

Script for Administering Science, Social Studies, and FCLE Sample Test Items

This script can be used to administer the computer-based sample test items for the following assessments via the secure browser:

- Grades 5 & 8 Science
- Biology 1 EOC
- Civics EOC
- U.S. History EOC
- Florida Civic Literacy Exam (FCLE)

This script describes the layout of items and tools in the secure browser for Florida Science, Social Studies, and FCLE sample test items. Test administrators may find it helpful to project the sample test items and walk through the items along with students. When reading the following script, please note that any optional words or terms in the script are italicized and in parentheses.

This script directs students to sign in through the secure browser. If students will sign in with an Internet browser, you will need to make adjustments to the script to remove references to the secure browser. This script directs test administrators to provide test tickets for students. However, you may administer the sample test items without test tickets. If students do not use tickets, you will need to modify this script to direct students to sign in as Guest Users. This script also includes instructions for test administrators to create a training session for students to log in to. FDOE recommends that test administrators and schools use this method to conduct their sample activities to ensure a similar login process to what students will experience during operational testing. The login portion of this script will need to be modified to match the login process if a Guest Session is used instead of a training session. If you are administering the sample test items remotely, you will need to modify the login portions of the script to match how students are signing in and communicating with the test administrator.

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

For Grade 8 Science and the Biology 1 EOC assessment, a four-function calculator is provided in the student interface. Handheld four-function calculators are permitted, per local district or school policies.

Before Administering the Sample Test Items

1. Before students arrive, make note of any issues in your testing room and ensure it is prepared for the day of the test.
2. For students taking the Grade 8 Science, Biology 1 EOC, Civics EOC, or U.S. History sample test items, ensure that each student has a pen or pencil and a piece of paper to work the problems. Scratch paper is optional for Grade 5 Science.

3. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will take the sample test items in your room. Do not distribute test tickets until instructed to do so in the script.
 - For students testing remotely, on the day of the assessment, the teacher/test administrator will provide login information for the test session through normal secure classroom communication channels.
4. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
5. Check that each student who will use the text-to-speech accommodation has headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
6. Launch the secure browser on student computers or devices prior to beginning the session.
 - For students testing remotely, it is recommended that students launch the secure browser on their computers or devices twenty minutes prior to the start time of the session to ensure issues are resolved before students begin. Make sure that students have access to speakers or headphones to hear any teacher broadcasts and that they have a built-in or plug-in webcam and microphone.
7. Select **Go to the Practice Test Site** in the blue box in the lower left corner of the browser.

Create a Practice Test Session

1. Go to the Florida Statewide Assessments Portal, click **Teachers and Test Administrators**, and then click **TA Training Site**.
2. Log in using your email address and password.
 - If the Enter Code page appears, an authentication code will be emailed to you. You must enter this code in the Enter Emailed Code field and click Submit within 15 minutes of the email being sent. If the code expires, click Resend Code to request a new one on the Enter Code page.

Note: This page will appear every 7 days for users to verify their identity by entering a code when they log in. The same authentication process will also be initiated when the browser cache is cleared, when a user logs into a new device, or when a private browser session is in use.

3. Based on which test your students will be taking, choose a testing category and then select one or more tests. Once you have selected the appropriate test(s), start the practice session.
4. Record the Session ID, which students will use to log in to the sample test items. The Session ID should be displayed where it is visible to all students. The Session ID for the practice test will begin with TRAIN. **If the Session ID does not begin with TRAIN, stop the session and follow steps 1–3 in this section again.**

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

Administering the Sample Test Items

SAY	<p>Today, you are going to learn how to use the secure browser, the test platform you will use to take the _____ (<i>Insert the Grade/Subject of the assessment students will take</i>).</p> <p>Your computer or device should be opened to the Please Sign In screen. Please follow my instructions, and do not change screens until I tell you to do so.</p> <p>Now, look at the login screen. If you do not see this screen, raise your hand.</p>
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If a computer or device does not display the login screen, open the secure browser on that computer or device and navigate to the practice test login screen.

If you are administering the Grade 8 Science or Biology 1 EOC and your school is providing handheld four-function calculators to students, distribute the calculators now.

Read the following SAY box if you are administering this test to students who are taking the Grade 8 Science, Biology 1 EOC, Civics EOC, or U.S. History EOC.

SAY	<p>You will be given a work folder or worksheet on the day of the test to help you work the problems; however, today you may use your own paper. (<i>Note: Scratch paper is optional for Grade 5 Science.</i>)</p>
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SAY	<p>Remove all materials from your desk (<i>except your calculator, pen or pencil, and scratch paper</i>). Your computer or device should be opened to the Please Sign In screen. Please follow my instructions, and do not change screens until I tell you to do so.</p>
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Display the Session ID for students.

Distribute the test tickets.

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

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

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

SAY	<p>You will now see a screen that says <i>Your Tests</i>. Click the sample test materials we will review today to proceed.</p> <p>While you are waiting for your test to be approved, you will see a <i>Waiting for Approval</i> screen. This screen includes your first and last names, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand.</p> <p>Please sit quietly while I approve your tests.</p>
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Assist any students who raise their hands.

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

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

Read the following SAY box if you are administering this test to students who are using the text-to-speech accommodation,

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

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

Read the appropriate instructions below and on the following page for accommodations applicable to students taking the sample test items.

Text-to-Speech

SAY	<p>If you are using text-to-speech as an accommodation, then listen as I review the tool for these sample test items.</p> <p>To access the Text-to-Speech tool, click the three horizontal lines above the response area to open the context menu.</p> <p>Select Speak Question to have the question and options read aloud.</p> <p>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 the answer option and selecting Speak Option.</p> <p>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.</p> <p>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. <i>(Note: These tools are not available on Chrome.)</i></p> <p>To stop the voice while it is speaking, select the context menu. Click Stop Speaking. To listen to the voice read from anywhere in an item to the end of that item, right click where it should begin speaking and select Start Speaking From Here. To hear the question again from the beginning after you stopped the voice, select the context menu and click Speak Question again.</p>
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SAY	<p>To have the voice read from a certain word, right-click where it should begin speaking and select Start Speaking From Here.</p> <p>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.</p> <p>You can practice using the Text-to-Speech tool when you begin the sample test items. Raise your hand if you have any questions.</p>
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Answer any questions.

Masking

SAY	<p>If you will take these sample test items using Masking as an accommodation, then listen as I describe this tool.</p> <p>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 in it. When you have turned the Masking tool on, the button will turn orange.</p> <p>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.</p> <p>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.</p> <p>Now, practice using the Masking tool. Raise your hand if you have any questions. <i>(Pause while students practice using the Masking tool.)</i></p> <p>To turn off the Masking tool, click the Masking button again. The button will revert to its original color.</p> <p>Are there any questions?</p>
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Answer any questions.


SAY	<p>In the top left corner of your screen, you will see the navigation buttons.</p> <p>The Back and Next buttons can be used to move to the previous or the next question. The Back button is currently deactivated because you are on the first question, but it will be available for later questions.</p>
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SAY	<p>To the right of the Next button, you will see the Save button. The Save button allows you to manually save your work. This is an optional feature. If you do not select this button, your answer will be saved automatically every two minutes or when you go to the next question.</p> <p>Look to the right of the Save button, where you will see the Pause button. The Pause button allows you to pause and exit the test. Do not select Pause at this time.</p> <p>Are there any questions?</p>
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Answer any questions.

SAY	<p>Now, I will describe several tools that may help you with this computer-based sample test items, and you will practice using them.</p>
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If you will administer the Biology 1 EOC or the Grade 8 Science sample test items, read the following green SAY box. Biology 1 EOC and Grade 8 Science specific information also includes an atom icon under SAY.

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

SAY	<p>Now, look to the right of the question number and find three horizontal lines in a circle. This is the context menu. Click the lines to open the context menu.</p> <p>You will see a flag icon that says Mark for Review, set of letters with a horizontal line through them and says Strikethrough, and a grayed-out line that says Highlight Selection. Click the flag icon for Mark for Review. This feature will allow you to flag a question that you might want to review at a later time. You can mark an item for review by using the context menu or by right-clicking, if available on your device, in the question and answer area and selecting Mark for Review. Once you mark an item for review, the solid rectangle around the item number will show the top right corner folded over, a flag icon will appear next to the item number, and the item number in the drop-down list in the top left corner of the screen will have a flag icon next to the number.</p>
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SAY

After you finish reviewing a question, return to the context menu and select **Unmark Review Item**. You can also right-click, if available on your device, in the question and answer area and select **Unmark Review Item**. The item number will revert to a solid rectangle without a folded corner, and the item number in the drop-down list will no longer have a flag icon.

Now, practice selecting **Mark for Review** and **Unmark Review Item**. (*Pause.*) For now, leave this question marked for review.

Now, select the context menu, and then select the set of letters with a line through them, which is the **Strikethrough** tool. You can use the **Strikethrough** tool to cross out answer choices that you have eliminated as possible correct answers. Click the first answer option. You should see a gray line through that answer option.

Note that using Strikethrough on an answer option you have previously chosen does not automatically remove your selection of that response. To remove a strikethrough, click the eliminated option. Click anywhere outside the box around the answer choices to turn off the **Strikethrough** tool. Now, practice adding and removing strikethroughs. (*Pause.*)

You can use the **Highlight Selection** tool to highlight portions of a question. To highlight, click and drag to select the text you want to highlight. Then, right-click in the highlighted area and select **Highlight Selection**. There are four colors available for highlighting: yellow, orange, mint green, and lavender. Select a color, and your text will be highlighted. You cannot highlight over previously highlighted text. To change the highlight color of your selection, you will need to remove or reset the highlighting and then highlight text in a different color.

To remove all highlighting, right-click and select **Reset Highlighting** from the context menu. To remove only certain portions of highlighting, select the text you want to remove highlighting from, right-click, and choose **Remove Highlight**. Practice highlighting and removing highlighting from words in the question. (*Pause.*)

In the top left corner of your screen, you will see a drop-down menu with the word “Items” and up and down arrows. This is the **Item Summary** drop-down list. Now, click to open this list. You will see the item numbers. The **Item Summary** allows you to quickly move to different questions. You can use this drop-down list to revisit questions you have already seen, or to see the next question if you have already responded to the question you are currently on.


Items that are marked for review are indicated in the drop-down.

During the sample test items, if you move to the next item or content set without answering all the item(s) or all parts of the item(s), you will see a pop-up message that warns you that you have not entered a response to one or more items on the page. To go back and respond to the items, you will select OK. On both today’s sample test items and on the day of the test, you are required to choose an answer to each question before moving on. If you come across something you haven’t learned yet, you will choose what you think is the best answer so that you can keep moving forward in the test.

Are there any questions about any of these tools?

Answer any questions, and make sure that everyone can use the tools. Help students if necessary.

If you will administer the Biology 1 EOC or the Grades 5 or 8 Science sample test items, read the following orange SAY box. Biology 1 EOC and Grades 5 and 8 Science specific information also includes a microscope icon under SAY.

SAY 	<p>During the sample test items, you may see a split-screen item with content on the left side of your screen and the question and response area on the right side of your screen. When you encounter one of these sets, you can practice scrolling by moving your cursor into the content panel and use your mouse (<i>trackpad/scrolling motion with your fingers</i>) to scroll down or use the scroll bar. As you scroll, a green bar at the bottom of the content area will show your progress. When scrolling is required, you will see an arrow at the bottom of the screen. After you've finished scrolling all the way down, the arrow disappears and the green bar displays all the way across the bottom of the content panel. When reading a content set, always make sure that you scroll down to read all the information.</p> <p>In the top right corner of the content panel, you will see the Expand/Collapse Panel tool, which looks like a double-sided arrow. This tool will expand the content panel or the question and answer panel so that it takes up most of the screen.</p> <p>Clicking the left-facing arrow will return the screen to normal.</p> <p>When you encounter a content set in either this sample test or the operational test, you can see how many questions you will have for the set in the top right corner of the question and answer area.</p>
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SAY	<p>Now, read and respond to each question while practicing using the tools. Do not exit the sample test items until instructed to do so.</p> <p>Remember, if you need assistance understanding how to answer an item, you may raise your hand if you have any questions.</p>
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Walk around the room and assist students as necessary. After students have had sufficient time to practice using the tools and answer the questions, review the correct responses to the test with the students. Answer keys for each test can be found here: [CBT Practice Test Answer Keys \(fsassessments.org\)](https://fsassessments.org).

SAY	<p>Now, we will practice how you will exit the test if you need to leave the room for an extended period of time during the actual test.</p> <p>The Pause button allows you to pause and exit the test for an extended period of time. Now, select Pause. (<i>Pause for students to select the button.</i>) A pop-up window will appear and ask you to confirm that you want to pause the test and to ask your test administrator before pausing your test. You should then verify with your test administrator whether you should pause your test. For today, click No. On the day of the test, if you have your test administrator's permission, you will click Yes.</p>
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Pause while students click **No**.

SAY	When you have finished the sample test items, you will see a screen that says, “You have reached the end of the test.” If you marked any questions for review, you will see a flag icon next to the question number reminding you that you marked that item for review. If you wanted to review your response, you would click on the item number with the flag in it. You would then be taken back to the question you had marked for review. Do not select a question number to review your answer at this time. Are there any questions?
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Answer any questions.

SAY	<p>Now, we will practice how you will submit your test.</p> <p>On the review screen, click End Test. A pop-up message will appear. Make sure the message says, “Are you sure you want to submit the test?.” At this time, click Yes. (<i>Pause.</i>)</p> <p>You will now see a message informing you that you have finished the sample items. Click Log Out.</p>
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After students have logged out, check each computer or device and make sure that each student has exited the sample test items properly. Help students as needed. Provide students with the sample test items URL (<https://flfast.org/families.html>) so that they may access the sample test items on their own.