

# Script for Administering the Computer-Based Florida Civic Literacy Exam (FCLE) Sample Test

This script should be used to administer the Florida Civic Literacy Exam (FCLE) Sample Test to students who will take a computer-based test via the secure browser. If students will sign in with an Internet browser, you will need to make adjustments to the script to remove references to the secure browser.

If you will administer the sample test to students using CBT accommodations, access the *Script for Administering the Accommodated Computer-Based FCLE Sample Test* on the Florida Statewide Assessments Portal.

This script describes the presentation of items and tools in the secure browser for the FCLE sample test. This script is intended to provide instruction for all aspects of the sample test. However, test administrators may expand on the script as appropriate to the needs of the participating students. Test administrators may find it helpful to project the sample test and walk through items along with students.

This script directs test administrators to provide test tickets for students. However, you may administer the sample test without test tickets. If students do not use test tickets, you will need to modify this script to direct students to sign in as Guest Users. This script also includes instructions for test administrators to create a training session for students to log in to. FDOE strongly recommends that test administrators and schools use this method to conduct their sample tests to ensure a similar login process to what students will experience during operational testing. The login portion of this script will need to be modified to match the login process if a Guest Session is used instead of a training session.

Students who log in to the test with tickets will be displayed in the TA Training Site. To keep a record of students who have participated in the sample test, you can then print this page for your records.

## **Before Beginning the Sample Test**

1. Before students arrive, ensure that the testing room is prepared as it will be on the day of the test.
2. Ensure that each student has a pen or pencil and a piece of paper to take notes.
3. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
4. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will take the sample test in your room. **Do not distribute test tickets until instructed to do so in the script.**
5. Launch the secure browser on student computers or devices prior to beginning the sample test session.
6. Select **Go to the Practice Test Site** in the blue box in the lower left corner of the browser.

## **Create a Sample Test Session**

1. Go to the Florida Statewide Assessments Portal, click **Teachers and Test Administrators**, and then click **TA Training Site**.

2. Log in using your email address and password.
3. Select **Florida Civic Literacy Exam Sample Test (FCLE)**, and then start the session.
4. Record the Session ID, which students will use to log in to the sample test. The Session ID should be displayed where it is visible to all students. The Session ID for the sample test will begin with TRAIN. **If the Session ID does not begin with TRAIN, stop the session and follow steps 1–3 in this section again.**

**Note:** As a security measure, test administrators are automatically logged out of the TA Training Site after 90 minutes of test administrator **and** student inactivity. A session will remain active if students are waiting for approval, if students are actively taking the test, or if the test administrator is interacting with the TA Training Site.

### **Beginning the Sample Test**

SAY	<p>Today, you are going to learn how to use the secure browser, the test platform you will use to take the computer-based Florida Civic Literacy Exam. This sample test is designed for students who will take the FCLE.</p> <p>Remove all materials from your desk. Your computer or device should be opened to the <b><i>Please Sign In</i></b> screen. Please follow my instructions, and do not change screens until I tell you to do so.</p> <p>Now, look at the <b><i>Please Sign In</i></b> screen. If you do not see this screen, raise your hand.</p>
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If a computer or device does not display the ***Please Sign In*** screen, open the secure browser on that computer or device and navigate to the sample test ***Please Sign In*** screen.

### **Display the Session ID for students.**

Distribute the test tickets.

SAY	<p>Look closely at your test ticket and make sure that it has your correct name, date of birth, and ID number on it.</p> <p>Do <b>not</b> sign in before I instruct you to do so.</p> <p>Raise your hand if you do not have the correct ticket.</p>
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If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY	<p>Make sure that the box for <b>Guest User</b> is switched to OFF. Make sure that the box for <b>Guest Session</b> is switched to OFF. Now, log in by typing your First Name as it appears on your test ticket, your Username, and the Session ID TRAIN-_____-_____. The first box will already be entered for you. The Session ID is displayed for you.</p> <p>Click <b>Sign In</b>. Raise your hand if you need assistance.</p>
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Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says <i>Is This You?</i> . Verify that the information is correct. If your information is correct, select <b>Yes</b> to continue. If the information is not correct, then select <b>No</b> to return to the <i>Please Sign In</i> screen and raise your hand.
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Assist any students who raise their hands.

SAY	<p>You will now see a screen that says <i>Your Tests</i>. Click the arrow to the left of <b>Start Florida Civic Literacy Exam Sample Test (FCLE)</b> to proceed.</p> <p>While you are waiting for your test to be approved, you will see a <i>Waiting for Approval</i> screen. This screen includes your first and last names, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand.</p> <p>Otherwise, please sit quietly while I approve your tests.</p>
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Assist any students who raise their hands.

In the TA Training Site, click the **Approvals** button to review the list of students ready to begin testing.

Once you ensure that all students have logged in correctly, approve students to test by selecting **Approve All Students** and selecting **Yes** on the *Important!* pop-up window.

SAY	<p>Now, you should see a screen that says <i>Before You Begin</i>. Do not click <b>Begin Test Now</b> until I instruct you to do so.</p> <p>Click <b>View Test Settings</b>. You should see a screen that says <i>Review Test Settings</i>.</p> <p>This screen allows you to choose the print size, background color, and mouse pointer for your test. If you would like to change your selections, do so now. You should see your changes made on the screen once you select them. You can click <b>Undo Changes</b> to return to previously selected settings. If you have any questions, raise your hand. (<i>Answer any questions.</i>)</p> <p>Click <b>OK</b> to save your changes and return to the <i>Before You Begin</i> screen.</p> <p>Below the <i>Test Settings</i>, click <b>View Help Guide</b>. You should see a screen that says <i>Help Guide</i>. Take a moment to review this screen. These instructions show you how to navigate in the test and how to use the tools and features of the testing site. We will discuss these tools in more detail on the next screen. These instructions are also available for you to reference in the sample test. (<i>Pause.</i>) Click <b>Back</b> to return to the <i>Before You Begin</i> screen.</p> <p>If you have any questions, raise your hand.</p>
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Answer any questions.

SAY	Now, select <b>Begin Test Now</b> , but do not begin yet.
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Pause to make sure that all students have the first question on their screens. Help students if necessary.

SAY	<p>Listen as I describe the screen.</p> <p>In the top left corner of your screen, you will see the navigation buttons.</p>
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SAY	<p>The <b>Back</b> and <b>Next</b> buttons can be used to move to the previous or the next question. The Back button is currently deactivated because you are on the first question, but it will be available for later questions.</p> <p>Click <b>Next</b> now. Because you have not yet entered an answer for this question, you will see a pop-up message that warns you that you have not entered a response to the item on the page. If you wanted to proceed without answering, you would select Yes. To remain on the page, you would select No. At this time, click <b>Yes</b> to proceed to the second question. <i>(Pause while students move to the second question.)</i></p> <p>To the right of the Next button, you will see the <b>Save</b> button. The Save button allows you to manually save your work. This is an optional feature. If you do not select this button, your answer will be saved automatically every two minutes or when you go to the next question.</p> <p>Look to the right of the Save button, where you will see the <b>Pause</b> button. The Pause button allows you to pause and exit the test. Do not select Pause at this time.</p> <p>Are there any questions?</p>
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Answer any questions.

SAY	<p>Now, I will describe several tools that may help you with this computer-based sample test, and you will practice using them.</p> <p>At the top right corner of your screen, you will see the <b>Line Reader</b> and <b>Zoom</b> buttons. The Line Reader tool helps you track line by line as you read a question. Now, select <b>Line Reader</b>. When you have selected the tool, the button will turn orange. Select one of the answer options for this question and the line reader will move to that line. You can move the Line Reader on the screen with the up and down arrows on your keyboard or by clicking on a line of text with your mouse.</p> <p>Practice using the Line Reader tool on the screen. <i>(Pause while students practice using the Line Reader.)</i> Now, select <b>Line Reader</b> again to turn off the tool. The button will revert to its original color. Note that the Line Reader tool will turn off when you use some of the tools, like zoom.</p> <p>Next to the Line Reader button, you will see the <b>Zoom Out</b> and <b>Zoom In</b> buttons. You can use these buttons to decrease and increase the size of text within the test page. Four levels of magnification are available. Now, practice using the Zoom Out and Zoom In buttons to find the text size with which you are most comfortable. <i>(Pause while students practice using the Zoom buttons.)</i></p> <p>At the top right side of the page, above the zoom buttons, you will see a small question mark button. This is the <b>Help</b> button. Now, click the <b>Help</b> button. A pop-up window with the Help Guide, including Overview of the Test Site, Test Rules, and Accessing Context Menu Tools, will display.</p>
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SAY	<p>You can drag this pop-up window around the page if needed. You can resize the window using the blue resizing handle on the bottom right corner. Holding your mouse down, drag the blue icon with four arrows out or down to resize the window. Release the mouse when the text box is the size you want. You can also maximize or minimize the window by selecting the double-sided arrow icon in the upper right corner. Click the icon to maximize the window. When maximized, the window covers the entire test page except for the navigation bar on top. Note that you cannot move the window to different parts of the test page when the window is maximized. Click the icon again to minimize the window. This is the same screen that you reviewed before beginning the sample test. These instructions remind you how to navigate from one item to the next and how to use the tools and features in the testing platform. Take a moment to scroll through these instructions. Raise your hand if you have any questions about the information in the Help Guide. <i>(Pause. Answer any student questions.)</i></p> <p>Now, close the window by clicking the X in the circle at the top right corner of the Help Guide. <i>(Pause while students close the Help Guide.)</i></p> <p>Are there any questions about any of the tools?</p>
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Answer any questions.

SAY	<p>Now, look to the right of the question number and find three horizontal lines in a circle. This is the <b>context menu</b>. Click the lines to open the context menu.</p> <p>First, you will see a flag icon, a grayed-out line that says Highlight Selection, and a set of letters with a horizontal line through them. Click the flag icon for <b>Mark for Review</b>. This feature will allow you to flag a question that you might want to review at a later time. You can mark an item for review by using the context menu or by right-clicking, if available on your device, in the question and answer area and selecting Mark for Review. Once you mark an item for review, the solid rectangle around the item number will show the top right corner folded over, a flag icon will appear next to the item number, and the item number in the drop-down list in the top left corner of the screen will have a flag icon next to the number.</p> <p>After you finish reviewing a question, return to the context menu and select <b>Unmark Review Item</b>. You can also right-click, if available on your device, in the question and answer area and select Unmark Review Item. The item number will revert to a solid rectangle without a folded corner, and the item number in the drop-down list will no longer have a flag icon. Now, practice selecting <b>Mark for Review</b> and <b>Unmark Review Item</b>. <i>(Pause.)</i> For now, leave this question marked for review.</p> <p>You can use the <b>Highlight Selection</b> tool to highlight portions of a question. To highlight, click and drag to select the text you want to highlight. Then, right-click in the highlighted area and select <b>Highlight Selection</b>. There are four colors available for highlighting: yellow, orange, mint green, and lavender. Select a color, and your text will be highlighted. You cannot highlight over previously highlighted text. To change the highlight color of your selection, you will need to remove or reset the highlighting and then highlight text in a different color.</p> <p>To remove all highlighting, right-click and select <b>Reset Highlighting</b> from the context menu. To remove only certain portions of highlighting, select the text you want to remove highlighting from, right-click, and choose <b>Remove Highlight</b>. Practice highlighting and removing highlighting from words in the question. <i>(Pause.)</i></p>
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SAY	<p>Now, select the context menu, and then select the set of letters with a line through them, which is the <b>Strikethrough</b> tool. You can use the Strikethrough tool to cross out answer choices that you have eliminated as possible correct answers. Click the first answer option. You should see a gray line through that answer option.</p> <p>Note that using Strikethrough on an answer option you have previously chosen does not automatically remove your selection of that response. To remove a strikethrough, click the eliminated option. Click anywhere outside the box around the answer choices to turn off the Strikethrough tool. Now, practice adding and removing strikethroughs. <i>(Pause.)</i></p> <p>In the top left corner of your screen, you will see a drop-down menu with the word “Items” and up and down arrows. This is the <b>Item Summary</b> drop-down list. Now, click to open this list. You will see the item numbers. The Item Summary allows you to quickly move to different questions. You can use this drop-down list to revisit questions you have already seen, or to see the next question. Items that are unanswered or marked for review are indicated in the drop-down.</p> <p>Are there any questions about any of these tools?</p>
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Answer any questions, and make sure that everyone can use the tools. Help students if necessary.

SAY	<p>Now, click <b>Back</b> to return to Question 1. You can also open the Item Summary and select 1. <i>(Pause.)</i></p> <p>All questions in this sample test are multiple-choice. Look at Question 1. To begin, read the question or instructions on the screen. After you finish reading the question, read the answer choices. When scrolling is required, you will see a bouncing arrow at the bottom of the screen. After you’ve finished scrolling all the way down, the bouncing arrow disappears and the green bar displays all the way across the bottom of the screen. After you’ve read the item and answer choices, click the button next to an answer option to select your answer. The button will become filled in. To remove your selection, click the button again.</p> <p>You may now begin the sample test. Answer all the questions and practice using the tools. Raise your hand if you have any questions while taking the sample test. Do not exit the sample test until instructed to do so.</p>
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Walk around the room and assist students as necessary. After students have had sufficient time to practice using the tools and answer the questions, review the correct responses to the test with the students.

SAY	<p>Now, select the <b>Item Summary</b> drop-down list and go back to Question 1 to check your answers. The correct answers for questions 1–40 are:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 5px;">1. A</td> <td style="padding: 5px;">11. A</td> <td style="padding: 5px;">21. D</td> <td style="padding: 5px;">31. C</td> </tr> <tr> <td style="padding: 5px;">2. A</td> <td style="padding: 5px;">12. C</td> <td style="padding: 5px;">22. D</td> <td style="padding: 5px;">32. A</td> </tr> <tr> <td style="padding: 5px;">3. D</td> <td style="padding: 5px;">13. D</td> <td style="padding: 5px;">23. C</td> <td style="padding: 5px;">33. B</td> </tr> <tr> <td style="padding: 5px;">4. A</td> <td style="padding: 5px;">14. A</td> <td style="padding: 5px;">24. A</td> <td style="padding: 5px;">34. A</td> </tr> <tr> <td style="padding: 5px;">5. D</td> <td style="padding: 5px;">15. C</td> <td style="padding: 5px;">25. B</td> <td style="padding: 5px;">35. D</td> </tr> <tr> <td style="padding: 5px;">6. C</td> <td style="padding: 5px;">16. C</td> <td style="padding: 5px;">26. D</td> <td style="padding: 5px;">36. C</td> </tr> <tr> <td style="padding: 5px;">7. A</td> <td style="padding: 5px;">17. A</td> <td style="padding: 5px;">27. B</td> <td style="padding: 5px;">37. D</td> </tr> <tr> <td style="padding: 5px;">8. C</td> <td style="padding: 5px;">18. B</td> <td style="padding: 5px;">28. C</td> <td style="padding: 5px;">38. C</td> </tr> <tr> <td style="padding: 5px;">9. C</td> <td style="padding: 5px;">19. A</td> <td style="padding: 5px;">29. B</td> <td style="padding: 5px;">39. D</td> </tr> <tr> <td style="padding: 5px;">10. D</td> <td style="padding: 5px;">20. C</td> <td style="padding: 5px;">30. B</td> <td style="padding: 5px;">40. D</td> </tr> </table>	1. A	11. A	21. D	31. C	2. A	12. C	22. D	32. A	3. D	13. D	23. C	33. B	4. A	14. A	24. A	34. A	5. D	15. C	25. B	35. D	6. C	16. C	26. D	36. C	7. A	17. A	27. B	37. D	8. C	18. B	28. C	38. C	9. C	19. A	29. B	39. D	10. D	20. C	30. B	40. D
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SAY	<p>Now, we will practice how you will exit the test if you need to leave the room for an extended period of time during the actual test.</p> <p>The Pause button allows you to pause and exit the test for an extended period of time. Now, click Pause. (Pause for students to select the button.) A pop-up window will appear and ask you to confirm that you want to pause the test and to ask your test administrator before pausing your test. You should then verify with your test administrator whether you should pause your test. For today, click No. On the day of the test, if you have your test administrator’s permission, you will click Yes.</p>
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Pause while students click **No**.

SAY	<p>Now, we will practice how you will submit your test.</p> <p>From Question 40, click <b>Next</b> to access the review screen. On this screen, you will have the option to review any unanswered or flagged items.</p> <p>If you marked any questions for review, you will see a flag icon next to the question number reminding you that you marked that item for review. If you wanted to review your response, you would click on the item number with the flag in it. You would then be taken back to the question you had marked for review. If you had left any questions unanswered, those questions would also be indicated on this screen with a triangle. Do not select a question number to review your answer at this time.</p> <p>Click <b>End Test</b> in the upper left corner of the screen. A pop-up message will appear. Make sure that the message says, “You have reached the end of the test.,” and then click <b>Yes</b>. (Pause.)</p> <p>On the next screen, click <b>Submit Test</b>. A <b>Warning</b> message will appear. Click <b>Yes</b> on this message. (Pause.)</p> <p>You will now see a message that says, “Practice Test Completed.” Click <b>Log Out</b>.</p>
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After students have logged out, check each computer or device and make sure that each student has exited the test properly. Help students as needed. Provide students with the sample test URL (<http://fsassessments.org/families.html>) so that they may access the sample test on their own.