

Test Delivery System Test Administrator User Guide

2023–2024

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Prepared by Cambium Assessment, Inc.



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Introduction to the User Guide

This user guide supports Test Administrators (TAs) who manage testing for students participating in the Florida statewide assessments sample test materials, practice tests, and operational (live) computer-based assessments.

Organization of the User Guide

The guide includes the following sections:

- [How TAs Proctor Test Sessions in the TA Site](#)
- [How Students Sign in to the Student Interface and Complete Tests](#)

The alphabetized [Appendix](#) at the end of the guide provides additional information and instructions about the TA Site, the Secure Browser, and more.

Understanding the Test Delivery System's Sites

The Test Delivery System delivers Florida's online tests and consists of practice testing sites and operational testing sites. The functionality of the practice sites is similar to that of the operational sites. However, the tests that are available in the practice and operational sites are different. Tests administered in the TA Training Site are for practice, whereas the tests provided in the TA Interface are operational and students' scores will be official.

- **Practice Sites:**
 - **TA Training Site:** Allows TAs to create practice test sessions. This session can be used to administer practice tests and sample test materials to students.
 - **Student Practice Test Site:** Allows students and guest users to practice taking tests online and become familiar with the available tools and features in the test. Anyone may log in as a guest and practice taking tests. Students can also log in to a practice test session created by a TA. The practice tests and sample test items can be accessed with either the secure browser or a supported web browser. Students requiring access to the text-to-speech accommodation for a practice test or sample test materials must use the secure browser.
- **Operational (Live) Testing Sites:**
 - **TA Interface:** Enables TAs to create test sessions and administer the operational assessments.
 - **Student Interface:** Enables students to take operational assessments. The Student Interface can only be accessed by launching the secure browser.

Throughout the rest of this user guide, "TA Site" refers to both the TA Interface and TA Training Site.

How TAs Proctor Test Sessions in the TA Site

The process for administering tests in the Test Delivery System follows the workflow below:

1. The TA selects tests and starts a test session in the TA Site.
2. Students sign in to the Student Interface and request approval for tests.
3. The TA reviews students' requests and approves them for testing.
4. Students complete and submit their tests.
5. The TA stops the test session and logs out.

This section describes how TAs perform the following tasks within the TA Site to administer online tests:

- [Select Tests and Start a Test Session](#)
- [Approve Students for Testing](#)
- [Monitor an Ongoing Test Session](#)

For information about the testing process from a student's perspective, see the section [How Students Sign in to the Student Interface and Complete Tests](#).

Select Tests and Start a Test Session

In order for students to complete online tests, you must select which tests they need to take and start a test session.

Only the tests that you select will be available to students who join your session. You may have only one session open at a time. You cannot reopen closed sessions, but students can resume a test in a new session. You can also [transfer active sessions](#) to a new window or device.

1. To create a test session, log in to the [Test Administrator \(TA\) Site](#). The **Select Tests** tab opens, displaying a list of test categories (see [Figure 1](#)). If there is an active session associated with your profile, you will instead see the **Active Sessions** tab (see [Figure 31](#)). On this tab, you may choose to either join the active session by clicking **Join**, or you may start a new session by clicking **Start a New Session Now**.
 - If the **Select Tests** tab does not open automatically, click the **Select Tests** tab or click **Start a New Session Now** on the **Active Sessions** tab.

Figure 1. Select Tests Tab: Test Categories View

The screenshot shows the 'Test Administration' interface. At the top, there's a header with the Florida Department of Education logo and 'Test Administration' text. Below this, a navigation bar includes 'Operational Session ID' (FL-1234-56), 'Select Tests' (active), 'Student Lookup', and 'Approvals'. On the right, there are links for 'Help', 'Demo, TA', 'Stop Session', 'Refresh page', and a 'Menu' icon. The main content area is titled 'Operational Test Selection'. It instructs the user to 'Choose a testing category. Then select one or more tests.' A list of categories is shown on the left: B.E.S.T. Writing, FAST – ELA Reading, FAST – Mathematics, B.E.S.T. End-of-Course (EOC), End-of-Course (EOC), FSA – Retake, and Florida Civic Literacy Exam. On the right, a large grey box contains a left-pointing arrow and the text 'You must make at least one selection before starting your session.' At the bottom right, there is a 'Start Operational Session' button.


2. From the list of test categories, select the test category whose tests you wish to include in the session. A list of individual tests in that category appears.
 - To search for a test, select  in the top-right corner of the **Select Tests** tab. Enter a search term and click **Go**. To close the search panel, select **Close** at the bottom of the panel.

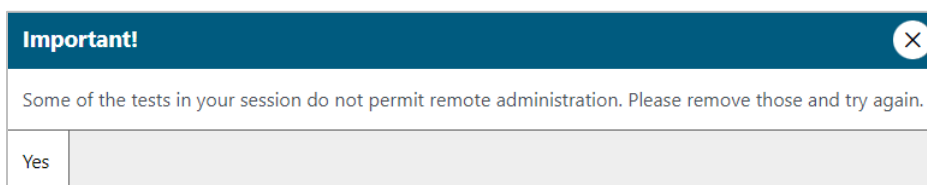
Figure 2. Select Tests Tab: Tests Selected

The screenshot shows the 'Test Administration' interface with the 'Select Tests' tab active. The main content area is titled 'FAST – Mathematics'. It instructs the user to 'Choose which test(s) to add to your session. If you are ready to start the session, click "Start Operational Session". If you want to add additional tests in another category, select "Back".' A list of tests is shown on the left, each with a checked checkbox: Grade 3 FAST PM3 Mathematics, Grade 4 FAST PM3 Mathematics, Grade 5 FAST PM3 Mathematics, Grade 6 FAST PM3 Mathematics, Grade 7 FAST PM3 Mathematics, and Grade 8 FAST PM3 Mathematics. On the right, there's a '6 Tests Selected' box with a 'Clear All' link. Below this, a 'Session Settings' section shows 'Session Type' with 'In Person' selected and 'Remote or Hybrid' as an option. At the bottom, there is a 'Back' button and a 'Start Operational Session' button.

3. To select a test you wish to administer in the session, mark the checkbox for each test you want to include.

4. *Optional:* To add tests from a different test category, select **Back** at the bottom of the **Select Tests** tab to return to the test categories view (see [Figure 1](#)). Then select the appropriate tests.
5. *Optional:* If you need to remove a selected test, clear the checkbox for that test on the left. To remove all the selected tests, select **Clear All** ☐ Clear All] in the top-right corner of the *Tests Selected* panel.
6. For users that have completed the remote TA certification course, you will be required to select a **Session Type** (see [Figure 2](#)). For in person test administrations, select *In Person*. For tests that will be administered remotely or for hybrid sessions, select *Remote or Hybrid*.
 - a. **Note:** Not all tests can be administered remotely. A message will appear to remove the tests and start the session again.

Figure 3. Important Message



7. Once the required tests have been selected, select **Start Operational Session**. The Session ID appears in the top-left corner. Be sure to share the Session ID with students who will be joining the session.

Add Tests to an Active Test Session

If necessary, you can add additional tests to an active test session. You cannot remove tests from an active test session.





1. Open the **Select Tests** tab. This tab opens to the test list that you last viewed and shows the tests that are currently active in the session. To return to the list of testing Categories, select **Back** at the bottom of the page.
2. Select a testing category and mark the checkboxes of the tests that you wish to add to the session following the instructions in the [Select Tests and Start a Test Session](#) section. Tests that are already included in the session or cannot be added to the session are grayed out.
 - If you select a new test reason when adding tests to a remote session, then the test reason changes for every active test opportunity in the session. Any test opportunities that were completed before you changed the test reason will be submitted with the original test reason.
3. Click **Add to Operational Session**.
4. In the confirmation message that appears, click **Yes**.

Approve Students for Testing

After students sign in to the Student Interface and select tests, you must verify that their accommodations and accessibility settings are correct before approving them for testing. If you will administer a test with multiple sessions, you must also follow the same procedure when approving students' entry to the next test session.

- A maximum of 200 students can join a given test session. If more than 200 students need to complete assessments, your school will need to create multiple test sessions for them.
- 1. Once students request approval, a notification appears on the **Approvals** tab. Open this tab to view a table of students awaiting approval.

Figure 4. Approvals and Student Test Settings Window

| Approvals and Student Test Settings | | | |
|--|----------|--|--|
| 2 students awaiting approval 0 active students (max 200) 0 tests in session | | | |
| ● = FAST – ELA Reading ● = FAST – Mathematics | | | |
| Grade 8 FAST PM3 ELA Reading - 1 student(s) | | | ✓ Approve All Students |
| Student Name | Username | See Details | Action |
|  Demo, Demo | 4C6X1 |  Custom | <input checked="" type="checkbox"/> <input type="checkbox"/> |
| Grade 7 FAST PM3 Mathematics - 1 student(s) | | | ✓ Approve All Students |
| Student Name | Username | See Details | Action |
|  Demo, Demo | 4C6NX |  Custom | <input checked="" type="checkbox"/> <input type="checkbox"/> |


- 2. To check a student's test settings and accommodations, click  in the See Details column for that student. The **Test Settings** window appears (see [Figure 5](#)), displaying the student's accommodations and accessibility settings.

Figure 5. Test Settings Window for a Selected Student

Test Settings for: Demo, Demo

You must select **Set** or **Set & Approve** to confirm these test settings. Use **Set** to confirm the settings and return to the main Approvals screen to approve this student.

Username: 4C6NX | Grade 7 FAST PM3 Mathematics

Accommodations


| | | |
|---|----------------|-----|
| ? | Masking | Off |
| ? | Text-to-Speech | On |

Accessibility Settings

| | | |
|---|--------------------------|-----------------------|
| ? | Background Color Choices | Black Text on White ▾ |
| ? | Mouse Pointer | System Default ▾ |
| ? | Print Size | 1X ▾ |

- a. If any settings are incorrect, update them as required. Students should not begin testing until their settings are correct. Students who require testing accommodations will need to have their information updated in the Test Information Distribution Engine (TIDE) before they can begin testing. If a student's accommodations are incorrect, please contact your school assessment coordinator before allowing the student to test.
- b. To confirm the student's settings, do one of the following:
 - Click **Set**. You will still need to approve the student for testing (see step 5).
 - To confirm the settings and approve the student for the test all at once, click **Set & Approve**.
3. Repeat step 2 for each student on the **Approvals** tab. You can click **Refresh Page** in the top-right corner to update the list of students awaiting approval.
4. *Optional:* If you need to deny a student access to the test, click for that student. In the window that appears, enter an optional reason for denying the student and click **Deny**. The student receives the denial explanation and is logged out. They can still request access to the test again.
 - a. TAs may deny students for one of the following reasons:

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- i. The student is not supposed to test (e.g., the student does not belong to the TA, the student is not assigned to take the specified test).
 - ii. The student selected the wrong test.
 - iii. The student's test settings or accommodations are incorrect.
 - iv. It is not the appropriate time for the student to move to another session.
5. To approve students from the **Approvals** tab, click  in the Actions column to approve an individual student, or click **Approve All Students** to approve every student currently listed in the table.

Monitor an Ongoing Test Session

When students begin testing in your session, you can monitor the testing progress for each student and pause students' tests.

The progress column that displays during an active test session shows you the testing details for each student logged in to your session. If you navigate away from these tables, you can click the Session ID in the top-left corner to display them again.

Figure 6. Tables for Monitoring Students' Test Progress




| 0 students awaiting approval 1 active students (max 200) | | | | |
|---|------------------------------|--------------------------------|--|---|
| <div> FAST - ELA Reading FAST - Mathematics </div> | | | | |
| Tests Requiring TA Intervention | | | | |
| Student Information | Test | Progress | Test Settings | Actions |
|  Demo, Demo 4C6NX | Grade 7 FAST PM3 Mathematics | 0 / 36 answered - Paused 1 min |  Custom | |
| Tests in Started/Paused/Completed Status | | | | |
| Student Information | Test | Progress | Test Settings | Actions |
|  Demo, Demo 4C6X1 | Grade 8 FAST PM3 ELA Reading | 0 / 40 answered - Started |  Custom |   |

- When the session begins, all students are listed in a single test progress table. If a student requires assistance, they will be listed in a separate table for tests with potential issues, which appears at the top of the page. This can occur when a student's test was paused due to a security issue, such as the launch of a forbidden application.
- The progress tables refresh at regular intervals, but you can also refresh them manually by clicking **Refresh Page** in the top-right corner.

[Table 1](#) describes the columns in the tables for monitoring students' test progress.

Table 1. Columns in the Tables for Monitoring Students' Test Progress

| Column | Description |
|---------------------|--|
| Student Information | The name and username of the student in the session. |

| Column | Description |
|---------------|--|
| Test | The name of the test the student is taking and the test session the student is currently working in. |
| Progress | Indicates the student's test progress and status. It displays how many items the student has answered out of the total number of test items. |
| Test Settings | <p>Displays one of the following:</p> <ul style="list-style-type: none"> • Standard: Default test settings are applied for this test opportunity. • Custom: One or more of the student's test settings or accommodations differ from the default settings. <p>To view the student's settings for the current test opportunity, select .</p> |
| Actions | <p>Allows you to perform any of the following actions for the student:</p> <ul style="list-style-type: none"> • If you want to pay close attention to the progress of a particular student, click  to list the student in a pinned table at the top of the page. • To pause a student's test, click . The student will be logged out of the test. |

Enable Screensaver Mode

Screensaver mode is enabled to protect any sensitive student information displayed in the TA Site when you are away from your device. The screensaver automatically turns on after 5 minutes of TA inactivity.


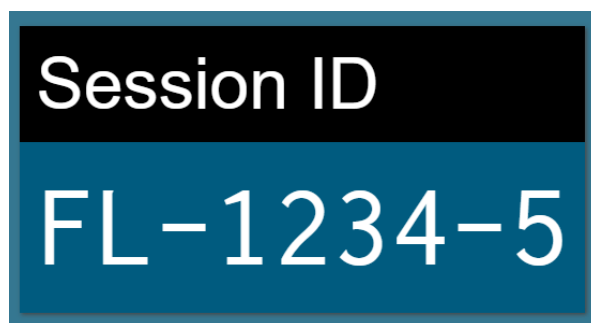
1. To turn on screensaver mode, select **Toggle Screensaver** from the **Menu**  in the top-right corner. A masking screen appears over the TA Site. The screensaver displays notifications if students are awaiting approval, if there are pending print requests, or if students require other interventions.


Figure 7. Screensaver Mode Enabled



2. The screensaver will be dismissed when mouse or keyboard activity is detected.

Stop a Test Session

When students finish testing or the current testing timeslot is over, stop the test session. Stopping a session automatically logs out all the students in the session and pauses their tests.

1. To stop a test session, click **Stop Session**  at the top of the TA Site.
2. In the confirmation message that appears, select **Yes**. The test session stops.

Once you stop a test session, you cannot resume it. To resume testing, you must start a new session. Please note, the Test Delivery System automatically logs you out after 20 minutes of both user and student inactivity. This action automatically stops the test session.

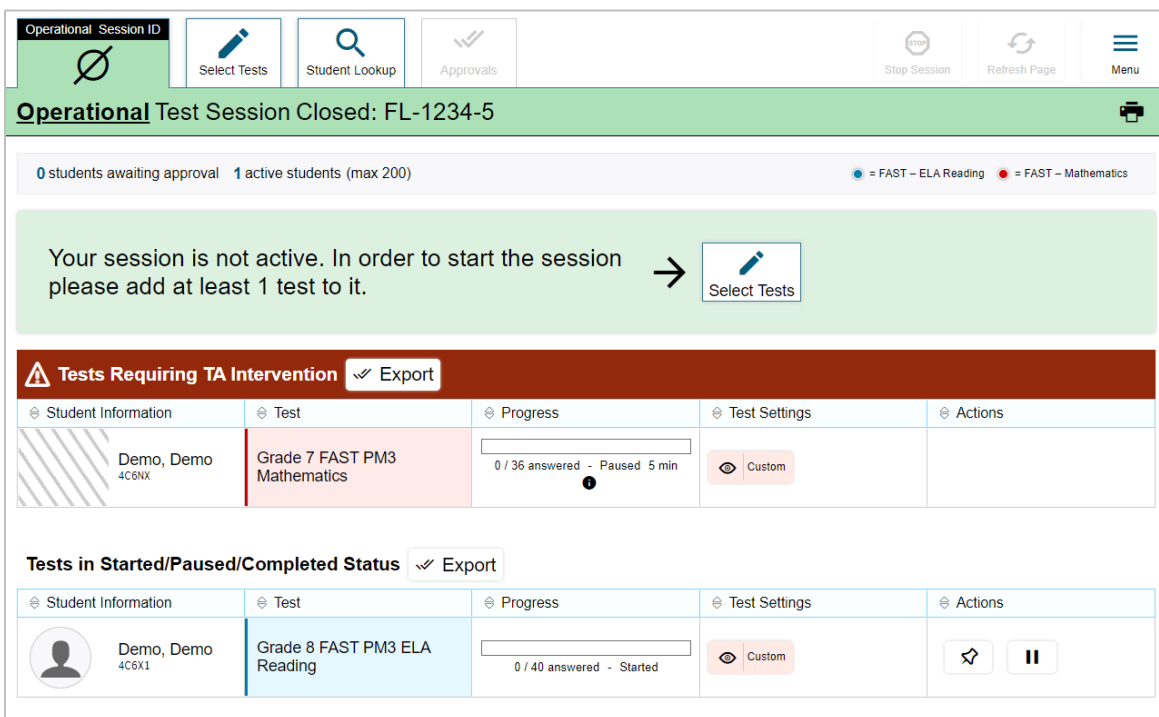
If you accidentally close the browser while students are still testing, your session remains open until it times out. To return to the test session, you must log in to the TA Site and rejoin the active session within 20 minutes. You can also [transfer your session](#) to another device.

Export Closed Session Information

After you stop a session, **Export** buttons appear next to the heading of each progress table, **Pinned** or **Tests in Started/Paused/Completed Status**, on the **Session ID** tab (see [Figure 8](#)). After stopping a session, selecting the **Select Tests** button will start a test session with a new Session ID.

When you select **Export**, the information in the progress table is downloaded (see [Figure 9](#)). You'll need to select **Export** for each progress table.

Figure 8. Export Buttons on Session ID Tab



The screenshot shows the TA Site interface. At the top, there's a navigation bar with buttons: Operational Session ID, Select Tests, Student Lookup, Approvals, Stop Session, Refresh Page, and Menu. Below this, a green banner indicates 'Operational! Test Session Closed: FL-1234-5'. A status bar shows '0 students awaiting approval' and '1 active students (max 200)'. A message box states 'Your session is not active. In order to start the session please add at least 1 test to it.' with a 'Select Tests' button. Below this, there are two tables. The first table is titled 'Tests Requiring TA Intervention' and has an 'Export' button. The second table is titled 'Tests in Started/Paused/Completed Status' and also has an 'Export' button. Both tables have columns for Student Information, Test, Progress, Test Settings, and Actions.

| Student Information | Test | Progress | Test Settings | Actions |
|---------------------|------------------------------|--------------------------------|---------------|---------|
| Demo, Demo 4C6X1 | Grade 7 FAST PM3 Mathematics | 0 / 36 answered - Paused 5 min | Custom | |

| Student Information | Test | Progress | Test Settings | Actions |
|---------------------|------------------------------|---------------------------|---------------|---------|
| Demo, Demo 4C6X1 | Grade 8 FAST PM3 ELA Reading | 0 / 40 answered - Started | Custom | ⌵ ⏸ |

Figure 9. Session Export

| Student Name | Username | Test | Session | Progress | Status | Test Settings | Needs Attention |
|--------------|----------|------------------------------|------------------------------------|------------------|----------|---------------|-----------------|
| Test, Demo | 3ZBPS | FSA ELA Reading Retake | FSA ELA Reading Retake - Session 2 | 15 / 64 Answered | Started | Custom | FALSE |
| Test, Demo | 3WSSR | Grade 3 FAST PM3 Mathematics | | 0 / 35 Answered | Approved | Custom | FALSE |
| Test, Demo | 4C6HP | Grade 3 FAST PM3 Reading | | 8/40 Answered | Started | Standard | FALSE |

[Table 2](#) describes the columns in the test session export file.

Table 2. Columns in the Test Session Export File

| Column | Description |
|-----------------|---|
| Student Name | The name of the student in the session. |
| Username | The username of the student in the session. |
| Test | The name of the test the student is taking. |
| Session | Indicates the session the student is on. Note: This column will only appear on FSA ELA Reading Retake and FSA Algebra 1 EOC Retake. |
| Progress | Indicates the student's test progress. It shows how many items the student has answered out of the total number of test items. |
| Status | Indicating if the student has Started, Paused, or Completed the test. |
| Test Settings | Displays one of the following: <ul style="list-style-type: none"> • Standard: Default test settings are applied for this test opportunity. • Custom: One or more of the student's test settings or accommodations differ from the default settings. |
| Needs Attention | Indicates if student needs assistance: <ul style="list-style-type: none"> • TRUE: Student needs assistance for testing. • FALSE: Student does not need assistance for testing. |

How Students Sign in to the Student Interface and Complete Tests

This section describes the sign-in process for the Student Interface that students follow when starting a new test or resuming a paused test. It also describes how students can view stimuli, respond to items, pause a test, review previously answered items, and submit a test.

How Students Sign in and Select Tests

When testing, students must sign in to the Student Interface on the Secure Browser or Take a Test app.

Sign in to the Secure Browser or Take a Test App

1. Launch the Secure Browser or Take a Test app on the student's testing device. The **Student Sign-In** page appears.
2. In the *First Name* and *Username* fields, students must enter their first name and Username as they appear on their test ticket.
3. In the *Session ID* field, students must enter the Session ID exactly as it appears on the TA Site. The first part of the session ID, which indicates whether a student is on the Student Interface (FL) or the Student Practice Test Site (TRAIN), and the hyphens are pre-populated.

Figure 10. Student Interface Student Sign-In Page

4. Students select **Sign In**. The **Is This You?** page appears.

Verify Student Information

After signing in, students must verify their personal information on the **Is This You?** page.

- If all the information on the **Is This You?** page is correct, the student selects **Yes** to proceed.
- If any of the information is incorrect, the student must select **No**. You must notify the appropriate school personnel that the student's information is incorrect. Incorrect student demographic information must be updated in the Test Information Distribution Engine (TIDE) before the student begins testing.

Figure 11. Is This You? Page

| Is This You? | |
|--|-----------------------------------|
| Please review the following information. | |
| First Name Demo | Username 3WSSR |
| Last Name Test | Grade 03 |
| Date of Birth January 1, 2001 | School Demo School 9009 |
| <input type="button" value="Yes"/> <input type="button" value="No"/> | |

Select a Test

Students can select their tests from the **Your Tests** page, which displays all the tests that a student is eligible to take, color-coded by test category. Students can only select tests that are included in the session and still need to be completed. For example, if a TA includes only FAST ELA Reading tests in the test session, students will not see any FAST Mathematics tests on the **Your Tests** screen.


1. From the **Your Tests Page**, the student selects the name of the test.
 - If students will take a practice test and sign into the secure browser using a guest account, they will need to select the grade level that a test belongs to in order to display the list of tests that they will take.
 - If a student's required test is inactive or not displayed, the student should log out. You should verify the test session includes the correct tests.

Figure 12. Your Tests Page


Your Tests

Select the test you need to take.

FAST – ELA Reading

 [Resume Grade 8 FAST PM3 ELA Reading](#)

FAST – Mathematics

 [Start Grade 8 FAST PM3 Mathematics](#)

[Back to Login](#)

2. The student's request is sent to the TA for approval and the ***Waiting for Approval*** message appears. After you approve the student for testing, the student can proceed to the next step.
 - If starting a new test, the student must complete the login process before they begin testing.
 - If resuming a paused test, the student is taken directly to the first unanswered item in their test.

Figure 13. Waiting for Approval Page

Waiting for Approval

Your Test Administrator needs to review your requested test and your test settings. This may take a few minutes.

| | |
|---|--------------------------------|
| Student Name Demo, Demo | Session ID FL-1234-5 |
| Test Grade 8 FAST PM3 ELA Reading | |

Check Student Device Functionality

Depending on the test content and the specified test settings, students may need to verify that their testing device is functioning properly. Each required functionality check will display in its own panel. If a test does not require functionality checks, these will be skipped.

If any of the device functionality checks fail, the student should log out and you should troubleshoot their testing device. Students should not continue with a test unless all functionality checks pass.

Note: Students taking an FSA ELA Reading Retake test and/or students using the text-to-speech (TTS), TTS on writing response, or speech-to-text (STT) accommodation will be prompted to check audio immediately after approval. Prior to launching the secure browser, TAs should ensure that each computer has audio enabled (not muted) and that headphones/earbuds/microphones are plugged in and functioning correctly. Headphones should not be unplugged at any time after opening the secure browser to avoid audio issues.

Figure 14. Audio Checks Page

Audio Checks
Your test uses multi-media features. Please perform the following checks before continuing.

Text-to-Speech Sound Check
Make sure text-to-speech is working.

Press the speaker button. You should hear a voice speak the following sentence: "This text is being read aloud."

Sound Settings
Current Voice Pack: Samantha ▾
Use the sliders to adjust the volume, pitch, and rate of the voice. Click the green speaker button to hear your changes.

Volume
10






Pitch
10

Rate
10

Next Step:
If you heard the voice clearly, choose **I heard the voice**. If not, choose **I did not hear the voice**. To continue testing without checking text-to-speech, choose **Skip TTS Check**.

- From the **Audio Checks** page, the student verifies each functionality check in the appropriate panel. The following functionality check panels may appear:
 - Text-to-Speech Check:** This panel appears if a student has the Text-to-Speech (TTS) setting. To test TTS settings, students select and listen to the audio. If the voice is clearly audible, students select **I heard the voice**.
 - If the voice is not clearly audible, students adjust the settings using the sliders and select to listen to the audio again. If students still cannot hear the voice clearly, they select **I did not hear the voice** and follow the instructions that appear.
 - Students can select **Try Again** to return to the **Text-to-Speech Sound Check** panel and retry.

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- If adjusting the available TTS settings does not fix the issue, students should close the secure browser. You can then work with students to adjust their audio or headset settings. Students can sign in again when the issue is resolved.
 - **Sound Check:** This panel appears for the FSA ELA Reading Retake Test. Students will need headphones/earbuds for this test. To test the device's audio playback functionality, students select  and listen to the audio. If the sound is clearly audible, students select **Yes**.
 - If the sound is not clearly audible, students select **No** and follow the instructions that appear.
 - **Recording Device Check:** This panel appears for tests with items that require students who have a Speech-to-Text (STT) accommodation. To verify recording device functionality, students select  and record a vocal sample. Then they select  to stop recording and select  to listen to their recorded audio. If the recorded audio is clearly audible, students select **I heard my recording**.
 - If the sound is not clearly audible, they select **I did not hear my recording** and follow the instructions that appear.
 - If the student is testing on a device with multiple recording options, they can select the **Select New Recording Device** option to open the **Recording Input Device Selection** panel and select a different recording device.
 - **Video Playback Check:** This panel appears for the FSA ELA Reading Retake with the American Sign Language (ASL) video accommodation. To verify the functionality of video playback, students select  to play the video. If the video plays, students select **I could play the video**.
 - If students are not able to play the video, students select **I could not play the video** and follow the instructions that appear.
2. Once all functionality checks have been verified, the student selects **Continue** at the bottom of the page to proceed to the **Before You Begin** page.

View Instructions and Begin Testing

The **Before You Begin** page is the last step of the sign-in process. Students may review this page to understand how to navigate the test and use test tools as well as review their test settings. This page may also contain additional test instructions or acknowledgements that students need to review in order to proceed.

1. Students must review and acknowledge the testing rules in order to begin the test. Students review the instructions in the Testing Rules Acknowledgment section and mark the checkbox to acknowledge that they have reviewed the testing rules. Students can test even if they do not check the box. Contact your School Assessment Coordinator for steps regarding how to proceed if a student refuses to check the Testing Rules Acknowledgment box.
2. *Optional:* To review their test settings, students select **View Test Settings**. To close the window, students select **OK**.

- a. Students may select the background color choice, mouse pointer settings, and print size from the available drop-down lists under Accessibility Settings on this page.
- b. If the test name and test settings are correct, students will click OK. The students will return to the **Before You Begin** screen.
- c. If students want to undo their changes and return their settings to the previously selected settings, they will click **Undo Changes**.
- d. If the test name or test settings are incorrect, students should log out. The students must sign in and request approval for their test again.

Figure 15. Review Test Settings Page

Review Test Settings
Please review the accommodation settings for your test.

Grade 7 FAST PM2 Mathematics

Accommodations

| | |
|----------------|-----|
| Masking | Off |
| Text-to-Speech | On |

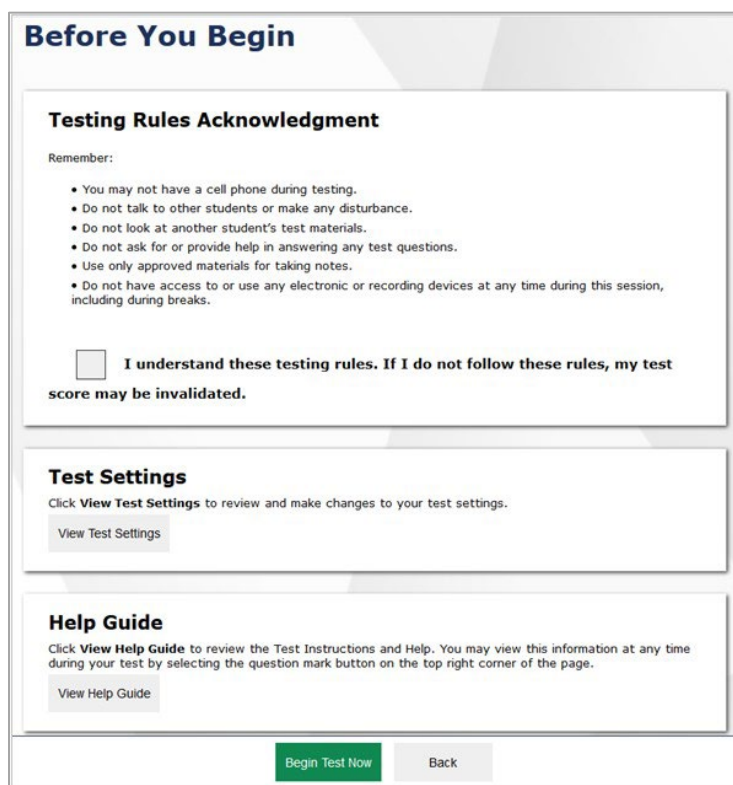
Accessibility Settings

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

OK Undo Changes

3. *Optional:* To view the help guide, students select **View Help Guide**. To close the window, students select **Back**.
4. To start the test, students select **Begin Test Now**. The No Electronic Devices Allowed page presents to remind students that electronic devices are not allowed during the test.

Figure 16. Before You Begin Page



Before You Begin

Testing Rules Acknowledgment

Remember:

- You may not have a cell phone during testing.
- Do not talk to other students or make any disturbance.
- Do not look at another student's test materials.
- Do not ask for or provide help in answering any test questions.
- Use only approved materials for taking notes.
- Do not have access to or use any electronic or recording devices at any time during this session, including during breaks.

☐ I understand these testing rules. If I do not follow these rules, my test score may be invalidated.

Test Settings

Click **View Test Settings** to review and make changes to your test settings.

[View Test Settings](#)

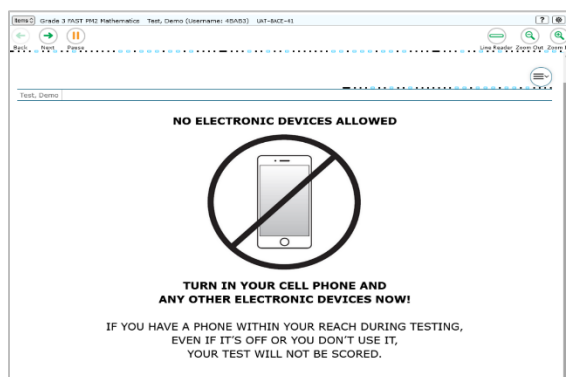
Help Guide

Click **View Help Guide** to review the Test Instructions and Help. You may view this information at any time during your test by selecting the question mark button on the top right corner of the page.

[View Help Guide](#)

[Begin Test Now](#) [Back](#)

Figure 17. No Electronic Devices Allowed Page



How Students Navigate the Student Interface

This section explains how students use the features available in the Student Interface to navigate tests, use tools, and respond to items.

A test page in the Student Interface can include the following sections:

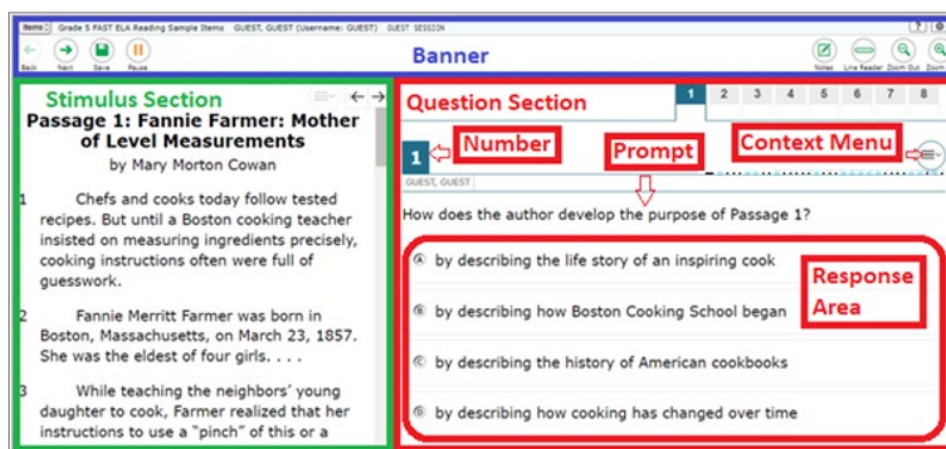
- The *Banner* displays the global test tool buttons. It also includes the **Item Summary** drop-down list, test information, student name and username, help button, pause button, the save button, the

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navigation buttons, and system settings button. For a full list of the universal test tool buttons and their descriptions, please see [Table 3](#).

- The *Stimulus/Passage* section contains the context menu, the expand/collapse panel tool, and stimulus/passage content.
- The *Item* section contains the item number, context menu, item stem, and response area/answer options. Each item also displays the student's name and the item's most recent save date and time.

Figure 18: Sample Test Layout



Navigate Between Items



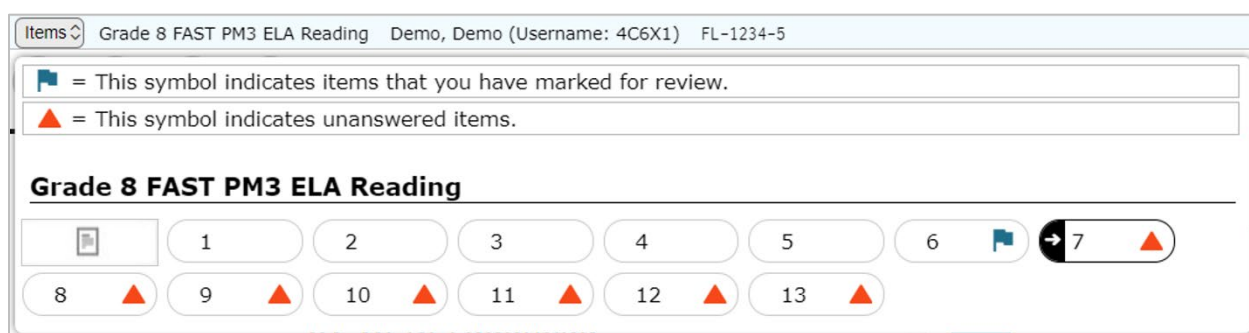


- Some test pages may have only one item and others may have more.
 - After students respond to all the items on a page, they select **Next** in the top-left corner to proceed to the next page.
 - To navigate to a previous item in a test, students select **Back**.
- When multiple items are grouped with a stimulus, the items are paginated for individual viewing. Students can select the tabs in the top-right corner to proceed through the items.
- To jump directly to an item, students can select an item number from the **Item** menu in the top-left corner.
 - If an item has been marked for review,  displays next to the item.
 - If an item has been skipped or left unanswered,  displays next to the item.
 - Items that students cannot navigate to are grayed out.

Figure 19. Item Drop-Down



View Passages

Some items will be associated with a passage or other stimulus that appears on the left side of the screen. Students can expand the passage panel so that it takes up a larger portion of the screen. This action will cover a portion of the items in the right pane. Students can also expand the item panel so it takes up a larger portion of the screen. Students will see an icon in the upper-right corner of the left pane that shows a double gray arrow.

- To expand or collapse the passage or stimulus section:
 - Click the right-facing arrow of the Expand/Collapse Panel Tool []. The passage panel will expand and cover the item(s).
 - Click the left-facing arrow of the tool []. The section will collapse to its original size and the item(s) will be visible.

Answer Test Items

The items available in TDS may use various interaction types that require students to respond to them in different ways. Students can use the [Student Practice Test Site](#) to familiarize themselves with the item types that may appear on tests.

All responses are saved automatically. Students can also manually save their responses to items by selecting **Save** in the top-left corner.

Test items may require students to respond to a variety of different item types. To view the different item types, please see the [Practice Test and Sample Test Materials User Guide](#).

Pause Tests

Students can pause the test at any time. Pausing a test logs out the student. To resume testing, students must repeat the sign-in process.

- To pause a test, students select **Pause** in the global menu and then select **Yes** in the confirmation message that appears.

If students are testing on Chromebooks, please ensure that they pause the test before closing the lid of the Chromebook. If the lid is closed before the test pauses, whoever opens the Chromebook next will be able to see the last item that the student viewed (and any response they entered).

Note: If you are testing with the Take a Test app, you must press Ctrl + Alt + Delete to exit the Student Interface. Students must exit using this method for the end of each session and after they have submitted their test. For more information about the Take a Test app, refer to the [Windows Basic Secure Browser Installation](#) section of the Technology Guide on the portal.

How Students Use Test Tools

A number of testing tools are available for students in TDS. Some tools are available for all tests, while others are available only for a particular subject, accommodation, or type of item. There are primarily two types of test tools available:

- **Global Tools:** These tools appear in the global menu at the top of the test page and are available for all items in a test or test session.
- **Context Menu Tools:** These tools are specific to the passage or item being viewed.

Students can access tools using a mouse or keyboard commands. For information about keyboard commands, please see [Keyboard Navigation in the Student Testing Site](#).

Using Global Tools

The global menu consists of navigation buttons on the left and tool buttons on the right (see [Figure 20](#)).

[Table 3](#) lists the tools available in the global menu.

Figure 20. Global Menu

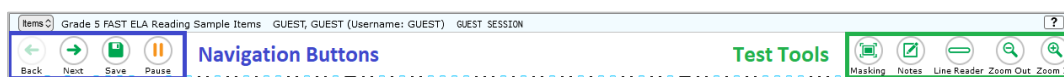
























Table 3. Global Tools

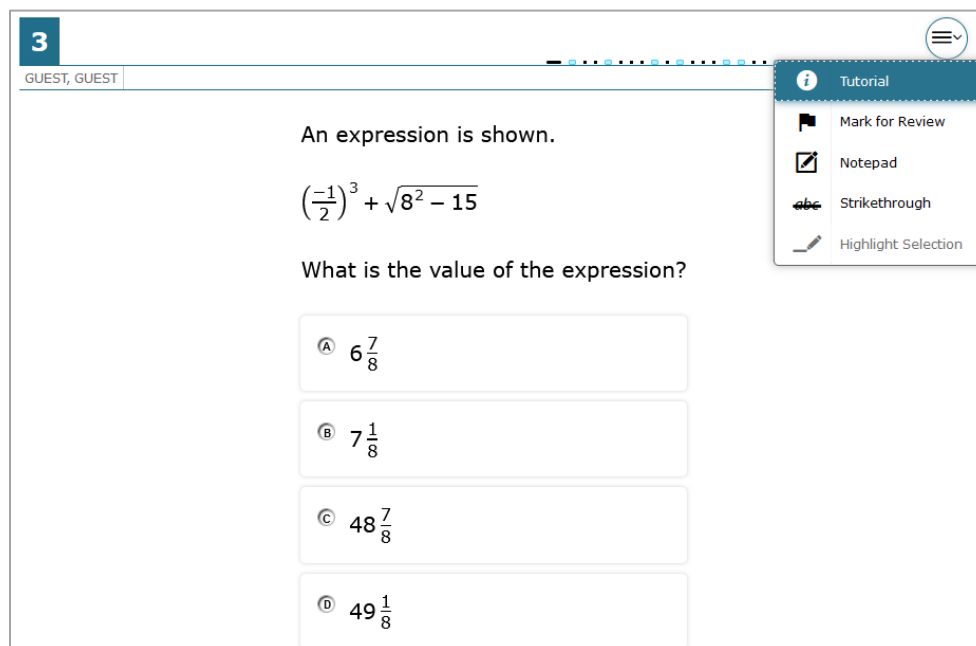
| Tool Name | Instructions |
|--|---|
| Calculator  | <p>To use the on-screen calculator, select Calculator in the global menu.</p> <p>Note: A scientific calculator is available for grades 7–8 FAST Mathematics, as well as Session 2 of the FSA Algebra 1 EOC Retake and the B.E.S.T. EOC tests. A four-function calculator is available for the Biology 1 EOC test, the Grade 8 Science test, and the grade 6 FAST Mathematics test.</p> |
| Formula  | <p>To view the on-screen formula sheet, select Formula in the global menu.</p> <p>Note: The Formula tool is available only for grades 4–8 FAST Mathematics tests, FSA Algebra 1 EOC Retake, and the B.E.S.T. Geometry and Algebra 1 EOC tests.</p> |
| Help  | <p>To view the on-screen help guide, select the question mark [] button in the top-right corner.</p> |
| Item Summary Drop-Down List  | <p>This feature allows students to go to a specific test page quickly. Questions marked for review display a [] icon. Items students have not visited and/or are unanswered will display a [] icon.</p> |
| Line Reader  | <p>To emphasize an individual line of text in a stimulus (passage) or item, select Line Reader in the global menu.</p> <p>This tool is not available while the Highlighter tool is in use.</p> |
| Masking  | <p>The Masking tool temporarily covers a distracting area of the test page. To use this tool:</p> <ul style="list-style-type: none"> • Select Masking in the global menu. • Click and drag across the distracting area. • To close the Masking tool, select Masking again. To remove a masked area, select  in the top-right corner of that area. • The Masking accommodation must be enabled in TIDE. |

| Tool Name | Instructions |
|---|---|
| Navigation   | <p>The Back and Next buttons, located at the top-left corner of the screen, permit students to move between test pages.</p> <p>On the last test item, students click the Next button to the Test Review Page and can submit their test.</p> <p>For FAST <i>Mathematics</i>, <i>EOCs</i>, and FAST <i>ELA Reading</i> tests, clicking the Navigation buttons permits students to move between questions.</p> <p>For <i>Writing</i> tests, clicking the Next button prompts students to end the test.</p> <p>Note: When multiple questions are grouped with the same stimulus, a button for each question number will appear at the top-right corner. Students can also click the Back and Next buttons to navigate between questions in the group.</p> |
| Notes  | <p>To enter notes in an on-screen notepad, select Notes in the global menu. These notes are available globally and can be accessed from any page in the test.</p> <p>Note: This tool is available for Reading and Writing tests.</p> |
| Pause  | <p>To pause a test, select . If you pause the test, you will be logged out.</p> |
| Periodic Table  | <p>To view the on-screen periodic table, select Periodic Table in the global menu.</p> <p>Note: This tool is only available on the Grade 8 Science and Biology EOC test.</p> |
| Save  | <p>To save a test, select .</p> |
| System Settings  | <p>To adjust audio volume in the FSA ELA Reading Retake test and Text-to-Speech settings, students select  in the top-right corner and choose an option from the available settings. For text-to-speech accommodation, students can adjust volume, rate, and pitch under this menu as well.</p> <p>Note: Students testing on mobile devices cannot use this tool to adjust volume. To adjust audio volume on mobile devices, students must use the device's built-in volume control.</p> |
| Zoom buttons   | <p>To enlarge the text and images on a test page, select Zoom In. Multiple zoom levels are available. To undo zooming, select Zoom Out.</p> |

Using the Context Menu and Miscellaneous Tools

A test page may include several elements, such as the item, answer options, and stimulus. The context menu for each element contains tools that are applicable to that element (see [Figure 21](#)). [Table 4](#) lists the available context menu tools.







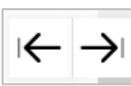





Figure 21. Context Menu for Items










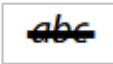

To use the context menu, do one of the following:

- To open the context menu for an item or passage, click the context menu [☰] or right-click the required elements.
- To open the context menu for an answer option, do one of the following:
 - If you are using a **two-button mouse**, right-click an answer option.
 - If you are using a **single-button mouse**, click an answer option while pressing **Ctrl**.
 - If you are using a **Chromebook**, click an answer option while pressing **Alt**.
 - If you are using a **tablet**, tap the answer option and then tap the context menu button.

Table 4. Context Menu and Miscellaneous Tools

| Tool Name | Instructions |
|---|--|
| American Sign Language  | <p>ASL must be turned on in TIDE for students to enable this feature for testing. You can watch videos that translate audio passage content into American Sign Language (ASL).</p> <ul style="list-style-type: none"> From the context menu, select American Sign Language. <ul style="list-style-type: none"> If only one ASL video is available, the video opens automatically. If multiple ASL videos are available, sign language [] icons appear next to the test content for each video. Select the icon for the test content you wish to translate into ASL. Note: Only available for FSA ELA Reading Retake. |
| Closed Captioning | <p>CC must be turned on in TIDE for students to enable this feature for testing. For students who need access to the CC accommodation, text will automatically display once the play icon [] is selected on audio passages or animations. You can select the up arrow [] to move the closed captioning to the top of the screen or the down arrow [] to move it to the bottom. You can also exit closed captioning by selecting [].</p> <p>Note: Only available for FSA ELA Reading Retake.</p> |
| Expand buttons  | <p>You can expand the passage section or the item section for easier readability.</p> <p>To expand the passage section, select the right arrow icon [] below the global menu. To collapse the expanded passage section, select the left arrow icon [] in the top-right corner.</p> <p>To expand the item section, select the left arrow icon [] below the global menu. To collapse the expanded item section, select the right arrow icon [] in the top-left corner.</p> |
| Highlighter  | <p>To highlight text, select the text on the screen and then select Highlight Selection from the context menu. Four different color options are available: yellow, orange, mint green, and lavender. Select an option from the list of colors that appears.</p> <p>To remove highlighting, select Reset Highlighting from the context menu.</p> <p>Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.</p> |


| Tool Name | Instructions |
|--|--|
| <p>Mark (Flag) for Review</p>  | <p>To mark an item for review, select Mark for Review from the context menu. The item number displays a flap [] in the top-right corner and a flag icon [] appears next to the item number on the test page. The Item Summary drop-down list also displays a flag icon next to the item number.</p> |
| <p>Notepad</p>  | <p>To enter notes for an item, select Notepad from the context menu. After entering a note, a pencil icon [] appears next to the item number on the test page.</p> <p>You can only access your notes for an item on that item's test page.</p> <p>Note: This tool is only available for FAST Mathematics, FSA Algebra 1 EOC Retake, and the B.E.S.T. EOC tests.</p> |
| <p>Select Response Version</p>  | <p>To view and restore responses previously entered for a Text Response item, select the Select Response Version option from the context menu. A list of saved responses appears. Select the appropriate response and click Select.</p> |
| <p>Speech-to-Text (STT)</p> | <p>Speech-to-Text allows students testing with the appropriate accommodations to dictate responses to constructed-response items. To use STT, select the microphone icon [] in the formatting toolbar of the item response area and begin speaking. The dictated response will be transcribed in the item response area.</p> <p>For more information, see the section About the Speech-to-Text (STT) Tool.</p> <p>Note: This tool is only available for B.E.S.T. Writing and FSA Writing Retake tests.</p> |

| Tool Name | Instructions |
|--|--|
| Strikethrough  | <p>For multiple-choice and multi-select items, you can cross out an answer option to focus on the options you think might be correct.</p> <p>There are two options for using this tool:</p> <ul style="list-style-type: none"> • Option A: <ol style="list-style-type: none"> To activate Strikethrough mode, open the context menu and select Strikethrough. Select each answer option you wish to strike out. To deactivate Strikethrough mode, press Esc or click outside the item's response area. • Option B: Right-click an answer option and select Strikethrough. • Note: Using strikethrough on an answer option does not remove selection of that option as your response. |
| Text-to-Speech | <p>To listen to passages and items, select a Speak option from the context menu.</p> <p>For more information, see About the Text-To-Speech Tool.</p> |
| Text-to-Speech on Writing Response | To listen to your responses to constructed-response items, use the TTS button in the item response area. |
| Tutorial  | <p>To view a short video demonstrating how to respond to a particular item type, select Tutorial from the context menu.</p> <p>Note: Tutorials have no sound. Tutorials are not available for the Biology 1 EOC, Civics EOC, U.S. History EOC tests, Grades 5 & 8 Science, and Civic Literacy.</p> |

About American Sign Language (ASL) Videos





Students testing with an ASL accommodation assigned in TIDE may view videos of audio passage content on the FSA ELA Reading Retake test.

To view ASL videos:

From the context menu in the reading passage panel, select **American Sign Language**. If only one ASL video is available, the video opens automatically. If multiple ASL videos are available, the Sign Language [] icons appear next to each passage. Select the icon for the passage you wish to translate into ASL. After the video plays, the icons disappear. To view a second video or to view a video again, select **American Sign Language** from the context menu again, and select the icon next to the passage you wish to view.

About Closed Captioning (CC)

Students testing with the Closed Captioning (CC) accommodation assigned in TIDE may view closed captioning of audio passage content on the FSA ELA Reading Retake test.

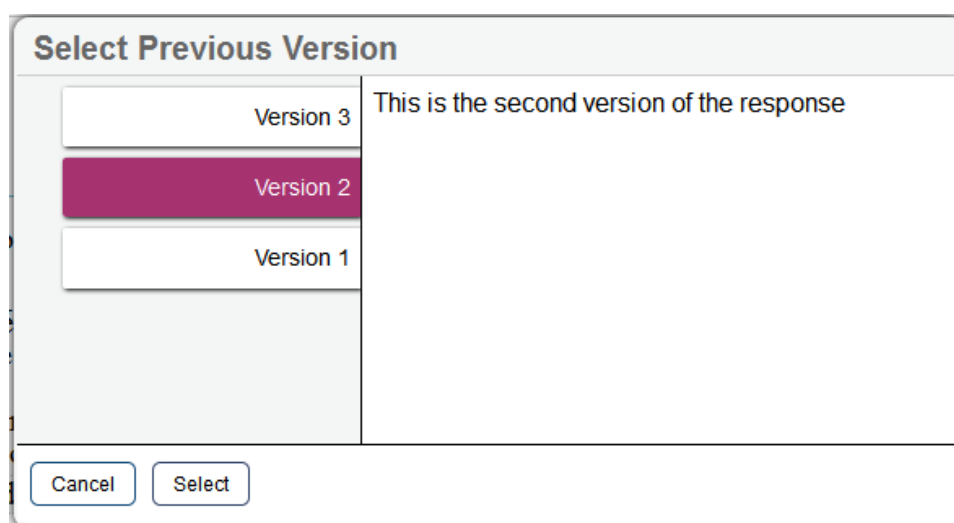
For students who need access to the CC accommodation, text will automatically display once the play icon  is selected on audio passages or animations. You can select the up arrow  to move the closed captioning to the top of the screen or the down arrow  to move it to the bottom of the screen. You can also close the CC accommodation by selecting x .

About the Select Response Version Tool

The Select Response Version tool allows students to view and restore responses they previously entered for an Open Response item. For example, if students type a response, select **Save**, delete the text, and enter new text, they can use this tool to recover the original response. Please note that if the student's test pauses, any responses entered prior to pausing cannot be recovered.


1. To recover a previously entered response, select the **Select Response Version** option from the context menu. The **Select Response Version** window appears, listing all the saved responses for the item in the left panel.
2. Select a response version from the left panel. The text associated with that response appears in the right panel.
3. Click the **Select** button. The selected response appears in the text box for the item.
4. Click **Cancel** to close the window without selecting a previous version.

Figure 22. Select Response Version Window



About the Speech-to-Text (STT) Tool

Students testing with the STT accommodation may use the Speech-to-Text (STT) tool when taking the B.E.S.T. Writing or FSA ELA Writing Retake assessments. In supported items, the STT tool allows a student to dictate a spoken response that is transcribed in the item response area.

To begin dictating, the student selects the microphone button [] that is displayed in the response area's formatting tool bar.

The student can stop the dictation by selecting the speaker icon again. Note that the button automatically reverts to the microphone button if no sound is detected for eight seconds. Students can click the microphone button again to resume dictation. Students can dictate for five minutes at a time.

Students can also control the punctuation and grammar of the text through speech commands to some extent. For example, students can say, "New Paragraph" to create a new paragraph. Entered text is auto-punctuated, but it is ultimately the student's responsibility to ensure the accuracy of the transcription, as well as grammar and punctuation.


The buttons in the item's formatting toolbar are disabled while dictation is on. Students cannot navigate away from the test page while dictation is on.

About the Text-To-Speech Tool

Students testing with the TTS accommodation assigned can listen to prompts, items, and answer options. Depending on their accommodations, students may also be able to use TTS to listen to passages and/or their responses to constructed-response items.

TTS is only available when using the Secure Browser. For information about setting up computers and devices to access TTS, refer to the [Technology Guide](#) on the portal.

Students using TTS will also have Text-to-Speech Tracking, where the words become highlighted as they are read aloud.

- To listen to an item and/or answer options, students open the passage context menu and select a **Speak** option. To listen to a portion of text such as a word or phrase, students highlight the text, open the context menu, and select **Speak Selection**.
 - When listening to items, students can pause TTS and then resume it at the point where it was paused. This functionality is not available on ChromeOS. To listen to TTS read from anywhere in a passage or item to the end of that passage or item, students can right-click where TTS should begin reading and select **Start Speaking From Here**.
- To listen to an item and/or its answer options, students open the item context menu and select one of the following **Speak** options:
 - To listen to the item and answer options, students select **Speak Question**.
 - To listen only to an answer option, select **Speak Option** from the context menu and then select the answer option. Students can also right-click the answer option and select **Speak Option [option letter]**.
- Depending on their accommodations, students may also be able to use TTS to listen to their responses to written-response items on the FSA ELA Writing Retake and B.E.S.T. Writing 4–10 tests. Students can select  in the formatting toolbar of the text-response area to listen to the text as entered.

How Students Complete a Test

This section explains how students complete test sessions and submit tests for scoring.

Complete a Test Session

In an FSA ELA Reading Retake and FSA Algebra 1 EOC Retake test, a session review screen appears after students finish the last item in a session. This page allows students to review items from the current session.



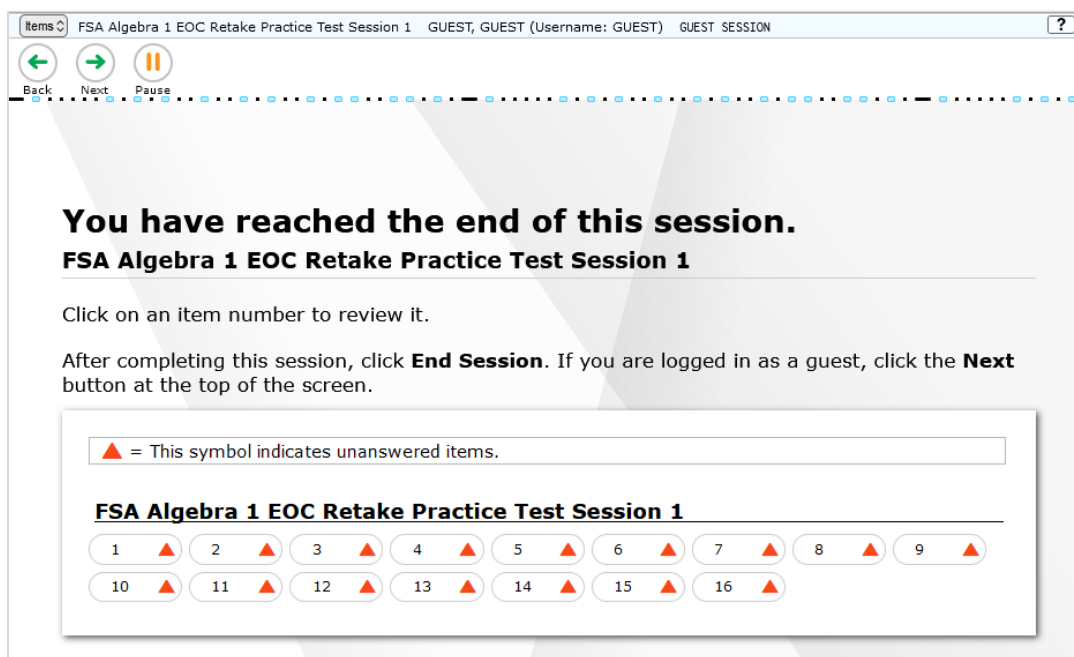
- To review items, students select an item number.
- A flag [] icon appears for any items marked for review. A warning [] icon appears for any unanswered items.

Figure 23. Session Review Screen



Please note, students cannot return to the session after selecting **Next**.

Submit a Test

To complete the testing process, students must submit their tests when they are finished answering items. Once students submit their tests, they cannot return to the test or modify answers.



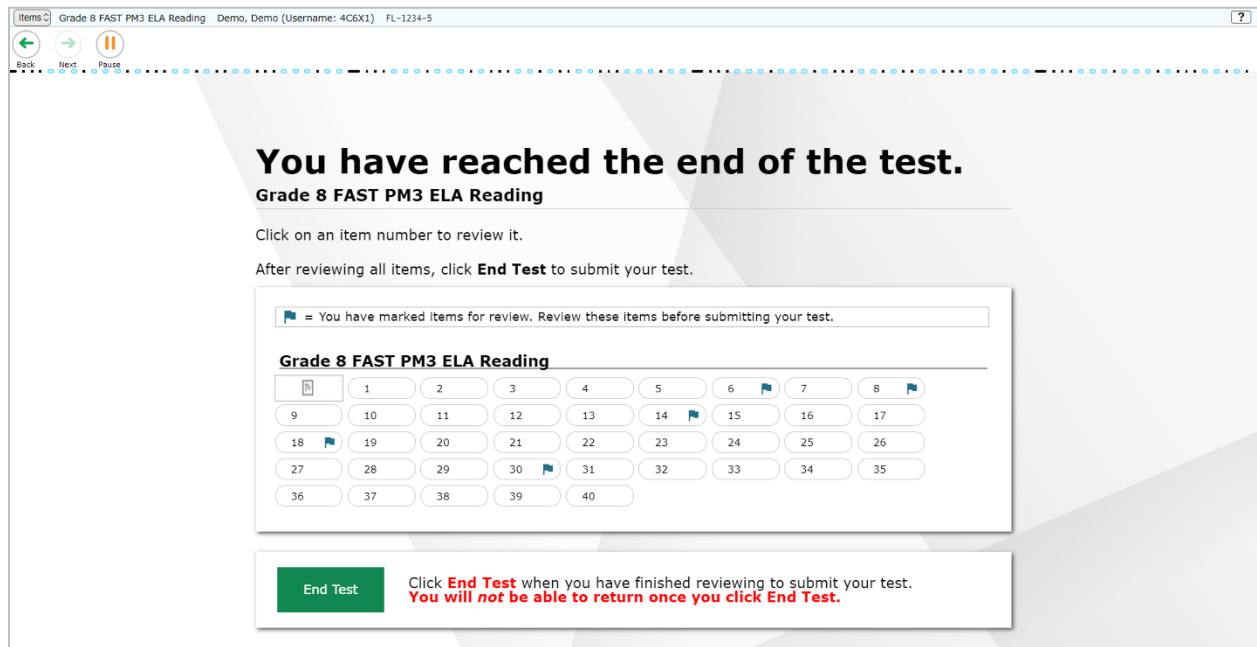
1. After answering the last test item, students click **Next** in the global menu. The test review page appears, displaying a list of items available to review.
 - A flag [] icon appears for any items marked for review. A warning [] icon appears for any unanswered items.

Figure 24. End Test Page



You have reached the end of the test.
Grade 8 FAST PM3 ELA Reading
 Click on an item number to review it.
 After reviewing all items, click **End Test** to submit your test.

☐ = You have marked items for review. Review these items before submitting your test.

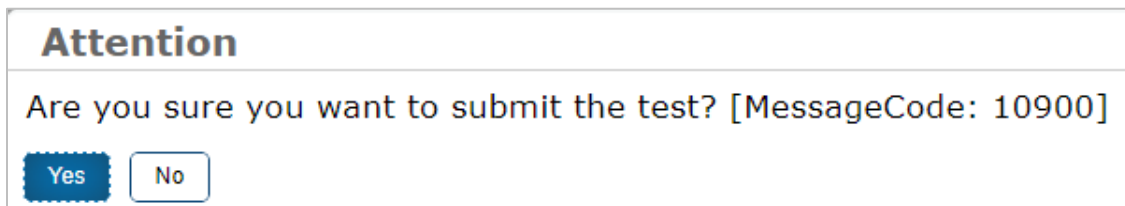
Grade 8 FAST PM3 ELA Reading

| | | | | | | | |
|----|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 |
| 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 |

End Test Click **End Test** when you have finished reviewing to submit your test.
You will not be able to return once you click End Test.

- Optional:* To review previous answers, students select an item number.
- To submit the test, students select **End Test**. Then they should confirm their decision in the message that pops up.

Figure 25. Attention Message



Attention

Are you sure you want to submit the test? [MessageCode: 10900]

Yes **No**

- To exit the Student Interface, students select **Log Out** and close the Secure Browser.

Appendix

E

Equation Editor Tools

Equation editor items require the student to create a response. Responses may be in the form of a number, variable, expression, or equation, as appropriate to the test item.

To enter a response, click the button for each number, letter, or symbol.

Figure 26. Equation Editor Item Sample

Ron has 2500 pounds of sod to deliver. He wants to deliver an equal amount of sod on each of 4 trips.
Write an equation for s , the amount of sod that Ron should deliver on each trip.
Then, solve the equation for s .

Equation:

$s =$

Navigation buttons:




Special symbols:



| | | | | | | | |
|---|---|---|---------------------|-----------------|----|---|--|
| 1 | 2 | 3 | s | Special symbols | | | |
| 4 | 5 | 6 | + | - | • | ÷ | |
| 7 | 8 | 9 | < | = | > | | |
| 0 | . | - | $\frac{\Box}{\Box}$ | \Box^\Box | () | | |

About the Navigation Buttons for Equation Editor Items

To navigate and perform actions in the equation editor field, select the appropriate navigation button as listed in the following table.

Table 5. Navigation Buttons







| Navigation Button | Description |
|---|--|
| Move Left  | The straight left arrow button allows you to move the cursor before an existing character. |
| Move Right  | The straight right arrow button allows you to move the cursor after an existing character. |
| Undo  | The curved left arrow button allows you to undo the previous action. |


| Navigation Button | Description |
|---|--|
| Redo  | The curved right arrow button allows you to redo the previous undone action. |
| Delete  | The Delete button allows you to delete characters. |

About Special Symbols

To add a special symbol to an equation, select the corresponding button. After entering a number or symbol, use the straight arrow buttons to move the cursor between fields. The following table describes symbols that require further interaction. Some Equation Editor items will include other symbols you may include in an expression.

Table 6. Special Symbols

| Special Symbol | Description |
|---|--|
| Fraction  | This symbol allows you to enter a fraction into the equation editor. Selecting the fraction button will create two boxes to form a fraction, with one box for the numerator and the other for the denominator. When you select the fraction button, your cursor will automatically move to the numerator. Use the down arrow on your keyboard or the Move Right button to move the cursor to the denominator. |
| Exponent  | This symbol allows you to enter an exponent into the equation editor. After you enter the base number, select the exponent button and the cursor will move into the higher box for the exponent. |
| Subscript  | This symbol allows you to enter a subscript into the equation editor. After you enter the base number, select the subscript button and the cursor will move into the lower box for the subscript. |
| Parentheses  | This symbol allows you to enter parentheses . Once you select the symbol, the parentheses will appear in the equation editor. The cursor will automatically move inside the parentheses. Select the numbers and symbols that should appear between the open and close parentheses. |
| Absolute Value  | This symbol allows you to enter an absolute value . Once you select the symbol, the lines will appear in the equation editor. The cursor will automatically move inside the lines. Select the numbers and symbols that should appear between the lines. |
| Square Root  | This symbol allows you to enter a square root value. Once you select the symbol, the radical sign will appear in the equation editor. The cursor will automatically move to the radicand. Enter the number that should appear in the radicand. |

| | |
|---|---|
| n^{th} Root  | This symbol allows you to enter an n^{th} root value. Once you select the symbol, the radical sign will appear in the equation editor. The cursor will automatically move to the index. Enter the number that should appear in the index. Use the Move Right button to navigate to the radicand and enter the number that should appear there. |
|---|---|

F

Formatting Toolbar in Open Response Items

This toolbar is available above the response field (see [Figure 27](#)), and students may copy and paste text when they right-click in the text area. The formatting toolbar allows students to apply styling to text (e.g., bold, italics) and use standard word-processing features, such as moving and indenting text. [Table 7](#) provides an overview of the formatting tools available.

Figure 27. Text Response Item with Formatting Toolbar

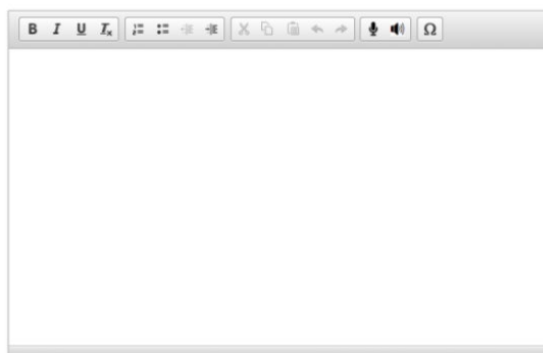

















Table 7. Description of Formatting Tools

| Tool | Description of Function |
|---|---|
|  | BOLD , ITALICIZE , or UNDERLINE selected text. |
|  | REMOVE formatting that was applied to the selected text. |
|  | Insert a NUMBERED or BULLETED list. |
|  | INDENT a line of selected text. |
|  | UNDO INDENT for a line of selected text. |
|  | CUT selected text. |
|  | COPY selected text. |
|  | PASTE copied or cut text. |

| Tool | Description of Function |
|---|---|
|  | UNDO reverses the last action in the response field. (This feature applies to previous edits to text or formatting.) |
|  | REDO reverses the last undo action. |
|  | Add SPECIAL CHARACTERS , such as mathematical symbols or Spanish characters, in the response field. |
|  | Students who have a text-to-speech on writing response accommodation can use the SPEAK TOOL to listen to the response provided by the student. Students can select  in the formatting toolbar of the text-response area to listen to the text as entered. |
|  | <p>SPEECH-TO-TEXT (STT) allows students testing with the appropriate accommodations to dictate responses to constructed-response items.</p> <p>To use STT, select the microphone icon  in the formatting toolbar of the item response area and begin speaking. The dictated response will be transcribed as text in the item response area.</p> |

Tip: In addition to the cut/paste options, text can also be moved manually using the mouse.

1. Click and hold the mouse button to select the text you want to move.
2. Release the button, then click and drag the highlighted text to the desired location.

Special Characters Feature

Students can add mathematical, accented, and other symbols.


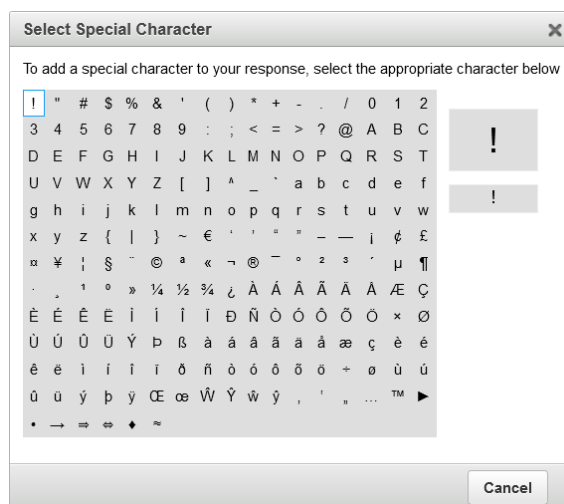
1. To add a special character, in the toolbar, select .
2. In the window that pops up, select the necessary character.

Figure 28. Special Characters Screen



K

Keyboard Navigation in the Student Testing Site

Students can use keyboard commands to navigate between test elements, features, and tools. Some important things to note about keyboard commands are:

- Keyboard commands require the use of the primary keyboard, so please do not use keys in a numeric keypad.
- Some keyboard commands (such as the commands for using the Line Reader) may not work when testing on iPadOS devices connected to an external keyboard.

Keyboard Commands for Login Screens and In-Test Pop-Ups

[Table 8](#) lists keyboard commands for selecting options on the login screens or pop-up windows that appear during a test.

Table 8. Keyboard Commands for Login Screens Pages and Pop-Up Windows

| Function | Keyboard Commands |
|-----------------------------|------------------------------|
| Move to the next option | Tab |
| Move to the previous option | Shift + Tab |
| Select the active option | Enter or Space |
| Close pop-up window | Esc |

Keyboard Commands for Test Navigation

[Table 9](#) lists keyboard commands for navigating tests and responding to items.

Table 9. Keyboard Commands for Test Navigation

| Function | Keyboard Commands |
|------------------------------|------------------------------|
| Scroll up | Up Arrow [↑] |
| Scroll down | Down Arrow [↓] |
| Scroll to the right | Right Arrow [→] |
| Scroll to the left | Left Arrow [←] |
| Move to the next element | Tab |
| Move to the previous element | Shift + Tab |
| Select an answer option | Enter or Space |
| Go to the next test page | Ctrl + Right Arrow |
| Go to the previous test page | Ctrl + Left Arrow |
| Open the global menu | Ctrl + G |

| Function | Keyboard Commands |
|---------------------|-------------------|
| Open a context menu | Ctrl + M |

Keyboard Commands for Global and Context Menus

Students can use keyboard commands to access tools in the global and context menus. For more information about tools in these menus, see the section [How Students Use Test Tools](#).

Global Menu

1. To access global menu tools using keyboard commands, press **Ctrl + G**. The global menu list will open.
2. To move between options in the global menu, use the **Up** or **Down** arrow keys. Each option will be highlighted as you arrow up or down.
3. To select the highlighted option, press **Enter** or **Space**.
4. To close the global menu without selecting an option, press **Esc**.

Context Menus

1. To open the context menu for an element (question, answer option, or stimulus), navigate to the element using the **Tab** or **Shift + Tab** command.
2. Press **Ctrl + M**. The context menu for the selected element opens.
3. To move between options in the context menu, use the **Up** or **Down** arrow keys. Each option will be highlighted as you arrow up or down.
4. To select the highlighted option, press **Enter** or **Space**.
5. To close the context menu without selecting an option, press **Esc**.

Keyboard Commands for Highlighting Selected Regions of Text

This section explains how to use keyboard commands to select a text excerpt (such as a word in a passage) and highlight it. These instructions apply only to students using the Secure Browser.

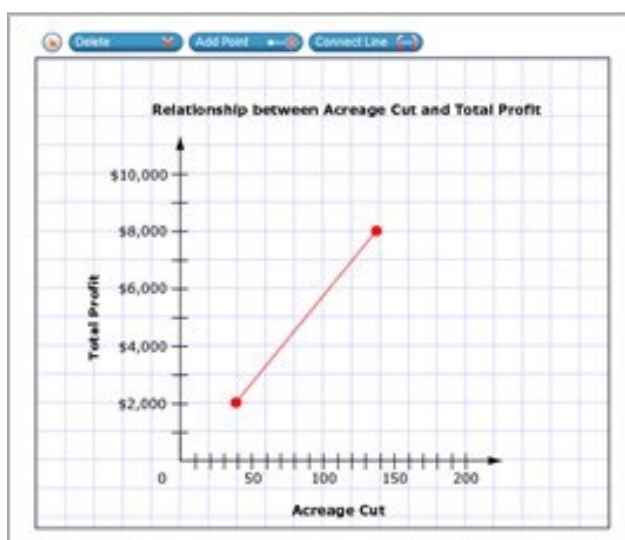
1. To select text and highlight it, navigate to the element containing the text you want to select.
2. Press **Ctrl + M** to open the context menu and navigate to **Enable Text Selection**.
3. Press **Enter**. A flashing cursor appears at the upper-left corner of the active element.

4. To move the cursor to the beginning of the text you want to select, use the arrow keys.
5. Press **Shift** and an arrow key to select your text. The text you select appears shaded.
6. Press **Ctrl + M** and select **Highlight Selection**.

Keyboard Commands for GRID Items with Add Point or Add Line/Arrow Tool

Items with the grid response area may have up to three main sections: an answer space, which is the grid area where students enter the response; an object bank, which is a panel containing objects you can move to the answer space; and a button row, which appears above the answer space and may include **Delete**, **Add Point**, **Add Arrow**, **Add Line**, and **Connect Line** buttons.

Figure 29. Sample Item with Point and Line Tools



- To move between the main sections, do the following:
 - To move clockwise, press **Tab**. To move counterclockwise, press **Shift + Tab**. The “active” section will have a border.
- To add an object to the answer space, do the following:
 - a. With the object bank active, use the up and down arrow keys to move between the available objects. The active object has a blue background.
 - b. To add the active object to the answer space, press **Space**.
- To use the action buttons, do the following:
 - a. With the button row active, use the left and right arrow keys to move between the buttons. The active button is white.
 - b. To select a button, press **Enter**, and then press **Space** to apply the dot, arrow, or line to the answer space.

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- To move objects, points, lines, and arrows around in the answer space, do the following:
 - a. With the answer space active, press **Enter** to move between the objects, and then press **Space**. The active object displays a blue border.
 - b. Press an arrow key (up, down, left, or right) to move the object. To move an active object in smaller increments, hold **Shift** while pressing an arrow key.

L

Login Information for the TA Site

To access the TA Sites, your TIDE administrator must first create your account in TIDE. Once your account is created, you receive an account activation email. You can log in to the TA Sites after activating your account.

1. Navigate to the Florida portal (<https://flfast.org/>) and select the appropriate assessment card.
2. Select the **Teacher and Test Administrator** user card. Then select the **Administer Statewide Assessments** card for the TA Interface. The **Login** page appears.
3. Enter your email address and password and click **Secure Login**. The TA Site appears.
 - a. If the **Enter Code** page appears, an authentication code will be emailed to you. You must enter this code in the *Enter Emailed Code* field and click **Submit** within 15 minutes. If the code expires, click **Resend Code** to request a new one.
4. If you are associated with multiple institutions, a message prompts you to select a testing institution. Select your institution and select **Go**. To change the institution, you must log out and then log back in.
 - To log out of the TA Site, click your name in the top-right corner and select **Logout** from the menu that appears.
 - To avoid stopping an in-progress test session, you should only log out of the TA Site after stopping a test session. Please note that navigating away from the TA Site also logs you out. If you need to access another application while administering tests, open it in a separate browser window.

P

Pause Rules

These pause rules apply regardless of whether the student or the TA pauses the test or there is a technical issue resulting in the student being logged out (e.g., power outage, network failure).

- If a **FAST** test is paused and the student resumes during a subsequent day, the student
 - will be presented with the first unanswered item;

- will not have access to previously answered items, unless a FAST Item Unlock request has been created and processed; and
- will have 48 hours to complete their test before it is force submitted.
- **If a one-session test is paused and the student resumes during the same day**, the student
 - is presented with the first unanswered test item or passage and associated items when the test was paused or shut down; and
 - is permitted to review and change any previously answered items within the test.
- **If a two-session test is paused and the student resumes during the same day**, the student
 - is presented with the first unanswered test item or passage and associated items in the **same** session when the test was paused or shut down; and
 - is permitted to review and change any previously answered test items within that session.
- **If a two-session test is paused and the student resumes during a subsequent day**, the student
 - is presented with the first unanswered test item or passage and associated items in the **next** session; and
 - cannot view or change any previously answered test items from the prior session.

Note: All one-session tests, except FAST Progress Monitoring, are force completed nightly and students will not have access to the test if they try to access it on a subsequent day.

S

Secure Browser

The Secure Browser ensures test security by prohibiting access to external applications and navigation away from the test. When the Secure Browser launches, it checks for other applications running on the device. If it detects a denylisted application, it displays a message listing the offending application and prevents the student from testing. This also occurs if a prohibited application launches while the student is already in a test.

Often, prohibited applications detected during a test are scheduled or background jobs, such as anti-virus scans or software updates. The best way to prevent denylisted applications from running during a test is to schedule such jobs outside of planned testing hours.

Warning: If a forbidden application is launched in the background while the student is already in a test, the student will be logged out. The student will also see a pop-up message stating that a forbidden application was detected.

This typically occurs when a program or browser, such as Microsoft Edge, is triggered in the background for a software auto-update to occur. Cambium Assessment, Inc. (CAI) recommends checking all software auto-updates and ensuring that they are completed outside of planned testing hours.

There are additional measures you can implement to ensure the test environment is secure:

- **Close External User Applications**

Prior to administering tests, TAs should check all computers and devices that will be used and close all applications. After closing all applications, the TA should open the secure browser on each computer or device. The secure browser will not work if the computer or device detects that a forbidden application is running.

- **Do Not Allow Testing with Dual Monitors**

Students should not take online tests on computers connected to more than one monitor. Systems that use a dual-monitor setup typically display an application on one screen while another application is accessible on the other screen.

- **Disable Screen Savers and Timeout Features**

On all testing devices, be sure to disable any features that display a screensaver or log users out after a period of inactivity. If such features activate while a student is testing, the Secure Browser logs out the student from the test.

Access and Close the Secure Browser on Mobile Devices

Tablets and Chromebooks should be configured for testing before you provide them to students. For more information, see the [Technology Guide](#) on the Florida Portal.

- To access the Student Interface on iPadOS devices, tap the **SecureTestBrowser** icon.
- To access the Student Interface on ChromeOS devices, select **SecureTestBrowser** from the **Apps** link on the ChromeOS login screen.

After a test session ends, close the **SecureTestBrowser** application on student tablets.

- To close the Student Interface on iPadOS devices, double-tap the Home button. The multitasking bar appears. Locate the **SecureTestBrowser** app preview and slide it upward.
- To close the Student Interface on ChromeOS devices, select **Close Secure Browser** in the top-right corner.

Force-Quit Commands for the Secure Browser

In the rare event that the secure browser or test becomes unresponsive and you cannot pause the test or close the secure browser, you can force-quit the Secure Browser. Please note that the Secure Browser hides features such as the macOS dock. If the Secure Browser is not closed correctly, then the dock may not reappear correctly, requiring you to reboot the device. Avoid using a force-quit command if possible.

To force the Secure Browser to close, use the keyboard command for your operating system as shown in [Table 10](#). This action will log out the student from the test. When the Secure Browser is opened again, the student will log back in to resume testing.

Table 10. Force Quit Secure Browser Keyboard Commands

| Operating System | Key Combination |
|------------------|--|
| Windows* | Ctrl + Alt + Shift + F10 |
| macOS** | Ctrl + Alt + Shift + F10 . The Ctrl key may appear as Control , Ctrl , or ^ |
| Linux | Ctrl + Alt + Shift + Esc |

* If you are using a laptop or notebook, you may also need to press **Function** before pressing **F10**.

** If you are using an Apple keyboard, you may need to press **Ctrl + Shift + Option + F10**.

Force-quit commands do not exist for the Secure Browser for iPadOS, and ChromeOS devices.

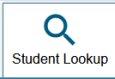
- **iPadOS:** Double-tap the Home button, then close the app as you would any other iPadOS app.
- **ChromeOS:** To exit the Secure Browser from the sign-in screens, press **Ctrl + Shift + S**. You cannot force-quit once the test begins.

Student Lookup Feature

You can use the student lookup feature in the TA Site to perform an advanced search for student information. This is useful if students signing in to your test session cannot remember their login information.

Warning: Inaccurate student demographic information can be corrected by authorized users before or after students test.

Students who do not appear in Student Lookup will be unable to test during the test session that is currently open and will need to be added to the Test Information Distribution Engine (TIDE) by the school or district assessment coordinator.

1. To look up student information, select the **Student Lookup**  tab.

2. Perform an advanced search:



- Fill out the search fields with the necessary information, including the student's district/school, enrolled grade, and first or last name (exact matches only). Then click  to display the search results.
- To view more information about a student, click the Test Settings icon  in the Details column.

Figure 30. Student Lookup: Advanced Search

Operational Session ID
FL-1234-5

Select Tests Student Lookup Approvals

Advanced Search

Use the drop-down menus to select the District, School, and Grade you would like to search All Grades then a First or Last Name is required. First or Last name is not required.

District/School
Select a District/School ▾

Grade
All Grades ▾

First Name

Last Name

T

Tests Available

The following practice tests, sample test items, and operational computer-based assessments are available for the 2023–24 school year:

Sample Test Items

- **B.E.S.T. Writing:** Grades 4–10
- **FAST ELA Reading:** Grades 3–10
- **FAST Mathematics:** Grades 3–8
- **B.E.S.T. EOCs:** Algebra 1, Geometry
- **Science:** Grades 5 & 8 Science
- **Social Studies:** Florida Civic Literacy Exam (FCLE)

Practice Tests

- **FSA ELA Writing:** Retake
- **FSA ELA Reading:** Retake
- **FSA Algebra 1 EOC:** Retake
- **Science EOC:** Biology 1
- **Social Studies EOCs:** Civics, U.S. History

Operational FAST Assessments

- **ELA Reading:** Grades 3–10
- **Mathematics:** Grades 3–8

- **ELA Reading Retake:** 10–12, 30

Other Operational Assessments

- **Writing:** FSA ELA Retake, B.E.S.T. Writing 4–10
- **Reading:** FSA ELA Retake
- **Mathematics EOCs:** FSA Algebra 1 EOC Retake, B.E.S.T. Algebra 1 EOC, B.E.S.T. Geometry EOC
- **Science:** Biology 1 EOC, Grades 5 & 8 Science
- **Social Studies:** Civics EOC, U.S. History EOC, K–12 Florida Civic Literacy Exam (FCLE)


Transfer a Test Session

Test Administrators (TAs) can transfer an **active** test session from one computer/mobile device or browser to another without stopping the session or interrupting in-progress tests. This feature is useful in scenarios when a TA's browser or computer encounters an issue or if they accidentally close the browser while a session is in progress.

The session remains open until it times out. If the TA does not return to the active session within 20 minutes and there is no student activity during that time, the Test Delivery System logs the TA out and pauses the students' tests.

The Test Delivery System ensures that a test session can be administered from only one browser at a time; therefore, when a session is moved to a new browser or computer, the TA will be unable to administer the test session from the original browser or machine.

1. While the session is still active on the original device or browser, log in to the TA Site on the new device or browser. The **Active Sessions** tab appears (see [Figure 31](#)), listing the active session.
 - If the window for selecting an institution appears, select an institution, and select **Go** to proceed to the **Active Sessions** tab.

Do NOT log out of or stop the test session on the original computer or browser; doing so will end the test session and pause all students' tests
2. In the table that appears, click  in the Action column for the session you wish to join. The test session page appears, allowing you to continue monitoring your students' progress. The test session on the previous computer or browser closes automatically.

If you do not wish to return to the active session, you can click **Start a New Session Now** to open the **Select Tests** tab and create a new test session.

Figure 31. Active Sessions Tab

Active Sessions

Current/Active Test Sessions

The table below shows all the sessions that are active for you right now. Select **Join** to enter one of your active sessions. If you would like to open a new session, select **Start a New Session Now** on the right side of the screen.

Active Sessions

| Session ID | Action |
|------------|-----------------|
| FL-1234-5 | <div>Join</div> |

Start a New Session Now

User Support and Troubleshooting Information

Questions related to the 2023–2024 Florida Statewide Assessments may be directed to the Florida Help Desk. The Help Desk will be open Monday–Friday (except holidays) from 7 a.m. to 8:30 p.m. ET.

If you encounter an issue during live testing, you must contact your school assessment coordinator immediately as well as contacting the Help Desk. School assessment coordinators must contact the district assessment coordinator to report issues, as well.

Florida Help Desk

Toll-Free Phone Support: 1-866-815-7246

Email Support:
FloridaHelpDesk@cambiumassessment.com

Emails to the Help Desk will be automatically logged and responded to within one working day (typically sooner). Urgent requests will be given priority. If you contact the Help Desk, you will be asked to provide as much detail as possible about the issue(s) you encountered.

If contacting the Help Desk regarding a concern related to computer-based testing, please provide the following information:

- Test administrator name and IT/network contact person and contact information
- Username(s) or Result ID(s) of affected student(s)
 - Do not send secure student information to the Help Desk via email.
- Device, operating system, and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration:
 - Secure browser installation (on individual machines or on the network)
 - Wired or wireless Internet network setup

Troubleshooting

This section provides troubleshooting tips for common issues that may occur while testing.

Username and Password Issues

Your username for logging in to the TA Site is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the **Reset**

Your Password page. To activate your account, you must set up your password within 15 minutes of the email being sent.

- **If your first temporary link expired:**

In the activation email you received, select the second link provided and request a new temporary link.

- **If you forgot your password:**

On the **Login** page, select **Forgot Your Password?** and then enter your email address in the *Email Address* field. You will receive an email with a new temporary link to reset your password.

- **If you did not receive an email containing a temporary link or authentication code:**

Emails come from DoNotReply@cambiumassessment.com. Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or District Assessment Coordinator to make sure you are listed in TIDE.

- **Additional help:**

If you are unable to log in, contact the Florida Help Desk for assistance. You must provide your name and email address. Contact information is available in the [User Support and Troubleshooting Information](#) section.

Note: For security reasons, users will need to update their password in TIDE before logging in to the Test Delivery System (TDS) for the first time every school year. On the TIDE Login page there will be a prompt: *First Time Login This School Year?* under which users should click **Request a new one for this school year**. Users should enter their email address used in TIDE in the prior year to reset their password. Users will receive an email with a new link to reset the password. This link expires 15 minutes after the email was sent.

Common Student Sign-in Errors

The Test Delivery System generates an error message if a student cannot sign in. The following are the most common student sign-in issues:

- **Session does not exist:**

The student entered the Session ID incorrectly or signed in to the wrong site. Verify that the student correctly entered the active Session ID. Also, verify that both you and the student are using the correct sites. For example, students signed in to the Student Practice Test Site cannot access sessions created in the TA Interface for live testing. A message in the bottom-left corner of the **Student Sign-In** page indicates which site the student is on. If a student is on the wrong site, the student can select the button in the message to switch to the correct site.

- **Student information is not entered correctly:**

Verify that the student has correctly entered his or her username. Check specifically for easily confused characters, like 0, O, 1, and I. If this does not work, use the [Student Lookup Feature](#) tool in the TA Interface to verify the first name associated with the student's username. The Student Lookup tool allows you to verify the spelling that appears in the system. (Sometimes the student will

enter a variation of his or her first name, which is not accepted [e.g., Jon/Jonathan]. Also, students do not always realize that they must enter only their legal first name. Verify that they are not entering their last name.)

- **Session has expired:**

The Session ID entered corresponds with a session that is closed. Ensure that the student enters the correct Session ID for the active session. If this does not work, verify that your session is open.

Reminder: TAs cannot resume sessions. If a session is stopped, a new one will need to be created.

Doing so will result in a new Session ID. (Also, verify that both you and the student are using the correct sites. For example, students logged in to the Practice Test site cannot enter a session that was created in the TA Interface for live testing.) For more information about test sessions, see the section [Select Tests and Start a Test Session](#).

Resolving Secure Browser Error Messages

This section provides possible resolutions for the following messages that students may receive when signing in to tests using the Secure Browser.

- **You cannot login with this browser:**

This message occurs when the student is not using the correct Secure Browser. To resolve this issue, ensure the latest version of the Secure Browser is installed, and that the student launched the Secure Browser instead of a standard web browser. If the latest version of the Secure Browser is already running, then log out the student, restart the device, and try again.

- **Looking for an internet connection....:**

This message appears when the Secure Browser cannot connect with the Test Delivery System. This can occur if there is a network-related problem. Make sure that either the network cable is plugged in (for wired connections) or the Wi-Fi connection is live (for wireless connections). Also check if the Secure Browser must use specific proxy settings; if so, those settings must be specified as options when configuring the Secure Browser. If connection issues persist, contact a network technician.

- **Test Environment Is Not Secure:**

This message can occur when the Secure Browser detects a denylist application running on the device. To resolve this issue, ensure that all applications are closed and no background jobs, such as anti-virus scans or software updates, are scheduled to run. If this message appears on an iPad, ensure that either Automatic Assessment Configuration (AAC) or Autonomous Single App Mode (ASAM) is enabled.

Change Log

| Location | Change | Date |
|---|---|---------|
| Throughout guide | Updated images where appropriate. | 1/08/24 |
| Export Closed Session Information | Added new section. | 1/08/24 |
| Tests Available | Added “Science: Grades 5 & 8 Science” on Sample Test Items. | 1/08/24 |
| Using Global Tools | Added “the Grade 8 Science test,” to Calculator row on Table 3. | 1/31/24 |
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