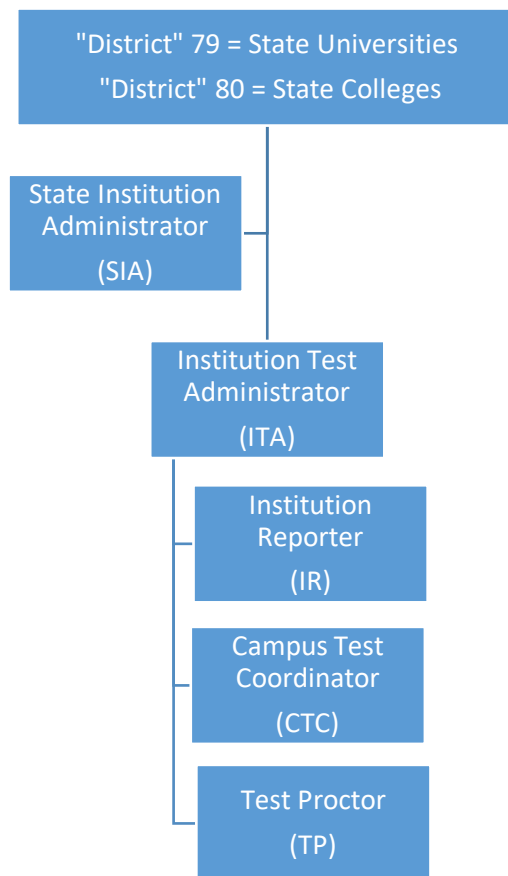


Cambium Assessment Inc., (CAI) – Florida Civic Literacy Exam (FCLE) – Postsecondary User Roles



Role Definitions:

- **State Institution Administrator (SIA)** – State-level users (FCS or SUS) who will access scores at the state level for all institutions. This role will have the ability to add or delete Institutional Test Administrators at each school.
- **Institution Test Administrator (ITA)** – One “school” will be established for each FCS or SUS institution (e.g., Broward College, University of North Florida). One user at each institution will be added with the Institutional Test Administrator role. This user is responsible for adding and managing users for the roles listed below them on the hierarchy (IR, CTC, TP). The ITA can upload student enrollment files (PreID files), view/add/edit individual students in TIDE, place orders for test materials (Spring 2022 and beyond), monitor test progress, create and approve requests (e.g., invalidations, re-open a test), create and manage rosters, print test tickets, administer tests through the TA Interface, and has access to data and can generate reports for all students within the institution.
- **Institution Reporter (IR)** – This role has access to data and can generate reports for all students within the institution.
- **Campus Test Coordinator (CTC)** – This role will manage campus-based tasks such as viewing/adding/editing individual students through the UI (TIDE), printing test tickets, managing rosters, creating requests (e.g., invalidations, re-open tests), monitoring test progress, and accessing the TA Interface for administering tests. CTC can add TP users. This role can access data for their school and generate reports.
- **Test Proctor (TP)** – This role is mainly responsible for administering tests in the TA Interface. This role can also View/Edit/Add students in TIDE. This role has access to reports in order to print an individual score report for a student.