

# Adaptive Progress Monitoring (APM) *Powered by ClearSight* Administration Manual

2021–2022

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## Introduction

Adaptive Progress Monitoring (APM) is an online assessment tool to help assess students' current knowledge, skills, and abilities in grades 3–10 Reading and grades 3–8 Mathematics. The items used are aligned to Florida Reading and Mathematics standards, and results will be reported using the Florida Standards Assessments (FSA) reporting scale. This tool is being offered to help districts, schools, and teachers gauge how students are performing academically.

We recommend that teachers give students between 45 and 60 minutes to complete each assessment, with additional time added for logging in to the test. If students are unable to complete their tests in the allotted time, they will have up to seven days to return and complete their tests. Districts, schools, and teachers will need to take a few steps before using the system. Additionally, a feature has been enabled in the Test Delivery System to allow students to take the APM assessment remotely. Please read this manual and the *APM User Guide* posted in the [APM Resources](#) section of the Florida Statewide Assessments Portal.

## APM Assessment Configuration and Content

Most APM assessments are one session (except Grade 6 Mathematics, which is two sessions). While the APM tool contains the same item types found on the FSA, the two tests are not the same. Moreover, items in the APM assessments are secure and are not to be shared (please read more below about [APM Security](#)).

### Florida APM Design

The APM assessments are online computer-adaptive tests. Computer-adaptive assessments provide items to a student based on his or her performance on previous items in the assessment. Thus, each student is presented with a set of items that most accurately aligns with his or her proficiency level based on grade-level content. Higher performance is followed by more difficult items, and lower performance is followed by less difficult items. With this method, it is unlikely for a student to receive the same assessment as his or her counterparts.

### Available Accommodations

APM is a computer-based tool and supports text-to-speech (TTS), masking, zoom, American Sign Language (ASL), line reader, and print-on-request. TTS, masking, and ASL accommodations can be indicated in the Test Information Distribution Engine (TIDE) when adding students to the APM TIDE administration, or they can be turned on by the teacher (test administrator) in the TA Interface the day of the assessment. Zoom and line reader are available for all students to use in the student interface. The print-on-request accommodation allows teachers (TAs) to print items, passages, or both for students who have an applicable accommodation. Students will read the content on paper after it is printed but will respond to items on the computer. This accommodation is not available during remote administrations, is only selectable on the day of administration, and is done through the settings/approval process.

## APM Administrations

The APM assessments are administered to students by teachers (TAs) as outlined in this document. All APM assessments are optional and can be administered on-demand throughout the test window. Participation is determined locally and is not required by the Florida Department of Education (FDOE). For those who choose to use APM assessments, the district assessment coordinator (DAC) is responsible for ensuring that each student has an appropriate opportunity to demonstrate his or her knowledge, skills, and abilities. The processes described in this manual ensure that each student has a similar and fair testing experience.

Teachers should direct any questions about APM assessments to the school assessment coordinator (SAC), as they can expedite resolutions for any issues that may arise.

## APM Availability and Timing

The APM tool will be available during the 2021–2022 school year to aid schools and teachers in assessing and monitoring the progress of students (please contact your SAC or DAC for exact dates). Students may participate in three assessments per grade and subject regardless of their enrolled grade. In order to have reliable results, students must be given enough time to complete an assessment on the same day they started.

## APM Security

The APM assessments are secure assessments. Authorized users of the APM-Reporting system can view student results and responses to items; however, items and assessment content **cannot** be shared outside of the classroom. Items may be reviewed with students or reviewed during instructional conversations. Educators cannot copy, paste, photograph, place questions into presentations or on other assessments, or share test items outside of the classroom instructional level. Maintaining integrity—both the security of materials and items and the ethics of personnel in the testing environment—is of paramount importance. School assessment coordinators and teachers must discuss assessment ethics and security requirements and resolve any questions prior to the APM administration.

## District and School Assessment Coordinator Responsibilities

District and school assessment coordinators must complete the following tasks before an APM assessment administration can take place:

- ensure that all teachers administering an APM assessment have an active TA account in TIDE with usernames and passwords;
- confirm that teachers have reviewed and are familiar with the *APM User Guide* prior to testing and have access to it during testing;
- upload or add all students to the APM administration in TIDE and confirm accommodations or test settings are correct;

- work with the technology coordinator to ensure that teachers and students (including remote if applicable), have the secure browser installed, and that teachers and students have run diagnostic tests;
- print test tickets and distribute them to teachers;
- create rosters in TIDE to assign students to teachers for reporting purposes; and
- (optional) if required by the district, ensure that teachers have completed the TA Certification Course;

If remote proctoring sessions will take place, additional DAC and SAC responsibilities include:

- ensure teachers have completed the Remote Proctoring TA Certification Course; and
- if remote APM sessions with video enabled will take place, ensure that parental consent is obtained using a district- or school-created consent form, and update the “Parent/Guardian Video Consent for Remote Testing indicator” for each student in TIDE.

## Teacher Responsibilities

It is the responsibility of teachers to uphold normal assessment security measures to ensure valid and reliable results. Please be sure to read the section [APM Security](#) regarding item security. Teachers will have the option to give the APM assessments in the classroom or administer them remotely. When administering assessments remotely, teachers will need to take some additional steps to ensure students and technology are ready. It is recommended that all teachers complete the TA Certification Course, or the course may be required by your district. **For teachers who plan to administer the APM assessment remotely, the Remote Proctoring TA Certification Course is required.**

Responsibilities of teachers include:

- participating in training activities organized by the school assessment coordinator (SAC);
- reviewing this manual prior to administering an APM assessment;
- if required by your district, completing the regular TA Certification Course;
- confirming that student accommodations and test settings in TIDE are correct, or set correctly the day of testing;
- approving APM assessments for appropriate students only;
- requesting guidance from the school assessment coordinator when irregularities arise or when uncertain about proper procedures;
- remaining with the students until the APM session is complete.
- (recommended) reading the scripts provided in this document aloud to in-person students; and

If administering an APM assessment remotely, additional TA responsibilities include:

- adhering to security procedures and completing the Remote Proctoring TA Certification Course; and
- if using video during the remote session, ensuring that parental consent was obtained for each student using a district- or school-created form, and that consent was indicated in TIDE for each student.

## Reporting

Student results for the APM assessments are available to schools and districts to support local instruction. Results will be available immediately in APM-Reporting once students have submitted their tests. Teachers will be able to see results for their students through rosters that were created by the district or school assessment coordinator. For more information on accessing results, see the *APM Reporting User Guide*.

# Administering the APM Assessments

Before administering the APM, familiarize yourself with the information in this manual, as well as the *APM User Guide* located in the [Resources](#) section of the APM page.

## Before Testing

### **Step 1: Complete Training**

It is recommended teachers complete the Test Administrator (TA) Certification Course. In some districts, this is already required for all statewide assessments and will be required before a teacher can administer an APM assessment. The TA Certification course can be accessed from the portal at <https://fsassessments.org/teachers.html>.

Teachers who will be administering an APM assessment remotely must complete the Remote Proctoring TA Certification Course before administering APM assessments. This course can be accessed from the portal at <https://fsassessments.org/en/resources/apm/remote-proctoring-ta-certification-course>. Be sure to review the *2021–22 Remote TA Certification Course Additional Information Sheet* (available on the Trainings page) to determine differences between what is described in the course and Florida administrations of APM.

### **Step 2: Review Resources**

Read this manual for policies and procedures. Read the *APM User Guide* for instructions on how to prepare for APM assessments in TIDE and in the Test Delivery System (TDS). All APM documents can be found in the APM section of the portal at <https://fsassessments.org/apm.html>.

### **Step 3: Verify User Accounts**

School staff must ensure teachers administering an APM assessment have been assigned a TA user role in TIDE. For instructions on creating and managing user accounts, refer to the [TIDE User Guide](#).

### **Step 4: Check Technology**

School staff should also be sure that both teachers and students have devices that will support APM assessments. Whether students are in the classroom or remote, school personnel should confirm that each student testing device has the secure browser installed and is configured correctly. The supported systems and technology are the same that are required of the summative assessments which technology coordinators may have already prepared for the 2021–2022 school year. Please see the [Supported Systems & Requirements](#) page for more information on how APM and FSA assessments differ.

### **Step 5: Verify Student Accommodations and APM Settings**

Ensure that student test settings and accommodations, if needed, are correctly set in TIDE for the APM administration or that teachers are familiar with how to set them in the TA Interface at the time of the assessment.

Most students should be able to participate in APM assessments. Accommodations are determined by an Individual Education Plan (IEP) or Section 504 Plan. Students should be offered the same accommodations they are offered for the Florida Statewide Assessments.

### ***Step 6: Prepare Test Tickets and Communicate to Students***

For in-person administrations, school personnel should print and distribute test tickets on the day of the APM administration. For instructions on this process, please refer to the *TIDE User Guide* found on the portal.

Students taking an APM assessment remotely will need to be given login information before beginning the test. We recommend that teachers use existing classroom communication channels to provide this information to students.

## Day of Testing

The following steps outline the process teachers will use to log in to the Test Delivery System, start an APM session with a unique Session ID, and select the APM assessment to be administered.

For teachers administering an APM assessment in person, you can help students log in to their assessments by reading the recommended scripts provided below. For remote administrations, the APM tool currently does not have the capability for a teacher to communicate to all students verbally at one time, so instructions for students will need to be provided ahead of time. A *Remote Participation for Students and Families* Guide is also available in the [APM Resources](#) section of the portal.

### **Step 1: Distribute Equipment and Materials**

Ensure that students have access to a supported device and that test tickets are distributed. If you are administering the APM assessment remotely, ensure that you have communicated students' login information and have indicated to students where they access the APM student interface.

Whether in-person or remote, ensure that the secure browser is launched on each device students will use for the session.

Ensure students have headphones if an APM reading assessment is being administered, if students will test in a remote or hybrid remote and in-person session, or if a student has a TTS accommodation.

Hand-held calculators should not be provided for any APM assessment. For Grade 7 and Grade 8 Mathematics and for Session 2 of Grade 6 Mathematics, a calculator is provided in the student interface.

### **Step 2: Logging in to the APM Test Administrator Interface**

Perform the following actions to log in to the APM Test Administrator Interface:

- Navigate to the APM section of the portal: <https://fsassessments.org/apm.html>
- Select the **APM Test Delivery System** card.
- Enter your TIDE username (e-mail address) and password.
- Click **Log In**. You will be directed to the Operational Test Administrator Interface.
  - If you do not have a username and password, contact your school assessment coordinator (SAC).

### **Step 3: Select APM Assessments to Administer**

Once you have logged in, select the APM assessment(s) you will administer using the drop-downs in the *Operational Test Selection* box. Click **Start Operational Session** in the bottom right corner of the screen.

### ***Step 4: Select Test Reasons***

Select a Test Reason using the drop-down in the *Session Attributes* box. Click **OK** in the bottom left corner of the screen.

Test reasons are categories used to classify APM opportunities for reporting purposes. They indicate the timeframe in which the assessments are taken. Test administrators will choose the appropriate Test Reason based on the time of year the assessment is being administered:

- August – October
- November – January
- February – March

### ***Step 5: Create and Communicate a Session ID***

Each test session will be automatically assigned a unique Session ID. Students must enter the unique Session ID to begin the assessment. Teachers administering the APM assessments remotely, will need to communicate the Session ID ahead of time to students along with their login information.

### ***Step 6: Help Students Log in to the APM Session***

Students can only access the APM Student Interface through the secure browser. Ensure that the browser is launched on each student's device. Students should then enter their first name and username as it appears on their test tickets, along with the Session ID, and click **Sign In**.

### ***Step 7: Approve Students***

The teacher approves each student to enter the APM session. The approval process is an opportunity for the teacher to verify that the student selected the correct APM assessment and to check or select accommodations and test settings before the student begins.

### ***Step 8: Read Scripted Directions (Recommended)***

The next section provides recommended scripted directions to be read by the teacher.

## Administration Instructions and Scripts for the APM Assessments

All teachers should refer to the [Administering the APM Assessments](#) section of this manual, and the *APM User Guide* found on the APM portion of the Florida Statewide Assessments Portal (<https://fsassessments.org/apm.html>) for instructions on the various tasks necessary to administer the APM assessments. Before starting an APM session, verify that all students have been uploaded to the APM administration and have been given appropriate accommodations in TIDE.

For in-person administrations, the school assessment coordinator should print test tickets from TIDE (please refer to the *TIDE User Guide* for instructions). Test tickets should be printed and distributed to teachers before an APM assessment session.

### Script for the APM Assessments (Recommended)

SAY	Today you will be taking an Adaptive Progress Monitoring (APM) assessment.  You may not have any electronic or recording devices, other than the device you are using to take this APM assessment, at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. If you have any devices with you right now, please turn them off and raise your hand.
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If a student raises his or her hand, follow your school's procedures regarding electronic devices. At this time, silence your own electronic device(s).

SAY	You should see a login screen on your device. If you do not, raise your hand. <i>(Pause.)</i>  On the login screen, enter your first name as it appears on your test ticket, your username, and the Session ID.  Click <b>Sign In</b> .  If you need any help signing in, please raise your hand.
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Assist students who need help signing in.

SAY	Now, you will see a screen that says <b><i>Is This You?</i></b> . Verify that the information is correct. If your information is correct, select <b>Yes</b> to continue. If the information is not correct, then select <b>No</b> and raise your hand.
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Students whose information is incorrect must not proceed with testing. The student should click **No**. Contact your school assessment coordinator if a student has a test ticket with incorrect information.

Verify that all students have continued to the next page.

SAY	You should now see a screen that says <b><i>Your Tests</i></b> . Select the Grade ____ ( <i>Reading, Mathematics</i> ) APM assessment.  While you are waiting for your test to be approved, you will see a <b><i>Waiting for Approval</i></b> screen.
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In the TA Interface, you will see an **Approvals** box in the upper right corner that tells you which students have signed in and are waiting for approval. Students cannot proceed without your approval.

Verify that students have selected the correct APM assessment and have the appropriate accommodations before approving students. You may review and edit all student accommodations and test settings during the approval process. To approve all students, select **Approve All Students**. If confirming or setting student accommodations, click **Set & Approve** when finished. To deny a student access to testing, click [ **X** ] for that student.

Once all students are signed in to the test session and are approved to begin, students will see an Audio Checks page. If remote students will use video and microphone, the *Video* and *Recording Device* checks should be completed, in-person students or students without video permission may skip those checks. All students will need to successfully complete the sound check in order to proceed. This is especially true for students taking Reading assessments as there will be audio items on their tests.

SAY	Once you are approved, the <b>Audio Checks</b> page will appear. In the Sound Check section, click the speaker icon and then click <b>Yes</b> if you hear the sound. Raise your hand if you do not hear the sound.
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Assist any students who are unable to hear the audio.

- Make sure the headphones are securely plugged in to the correct jack or USB port.
- If the headphones have a volume control, ensure that the volume is not muted.
- Ensure that the audio on the computer is not muted.

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

SAY	Next, you will see a section 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 <b>I heard the voice</b> . A green tab with a checkmark will appear in the upper right corner of the section. If you are not able to hear the audio, please raise your hand.
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Assist students and contact your school or technology coordinator for assistance, if needed. After all students have completed the text-to-speech setup,

SAY	Now, the <b>Before You Begin</b> page will appear. Review your Test Settings and the <i>Help Guide</i> segments. If you are ready to start, sit quietly and wait for further instruction. If you need help or have questions, raise your hand.
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Ensure that students see the **Before You Begin** page.

### Grade 6 Mathematics Only:

SAY	Your Grade 6 Mathematics APM assessment has two sessions. When you are finished with the first session, you will review your answers and then click <b>Next</b> and then <b>Yes</b> on the pop-up to continue to the next session. I will not need to approve you to start Session 2. You will not be able to go back to Session 1 after starting Session 2. If you have any questions, raise your hand.
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Answer any questions.

SAY	When you have finished your assessment, be sure to check your answers. When you are done, click <b>End Test</b> . A pop-up message will appear. Click <b>Yes</b> to submit your test. Click <b>No</b> to keep working on your test. You will have a chance to go back and review your answers.  If you are satisfied with your answers, click <b>Submit Test</b> . A <b>Warning</b> message will appear. Click <b>Yes</b> on this message. Once you click the <b>Submit Test</b> button, you will not be able to return to your test ( <i>session</i> ).
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Answer any questions.

SAY	If you finish the assessment before the end of the session, please remain quiet until the session ends.  Are there any questions before we begin?
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If permitted by your school assessment coordinator, you may allow students to read after they have finished a session. While still in the room, students should not be permitted to write or to use their computers or devices until after the session is over. Answer any questions.

SAY	Click <b>Begin Test Now</b> .
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While students are taking the test, move around the room to make sure students are progressing through the test. Teachers may answer student questions about test directions but may not answer student questions about test content.

After the end of the administration time,

SAY	The APM assessment is now over. If you have not finished testing, you will be allowed to continue working, but click <b>Pause</b> at this time.  If you have finished, reviewed your responses, and clicked <b>End Test</b> , you may click <b>Submit Test</b> now.
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Most students should have had enough time to finish the test during a 45- to 60-minute time period. If using the Broadcast feature to help students keep track of time, note that students will need to dismiss the broadcast window in order to continue testing. At the end of the APM session, identify those students who require additional time to complete the test.

Verify that these students' tests are in **Paused** status. Verify that all other students have submitted their tests. Follow the procedures established by your school assessment coordinator for students who need additional time.

If all students have finished, click the red **Stop** button in the top banner of the TA Interface. This will end the test session. Click **Logout** in the upper right corner.

### ***Invalidations and Requests***

APM assessments will offer the same types of invalidations and requests as the statewide assessments. To request to restart, reopen, or invalidate an APM assessment, please contact your school assessment coordinator, who will be able to take care of these activities in TIDE. Please see more about invalidations and requests in the *TIDE User Guide*. Reasons for invalidations can include any of the following:

- A student has an electronic device during testing.
- A student is cheating during testing.
- A student is unable to finish due to scheduling issues, or a disruption occurs during testing (e.g., severe weather).
- A student is given an unallowable accommodation, or one not indicated on their IEP or Section 504 Plan.
- A student is given or accessed unauthorized help during testing.

## **After Testing**

Results for the APM Assessments are available immediately in APM-Reporting. Please see the *APM-Reporting User Guide* for more information.

### ***Step 1: Confirm Participation***

After the APM session, check that all students who participated in the APM session have submitted their assessment.

### ***Step 2: Communicate to School Assessment Coordinator***

Report any testing anomalies or requests to your school assessment coordinator to be resolved.

## Adaptive Progress Monitoring (APM) Help Desk

Questions related to Adaptive Progress Monitoring (APM) assessments may be directed to a dedicated APM Help Desk which is open Monday–Friday (except holidays) from 7:00 a.m. to 8:30 p.m., E.T.

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

### **APM Help Desk**

Toll-Free Phone Support: 1-888-944-5001

Email Support: [FloridaAPM@cambiumassessment.com](mailto:FloridaAPM@cambiumassessment.com)

Emails to the APM 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 APM Help Desk, you will be asked to provide as much detail as possible about the issue(s) you encountered.

# Change Log

Location	Change	Date
Throughout Guide	Updated links to new portal.	8/20/21