



# Florida Civic Literacy Exam (FCLE) Postsecondary Reporting Guide

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2021–2022

**Updated December 2, 2021**

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## About the Florida Civic Literacy Exam (FCLE)

### Postsecondary Civic Literacy

Students entering a Florida college system institution or state university in 2018–2019 and thereafter must demonstrate competency in civic literacy. See the [Postsecondary Civics Literacy](#) page for more information. Civic literacy competencies and outcomes include:

- an understanding of the basic principles of American democracy and how they are applied in our republican form of government;
- an understanding of the United States Constitution;
- knowledge of the founding documents and how they have shaped the nature and functions of our institutions of self-governance; and
- an understanding of landmark Supreme Court cases and their impact on law and society.

### Accessing APM-Reporting System

APM-Reporting provides user access to the FCLE assessment results. The user roles State Institution Administrator (SIA), Institution Test Administrator (ITA), Institution Reporter (IR), Campus Test Coordinator (CTC), and Test Proctor (TP) can access the reporting site.

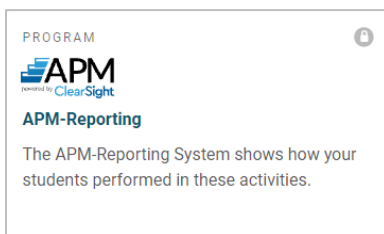


**Note:** For detailed information about user roles, please refer to the [Florida Civic Literacy Exam Postsecondary User Guide](#) on the portal.

### Logging in to APM-Reporting

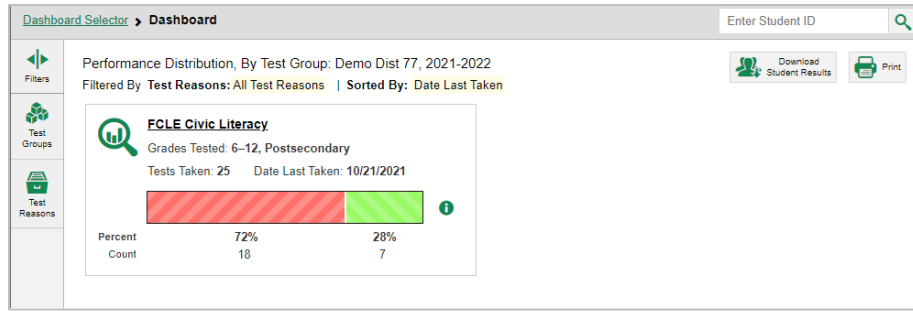
1. APM-Reporting can be accessed by selecting the [APM-Reporting card](#) on the [Florida Statewide Assessments Portal](#).

Figure 1. APM-Reporting Card



2. On the **Login** page, enter your email address and password.

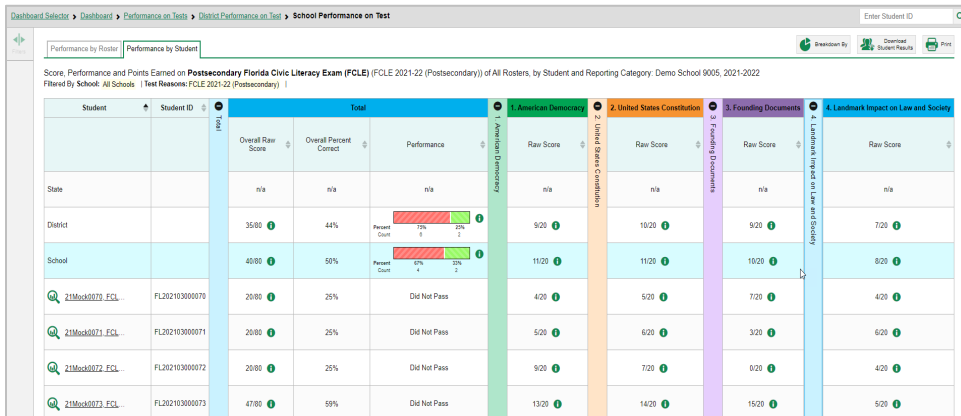
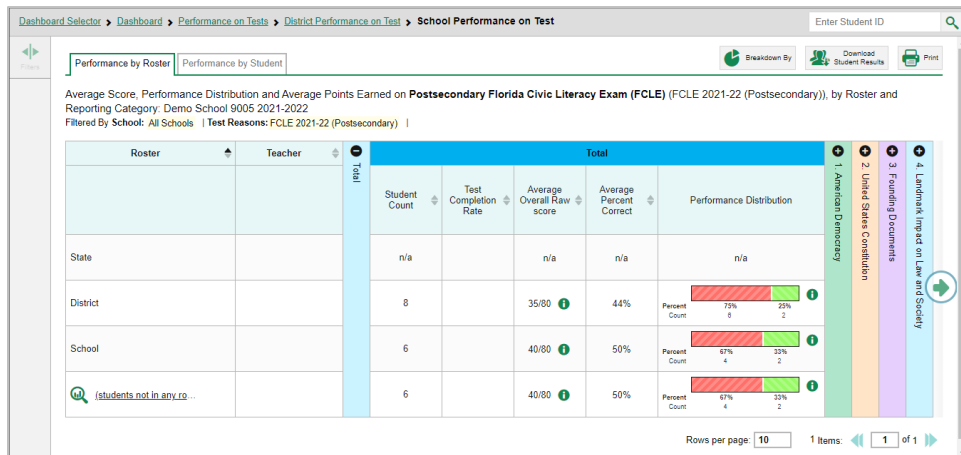
Figure 2. Dashboard



## Viewing Results

Figure 3 and Figure 4).

Figure 3. School Performance on Test (Performance by Roster)

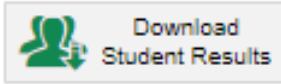


## Downloading Student Results

Student results can be generated for all students at once or users can filter to create reports for certain students.

To download student results:

1. Click the **Download Student Results** button.



2. Select "FCLE 2021-22 (Postsecondary)" under **All Test Reasons**, then click **Next**.

 A screenshot of the "Student Results Generator" application window. The window title is "Student Results Generator" with a close button (X) in the top right. At the top right, there is a search box labeled "Enter Student ID" with a magnifying glass icon. The main area is divided into three vertical panels:
 

- Panel 1 (Left):** "1. Selected Test Reasons". It contains a "Select the test reasons." section with a "Next" button. Under "All Test Reasons", the option "FCLE 2021-22 (Postsecondary)" is selected with a blue checkmark. Other options include "August - October", "FCLE 2021-22 (K-12 Winter)", "February - March", "November - January", and "Summer #1".
- Panel 2 (Middle):** "2. Selected Assessments". It is currently empty.
- Panel 3 (Right):** "3. Selected Students". It shows "Selections Students: 8 ISRs: 8". Under "Report Type", "Individual Student Report" is selected. Under "Print Options", "Report Format" is set to "Single PDF" and "PDF Type" is set to "Simple". There are "Generate" and "Cancel" buttons at the bottom.

 A screenshot of the "Student Results Generator" application window. The window title is "Student Results Generator" with a close button (X) in the top right. At the top right, there is a search box labeled "Enter Student ID" with a magnifying glass icon. The main area is divided into three vertical panels:
 

- Panel 1 (Left):** "1. Selected Test Reasons". It is currently empty.
- Panel 2 (Middle):** "2. Selected Assessments". It contains a "Select the assessments." section with "Previous" and "Next" buttons. Under "All Subjects", "Civic Literacy" is selected. Under "Civic Literacy", "Grade Postsecondary" is selected.
- Panel 3 (Right):** "3. Selected Students". It shows "Selections Students: 8 ISRs: 8". Under "Report Type", "Individual Student Report" is selected. Under "Print Options", "Report Format" is set to "Single PDF" and "PDF Type" is set to "Simple". There are "Generate" and "Cancel" buttons at the bottom.

4. Select the students.

 A screenshot of the "Student Results Generator" application window. The window title is "Student Results Generator" with a close button (X) in the top right. At the top right, there is a search box labeled "Enter Student ID" with a magnifying glass icon. The main area is divided into three vertical panels:
 

- Panel 1 (Left):** "1. Selected Test Reasons". It is currently empty.
- Panel 2 (Middle):** "2. Selected Assessments". It is currently empty.
- Panel 3 (Right):** "3. Selected Students". It contains a "Select the students." section with a "Filters" dropdown and "Previous" button. Under "All Students", "Demo School 9009" is selected. There is a "Click to Load More..." link. The "Selections" summary shows "Students: 12 ISRs: 6". Under "Report Type", "Individual Student Report" is selected. Under "Print Options", "Report Format" is set to "Single PDF" and "PDF Type" is set to "Simple". There are "Generate" and "Cancel" buttons at the bottom.

5. Select one of the following under **Report Type**.
  - a. The **Individual Student Report** option will generate a single PDF or multiple PDFs of the student report.

The screenshot shows a configuration window for report generation. At the top, it indicates 'Students: 8' and 'ISRs: 8'. Under the 'Report Type' section, the 'Individual Student Report' radio button is selected. Below this, the 'Print Options' section includes 'Report Format' with 'Single PDF' selected and 'Multiple PDFs in a ZIP file' as an option. The 'PDF Type' section has 'Simple' selected and 'Detailed' as an option. At the bottom, there are 'Generate' and 'Cancel' buttons.

- b. The **Student Data File** option will generate an Excel, CSV, or TXT file of student results.

The screenshot shows a configuration window for report generation. At the top, it indicates 'Students: 81'. Under the 'Report Type' section, the 'Student Data File' radio button is selected. Below this, the 'Print Options' section includes 'Report Format' with 'XLS' selected and 'CSV' and 'TXT' as options. The 'Output' section has 'Data File for Each Test' selected. A note below states: 'Sub-scores will not be available in the combined data file; only overall scores/measures will be included.' At the bottom, there are 'Generate' and 'Cancel' buttons.

6. Select **Print Options**, then click **Generate**.

The header for the APM Reporting interface. On the left is the 'APM powered by ClearSight' logo. On the right, the user information is 'User: SIA@demo.user | Role: SIA @ State: Florida'. Below this, there are navigation links: 'Inbox (7)' (highlighted with a red box), 'My Settings', 'Help', and 'Sign Out'.

8. Once in the **Inbox**, you can click the report to **view** and/or **download**.

The screenshot shows the 'Secure Inbox' interface. It has tabs for 'Inbox' and 'Archived'. A 'System Labels' section shows 'Reporting' is selected. Below is a table of report entries:

Name	Creation Date	Expire Date	Days Available	Actions
DemoDistrict09_StudentISRs_115633043 AM.pdf	10/22/2021 11:55 AM	11/21/2021 11:55 AM	29 days	View Download

## Help Desk

Questions related to the Florida Civic Literacy Exam may be directed to the [Florida Help Desk](#). The Help Desk will be open Monday through Friday (except holidays) from 7 a.m. to 8:30 p.m. ET. If you are a Florida college or state university user calling about the Florida Civic Literacy Exam, press 3.

**Florida Help Desk**

Toll-Free Phone Support: 866-815-7246

Email Support:  
[FloridaHelpDesk@CambiumAssessment.com](mailto:FloridaHelpDesk@CambiumAssessment.com)

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