Florida
Statewide Assessments

Winter 2022
Scripts and Instructions
for Administering Accommodated
Computer-Based Assessments

End-of-Course Assessments and Florida Civic Literacy Exam

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Introduction

This document includes scripts and instructions for administering the Winter 2022 End-of-Course (EOC) assessments (B.E.S.T. Algebra 1, Biology 1, Civics, B.E.S.T. Geometry, and U.S. History) and the Florida Civic Literacy Exam (FCLE) to students who require computer-based accommodations (masking, text-to-speech). Test administrators (TAs) are responsible for reading the *Test Administration Policies and Procedures*, *Test Security Policies and Procedures*, *Test Invalidation Policies and Procedures* sections, the *Test Administrator Responsibilities* sections, and the appropriate appendices of the *Winter 2022 End-of-Course Assessments and Florida Civic Literacy Exam Test Administration Manual* (Winter 2022 EOC and FCLE Manual). Test administrators are also responsible for reading the *2022–2023 Statewide Assessments Accommodations Guide*.

Scripts and instructions for administering braille accommodations are included with braille test materials and are available on the Florida Statewide Assessments Portal. Scripts and instructions for administering paper-based accommodations (regular print, large print, one-item-per-page) are available on the portal (**https://FSAssessments.org/fsa.html**). Paper-based accommodations are not available for B.E.S.T. Algebra 1 and Geometry EOC assessments for this administration. Students who require these accommodations will test in the Spring 2023 EOC window.

CBT Accommodations

Platform

All assessments are administered using the Test Delivery System (TDS) through the secure browser, which is available on the Florida Statewide Assessments Portal at **https://FSAssessments.org/fsa.html**. For more information regarding TDS, see the user guides posted to the portal.

Accommodations

Computer-based accomodations are available for students who have those accommodations listed in their IEPs or Section 504 Plans.

Accommodation	Description	Subject(s)	Location
Masking	Temporarily mask (hide) an area of the test screen to reduce distraction.	All subjects	Toolbar
Text-to-Speech	Instructions, test items, and answer options are read aloud using the TTS tool.	All subjects	Under the Context Menu

Script for Administering the Accommodated Computer-Based B.E.S.T. Algebra 1/Geometry EOC Assessment

160+ Minutes

The following script should be used for students participating in the B.E.S.T. Algebra 1 or Geometry EOC assessment using computer-based accommodations. If you are administering a computer-based test without accommodations, see the Winter 2022 EOC and FCLE Manual.

When testing students are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

This test is 160 minutes, and students will take a short stretch break after 80 minutes of testing. Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.

- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will not be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.

- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.**

- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students' tests. If a student's test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.

- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).

- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**

- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.

- When reading the following script, please note that optional words are italicized and in parentheses.

- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 25–26 of the Winter 2022 EOC and FCLE Manual, including removing or covering any visual aids on boards or walls.

2. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**

3. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in Appendix E of the Winter 2022 EOC and FCLE Manual and on the Florida Statewide Assessments Portal.)

4. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying mathematical concepts).

5. Prior to testing, ensure that students have the following:
   - A pen or pencil
   - A CBT Work Folder
   - *B.E.S.T. Algebra 1 EOC Mathematics Reference Sheet* or *B.E.S.T. Geometry EOC Mathematics Reference Sheet* (Paper reference sheets should be provided **only** if your school is providing copies for all students.)
   - A handheld scientific calculator with only allowable functionalities (if your school is allowing their use)

6. Check that all students have been assigned the correct accommodation in TIDE (masking, text-to-speech).

7. If any students are taking the test with the text-to-speech accommodation, ensure that they have headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.

8. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.

9. Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the student *Please Sign In* screen is displayed as shown below. The computer or device is now ready for the student to begin.

Create a Test Session

1. Go to the Florida Statewide Assessments Portal and click **B.E.S.T., Science, Social Studies, FCLE, & FSA Retakes**.

2. Select **Administer Statewide Assessments** and then log in to the TA Interface with your username and password.

3. Select the test you will be administering and then start the session.

4. Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart. The Session ID will begin with "FL." If the Session ID does not begin with FL, stop the session and repeat steps 1–3 of this section.

Note: As a security measure, test administrators are automatically logged out of the TA Interface after 90 minutes of test administrator **and** student inactivity. Do not create your session until immediately prior to testing.

SAY	Today, you will take the B.E.S.T. *(Algebra 1 EOC) (Geometry EOC)* test. The only materials on your desk should be your *(B.E.S.T. Algebra 1 EOC Mathematics Reference Sheet,) (B.E.S.T. Geometry EOC Mathematics Reference Sheet,) (scientific calculator,)* pen or pencil and your work folder.
	You may not have any electronic or recording devices, other than the device you are using to take the test (and your calculator), 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. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, smartwatches, cameras, Bluetooth/wireless headphones/earbuds, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. **If you access any electronic or recording devices at any time during this test, including breaks, your test will not be scored.** If you have any devices with you right now, please turn them off and raise your hand.

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 will have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time.**
	Write your first and last names and today's date on your work folder. You may use your work folder to work the problems. You may not use any other paper. I will collect your work folder at the end of this test.
	Please do not type any information until I tell you to do so.

Ensure that the Session ID is displayed where all students can see it.

SAY	Now, look at the ***Please Sign In*** screen. If you do not see this screen, raise your hand.

If a computer or device is not opened to the ***Please Sign In*** screen, open the secure browser on that computer or device.

SAY	Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start.

Distribute the test tickets.

SAY	Look closely at your test ticket and make sure it has your correct name, date of birth, and ID number on it.
	Do **not** sign in before I instruct you to do so.
	Raise your hand if you do not have the correct ticket.

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	Now, log in by typing your First Name as it appears on your test ticket, your Username, and the Session ID FL -_____-____. The Session ID is displayed for you. Click **Sign In**. Raise your hand if you need assistance.

Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says *Is This You?*. Verify that the information is correct. If your information is correct, select **Yes** to continue. If the information is not correct, then select **No** and raise your hand.

Assist any students who raise their hands.

SAY	You will now see a screen that says *Your Tests*. Click the arrow to the left of **Start (B.E.S.T. Algebra 1 EOC) (B.E.S.T. Geometry EOC)** to proceed.
	While you are waiting for your test to be approved, you will see a *Waiting for Approval* 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.
	Otherwise, please sit quietly while I approve your tests.

Assist any students who raise their hands.

In the TA Interface, select the Approvals button to review the list of students ready to begin testing. You may need to select **Refresh** to see all the students in your testing room on your list.

Review test settings: To view a student's online accessibility settings or accommodations, click the corresponding Test Settings icon [⊚]. Accessibility settings and/or accommodations for individual students are displayed. If changes to accommodations are required, deny the student's approval request and contact your school assessment coordinator who will update the student's test settings in TIDE.

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

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

SAY	Now, you will see a screen that allows you to verify the text-to-speech tool functionality.
	Click the large speaker icon and listen to the audio.
	Choose the settings that work best for you and then select **I heard the voice**. The *Before You Begin* screen will display. Do **not** click **Begin Test Now** until I tell you to do so. If you are not able to hear the audio, please raise your hand.

Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have completed the text-to-speech setup,

SAY	On the ***Before You Begin*** screen, you will see a section titled *Testing Rules Acknowledgment*. Please listen and read along as I review the testing rules. 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 test, including during breaks.
	Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.
	Are there any questions?

Answer all questions.

SAY	Now, read silently as I read the Testing Rules Acknowledgment out loud.
	I understand these testing rules. If I do not follow these rules, my test score may be invalidated.
	Now, click the box next to the acknowledgment to indicate that you understand the testing rules.

Pause while students click the box. If a student does not check the box, contact your school assessment coordinator.

SAY	Now, on the ***Before You Begin*** screen, click **View Test Settings**. You should see a screen that says ***Review Test Settings***.
	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. If you have any questions, raise your hand.

If a student raises his or her hand, have the student make adjustments to his or her accessibility settings. Ensure that the correct information displays for that student on the ***Review Test Settings*** screen.

SAY	Click **OK** to save your changes and return to the ***Before You Begin*** screen. Do **not** begin your test at this time.
	Below *Test Settings*, click **View Help Guide**. These instructions remind you how to navigate in the test and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions.

Pause to allow students a moment to review the instructions and answer all student questions.

SAY	Click **Back** to return to the ***Before You Begin*** screen.
	Do **not** click **Begin Test Now** until I tell you to do so.
	Read each question carefully today and look at all the answer choices before selecting your answer.
	There are 45 questions on today's test. Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, choose what you think is the best answer. You can flag a question to come back to it, but you must choose an answer to keep moving forward in the test. After you have answered all the questions, go back and review any questions you have flagged.
	As a reminder, you may access a pop-up window displaying a calculator by clicking the Calculator button in the top right corner of the test.

Read the appropriate instructions below and on the following page for the accommodations you are administering.

Masking

SAY	If you will take this test using **Masking** as an accommodation, then listen as I describe this tool.
	The Masking tool allows you to hide portions of the screen. To access the Masking tool within an item, click the button labeled **Masking** in the upper right corner of your screen. The button has a picture of a shaded square on it. When you have turned the Masking tool on, the button will turn orange.
	To mask a portion of the screen, click the left mouse button and drag until the gray square covers the portion of the screen that you would like to mask. Then, release the mouse button. The area will be masked.
	To remove the masking, click the close button in the upper right corner of the masked area. The close button is a circle with an X in the center.
	To turn off the Masking tool, click the **Masking** button again. The button will revert to its original color.
	Are there any questions?

Answer all questions.

Text-to-Speech

SAY	If you will take this test using **Text-to-Speech** as an accommodation, then listen as I describe this tool.
	To access the text-to-speech tool, click the three horizontal lines above the response area to open the context menu.
	Click **Speak Question** to have the question and answer options read aloud.

SAY	To have the voice read a single answer option, open the context menu and select **Speak Option**. You will then click the option you would like to have read aloud. You can also have an answer option read aloud by right-clicking on that answer option and selecting **Speak Option**. If you wish to hear only a portion of an item, select the text you wish to have read aloud, and then open the context menu. Click **Speak Selection** to have the selected text read aloud. To pause the voice while it is speaking, select the context menu again. Click **Pause Speaking**. To restart the voice from the point at which you paused, click **Resume Speaking**. *(Note: These tools are not available on Chrome.)* To stop the voice while it is speaking, select the context menu. Click **Stop Speaking**. To hear the question again from the beginning after you have stopped the voice, select the context menu and click **Speak Question** again. To listen to the voice read from anywhere in a passage or item to the end of that passage or item, right-click where it should begin speaking and select **Start Speaking From Here**. To make adjustments to the text-to-speech settings, click on the System Settings tool, which is above the Zoom buttons and looks like a wheel. Here you can adjust the volume, pitch, and rate of the Text-to-Speech tool. When you have finished adjusting your text-to-speech settings, select **OK** to exit and save your changes or **Cancel** to exit without saving your changes. Note that if you adjust your volume settings while the Text-to-Speech tool is in use, the volume will not adjust until after you select OK. Are there any questions?

Answer all questions.

If your school provided paper copies of the *B.E.S.T. Algebra 1 EOC Mathematics Reference Sheet* or *B.E.S.T. Geometry EOC Mathematics Reference Sheet* for students to use,

SAY	Now, look at the top of your paper reference sheet. It should say *(B.E.S.T. Algebra 1 EOC Mathematics Reference Sheet) (B.E.S.T. Geometry EOC Mathematics Reference Sheet)*. Examine the page carefully to ensure that content near the edge of the reference sheet has not been cut off. Please raise your hand if there are problems with your reference sheet.

Pause, then collect any defective reference sheets and return them to the school assessment coordinator. Distribute new reference sheets to these students and instruct them to check the sheets carefully.

SAY	Write your first and last names in the upper right corner of the reference sheet now. *(Pause.)* This is considered a secure document and must be returned with your work folder. Please raise your hand if you have any questions.

Answer all questions.

Read Option A, B, or C based on instructions from your school assessment coordinator.

Option A

SAY	When you have finished this test, click **End Test** in the upper left corner of the screen. This button only appears after you have visited all items in this test. When you have finished reviewing your test, please raise your hand. I will collect your *(reference sheet, calculator,)* work folder and test ticket.
	If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. At the break, you will be dismissed.
	If you finish the test and it is after the stretch break, you may leave quietly. Please raise your hand if you have any questions.

OR

Option B

SAY	When you have finished this test, click **End Test** in the upper left corner of the screen. This button only appears after you have visited all items in this test. When you have finished reviewing your test, please raise your hand. I will collect your *(reference sheet, calculator,)* work folder and test ticket. Sit quietly until I tell you that the test has ended. Do not use your computer or device once you have submitted your test.
	Please raise your hand if you have any questions.

OR

Option C

SAY	When you have finished this test, click **End Test** in the upper left corner of the screen. This button only appears after you have visited all items in this test. When you have finished reviewing your test, please raise your hand. I will collect your *(reference sheet, calculator,)* work folder and test ticket. Sit quietly until I tell you that the test has ended. You may read, but you may not write or use your testing computer or device.
	Please raise your hand if you have any questions.

Answer all questions.

SAY	If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your *(reference sheet, calculator,)* work folder and test ticket before you leave the room. While outside the testing room, you are **not** permitted to access any electronic devices or discuss the test with anyone.
	You have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the test.

SAY	Now, click **Begin Test Now** and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. *(Pause. Collect any devices.)* Now, click **Next** in the upper left corner of the screen. This will take you to the first question of the test. You may now begin working.

Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a break:	_____
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the Progress and Status columns in the TA Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students' statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from students at any time during the test.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, computers, or other devices (except to monitor student progress or to contact your school assessment coordinator or technology coordinator in case of a technical issue or emergency). Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room.

After 80 minutes from the STARTING time,

SAY	**Stop.** You may stand and stretch, but do not talk or look at another student's *(reference sheet,)* computer screen, device, or work folder.

If your school selected Option A,

SAY	Please raise your hand if you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing after the break. *(Pause.)*

Confirm that you have collected all test materials before dismissing students from the testing room.

After a short break,

SAY	Now, be seated. You still have 80 minutes to complete this test, and I will let you know when there are 10 minutes left. You will be permitted to continue working if you need additional time. Remember, if you finish early, go back and check your work. Make sure you are on the screen where you left off. You may now continue working.

After 70 minutes,

SAY	There are 10 minutes left in this test. Remember that you will be permitted to continue working if you need additional time.

After 10 more minutes,

SAY	**Stop.** Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time. If you have finished working and have not submitted your test, click **End Test** in the upper left corner of the screen. A pop-up message will appear. Make sure the message says, "You have reached the end of the test.," and then click **Yes**. *(Pause.)* On the review screen, click **Submit Test**. A *Warning* message will appear. Click **Yes** on this message. *(Pause.)* On the *Test Completed* screen, click **Log Out**. You will be taken to the *Please Sign In* screen. I will collect your *(reference sheet, calculator,)* work folder and test ticket.

Students will be returned to the *Please Sign In* screen once they submit their tests. Collect test materials.

Based on instructions from your school assessment coordinator, either dismiss students who have finished **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the TA Interface, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.**

SAY	Now, we will continue testing. Remember, if you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are **not** permitted to access any electronic devices or discuss the test with anyone. Please raise your hand after you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly.

If an extended break such as lunch occurs, direct all students to pause their tests by clicking the **Pause** button. Collect the test tickets, work folders, and, if applicable, reference sheets and calculators before the students leave the room. **Students may not have electronic devices during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** Place all testing materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times. If the session is stopped in the TA Interface, the TA will need to create a new session for students to sign into and approve students to continue testing.

If the school day is ending and students are still working,

SAY	**Stop.** Click **End Test** in the upper left corner of the screen. A pop-up message will appear. Make sure the message says, "You have reached the end of the test.," and then click **Yes**. *(Pause.)*
	On the review screen, click **Submit Test**. A ***Warning*** message will appear. Click **Yes** on this message. *(Pause.)*
	On the ***Test Completed*** screen, click **Log Out**. You will be taken to the ***Please Sign In*** screen. I will collect your *(reference sheet, calculator,)* work folder and test ticket.

Students will be returned to the ***Please Sign In*** screen once they submit their tests. Collect test materials.

Once all students have submitted their tests, end the test by clicking **STOP** in the TA Interface. This will pause any remaining tests. Then log out of the TA Interface by clicking **Logout** in the upper right corner of the screen.

Complete the following steps:

1. Ensure that you have all test tickets, work folders, (reference sheets, calculators) and that your required administration information and testing room seating chart are accurate and complete and includes arrows to indicate which direction students are facing.

2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.

3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

   For ESE/504 students:
   - 1-FP = Flexible Presentation
   - 1-FR = Flexible Responding
   - 1-FSC = Flexible Scheduling
   - 1-FSE = Flexible Setting
   - 1-AD = Assistive Devices

   For ELL or recently exited ELL students:
   - 2-FSC = Flexible Scheduling
   - 2-FSE = Flexible Setting
   - 2-AHL = Assistance in Heritage Language
   - 2-ADI = Approved Dictionary

4. Return all materials to your school assessment coordinator as described on page 71 of the Winter 2022 EOC and FCLE Manual.

Script for Administering the Accommodated Computer-Based Biology 1 EOC Assessment

160+ Minutes

The following script should be used for students participating in the Biology 1 EOC assessment using computer-based accommodations. If you are administering a computer-based test without accommodations, see the Winter 2022 EOC and FCLE Manual. If you are administering an accommodated paper-based assessment, use the scripts and instructions located on the Florida Statewide Assessments Portal.

When testing students who are allowed certain administration accommodations (e.g., extended time), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

This test is 160 minutes, and students will take a short stretch break after 80 minutes of testing. Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.

- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.

- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.**

- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students' tests. If a student's test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.

- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).

- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**

- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.

- When reading the following script, please note that optional words are italicized and in parentheses.

- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 25–26 of the Winter 2022 EOC and FCLE Manual, including removing or covering any visual aids on boards or walls.

2. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**

3. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in Appendix E of the Winter 2022 EOC and FCLE Manual and on the Florida Statewide Assessments Portal.)

4. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying scientific concepts).

5. If your school is providing paper copies of the *Periodic Table of the Elements*, make sure you have sufficient copies for all students taking the Biology 1 EOC Assessment. Distribute periodic tables **before** testing begins. References to hard copy periodic tables are in parentheses and italics in this script and should be read to students only if applicable.

6. Prior to testing, ensure that students have the following:
    - A pen or pencil
    - A CBT Work Folder
    - A handheld four-function calculator (Handheld four-function calculators **may** be used by students only if all students are provided a handheld calculator.)

7. Check that all students have been assigned the correct accommodation in TIDE (masking, text-to-speech).

8. If any students are taking the test with the text-to-speech accommodation, ensure that they have headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.

9. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.

10. Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the student *Please Sign In* screen is displayed as shown below. The computer or device is now ready for the student to begin.

Create a Test Session

1. Go to the Florida Statewide Assessments Portal and click **B.E.S.T., Science, Social Studies, FCLE, & FSA Retakes**.

2. Select **Administer Statewide Assessments** and then log in to the TA Interface with your username and password.

3. Select **Biology 1 EOC** and then start the session.

4. Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart. The Session ID will begin with "FL." If the Session ID does not begin with FL, stop the session and repeat steps 1–3 of this section.

Note: As a security measure, test administrators are automatically logged out of the TA Interface after 90 minutes of test administrator **and** student inactivity. Do not create your session until immediately prior to testing.

SAY	Today, you will take the Biology 1 EOC test. The only materials on your desk should be your *(Periodic Table of the Elements, four-function calculator,)* work folder and your pen or pencil.
	You may not have any electronic or recording devices, other than the device you are using to take the test *(and your calculator)*, 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. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, smartwatches, cameras, Bluetooth/wireless headphones/earbuds, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. **If you access any electronic or recording devices at any time during this test, including breaks, your test will not be scored.** If you have any devices with you right now, please turn them off and raise your hand.

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 will have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time.**
	Write your first and last names and today's date on your work folder. You may use your work folder to work the problems. You may not use any other paper. I will collect your work folder at the end of this test.
	Please do not type any information until I tell you to do so.

Ensure that the Session ID is displayed where all students can see it.

SAY	Now, look at the ***Please Sign In*** screen. If you do not see this screen, raise your hand.

If a computer or device is not opened to the ***Please Sign In*** screen, open the secure browser on that computer or device.

SAY	Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start.

Distribute the test tickets.

SAY	Look closely at your test ticket and make sure it has your correct name, date of birth, and ID number on it.
	Do **not** sign in before I instruct you to do so.
	Raise your hand if you do not have the correct ticket.

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	Now, log in by typing your First Name as it appears on your test ticket, your Username, and the Session ID FL -_____-_____. The Session ID is displayed for you. Click **Sign In**. Raise your hand if you need assistance.

Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says *Is This You?*. Verify that the information is correct. If your information is correct, select **Yes** to continue. If the information is not correct, then select **No** to return to the *Please Sign In* screen and raise your hand.

Assist any students who raise their hands.

SAY	You will now see a screen that says *Your Tests*. Click the arrow to the left of **Start Biology 1 EOC** to proceed.
	While you are waiting for your test to be approved, you will see a *Waiting for Approval* 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.
	Otherwise, please sit quietly while I approve your tests.

Assist any students who raise their hands.

In the TA Interface, select the Approvals button to review the list of students ready to begin testing. You may need to select **Refresh** to see all the students in your testing room on your list.

Review test settings: To view a student's online accessibility settings or accommodations, click the corresponding Test Settings icon [⊚]. Accessibility settings and/or accommodations for individual students are displayed. If changes to accommodations are required, deny the student's approval request and contact your school assessment coordinator who will update the student's test settings in TIDE.

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

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

SAY	Now, you will see a screen that allows you to verify the text-to-speech tool functionality.
	Click the large speaker icon and listen to the audio.

SAY	Choose the settings that work best for you and then select **I heard the voice**. The ***Before You Begin*** screen will display. Do **not** click **Begin Test Now** until I tell you to do so. If you are not able to hear the audio, please raise your hand.

Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have completed the text-to-speech setup,

SAY	On the ***Before You Begin*** screen, you will first see a section titled *Testing Rules Acknowledgment*. Please listen and read along as I review the testing rules. 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.
	Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.
	Are there any questions?

Answer all questions.

SAY	Now, read silently as I read the Testing Rules Acknowledgment out loud.
	I understand these testing rules. If I do not follow these rules, my test score may be invalidated.
	Now, click the box next to the acknowledgment to indicate that you understand the testing rules.

Pause while students click the box. If a student does not check the box, contact your school assessment coordinator.

SAY	Now, on the ***Before You Begin*** screen, click **View Test Settings**. You should see a screen that says ***Review Test Settings***.
	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. If you have any questions, raise your hand.

If a student raises his or her hand, have the student make adjustments to his or her accessibility settings. Ensure that the correct information displays for that student on the ***Review Test Settings*** screen.

SAY	Click **OK** to save your changes and return to the ***Before You Begin*** screen. Do **not** begin your test at this time.
	Below *Test Settings*, click **View Help Guide**. These instructions remind you how to navigate in the test and how to use the tools and features of the testing platform. You can also use this page to view a diagram of the Desmos four-function calculator available in the secure browser and instructions for how to use it. If you are using Text-to-Speech as an accommodation, you can access an audio version of the Help Guide by highlighting any text you wish to hear and clicking the green **Speaker** button. To stop the audio, click the red **Stop** button. As a reminder, this page will also be available in the Help Guide after you've started the test. Raise your hand if you have any questions as you review these instructions.

Pause to allow students a moment to review the instructions and answer all student questions.

SAY	Click **Back** to return to the ***Before You Begin*** screen.
	Do **not** click **Begin Test Now** until I tell you to do so.
	There are 66 questions on today's test. Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.
	As a reminder, you may access a pop-up window displaying a calculator by clicking the Calculator button in the top right corner of the test. You may also access a pop-up window displaying an electronic version of the *Periodic Table of the Elements* by clicking the Periodic Table button in the top right corner of the test.
	First, we will review the accessibility tools that are available to students with certain accommodations. Do not select any buttons at this time.

Read the appropriate instructions below and on the following page for the accommodations you are administering.

Masking

SAY	If you will take this test using **Masking** as an accommodation, then listen as I describe this tool.
	The Masking tool allows you to hide portions of the screen. To access the Masking tool within an item, click the button labeled **Masking** in the upper right corner of your screen. The button has a picture of a shaded square on it. When you have turned the Masking tool on, the button will turn orange.
	To mask a portion of the screen, click the left mouse button and drag until the gray square covers the portion of the screen that you would like to mask. Then, release the mouse button. The area will be masked.
	To remove the masking, click the close button in the upper right corner of the masked area. The close button is a circle with an X in the center.
	To turn off the Masking tool, click the **Masking** button again. The button will revert to its original color.
	Are there any questions?

Answer all questions.

Text-to-Speech

SAY	If you will take this test using **Text-to-Speech** as an accommodation, then listen as I describe this tool.
	To access the text-to-speech tool, click the three horizontal lines above the response area to open the context menu.
	Click **Speak Question** to have the question and answer options read aloud.
	To have the voice read a single answer option, open the context menu and select **Speak Option**. You will then click the option you would like to have read aloud. You can also have an answer option read aloud by right-clicking on that answer option and selecting **Speak Option**.
	If you wish to hear only a portion of an item, select the text you wish to have read aloud, and then open the context menu. Click **Speak Selection** to have the selected text read aloud.
	To pause the voice while it is speaking, select the context menu again. Click **Pause Speaking**. To restart the voice from the point at which you paused, click **Resume Speaking**. *(Note: These tools are not available on Chrome.)*
	To stop the voice while it is speaking, select the context menu. Click **Stop Speaking**. To hear the question again from the beginning after you have stopped the voice, select the context menu and click **Speak Question** again.
	To listen to the voice read from anywhere in a passage or item to the end of that passage or item, right-click where it should begin speaking and select **Start Speaking From Here**.
	To make adjustments to the text-to-speech settings, click on the System Settings tool, which is above the Zoom buttons and looks like a wheel. Here you can adjust the volume, pitch, and rate of the Text-to-Speech tool. When you have finished adjusting your text-to-speech settings, select **OK** to exit and save your changes or **Cancel** to exit without saving your changes. Note that if you adjust your volume settings while the Text-to-Speech tool is in use, the volume will not adjust until after you select OK.
	Are there any questions?

Answer all questions.

If your school provided paper copies of the *Periodic Table of the Elements* for students to use,

SAY	Now, look at the top of your copy of the periodic table. It should say *Periodic Table of the Elements*. Examine the page carefully to ensure that content near the edge of the periodic table has not been cut off. Please raise your hand if there are problems with your periodic table.

Pause, then collect any defective periodic tables and return them to the school assessment coordinator. Distribute new periodic tables to these students and instruct them to check the sheets carefully.

SAY	Write your first and last names in the upper right corner of the periodic table now. *(Pause.)*
	This is considered a secure document and must be returned with your work folder.
	Please raise your hand if you have any questions.

Answer all questions.

Read Option A, B, or C based on instructions from your school assessment coordinator.

Option A

SAY	When you have finished this test, click **End Test** in the upper left corner of the screen. This button only appears after you have visited all items in this test. When you have finished reviewing your test, please raise your hand. I will collect your *(periodic table, calculator,)* work folder and test ticket.
	If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. At the break, you will be dismissed.
	If you finish the test and it is after the stretch break, you may leave quietly.
	Please raise your hand if you have any questions.

OR

Option B

SAY	When you have finished this test, click **End Test** in the upper left corner of the screen. This button only appears after you have visited all items in this test. When you have finished reviewing your test, please raise your hand. I will collect your *(periodic table, calculator,)* work folder and test ticket. Sit quietly until I tell you that the test has ended. Do not use your computer or device once you have submitted your test.
	Please raise your hand if you have any questions.

OR

Option C

SAY	When you have finished this test, click **End Test** in the upper left corner of the screen. This button only appears after you have visited all items in this test. When you have finished reviewing your test, please raise your hand. I will collect your *(periodic table, calculator,)* work folder and test ticket. Sit quietly until I tell you that the test has ended. You may read, but you may not write or use your testing computer or device.
	Please raise your hand if you have any questions.

Answer all questions.

SAY	If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your *(periodic table, calculator,)* work folder and test ticket before you leave the room. While outside the testing room, you are **not** permitted to access any electronic devices or discuss the test with anyone. You have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the test. Now, click **Begin Test Now** and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. *(Pause. Collect any devices.)* Now, click **Next** in the upper left corner of the screen. This will take you to the first question of the test. You may now begin working.

Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a break:	_____
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the Progress and Status columns in the TA Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students' statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from students at any time during the test.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, computers, or other devices (except to monitor student progress or to contact your school assessment coordinator or technology coordinator in case of a technical issue or emergency). Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room.

After 80 minutes from the STARTING time,

SAY	**Stop.** You may stand and stretch, but do not talk or look at another student's *(periodic table,)* *(calculator,)* computer screen, device, or work folder.

If your school selected Option A,

SAY	Please raise your hand if you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing after the break. *(Pause.)*

Confirm that you have collected all test materials before dismissing students from the testing room.

After a short break,

SAY	Now, be seated. You still have 80 minutes to complete this test, and I will let you know when there are 10 minutes left. You will be permitted to continue working if you need additional time. Remember, if you finish early, go back and check your work. Make sure you are on the screen where you left off. You may now continue working.

After 70 minutes,

SAY	There are 10 minutes left in this test. Remember that you will be permitted to continue working if you need additional time.

After 10 more minutes,

SAY	**Stop.** Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time. If you have finished working and have not submitted your test, click **End Test** in the upper left corner of the screen. A pop-up message will appear. Make sure the message says, "You have reached the end of the test.," and then click **Yes**. *(Pause.)* On the review screen, click **Submit Test**. A *Warning* message will appear. Click **Yes** on this message. *(Pause.)* On the *Test Completed* screen, click **Log Out**. You will be taken to the *Please Sign In* screen. I will collect your *(periodic table, calculator,)* work folder and test ticket.

Students will be returned to the *Please Sign In* screen once they submit their tests. Collect test materials.

Based on instructions from your school assessment coordinator, either dismiss students who have finished or pause the test in the TA Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the TA Interface, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.**

Once students are ready to continue working,

SAY	Now, we will continue testing. Remember, if you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are **not** permitted to access any electronic devices or discuss the test with anyone. Please raise your hand after you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly.

If an extended break such as lunch occurs, direct all students to pause their tests by clicking the **Pause** button. Collect the test tickets, work folders, and, if applicable, periodic tables and calculators before the students leave the room. **Students may not have electronic devices during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** Place all testing materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times. If the session is stopped in the TA Interface, the TA will need to create a new session for students to sign into and approve students to continue testing.

If the school day is ending and students are still working,

SAY	**Stop.** Click **End Test** in the upper left corner of the screen. A pop-up message will appear. Make sure the message says, "You have reached the end of the test.," and then click **Yes**. *(Pause.)*
	On the review screen, click **Submit Test**. A ***Warning*** message will appear. Click **Yes** on this message. *(Pause.)*
	On the ***Test Completed*** screen, click **Log Out**. You will be taken to the ***Please Sign In*** screen. I will collect your *(periodic table, calculator,)* work folder and test ticket.

Students will be returned to the ***Please Sign In*** screen once they submit their tests. Collect test materials.

Once all students have submitted their tests, end the test by clicking **STOP** in the TA Interface. This will pause any remaining tests. Then log out of the TA Interface by clicking **Logout** in the upper right corner of the screen.

Complete the following steps:

1. Ensure that you have all (periodic tables, calculators,) work folders and test tickets and that your required administration information and testing room seating chart are accurate and complete and includes arrows to indicate which direction students are facing.

2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.

3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

   For ESE/504 students:
   - 1-FP = Flexible Presentation
   - 1-FR = Flexible Responding
   - 1-FSC = Flexible Scheduling
   - 1-FSE = Flexible Setting
   - 1-AD = Assistive Devices

   For ELL or recently exited ELL students:
   - 2-FSC = Flexible Scheduling
   - 2-FSE = Flexible Setting
   - 2-AHL = Assistance in Heritage Language
   - 2-ADI = Approved Dictionary

4. Return all materials to your school assessment coordinator as described on page 71 of the Winter 2022 EOC and FCLE Manual.

Script for Administering the Accommodated Computer-Based Civics/U.S. History EOC Assessment

160+ Minutes

The following script should be used for students participating in the Civics or U.S. History EOC assessment using computer-based accommodations. If you are administering a computer-based test without accommodations, see the Winter 2022 EOC and FCLE Manual. If you are administering an accommodated paper-based assessment, use the scripts and instructions located on the Florida Statewide Assessments Portal.

When testing students who are allowed certain administration accommodations (e.g., extended time), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

This test is 160 minutes, and students will take a short stretch break after 80 minutes of testing. Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.

- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.

- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.**

- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students' tests. If a student's test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.

- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).

- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**

- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.

- When reading the following script, please note that optional words are italicized and in parentheses.

- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 25–26 of the Winter 2022 EOC and FCLE Manual, including removing or covering any visual aids on boards or walls.

2. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**

3. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in Appendix E of the Winter 2022 EOC and FCLE Manual and on the Florida Statewide Assessments Portal.)

4. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying government concepts).

5. Prior to testing, ensure that students have the following:
   - A pen or pencil
   - A CBT Worksheet

6. Check that all students have been assigned the correct accommodation in TIDE (masking, text-to-speech).

7. If any students are taking the test with the text-to-speech accommodation, ensure that they have headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.

8. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.

9. Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the student *Please Sign In* screen is displayed as shown below. The computer or device is now ready for the student to begin.

Create a Test Session

1. Go to the Florida Statewide Assessments Portal and click **B.E.S.T., Science, Social Studies, FCLE, & FSA Retakes**.

2. Select **Administer Statewide Assessments** and then log in to the TA Interface with your username and password.

3. Select the test you will be administering and then start the session.

4. Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart. The Session ID will begin with "FL." If the Session ID does not begin with FL, stop the session and repeat steps 1–3 of this section.

Note: As a security measure, test administrators are automatically logged out of the TA Interface after 90 minutes of test administrator **and** student inactivity. Do not create your session until immediately prior to testing.

SAY	Today, you will take the *(Civics EOC) (U.S. History EOC)* test. The only materials on your desk should be your pen or pencil and CBT Worksheet.
	You may not have any electronic or recording devices, other than the device you are using to take the test, 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. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, smartwatches, cameras, Bluetooth/wireless headphones/earbuds, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. **If you access any electronic or recording devices at any time during this test, including breaks, your test will not be scored.** If you have any devices with you right now, please turn them off and raise your hand.

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 will have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time.**
	Write your first and last names and today's date on your worksheet. You may use your worksheet to take notes during the test. You may not use any other paper. I will collect your worksheet at the end of this test.
	Please do not type any information until I tell you to do so.

Ensure that the Session ID is displayed where all students can see it.

SAY	Now, look at the *Please Sign In* screen. If you do not see this screen, raise your hand.

If a computer or device is not opened to the *Please Sign In* screen, open the secure browser on that computer or device.

SAY	Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start.

Distribute the test tickets.

SAY	Look closely at your test ticket and make sure it has your correct name, date of birth, and ID number on it.
	Do **not** sign in before I instruct you to do so.
	Raise your hand if you do not have the correct ticket.

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	Now, log in by typing your First Name as it appears on your test ticket, your Username, and the Session ID FL -_____-____. The Session ID is displayed for you. Click **Sign In**. Raise your hand if you need assistance.

Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says *Is This You?*. Verify that the information is correct. If your information is correct, select **Yes** to continue. If the information is not correct, then select **No** to return to the *Please Sign In* screen and raise your hand.

Assist any students who raise their hands.

SAY	You will now see a screen that says *Your Tests*. Click the arrow to the left of **Start** *(Civics EOC) (U.S. History EOC)* to proceed.
	While you are waiting for your test to be approved, you will see a *Waiting for Approval* 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.
	Otherwise, please sit quietly while I approve your tests.

Assist any students who raise their hands.

In the TA Interface, select the Approvals button to review the list of students ready to begin testing. You may need to select **Refresh** to see all the students in your testing room on your list.

Review test settings: To view a student's online accessibility settings or accommodations, click the corresponding Test Settings icon [◎]. Accessibility settings and/or accommodations for individual students are displayed. If changes to accommodations are required, deny the student's approval request and contact your school assessment coordinator who will update the student's test settings in TIDE.

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

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

SAY	Now, you will see a screen that allows you to verify the text-to-speech tool functionality.
	Click the large speaker icon and listen to the audio.
	Choose the settings that work best for you and then select **I heard the voice**. The *Before You Begin* screen will display. Do **not** click **Begin Test Now** until I tell you to do so. If you are not able to hear the audio, please raise your hand.

Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have completed the text-to-speech setup,

SAY	On the **Before You Begin** screen, you will first see a section titled *Testing Rules Acknowledgment*. Please listen and read along as I review the testing rules. 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. Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites. Are there any questions?

Answer all questions.

SAY	Now, read silently as I read the Testing Rules Acknowledgment out loud. **I understand these testing rules. If I do not follow these rules, my test score may be invalidated.** Now, click the box next to the acknowledgment to indicate that you understand the testing rules.

Pause while students click the box. If a student does not check the box, contact your school assessment coordinator.

SAY	Now, on the **Before You Begin** screen, click **View Test Settings**. You should see a screen that says **Review Test Settings**. 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. If you have any questions, raise your hand.

If a student raises his or her hand, have the student make adjustments to his or her accessibility settings. Ensure that the correct information displays for that student on the **Review Test Settings** screen.

SAY	Click **OK** to save your changes and return to the **Before You Begin** screen. Do **not** begin your test at this time. Below *Test Settings*, click **View Help Guide**. These instructions remind you how to navigate in the test and how to use the tools and features of the testing platform. If you are using Text-to-Speech as an accommodation, you can access an audio version of the Help Guide by highlighting any text you wish to hear and clicking the green **Speaker** button. To stop the audio, click the red **Stop** button. Raise your hand if you have any questions as you review these instructions.

Pause to allow students a moment to review the instructions and answer all student questions.

SAY	Click **Back** to return to the ***Before You Begin*** screen.
	Do **not** click **Begin Test Now** until I tell you to do so.
	There are *(For Civics SAY:* 56*) (For U.S. History SAY:* 60*)* questions on today's test. Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.
	First, we will review the accessibility tools that are available to students with certain accommodations. Do not select any buttons at this time.

Read the appropriate instructions below and on the following page for the accommodations you are administering.

Masking

SAY	If you will take this test using **Masking** as an accommodation, then listen as I describe this tool.
	The Masking tool allows you to hide portions of the screen. To access the Masking tool within an item, click the button labeled **Masking** in the upper right corner of your screen. The button has a picture of a shaded square on it. When you have turned the Masking tool on, the button will turn orange.
	To mask a portion of the screen, click the left mouse button and drag until the gray square covers the portion of the screen that you would like to mask. Then, release the mouse button. The area will be masked.
	To remove the masking, click the close button in the upper right corner of the masked area. The close button is a circle with an X in the center.
	To turn off the Masking tool, click the **Masking** button again. The button will revert to its original color.
	Are there any questions?

Answer all questions.

Text-to-Speech

SAY	If you will take this test using **Text-to-Speech** as an accommodation, then listen as I describe this tool.
	To access the text-to-speech tool, click the three horizontal lines above the response area to open the context menu.
	Click **Speak Question** to have the question and answer options read aloud.
	To have the voice read a single answer option, open the context menu and select **Speak Option**. You will then click the option you would like to have read aloud. You can also have an answer option read aloud by right-clicking on that answer option and selecting **Speak Option**.

SAY	If you wish to hear only a portion of an item, select the text you wish to have read aloud, and then open the context menu. Click **Speak Selection** to have the selected text read aloud.
	To pause the voice while it is speaking, select the context menu again. Click **Pause Speaking**. To restart the voice from the point at which you paused, click **Resume Speaking**. *(Note: These tools are not available on Chrome.)*
	To stop the voice while it is speaking, select the context menu. Click **Stop Speaking**. To hear the question again from the beginning after you have stopped the voice, select the context menu and click **Speak Question** again.
	To listen to the voice read from anywhere in a passage or item to the end of that passage or item, right-click where it should begin speaking and select **Start Speaking From Here**.
	To make adjustments to the text-to-speech settings, click on the System Settings tool, which is above the Zoom buttons and looks like a wheel. Here you can adjust the volume, pitch, and rate of the Text-to-Speech tool. When you have finished adjusting your text-to-speech settings, select **OK** to exit and save your changes or **Cancel** to exit without saving your changes. Note that if you adjust your volume settings while the Text-to-Speech tool is in use, the volume will not adjust until after you select OK.
	Are there any questions?

Answer all questions.

Read Option A, B, or C based on instructions from your school assessment coordinator.

Option A

SAY	When you have finished this test, click **End Test** in the upper left corner of the screen. This button only appears after you have visited all items in this test. When you have finished reviewing your test, please raise your hand. I will collect your worksheet and test ticket.
	If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. At the break, you will be dismissed.
	If you finish the test and it is after the stretch break, you may leave quietly.
	Please raise your hand if you have any questions.

OR

Option B

SAY	When you have finished this test, click **End Test** in the upper left corner of the screen. This button only appears after you have visited all items in this test. When you have finished reviewing your test, please raise your hand. I will collect your worksheet and test ticket. Sit quietly until I tell you that the test has ended. Do not use your computer or device once you have submitted your test.
	Please raise your hand if you have any questions.

OR

Option C

SAY	When you have finished this test, click **End Test** in the upper left corner of the screen. This button only appears after you have visited all items in this test. When you have finished reviewing your test, please raise your hand. I will collect your worksheet and test ticket. Sit quietly until I tell you that the test has ended. You may read, but you may not write or use your testing computer or device.
	Please raise your hand if you have any questions.

Answer all questions.

SAY	If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your worksheet and test ticket before you leave the room. While outside the testing room, you are **not** permitted to access any electronic devices or discuss the test with anyone.
	You have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the test.
	Now, click **Begin Test Now** and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. *(Pause. Collect any devices.)* Now, click **Next** in the upper left corner of the screen. This will take you to the first question of the test. You may now begin working.

Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a break:	_____
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the Progress and Status columns in the TA Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students' statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from students at any time during the test.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, computers, or other devices (except to monitor student progress or to contact your school assessment coordinator or technology coordinator in case of a technical issue or emergency). Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room.

After 80 minutes from the STARTING time,

SAY	**Stop.** You may stand and stretch, but do not talk or look at another student's computer screen, device, or worksheet.

If your school selected Option A,

SAY	Please raise your hand if you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing after the break. *(Pause.)*

Confirm that you have collected all test materials before dismissing students from the testing room.

After a short break,

SAY	Now, be seated. You still have 80 minutes to complete this test, and I will let you know when there are 10 minutes left. You will be permitted to continue working if you need additional time. Remember, if you finish early, go back and check your work.
	Make sure you are on the screen where you left off. You may now continue working.

After 70 minutes,

SAY	There are 10 minutes left in this test. Remember that you will be permitted to continue working if you need additional time.

After 10 more minutes,

SAY	**Stop.** Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time.
	If you have finished working and have not submitted your test, click **End Test** in the upper left corner of the screen. A pop-up message will appear. Make sure the message says, "You have reached the end of the test.," and then click **Yes**. *(Pause.)*
	On the review screen, click **Submit Test**. A *Warning* message will appear. Click **Yes** on this message. *(Pause.)*
	On the *Test Completed* screen, click **Log Out**. You will be taken to the *Please Sign In* screen. I will collect your worksheet and test ticket.

Students will be returned to the *Please Sign In* screen once they submit their tests. Collect test materials.

Based on instructions from your school assessment coordinator, either dismiss students who have finished **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the TA Interface, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.**

Once students are ready to continue working,

SAY	Now, we will continue testing. Remember, if you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are **not** permitted to access any electronic devices or discuss the test with anyone.
	Please raise your hand after you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly.

If an extended break such as lunch occurs, direct all students to pause their tests by clicking the **Pause** button. Collect the worksheets and test tickets before the students leave the room. **Students may not have electronic devices during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** Place all testing materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times. If the session is stopped in the TA Interface, the TA will need to create a new session for students to sign into and approve students to continue testing.

If the school day is ending and students are still working,

SAY	**Stop.** Click **End Test** in the upper left corner of the screen. A pop-up message will appear. Make sure the message says, "You have reached the end of the test.," and then click **Yes**. *(Pause.)*
	On the review screen, click **Submit Test**. A *Warning* message will appear. Click **Yes** on this message. *(Pause.)*
	On the *Test Completed* screen, click **Log Out**. You will be taken to the *Please Sign In* screen. I will collect your worksheet and test ticket.

Students will be returned to the *Please Sign In* screen once they submit their tests. Collect test materials.

Once all students have submitted their tests, end the test by clicking **STOP** in the TA Interface. This will pause any remaining tests. Then log out of the TA Interface by clicking **Logout** in the upper right corner of the screen.

Complete the following steps:

1. Ensure that you have all worksheets and test tickets and that your required administration information and testing room seating chart are accurate and complete and includes arrows to indicate which direction students are facing.

2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.

3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:
- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL or recently exited ELL students:
- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

4. Return all materials to your school assessment coordinator as described on page 71 of the Winter 2022 EOC and FCLE Manual.

Script for Administering the Accommodated Computer-Based Florida Civic Literacy Exam (FCLE)

160+ Minutes

The following script should be used for students participating in the FCLE using computer-based accommodations (masking, text-to-speech). If you are administering a computer-based test without accommodations, contact your school assessment coordinator. If you are administering an accommodated paper-based assessment, use the scripts and instructions located on the Florida Statewide Assessments Portal.

When testing students who are allowed certain administration accommodations (e.g., extended time), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

This test is 160 minutes, and students will take a short stretch break after 80 minutes of testing. Students who need additional time after 160 minutes may continue working up to half of a typical school day.

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.

- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.

- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.**

- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students' tests. If a student's test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.

- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).

- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**

- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.

- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 25–26 of the Winter 2022 EOC and FCLE Manual, including removing or covering any visual aids on boards or walls.

2. Check that all students have been assigned the correct accommodation in TIDE (masking, text-to-speech).

3. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**

4. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in Appendix E of the Winter 2022 EOC and FCLE Manual and on the Florida Statewide Assessments Portal.)

5. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying government concepts).

6. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.

7. If any students are taking the test with text-to-speech, ensure that they have headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.

8. Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the student *Please Sign In* screen is displayed as shown below. The computer or device is now ready for the student to begin.

Please Sign In

First Name:

Username:

Session ID:

FL - -

Create a Test Session

1. Go to the Florida Statewide Assessments Portal and click **B.E.S.T., Science, Social Studies, FCLE, & FSA Retakes**.

2. Select **Administer Statewide Assessments** and then log in to the TA Interface with your username and password.

3. Select **K–12 Florida Civic Literacy Exam (FCLE)** and then start the session.

4. Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart. The Session ID will begin with "FL." If the Session ID does not begin with FL, stop the session and repeat steps 1–3 of this section.

Note: As a security measure, test administrators are automatically logged out of the TA Interface after 90 minutes of test administrator **and** student inactivity. Do not create your session until immediately prior to testing.

SAY	Today, you are going to take the Florida Civic Literacy Examination (FCLE).
	You may not have any electronic or recording devices, other than the device you are using to take the test, 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. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, smartwatches, cameras, Bluetooth/wireless headphones/earbuds, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. **If you access any electronic or recording devices at any time during this test, including breaks, your test will not be scored.** If you have any devices with you right now, please turn them off and raise your hand.

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 will have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time.**
	Please do not type any information until I tell you to do so.

Ensure that the Session ID is displayed where all students can see it.

SAY	Now, look at the *Please Sign In* screen. If you do not see this screen, raise your hand.

If a computer or device is not opened to the *Please Sign In* screen, open the secure browser on that computer or device.

SAY	Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start.

Distribute the test tickets.

SAY	Look closely at your test ticket and make sure it has your correct name, date of birth, and ID number on it.
	Do **not** sign in before I instruct you to do so.
	Raise your hand if you do not have the correct ticket.

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	Now, log in by typing your First Name as it appears on your test ticket, your Username, and the Session ID FL -_____-____. The Session ID is displayed for you. Click **Sign In**. Raise your hand if you need assistance.

Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says *Is This You?*. Verify that the information is correct. If your information is correct, select **Yes** to continue. If the information is not correct, then select **No** to return to the *Please Sign In* screen and raise your hand.

Assist any students who raise their hands.

SAY	You will now see a screen that says *Your Tests*. Click the arrow to the left of Start **K–12 Florida Civic Literacy Exam (FCLE)** to proceed.
	While you are waiting for your test to be approved, you will see a *Waiting for Approval* 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.
	Otherwise, please sit quietly while I approve your tests.

Assist any students who raise their hands.

In the TA Interface, select the Approvals button to review the list of students ready to begin testing. You may need to select **Refresh** to see all the students in your testing room on your list.

Review test settings: To view a student's online accessibility settings or accommodations, click the corresponding Test Settings icon [◎]. Accessibility settings and/or accommodations for individual students are displayed. If other changes to accommodations are required, deny the student's approval request and contact your school assessment coordinator who will update the student's test settings in TIDE.

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

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

SAY	Now, you will see a screen that allows you to verify the text-to-speech tool functionality.
	Click the large speaker icon and listen to the audio.
	Choose the settings that work best for you and then select **I heard the voice**. The *Before You Begin* screen will display. Do **not** click **Begin Test Now** until I tell you to do so. If you are not able to hear the audio, please raise your hand.

Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have completed the text-to-speech setup,

SAY	On the *Before You Begin* screen, you will first see a section titled *Testing Rules Acknowledgment*. Please listen and read along as I review the testing rules. 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.
	• Do not ask for or provide help in answering any test questions.
	• Do not have access to or use any electronic or recording devices at any time during this session, including during breaks.
	Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.
	Are there any questions?

Answer all questions.

SAY	Now, read silently as I read the Testing Rules Acknowledgment out loud.
	I understand these testing rules. If I do not follow these rules, my test score may be invalidated.
	Now, click the box next to the acknowledgment to indicate that you understand the testing rules.

Pause while students click the box. If a student does not check the box, contact your school assessment coordinator.

SAY	Now, on the *Before You Begin* screen, click **View Test Settings**. You should see a screen that says *Review Test Settings*.
	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. If you have any questions, raise your hand.

If a student raises his or her hand, have the student make adjustments to his or her accessibility settings. Ensure that the correct information displays for that student on the *Review Test Settings* screen.

SAY	Click **OK** to save your changes and return to the **Before You Begin** screen. Do **not** begin your test at this time.
	Below *Test Settings*, click **View Help Guide**. These instructions remind you how to navigate in the test and how to use the tools and features of the testing platform. If you are using Text-to-Speech as an accommodation, you can access an audio version of the Help Guide by highlighting any text you wish to hear and clicking the green **Speaker** button. To stop the audio, click the red **Stop** button. Raise your hand if you have any questions as you review these instructions.

Pause to allow students a moment to review the instructions and answer all student questions.

SAY	Click **Back** to return to the *Before You Begin* screen.
	Do **not** click **Begin Test Now** until I tell you to do so.
	There are 80 questions on today's test. Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.
	First, we will review the accessibility tools that are available to students with certain accommodations. Do not select any buttons at this time.

Read the appropriate instructions below and on the following page for the accommodations you are administering.

Masking

SAY	If you will take this test using **Masking** as an accommodation, then listen as I describe this tool.
	The Masking tool allows you to hide portions of the screen. To access the Masking tool within an item, click the button labeled **Masking** in the upper right corner of your screen. The button has a picture of a shaded square on it. When you have turned the Masking tool on, the button will turn orange.

| SAY | To mask a portion of the screen, click the left mouse button and drag until the gray square covers the portion of the screen that you would like to mask. Then, release the mouse button. The area will be masked.

To remove the masking, click the close button in the upper right corner of the masked area. The close button is a circle with an X in the center.

To turn off the Masking tool, click the **Masking** button again. The button will revert to its original color.

Are there any questions? |
|---|---|

Answer all questions.

Text-to-Speech

| SAY | If you will take this test using **Text-to-Speech** as an accommodation, then listen as I describe this tool.

To access the text-to-speech tool, click the three horizontal lines above the response area to open the context menu.

Click **Speak Question** to have the question and answer options read aloud.

To have the voice read a single answer option, open the context menu and select **Speak Option**. You will then click the option you would like to have read aloud. You can also have an answer option read aloud by right-clicking on that answer option and selecting **Speak Option**.

If you wish to hear only a portion of an item, select the text you wish to have read aloud, and then open the context menu. Click **Speak Selection** to have the selected text read aloud.

To pause the voice while it is speaking, select the context menu again. Click **Pause Speaking**. To restart the voice from the point at which you paused, click **Resume Speaking**. *(Note: These tools are not available on Chrome.)*

To stop the voice while it is speaking, select the context menu. Click **Stop Speaking**. To hear the question again from the beginning after you have stopped the voice, select the context menu and click **Speak Question** again.

To listen to the voice read from anywhere in a passage or item to the end of that passage or item, right-click where it should begin speaking and select **Start Speaking From Here**.

Are there any questions? |
|---|---|

Answer all questions.

Read Option A, B, or C based on instructions from your school assessment coordinator.

Option A

SAY	When you have finished this test, click **End Test** in the upper left corner of the screen. This button only appears after you have visited all items in this test. When you have finished reviewing your test, please raise your hand. I will collect your test ticket.
	If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. At the break, you will be dismissed.
	If you finish the test and it is after the stretch break, you may leave quietly.
	Please raise your hand if you have any questions.

OR

Option B

SAY	When you have finished this test, click **End Test** in the upper left corner of the screen. This button only appears after you have visited all items in this test. When you have finished reviewing your test, please raise your hand. I will collect your test ticket. Sit quietly until I tell you that the test has ended. Do not use your computer or device once you have submitted your test.
	Please raise your hand if you have any questions.

OR

Option C

SAY	When you have finished this test, click **End Test** in the upper left corner of the screen. This button only appears after you have visited all items in this test. When you have finished reviewing your test, please raise your hand. I will collect your test ticket. Sit quietly until I tell you that the test has ended. You may read, but you may not write or use your testing computer or device.
	Please raise your hand if you have any questions.

Answer all questions.

SAY	If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your test ticket before you leave the room. While outside the testing room, you are **not** permitted to access any electronic devices or discuss the test with anyone.
	You have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the test.
	Now, click **Begin Test Now** and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. *(Pause. Collect any devices.)* Now, click **Next** in the upper left corner of the screen. This will take you to the first question of the test. You may now begin working.

Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a break:	_____
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the Progress and Status columns in the TA Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students' statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from students at any time during the test.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, computers, or other devices (except to monitor student progress or to contact your school assessment coordinator or technology coordinator in case of a technical issue or emergency). Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room.

After 80 minutes from the STARTING time,

SAY	**Stop.** You may stand and stretch, but do not talk or look at another student's computer screen or device.

If your school selected Option A,

SAY	Please raise your hand if you have submitted the test. I will confirm that I have your test ticket, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing after the break. *(Pause.)*

Confirm that you have collected all test materials before dismissing students from the testing room.

After a short break,

SAY	Now, be seated. You still have 80 minutes to complete this test, and I will let you know when there are 10 minutes left. You will be permitted to continue working if you need additional time. Remember, if you finish early, go back and check your work.
	Make sure you are on the screen where you left off. You may now continue working.

After 70 minutes,

| SAY | There are 10 minutes left in this test. Remember that you will be permitted to continue working if you need additional time. |

After 10 more minutes,

SAY	**Stop.** Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time.
	If you have finished working and have not submitted your test, click **End Test** in the upper left corner of the screen. A pop-up message will appear. Make sure the message says, "You have reached the end of the test.," and then click **Yes**. *(Pause.)*
	On the review screen, click **Submit Test**. A *Warning* message will appear. Click **Yes** on this message. *(Pause.)*
	On the *Test Completed* screen, click **Log Out**. You will be taken to the *Please Sign In* screen. I will collect your test ticket.

Students will be returned to the *Please Sign In* screen once they submit their tests. Collect test materials.

Based on instructions from your school assessment coordinator, either dismiss students who have finished **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the TA Interface, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students may work for a total of half of a typical school day.**

Display the new stopping time for students. Once students are ready to continue working,

| SAY | Now, we will continue testing. You have until _____ to continue working, and I will let you know when there are 10 minutes left. |

At 10 minutes before the stopping time,

| SAY | You have 10 minutes to finish the test. |

After 10 more minutes,

SAY	**Stop.** Click **End Test** in the upper left corner of the screen. A pop-up message will appear. Make sure the message says, "You have reached the end of the test.," and then click **Yes**. *(Pause.)*
	On the review screen, click **Submit Test**. A *Warning* message will appear. Click **Yes** on this message. *(Pause.)*
	On the *Test Completed* screen, click **Log Out**. You will be taken to the *Please Sign In* screen. I will collect your test ticket.

Students will be returned to the *Please Sign In* screen once they submit their tests. Collect test materials.

Once all students have submitted their tests, end the test by clicking **STOP** in the TA Interface. This will pause any remaining tests. Then log out of the TA Interface by clicking **Logout** in the upper right corner of the screen.

Complete the following steps:

1. Ensure that you have all test tickets and that your required administration information and testing room seating chart are accurate and complete and includes arrows to indicate which direction students are facing.

2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.

3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:
- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL or recently exited ELL students:
- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

4. Return all materials to your school assessment coordinator as described on page 71 of the Winter 2022 EOC and FCLE Manual.