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have completed the text-to-speech setup,

SAY	<p>Do not click Begin Test Now until I instruct you to do so.</p> <p>Now, take a moment to review the Test Instructions and Help. These instructions remind you how to navigate from one item to the next 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. Do not begin your test at this time.</p>
-----	--

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

SAY	<p>First, we will review the accessibility tools that are available to students with certain accommodations. Do not select any buttons at this time.</p>
-----	--

Read the appropriate instructions below for the accommodations you are administering.

Masking

SAY	<p>If you will take this test using Masking, then listen as I describe the tool for this accommodation.</p> <p>The Masking tool allows you to hide portions of the screen. To access the Masking tool within an item, click the button labeled Masking in the upper right corner of your screen. The button has a picture of a shaded square on it. When you have turned the Masking tool on, the button will revert to its original color.</p> <p>To mask a portion of the screen, click the left mouse button and drag until the gray square covers the portion of the screen that you would like to mask. Then, release the mouse button. The area will be masked.</p> <p>To remove the masking, click the close button in the upper right corner of the masked area. The close button is a circle with an X in the center.</p> <p>To turn the Masking tool off, click the Masking button again. The button will turn from orange back to green.</p> <p>Are there any questions?</p>
-----	--

Answer all questions.

Text-to-Speech

SAY	<p>If you will take this test using Text-to-Speech, then listen as I describe the tool for this accommodation.</p> <p>To access the text-to-speech tool, open the context menu.</p> <p>Click Speak Question to have the question read aloud. Click Speak Question and Options to have the question and answer choices read aloud.</p> <p>To pause the voice while it is speaking, select the context menu again. Click Pause Speaking. To restart the voice from the point at which you paused, click Resume Speaking.</p> <p>To stop the voice while it is speaking, select the context menu. Click Stop Speaking. To hear the question again from the beginning after you have stopped the voice, select the context menu and click Speak Question again.</p> <p>If you only wish to hear a portion of an item, select the text you wish to have read aloud, and then open the context menu. Click Speak Selection to have the selected text read aloud.</p> <p>To hear only one answer option read aloud, right-click on that answer option and click Speak Option.</p> <p>Are there any questions?</p>
-----	---

Answer all questions.

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

SAY	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 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. You may also access the reference sheet in the <i>Formulas</i> window in the Test Delivery System.
	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 session, 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, 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 test ticket, <i>(reference sheet,)</i> and work folder. 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, 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 test ticket, <i>(reference sheet,)</i> and work folder. 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 work folder, (<i>reference sheet</i>,) 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 90-minute test session.</p> <p>Now, click Begin Test Now and begin working.</p>
-----	---

Complete the following:

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 Student Status column in the TA Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students' statuses 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**.

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 computer screen, device, (<i>reference sheet</i>,) or work folder.</p>
-----	--

After a short break,

SAY	<p>Now be seated. You still have 45 minutes to complete this session, and I'll let you know when you have 10 minutes left.</p> <p>Make sure you are on the screen where you left off. You may now continue working.</p>
-----	---

After 35 minutes,

SAY	<p>There are 10 minutes left in the 90-minute test session.</p>
-----	---

After 10 more minutes,

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

Students will be returned to the login screen once they pause their tests. Collect work folders, (reference sheets,) and test tickets from students who have finished.

Based on instructions from your school assessment coordinator, either dismiss students who have finished **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'll let you know when you have 10 minutes left.
-----	--

At 10 minutes before the stopping time,

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

After 10 more minutes,

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

Students will be returned to the login screen once they pause their tests. Collect work folders, (reference sheets,) and test tickets from students who have finished.

Once all students have paused their tests, end the test session by clicking **Stop** in the TA Interface. This will pause any remaining tests. Then log out of the TA Interface by clicking **Log Out** in the upper right corner of the screen.

Complete the following steps:

1. Ensure that you have all student work folders, (reference sheets,) and test tickets and that your record of required administration information and seating chart are accurate and complete.
2. Report any 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 record of 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 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 Accommodated Computer-Based Algebra 1 EOC Assessment

Session 2

90+ Minutes

The following script should only be used for students participating in Session 2 of the Algebra 1 EOC assessment using CBT accommodations. If you are administering a non-accommodated CBT test, refer to the Fall/Winter 2017 FSA ELA Retake and EOC Manual. Scripts for administering paper-based accommodations are available on the FSA Portal.

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.

This test session is 90 minutes, and students may continue working for 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, a form to collect required administration information, and a seating chart 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 (due to an appointment, illness, etc.), he or she will **not** be allowed to return to the test session. If you have concerns about a student, 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. 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 TDS, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- **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.

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on page 24 of the Fall/Winter 2017 FSA ELA Retake and EOC Manual.
2. 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. (Perforated signs are available in Appendix E of the Fall/Winter 2017 FSA ELA Retake and EOC Manual.)
3. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying mathematical concepts) and that any visual aids displayed in the testing room have been removed or covered.
4. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks, resuming testing, and the length of time students should be permitted to test for this session. Display the stopping time for this session where it is visible to all students. **Contact your school assessment coordinator if you have not already received timing information for Session 2.**
5. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
6. If any students are taking an accommodated form with text-to-speech, ensure that they have headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
7. 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.

8. 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.**
9. Prior to testing, ensure that students have the following:
 - A pen or pencil
 - A new 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. Ensure that each student receives the same reference sheet that he or she used during Session 1.)
10. When reading the following script, please note that optional words (e.g., information related to calculators or reference sheets) are italicized and in parentheses and should be read to students only if applicable.

Create a Test Session

1. Go to the FSA Portal and click **Administer the FSA**.
2. Log in to the TA Interface using your username and password.
3. Select **FSA Algebra 1 EOC** and then click **Start Operational 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 on your seating chart.

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 Assessment. Remove all materials from your desk except your pen or pencil, (<i>Algebra 1 EOC FSA Mathematics Reference Sheet</i>,) (<i>calculator</i>,) and your work folder.</p> <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> <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, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. If you are found with 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).

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

SAY	Now, look at the login 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 ____ - ____ - _____. 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 to return to the login page and raise your hand.
-----	--

Assist any students who raise their hands.

SAY	Now, you will see a screen that says <i>Your Tests</i> . Click the arrow to the left of Resume FSA Algebra 1 EOC to proceed. Now, sit quietly while I approve your tests.
-----	--

In the TA Interface, select the Approvals button to review the list of students ready to begin testing. You may need to select the **Refresh** button 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	Now, you should see a screen that says <i>Is This Your Test?</i> . Verify that the screen displays the correct test but do not click Yes, Start My Test until I tell you to do so. This screen also 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. If you have any questions, raise your hand.
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If a student wishes to change his or her test settings, have the student select **No** on the screen, log in again and make adjustments to his or her test settings, and then approve that student's test again. Ensure that the correct information displays for that student on the ***Is This Your Test?*** screen.

SAY	Now, open your work folder to page 2 and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not: <ul style="list-style-type: none"> • talk to other students or make any disturbance • look at another student's computer or device screen, (<i>reference sheet</i>), or work folder • allow another student to look at your computer or device screen, (<i>reference sheet</i>), or work folder • ask for help answering any test questions • give help to another student in answering test questions • have notes or scratch paper other than your work folder (<i>or reference sheet</i>) • have any electronic or recording devices, other than the device on which you are testing (<i>and your calculator</i>), in your possession at any time, including breaks, even if you do not use them • fail to follow any other instructions given <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on Facebook, Twitter, Snapchat, or Instagram.</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>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p>
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Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	<p>Today you will complete Session 2, which contains items 35–68. 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>Now, click Yes, Start My Test.</p>
-----	--

If you are administering this test to students who are using the text-to-speech accommodation,

SAY	<p>Now you will see a screen that allows you to verify the text-to-speech tool functionality.</p> <p>Click the large speaker icon and listen to the audio.</p> <p>If you are able to hear the text-to-speech audio, click I heard the voice. If you are not able to hear the audio, please raise your hand.</p>
-----	--

Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have completed the text-to-speech setup,

SAY	<p>Do not click Begin Test Now until I instruct you to do so.</p> <p>Now, take a moment to review the <i>Test Instructions and Help</i>. These instructions remind you how to navigate from one item to the next 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. Do not begin your test at this time.</p>
-----	--

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

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. Make sure you have the reference sheet with your name on it. 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. You may also access the reference sheet in the <i>Formulas</i> window in the Test Delivery System.</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	When you have finished this session, review your work carefully and make sure you have answered every question. Do not click End Test 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, review your work carefully and make sure you have answered every question. After you have checked your work, click End Test and raise your hand. I will collect your test ticket, (<i>reference sheet,</i>) (<i>calculator,</i>) and work folder. 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, review your work carefully and make sure you have answered every question. After you have checked your work, click End Test and raise your hand. I will collect your test ticket, (<i>reference sheet,</i>) (<i>calculator,</i>) and work folder. 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	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 work folder, (<i>reference sheet,</i>) (<i>calculator,</i>) 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. 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 90-minute test session. Now, click Begin Test Now and begin working.
-----	---

Complete the following:

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 Student Status column in the TA Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students' statuses 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**.

After 45 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, (<i>reference sheet,</i>) (<i>calculator,</i>) or work folder.
-----	--

After a short break,

SAY	Now be seated. You still have 45 minutes to complete this session, and I'll let you know when you have 10 minutes left.
	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 wait patiently and do not continue working at this time.
	If you have finished working, make sure that you are on the review screen and submit your test by clicking End Test , follow the instructions on the screen to log out, and then raise your hand. I will collect your work folder, (<i>reference sheet,</i>) (<i>calculator,</i>) and test ticket.

Students will be returned to the login screen once they submit their tests. Collect work folders, (reference sheets, calculators,) and test tickets from students who have finished.

Based on instructions from your school assessment coordinator, either dismiss students who have finished **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'll let you know when you have 10 minutes left.
-----	--

At 10 minutes before the stopping time,

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

After 10 more minutes,

SAY	Stop. Make sure that you are on the review screen. Submit your test by clicking End Test and follow the instructions on the screen to log out. I will collect your work folder, (<i>reference sheet,</i>) (<i>calculator,</i>) and test ticket.
-----	---

Students will be returned to the login screen once they submit their tests. Collect work folders, (reference sheets, calculators,) and test tickets from students who have finished.

Once all students have submitted their tests, end the test session by clicking **Stop** in the TA Interface. This will pause any remaining tests, so only select **Stop** after all students have submitted their tests. Then log out of the TA Interface by clicking **Log Out** in the upper right corner of the screen.

Complete the following steps:

1. Ensure that you have all student work folders, (reference sheets, calculators,) and test tickets and that your record of required administration information and seating chart are accurate and complete.
2. Report any 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 record of 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 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 93 of the Fall/Winter 2017 FSA ELA Retake and EOC Manual.

Script for Administering the Accommodated Computer-Based Geometry EOC Assessment

Session 1

90+ Minutes

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

The following script should only be used for students participating in Session 1 of the Geometry EOC assessment using CBT accommodations. If you are administering a non-accommodated CBT test, refer to the Fall/Winter 2017 FSA ELA Retake and EOC Manual. Scripts for administering paper-based accommodations are available on the FSA Portal.

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.

This test session is 90 minutes, and students may continue working for 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, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have participated in a practice test with the same accommodations they will use on this test. If any students have not completed a practice test, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will **not** be allowed to return to the test session. If you have concerns about a student, 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. 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 TDS, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- **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.

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on page 24 of the Fall/Winter 2017 FSA ELA Retake and EOC Manual.
2. 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. (Perforated signs are provided in Appendix E of the Fall/Winter 2017 FSA ELA Retake and EOC Manual.)
3. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying mathematical concepts) and that any visual aids displayed in the testing room have been removed or covered.
4. Check that all students have been assigned the correct accommodation in TIDE (e.g., masking, text-to-speech).
5. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks, resuming testing, and the length of time students should be permitted to test for this session. Display the stopping time for this session where it is visible to all students. **Contact your school assessment coordinator if you have not already received timing information for Session 1.**
6. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
7. If any students are taking an accommodated form with text-to-speech, ensure that they have headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
8. 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 image shows a 'Please Sign In' form with the following fields:

- First Name:
- Username:
- Session ID: - -

At the bottom center is a button labeled 'Sign In'.

9. 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.**
10. Prior to testing, ensure that students have the following:
 - A pen or pencil
 - A work folder
 - *Geometry EOC FSA Mathematics Reference Sheet* (Paper reference sheets should be provided **only** if your school is providing copies for all students.)
11. When reading the following script, please note that optional words (e.g., information related to reference sheets) are italicized and in parentheses and should be read to students only if applicable.

Create a Test Session

1. Go to the FSA Portal and click **Administer the FSA**.
2. Log in to the TA Interface using your username and password.

3. Select **FSA Geometry EOC** and then click **Start Operational 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 on your seating chart.

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 Geometry EOC Assessment. Remove all materials from your desk except your pen or pencil, (<i>Geometry EOC FSA Mathematics Reference Sheet,</i>) and your work folder.</p> <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> <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, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. If you are found with 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).

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

SAY	Now, look at the login 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.

If the **First Name**, **Last Name**, or **ID number** for the student is incorrect, the student **cannot** use the ticket and you should contact your school assessment coordinator. If the **Date of Birth** is the only incorrect field on the ticket, the student **may** test with that ticket, and updates to the Date of Birth can be made after testing.

SAY	Now, log in by typing your First Name as it appears on your test ticket, your Username, and the Session ID ____ - ____ - _____. 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 to return to the login page and raise your hand.
-----	--

Assist any students who raise their hands.

SAY	Now, you will see a screen that says <i>Your Tests</i> . Click the arrow to the left of Start FSA Geometry EOC to proceed. Now, sit quietly while I approve your tests.
-----	--

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

Review test settings: To view a student’s online test settings or accommodations, click the corresponding Test Settings icon [⊙]. Test settings and/or accommodations for individual students are displayed. If changes are required, 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	Now, you should see a screen that says <i>Is This Your Test?</i> . Verify that the screen displays the correct test but do not click Yes, Start My Test until I tell you to do so. This screen also 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. If you have any questions, raise your hand.
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If a student wishes to change his or her test settings, have the student select **No** on the screen, log in again and make adjustments to his or her test settings, and then approve that student’s test again. Ensure that the correct information displays for that student on the ***Is This Your Test?*** screen.

SAY	Now, open your work folder to page 2 and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not: <ul style="list-style-type: none"> • talk to other students or make any disturbance • look at another student’s computer or device screen, (<i>reference sheet</i>), or work folder • allow another student to look at your computer or device screen, (<i>reference sheet</i>), or work folder • ask for help answering any test questions • give help to another student in answering test questions
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SAY	<ul style="list-style-type: none"> • have notes or scratch paper other than your work folder (<i>or reference sheet</i>) • have any electronic or recording devices, other than the device on which you are testing, in your possession at any time, including breaks, even if you do not use them • fail to follow any other instructions given <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on Facebook, Twitter, Snapchat, or Instagram.</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>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p>
-----	--

Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	<p>Today you will complete Session 1, which contains items 1–34. 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>Now, click Yes, Start My Test.</p>
-----	---

If you are administering this test to students who are using the text-to-speech accommodation,

SAY	<p>Now you will see a screen that allows you to verify the text-to-speech tool functionality.</p> <p>Click the large speaker icon and listen to the audio.</p> <p>If you are able to hear the text-to-speech audio, click I heard the voice. If you are not able to hear the audio, please raise your hand.</p>
-----	--

Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have completed the text-to-speech setup,

SAY	<p>Do not click Begin Test Now until I instruct you to do so.</p> <p>Now, take a moment to review the <i>Test Instructions and Help</i>. These instructions remind you how to navigate from one item to the next 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. Do not begin your test at this time.</p>
-----	--

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

SAY	<p>First, we will review the accessibility tools that are available to students with certain accommodations. Do not select any buttons at this time.</p>
-----	--

Read the appropriate instructions below for the accommodations you are administering.

Masking

SAY	<p>If you will take this test using Masking, then listen as I describe the tool for this accommodation.</p> <p>The Masking tool allows you to hide portions of the screen. To access the Masking tool within an item, click the button labeled Masking in the upper right corner of your screen. The button has a picture of a shaded square on it. When you have turned the Masking tool on, the button will revert to its original color.</p> <p>To mask a portion of the screen, click the left mouse button and drag until the gray square covers the portion of the screen that you would like to mask. Then, release the mouse button. The area will be masked.</p> <p>To remove the masking, click the close button in the upper right corner of the masked area. The close button is a circle with an X in the center.</p> <p>To turn the Masking tool off, click the Masking button again. The button will turn from orange back to green.</p> <p>Are there any questions?</p>
-----	--

Answer all questions.

Text-to-Speech

SAY	<p>If you will take this test using Text-to-Speech, then listen as I describe the tool for this accommodation.</p> <p>To access the text-to-speech tool, open the context menu.</p> <p>Click Speak Question to have the question read aloud. Click Speak Question and Options to have the question and answer choices read aloud.</p> <p>To pause the voice while it is speaking, select the context menu again. Click Pause Speaking. To restart the voice from the point at which you paused, click Resume Speaking.</p> <p>To stop the voice while it is speaking, select the context menu. Click Stop Speaking. To hear the question again from the beginning after you have stopped the voice, select the context menu and click Speak Question again.</p> <p>If you only wish to hear a portion of an item, select the text you wish to have read aloud, and then open the context menu. Click Speak Selection to have the selected text read aloud.</p> <p>To hear only one answer option read aloud, right-click on that answer option and click Speak Option.</p> <p>Are there any questions?</p>
-----	---

Answer all questions.

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

SAY	Now, look at the top of your paper reference sheet. It should say <i>Geometry EOC FSA Mathematics Reference Sheet</i> . Turn it over and ensure both sides of the reference sheet have the correct title. Examine both sides carefully to ensure 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. You may also access the reference sheet in the <i>Formulas</i> window in the Test Delivery System.
	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 session, 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, 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 test ticket, <i>(reference sheet,)</i> and work folder. 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	<p>When you have finished this session, 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 test ticket, (<i>reference sheet</i>,) and work folder. 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 work folder, (<i>reference sheet</i>,) 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 90-minute test session.</p> <p>Now, click Begin Test Now and begin working.</p>
-----	---

Complete the following:

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 Student Status column in the TA Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses 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**.

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 computer screen, device, (<i>reference sheet</i>,) or work folder.</p>
-----	--

After a short break,

SAY	Now be seated. You still have 45 minutes to complete this session, and I'll let you know when you have 10 minutes left. 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 wait patiently and do not continue working at this time. If you have finished working, make sure that you are on the review screen and pause your test by clicking End Session and then selecting Yes on the pop-up message. Raise your hand, and I will collect your work folder, (<i>reference sheet,</i>) and test ticket.
-----	---

Students will be returned to the login screen once they pause their tests. Collect work folders, (reference sheets,) and test tickets from students who have finished.

Based on instructions from your school assessment coordinator, either dismiss students who have finished **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'll let you know when you have 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 that you are on the review screen and pause your test by clicking End Session and then selecting Yes on the pop-up message. I will collect your work folder, (<i>reference sheet,</i>) and test ticket.
-----	--

Students will be returned to the login screen once they pause their tests. Collect work folders, (reference sheets,) and test tickets from students who have finished.

Once all students have paused their tests, end the test session by clicking **Stop** in the TA Interface. This will pause any remaining tests. Then log out of the TA Interface by clicking **Log Out** in the upper right corner of the screen.

Complete the following steps:

1. Ensure that you have all student work folders, (reference sheets,) and test tickets and that your record of required administration information and seating chart are accurate and complete.
2. Report any 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 record of 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 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 Accommodated Computer-Based Geometry EOC Assessment

Session 2

90+ Minutes

The following script should only be used for students participating in Session 2 of the Geometry EOC assessment using CBT accommodations. If you are administering a non-accommodated CBT test, refer to the Fall/Winter 2017 FSA ELA Retake and EOC Manual. Scripts for administering paper-based accommodations are available on the FSA Portal.

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.

This test session is 90 minutes, and students may continue working for 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, a form to collect required administration information, and a seating chart 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 (due to an appointment, illness, etc.), he or she will **not** be allowed to return to the test session. If you have concerns about a student, 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. 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 TDS, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- **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.

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on page 24 of the Fall/Winter 2017 FSA ELA Retake and EOC Manual.
2. 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. (Perforated signs are available in Appendix E of the Fall/Winter 2017 FSA ELA Retake and EOC Manual.)
3. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying mathematical concepts) and that any visual aids displayed in the testing room have been removed or covered.
4. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks, resuming testing, and the length of time students should be permitted to test for this session. Display the stopping time for this session where it is visible to all students. **Contact your school assessment coordinator if you have not already received timing information for Session 2.**
5. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
6. If any students are taking an accommodated form with text-to-speech, ensure that they have headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
7. 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.

8. 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.**
9. Prior to testing, ensure that students have the following:
 - A pen or pencil
 - A new 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 providing copies for all students.)
 - *Geometry EOC FSA Mathematics Reference Sheet* (Paper reference sheets should be provided **only** if your school is providing copies for all students. Ensure that each student receives the same reference sheet that he or she used during Session 1.)
10. When reading the following script, please note that optional words (e.g., information related to calculators or reference sheets) are italicized and in parentheses and should be read to students only if applicable.

Create a Test Session

1. Go to the FSA Portal and click **Administer the FSA**.
2. Log in to the TA Interface using your username and password.
3. Select **FSA Geometry EOC** and then click **Start Operational 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 on your seating chart.

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 Geometry EOC Assessment. Remove all materials from your desk except your pen or pencil, (<i>Geometry EOC FSA Mathematics Reference Sheet,</i>) (<i>calculator,</i>) and your work folder.</p> <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> <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, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. If you are found with 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).

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

SAY	Now, look at the login 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 ____ - ____ - _____. 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 to return to the login page and raise your hand.
-----	--

Assist any students who raise their hands.

SAY	Now, you will see a screen that says <i>Your Tests</i> . Click the arrow to the left of Resume FSA Geometry EOC to proceed. Now, sit quietly while I approve your tests.
-----	---

In the TA Interface, select the Approvals button to review the list of students ready to begin testing. You may need to select the **Refresh** button 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	Now, you should see a screen that says <i>Is This Your Test?</i> . Verify that the screen displays the correct test but do not click Yes, Start My Test until I tell you to do so. This screen also 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. If you have any questions, raise your hand.
-----	---

If a student wishes to change his or her test settings, have the student select **No** on the screen, log in again and make adjustments to his or her test settings, and then approve that student's test again. Ensure that the correct information displays for that student on the ***Is This Your Test?*** screen.

SAY	Now, open your work folder to page 2 and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not: <ul style="list-style-type: none"> • talk to other students or make any disturbance • look at another student's computer or device screen, (<i>reference sheet</i>), or work folder • allow another student to look at your computer or device screen, (<i>reference sheet</i>), or work folder • ask for help answering any test questions • give help to another student in answering test questions • have notes or scratch paper other than your work folder (<i>or reference sheet</i>) • have any electronic or recording devices, other than the device on which you are testing (<i>and your calculator</i>), in your possession at any time, including breaks, even if you do not use them • fail to follow any other instructions given
-----	---

SAY	<p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on Facebook, Twitter, Snapchat, or Instagram.</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>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p>
-----	--

Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	<p>Today you will complete Session 2, which contains items 35–68. 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>Now, click Yes, Start My Test.</p>
-----	--

If you are administering this test to students who are using the text-to-speech accommodation,

SAY	<p>Now you will see a screen that allows you to verify the text-to-speech tool functionality.</p> <p>Click the large speaker icon and listen to the audio.</p> <p>If you are able to hear the text-to-speech audio, click I heard the voice. If you are not able to hear the audio, please raise your hand.</p>
-----	--

Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have completed the text-to-speech setup,

SAY	<p>Do not click Begin Test Now until I instruct you to do so.</p> <p>Now, take a moment to review the <i>Test Instructions and Help</i>. These instructions remind you how to navigate from one item to the next 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. Do not begin your test at this time.</p>
-----	--

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

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

SAY	<p>Now, look at your paper reference sheet. Make sure you have the reference sheet with your name on it. 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. You may also access the reference sheet in the <i>Formulas</i> window in the Test Delivery System.</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, review your work carefully and make sure you have answered every question. Do not click End Test 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, review your work carefully and make sure you have answered every question. After you have checked your work, click End Test and raise your hand. I will collect your test ticket, (<i>reference sheet,</i>) (<i>calculator,</i>) and work folder. 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, review your work carefully and make sure you have answered every question. After you have checked your work, click End Test and raise your hand. I will collect your test ticket, (<i>reference sheet,</i>) (<i>calculator,</i>) and work folder. 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 work folder, (<i>reference sheet,</i>) (<i>calculator,</i>) 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 90-minute test session.</p> <p>Now, click Begin Test Now and begin working.</p>
-----	--

Complete the following:

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 Student Status column in the TA Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses 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**.

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 computer screen, device, (<i>reference sheet,</i>) or work folder.</p>
-----	--

After a short break,

SAY	<p>Now be seated. You still have 45 minutes to complete this session, and I’ll let you know when you have 10 minutes left.</p> <p>Make sure you are on the screen where you left off. You may now continue working.</p>
-----	---

After 35 minutes,

SAY	<p>There are 10 minutes left in the 90-minute test session.</p>
-----	---

After 10 more minutes,

SAY	<p>Stop. Raise your hand if you would like additional time to work. Please wait patiently and do not continue working at this time.</p> <p>If you have finished working, submit your test by clicking End Test, follow the instructions on the screen to log out, and then raise your hand. I will collect your work folder, (<i>reference sheet,</i>) (<i>calculator,</i>) and test ticket.</p>
-----	--

Students will be returned to the login screen once they submit their tests. Collect work folders, (reference sheets, calculators,) and test tickets from students who have finished.

Based on instructions from your school assessment coordinator, either dismiss students who have finished **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'll let you know when you have 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. Submit your test by clicking End Test and follow the instructions on the screen to log out. I will collect your work folder, (<i>reference sheet,</i>) (<i>calculator,</i>) and test ticket.</p>
-----	---

Once all students have submitted their tests, end the test session by clicking **Stop** in the TA Interface. This will pause any remaining tests, so only select **Stop** after all students have submitted their tests. Then log out of the TA Interface by clicking **Log Out** in the upper right corner of the screen.

Complete the following steps:

1. Ensure that you have all student work folders, (reference sheets, calculators,) and test tickets and that your record of required administration information and seating chart are accurate and complete.
2. Report any 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 record of 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 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 93 of the Fall/Winter 2017 FSA ELA Retake and EOC Manual.

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