Florida Statewide Assessments

Practice Tests Guide

2020–2021

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FSA ELA & Mathematics Assessments

NGSSS Science & Social Studies Assessments
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Introduction to this Guide

This user guide provides information for individuals accessing the Florida Statewide Assessments practice tests. This introduction describes the contents of this user guide and includes a key for identifying icons and elements used.

Guide Sections

Each section and appendix begins on a new page, which allows for easy printing.

1. **Signing In to the Practice Test Site** provides information on how to log in and select a practice test.

2. **Overview of Practice Test Features** includes information about a sample test layout, global and context menus, and the test tools that are available.

3. **Item Types on Tests** gives an overview of the item types that students may see on the practice tests and general guidelines on how to respond to items.

4. **Keyboard Navigation** provides keyboard commands for general test navigation as well as for specific features.

Document Conventions

The following table describes the typographical conventions appearing in this user guide.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Caution" /></td>
<td><strong>Caution:</strong> This symbol accompanies important information regarding a task that may cause minor errors.</td>
</tr>
<tr>
<td><img src="image" alt="Note" /></td>
<td><strong>Note:</strong> This symbol accompanies helpful information or reminders.</td>
</tr>
</tbody>
</table>

**bold italic**  Boldface italic indicates a page name.

**bold**          Boldface indicates an item you click or a drop-down list name.

**italic**        Italic indicates a field name or a drop-down list selection.
Signing In to the Practice Test Site

Students must use a supported web browser or the secure browser to access the Practice Test site. The supported web browsers for the practice tests are listed on the Supported Systems & Requirements page found on the Florida Statewide Assessments Portal. Text-to-Speech is only available through the secure browser. Students who will require this accommodation must access the Practice Test through the secure browser.

Using the Secure Browser

1. Ensure that all software applications, including internet browsers, are closed on your computer or device.
2. Launch the Secure Browser on your computer or mobile device.
3. Select Go to the Practice Test Site to access the Student Practice Test site.
4. Continue to step 3 below.

Using a Web-Browser

1. Open a supported web browser on your computer or tablet.
2. Navigate to the portal (www.FSAssessments.org).
   a. In the right-hand panel, click the Practice Tests card. The Practice Tests page appears.
   b. Click the Computer-Based Practice Test Materials card, and then click the Take the Computer-Based Practice Tests card. The student practice test Please Sign In page appears.
3. You will sign in as a guest user under a guest session. Make sure Guest User and Guest session are both switched to ON. Click Sign In.

   Note: The login process will be different if Guest User and Guest Session are not both switched to ON. This guide is intended for users logging into the Practice Test as a guest user with a guest session.
4. The **Your Tests** page appears. From the **Student Grade Level** drop-down list, select a grade.

5. The **Your Tests** page will update with available practice tests.
Select an available practice test by clicking the text next to the arrow. The list of available tests depends on the grade level selected.

**Note:** If the test you want to take is not displayed, click **Back to Login**. You will be logged out. Sign in again and select the grade level for the practice test you wish to take. EOCs are available for all grade levels in the Practice Test site when signed in as a Guest User.

6. The **Choose Settings** page appears. Select your accessibility settings and/or accommodations.

**Note:** When signing into a Practice Session with a ticket or session ID, the **Choose Settings** page will not appear. This page only appears if signing in as a guest user with a guest session.
Figure 4. Choose Settings Page

a. If necessary, change the default settings for the test. You can change the print size, background color, and mouse pointer color and size, or set an accommodation (e.g., masking, text-to-speech, closed captioning, speech-to-text), as needed. Text-to-speech is only available when using the secure browser. Your selections will be applied immediately once selected.

b. When you have made your selections, click Select.

7. The Audio Checks page appears for students taking the ELA Reading test and for students using the text-to-speech and/or speech-to-text accommodations. If students will use the speech-to-text accommodation, they will first see the Recording Device Check portion of the Audio Checks screen.
a. Students must click the microphone icon [ ] and begin recording their voice.

b. Students speak into their recording device, and then select the stop icon [ ] to stop recording.

c. Next, students select the play icon [ ] to listen to their recorded audio.

   - If the sound is audible, students will click I heard my recording. A green checkmark will appear in the upper-right corner of the Sound Check section. The student will then continue to Step 8.

   - If the sound is not audible, students will click I did not hear my recording. The Audio Checks: Problem Recording Audio section will appear with a message telling students to notify their TA that they have a recording problem. Students also have two options:

     • Option A: Try Again. Students can click Try Again. This will direct the students back to the Recording Device Check section.
• **Option B: Log Out.** Students can click the logout button in the upper-right corner of the screen [ ]. Troubleshoot the computer or device and headphones to see if there is a problem or move the student to another computer or device that has working audio.

![Figure 7. Problem Recording Audio Page](image)

8. Students taking the ELA Reading test will see the sound check portion of the Audio Checks screen. Students must verify that they can hear the sample audio before continuing the login process.

![Figure 8. Audio Checks Page](image)

a. Students must click the speaker icon [ ] and listen to the audio.
   - If the sound is audible, students will click **Yes**. A green checkmark will appear in the upper-right corner of the Sound Check section. The student will then click **Continue** and be directed to the *Before You Begin* screen.
If the sound is not audible, students will click **No**. The Sound Check: Audio Problem section will appear with a message telling students to notify their TA that they have an audio problem. Students also have two options:

- **Option A: Try Again**. Students can click **Try Again**. This will direct the students back to the Sound Check section.
- **Option B: Log Out**. Students can click the logout button in the upper-right corner of the screen [LOG OUT]. Troubleshoot the computer or device and headphones to see if there is a problem or move the student to another computer or device that has working audio.

9. The Text-to-Speech Sound Check section appears if a student has the text-to-speech (TTS) accommodation selected. On this page, students verify that TTS is working properly on their device. Students can only use TTS within the secure browser.
**Note:** Text-to-Speech is only available in the secure browser. If the Practice Test is accessed in an internet browser, there will be a message indicating Text-to-Speech is not available.

**Figure 11. Text-to-Speech Sound Check Page**

![Text-to-Speech Sound Check Page](image)

a. Students click the speaker icon [ ] and listen to the audio.
   - If the voice is clearly audible, students will click **I heard the voice**. A green tab with a checkmark will appear in the upper-right corner of the section. The student will then click **Continue** and be directed to the **Before You Begin** screen.
If the voice is not clearly audible, students can adjust the settings using the sliders for Volume, Pitch, and Rate and click [ ] again.

If students still cannot hear the voice clearly, they should click **I did not hear the voice** and close the secure browser. You can work with students to adjust their audio or headset. The student can sign in again when the issue is resolved.
10. The **Before You Begin** page appears. From here, you can view the **Test Settings** and **Help Guide**. Additionally, you can click **Begin Test Now** to start the practice test, **Back** to return to the previous page, or the Logout button [ ] in the upper right corner of the page to return to the **Please Sign In** page.

Figure 13. Before You Begin Page

![Before You Begin Page](image)

a. Click **View Test Settings**.
   - The **Review Test Settings** page appears.

Figure 14. Review Test Settings Page

![Review Test Settings Page](image)
**Practice Tests Guide**

**Signing In to the Practice Test Site**

- Review the information on this page and verify that your test settings are correct. Any changes that you selected on the *Choose Settings* page will be reflected on this page.
  - If the accessibility settings, and accommodations are correct, click **OK**.
  - If the accessibility settings are incorrect, make appropriate changes and click **OK**. If you have to change accommodations, you will need to log out and set the accommodations described in **Step 6**.
  - You can undo the changes you selected and return to the previously selected settings by clicking **Undo Changes**.

b. Click **View Help Guide**. The **Help Guide** page appears.

Note: The Help Guide includes information pertaining to the test being taken.

![Figure 15. Help Guide](image)

- Back on the **Before You Begin** page, click **Begin Test Now**.
Overview of Practice Test Features

This section provides an overview of what a test page looks like. Information about available test tools and how to access them is also provided.

Test Layout

Figure 16 shows the primary features and available tools for an ELA Reading test. Tools will differ between subjects and grade levels.

![Test Layout Sample](image)

Each test has three major sections:

1. Banner: located at the top of the screen, contains global tools and navigation buttons, as well as the Help and System Settings buttons
2. Stimulus/Passage: located on the left side of the screen, displays test content/stimuli
3. Item: located to the right of the stimulus/passage, contains the question, response area/options, and context menu

Note: Some tools are available only by accessing a context menu for that stimulus/item. For more information, see the next section.

Global and Context Menus

The global and context menus allow students to access on-screen tools. These tools can be accessed using a mouse or keyboard shortcuts. For information about keyboard shortcuts, refer to Keyboard Navigation. The System Settings button will only be visible for students taking the practice test on the secure browser.

About the Global Menu

The global menu (located in the banner) contains all the visible tools displayed at the top of the student’s test screen. Most universal tools, as well as the Help button, are in the global menu.
About the Context Menus

Each test question may include several elements, such as the question number and answer options. The context menu for each element (e.g., passage, stimulus, answer options) only contains tools that are available for that element.

Opening a Context Menu for Passages and Questions

You can access context menus by clicking the context menu [ ] within an element (e.g., passage, stimulus) or by right-clicking within an element (e.g., passage, stimulus, answer options). The context menu will display different tools based on where and how you access it.

Using the context menu button to access context menu tools:

1. Click the context menu [ ] in the upper-right corner of an element (e.g., passage, stimulus).
2. Select a tool from the context menu.

Right-clicking to access context menu tools:

1. To access the context menu by right-clicking, do one of the following:
   a. If you are using a two-button mouse, right-click in the question and answer area.
   b. If you are using a single-button mouse, click in the question and answer area while pressing Ctrl.
   c. If you are using a Chromebook, click in the question and answer area while pressing Alt.
d. If you are using a tablet, tap the question and answer area and then tap the context menu button (this selects the answer option until you select a different option).

2. Select a tool from the context menu.

**Test Tools**

The following test tools are available:

1. **Universal Tools**: Universal tools appear in the banner at the top of the page.
2. **Stimulus/Question Tools**: These tools are specific to stimuli and questions and are accessed by opening the context menu [ ] for a stimulus, question, or answer option area.
3. **Accommodation Tools**: Accommodation tools are available only for those students who have the related accommodation. The accommodation must be set in TIDE before the student begins the test.

<table>
<thead>
<tr>
<th>Universal Tools</th>
<th>Description</th>
</tr>
</thead>
</table>
| Calculator      | View the on-screen calculator in a test.  
**Note**: A scientific calculator is available for the Grades 7-8 Mathematics, Algebra 1 EOC, and Geometry EOC tests. A four-function calculator is available for the Biology 1 EOC test. |
| End Test        | Click the End Test button to begin the process of submitting the test. |
| Formula         | Click the Formula button to view applicable reference sheets for assessments for which they are provided.  
**Note**: The Formula tool is available for Mathematics, Algebra 1 EOC, and Geometry EOC tests only. |
| Help            | The Help button at the top right opens the on-screen Help Guide window. |
| Line Reader     | Use the Line Reader button to highlight a single line of text at a time in passages and questions. |
| Navigation      | The Back and Next buttons in the top left corner permit you to move between pages on a test.  
For Mathematics, EOC, and ELA Reading tests, clicking the navigation buttons permits you to move between questions.  
For ELA Writing tests, clicking Next prompts you to end the test.  
**Note**: When multiple questions are grouped together with the same stimulus, a button for each question number appears in the top right. You can also click these buttons to navigate between questions in the group. |
<table>
<thead>
<tr>
<th>Universal Tools</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Notes** | Click the **Notes** button to open an on-screen notepad. You can enter notes for yourself and save them. You can also cut, copy, and paste any text in the notepad. These notes are global and remain in the pop-up window throughout the test.  
*Note: This tool is available for ELA Reading and ELA Writing tests.* |
| **Pause** | The **Pause** button allows you to pause and log out of the test. |
| **Periodic Table** | View the on-screen periodic table in a test.  
*Note: The periodic table is available for the Biology 1 EOC test.* |
| **Item Summary Drop-Down List** | This feature enables you to quickly return to a specific test page. Questions that were marked for review display [ ] . Items you haven’t visited yet and/or are unanswered will display [▲]. |
| **Save (Optional)** | The **Save** button allows you to manually save technology-enhanced questions. This is an optional feature. If you do not click this button, your answers are still saved automatically. |
| **System Settings** | The wheel next to the **Help** button allows you to adjust volume during the test.  
*Note: The System Settings button will only be visible for students taking a practice test on the secure browser.* |
| **Zoom** | Use the **Zoom In** and **Zoom Out** buttons to increase and decrease the size of text and graphics within a single test page. Four zoom levels are available. |

Table 3. Stimulus/Question Tools

<table>
<thead>
<tr>
<th>Stimulus/Question Tools</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Expand Passage/Item Tool** | Some test pages have a passage, item, or activity on the left side of the page. You can expand this section. You can also expand the right side of the page.  
Click the left arrow of the icon [ ] to expand the right side of the page to view the test item and click the right arrow to collapse it again. Click the right arrow to expand the passage and click the left arrow to collapse it again. |
<table>
<thead>
<tr>
<th>Stimulus/Question Tools</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Highlighter</strong></td>
<td>Highlights a section of text in a passage or test question. Highlighter is available in four different colors: yellow, orange, mint green, and lavender. To highlight text, select text on the screen, right-click with the mouse, and select <strong>Highlight Selection</strong>. To remove a single instance of highlighting, select the text, right-click and select <strong>Remove Highlight</strong>. To remove all instances of highlighting in a reading passage or question, right-click the highlighted text and select <strong>Reset Highlighting</strong>.</td>
</tr>
<tr>
<td><strong>Mark for Review</strong></td>
<td>Select <strong>Mark for Review</strong> from the context menu. The box around the item number changes from solid blue to striped blue and the top right corner of the box is folder over, [ ] displays next to the question number, and [ ] displays in the <strong>Item Summary</strong> drop-down list. To remove the (marked) status, select <strong>Unmark Review Item</strong>.</td>
</tr>
<tr>
<td><strong>Notepad</strong></td>
<td>Each Mathematics question has a Notepad tool that allows you to save a note or comment about the question. To access this tool, select <strong>Notepad</strong> from the context menu. <strong>Note:</strong> This tool is available for Mathematics and FSA EOC tests.</td>
</tr>
<tr>
<td><strong>Select Response Version</strong></td>
<td>For open response questions, you can view and restore responses previously entered. To access the Select Response Version tool, right-click in the text box and choose <strong>Select Response Version</strong> from the context menu.</td>
</tr>
</tbody>
</table>
| **Strikethrough**      | For multiple choice or multiselect questions, you can strike out an option and focus on the options you think may be correct. Using strikethrough on an answer option does not remove selection of that option as your response.  
  • To strikethrough an answer option, right-click on the option and select **Strikethrough**. A line appears through the text or image.  
  • To remove the strikethrough from an answer option, right-click on the option and select **Undo Strikethrough**. |
| **Tutorial**           | Each question has a tutorial video that you can watch to learn more about responding to that type of question. To view the tutorial video, select **Tutorial** from the context menu. **Note:** Tutorials have no sound. |

<table>
<thead>
<tr>
<th>Accommodations Tools</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>American Sign Language (ASL)</strong></td>
<td>For students with this assigned accommodation, videos are displayed that translate ELA Reading audio passages into American Sign Language (ASL). From the context menu, select American Sign Language.</td>
</tr>
<tr>
<td><strong>Closed Captioning</strong></td>
<td>ELA Reading audio passages automatically display closed captions for students who have chosen this setting or who are taking a practice test in the secure browser with the accommodation assigned.</td>
</tr>
</tbody>
</table>
## Practice Tests Guide

### Overview of Practice Test Features

<table>
<thead>
<tr>
<th>Accommodations Tools</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Masking</strong></td>
<td>Cover an area of the test page to temporarily hide information that might be distracting.</td>
</tr>
<tr>
<td><strong>Speech-to-Text (STT)</strong></td>
<td>Students who have a speech-to-text (STT) accommodation can use this tool to convert dictated audio to text in the writing response area.</td>
</tr>
<tr>
<td><strong>Text-to-Speech (TTS)</strong></td>
<td>Students who have a text-to-speech (TTS) accommodation listed on their IEPs can use the Speak tool to listen to instructions, test items, and answer options. Student eligibility information for TTS must be recorded in TIDE.</td>
</tr>
<tr>
<td><strong>Text-to-Speech on Writing Response</strong></td>
<td>Students who have a text-to-speech on writing response accommodation can use the Speak tool to listen to the response provided by the student.</td>
</tr>
</tbody>
</table>
Item Types on Tests

This section contains sample item types that may appear on the practice tests. The following item types may appear: Editing Task Choice, Hot Text, Open Response, Multiple Choice, Multiselect, Evidence-Based Selected Response (EBSR), Graphic Response Item Display (GRID), Equation Editor, Matching, and Table. Any of these item types may be combined into a single item with multiple parts called a multi-interaction item. For additional information about item types, please refer to the Item Specifications located in the About Statewide Assessments section on the portal (www.FSAssessments.org).

Editing Task Items

To enter responses for editing task items, click the highlighted word or phrase. (Typically, the highlighted word or phrase has a light green background.)

- Some editing task items require you to select the replacement word or phrase from a menu or drop-down.
• Other editing task items require you to read a short passage with highlighted words or phrases. Each multiple-choice item in the passage set will correspond with one of the highlighted portions of the associated text. You will be asked to answer a question based on the highlighted phrase.

**Hot Text Items**

Hot Text items require you to either click on a response option (Selectable Hot Text) or drag a response option to another location (Drag-and-Drop Hot Text).

All Selectable Hot Text items will have a dotted line around the answer or selectable area.

**Open Response Items**

Open response items require you to use the keyboard to enter the response into a text box.
Multiple Choice Items

Multiple choice items require you to select a single answer option.

**Note:** You may click anywhere on the answer option or click in the circle that contains A, B, C, or D. The selected answer circle becomes shaded.

Multiselect Items

Multiselect items allow you to select more than one answer option. These are different from multiple choice items, which allow you to select only one response.

**Note:** Some items may ask you to select a specific number of responses.

Evidence-Based Selected Response (EBSR)

The student will select the correct answers from Part A and Part B. Typically Part A is a multiple choice, whereas Part B may be either multiple choice or multiselect. Part A often asks the student to make an analysis or inference, and Part B requires the student to use text to support Part A.
Graphic Response Item Display (GRID) Items with Action Buttons

GRID items may require using point, line, or arrow buttons to create a response. Other GRID items may require students to select words, phrases, or images and use the drag-and-drop feature to place them into an answer area.

**Note:** The “active” action button is white.
**Equation Editor Items**

Equation editor items require the student to create a response. Responses may be in the form of a number, variable, expression, or equation, as appropriate to the test item.

To enter a response, click the button for each letter or symbol.

Some equation editor items may require the student to select a keyboard icon to make the editor appear.

**About the Navigation Buttons for Equation Editor Items**

To navigate and perform actions in the equation editor field, select the appropriate navigation button as listed in the table below.

<table>
<thead>
<tr>
<th>Navigation Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move Left</td>
<td>The straight left arrow button allows you to move the cursor before an existing character.</td>
</tr>
<tr>
<td>Move Right</td>
<td>The straight right arrow button allows you to move the cursor after an existing character.</td>
</tr>
<tr>
<td>Undo</td>
<td>The curved left arrow button allows you to undo the previous action.</td>
</tr>
<tr>
<td>Redo</td>
<td>The curved right arrow button allows you to redo the previous undone action.</td>
</tr>
</tbody>
</table>
### Navigation Button Description

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
<td>The delete button allows you to delete characters.</td>
</tr>
</tbody>
</table>

### About Special Symbols

To add a special symbol to an equation, select the corresponding button. After entering a number or symbol, use the straight arrow buttons to move the cursor between fields.

#### Table 6. Special Symbols

<table>
<thead>
<tr>
<th>Special Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fraction [ ]</td>
<td>This symbol allows you to enter a fraction into the equation editor. Select the numerator, then navigate to the denominator and select the value for that field.</td>
</tr>
<tr>
<td>Exponent [ ]</td>
<td>This symbol allows you to enter an exponent into the equation editor. After you enter the base number, select the exponent button and enter the exponent number.</td>
</tr>
<tr>
<td>Subscript [ ]</td>
<td>This symbol allows you to enter a subscript into the equation editor. After you enter the base number, select the subscript button and enter the subscript number.</td>
</tr>
<tr>
<td>Parentheses [ ]</td>
<td>This symbol allows you to enter parentheses. Once you select the symbol, the parentheses will appear in the equation editor. Then select the numbers and symbols that should appear between the open and close parentheses.</td>
</tr>
<tr>
<td>Absolute Value [ ]</td>
<td>This symbol allows you to enter an absolute value. Once you select the symbol, the lines will appear in the equation editor. Then select the numbers and symbols that should appear between the lines.</td>
</tr>
<tr>
<td>Square Root [ ]</td>
<td>This symbol allows you to enter a square root value. Once you select the symbol, the radical sign will appear in the equation editor. Enter the number that should appear under the radical sign.</td>
</tr>
<tr>
<td>nth Root [ ]</td>
<td>This symbol allows you to enter an nth root value. Once you select the symbol, the radical sign will appear in the equation editor. Enter the number that should appear under the radical sign. Use the straight left arrow to navigate to the nth field and enter the number that should appear there.</td>
</tr>
</tbody>
</table>
Matching Items
The student will check a box to indicate if the information from a column header matches information from a row.

Table Items
The student will type numeric values into a given table.

Multi-Interaction Items
The student will interact with different item types within a single item. The example in Figure 34 represents an item with 2 parts: Part A. is an editing task item, and Part B. is multiple choice.
Keyboard Navigation

Any student using a desktop, laptop, or Chromebook can use keyboard commands to navigate between test elements, features, and tools. Keyboard commands are not available for tablets.

**Note:** Keyboard commands require using the primary keyboard. If your keyboard contains a numeric keypad (often on the right side), do not use the keys in that area.

This section can be printed out for students to use as a reference during the practice tests (but must not be provided during operational tests).

Keyboard Commands for Test Tools

Students can use these commands to navigate between test elements, features, and tools.

<table>
<thead>
<tr>
<th>Button/Image (if applicable)</th>
<th>Description of Function</th>
<th>Keyboard Commands</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Open the <strong>GLOBAL MENU</strong></td>
<td><strong>Ctrl + G</strong></td>
</tr>
<tr>
<td></td>
<td>Open the <strong>CONTEXT MENU</strong> (for the selected passage, item, or answer option)</td>
<td><strong>Ctrl + M</strong></td>
</tr>
<tr>
<td></td>
<td>Go to the <strong>NEXT</strong> test page</td>
<td><strong>Ctrl + Right Arrow key [→]</strong> (or use the Global Menu)</td>
</tr>
<tr>
<td></td>
<td>Go to the <strong>PREVIOUS</strong> test page</td>
<td><strong>Ctrl + Left Arrow key [←]</strong> (or use the Global Menu)</td>
</tr>
<tr>
<td></td>
<td>Move to the <strong>NEXT ELEMENT</strong> (on a page containing multiple test questions and/or a reading passage)</td>
<td><strong>Tab</strong></td>
</tr>
<tr>
<td></td>
<td>Move to the <strong>PREVIOUS ELEMENT</strong> (on a page containing multiple test questions and/or a reading passage)</td>
<td><strong>Tab + Shift</strong></td>
</tr>
<tr>
<td><img src="image" alt="Select Letter A" /></td>
<td>Select <strong>OPTION A</strong></td>
<td><strong>Tab</strong> to move between answer choices</td>
</tr>
<tr>
<td><img src="image" alt="Select Letter B" /></td>
<td>Select <strong>OPTION B</strong></td>
<td><strong>Space</strong> to select it as the answer</td>
</tr>
<tr>
<td><img src="image" alt="Select Letter C" /></td>
<td>Select <strong>OPTION C</strong></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Select Letter D" /></td>
<td>Select <strong>OPTION D</strong></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Zoom In" /></td>
<td><strong>ZOOM IN</strong> (increase the size of text and graphics on a page)</td>
<td><strong>Ctrl + G</strong> (via Global Menu)</td>
</tr>
<tr>
<td>Button/Image (if applicable)</td>
<td>Description of Function</td>
<td>Keyboard Commands</td>
</tr>
<tr>
<td>------------------------------</td>
<td>------------------------------------------------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>🔍</td>
<td>ZOOM OUT (decrease the size of text and graphics on a page)</td>
<td>Ctrl + G (via Global Menu)</td>
</tr>
<tr>
<td>📝</td>
<td>Open the global NOTES tool (ELA Reading and ELA Writing)</td>
<td>Ctrl + G (via Global Menu)</td>
</tr>
<tr>
<td>📅</td>
<td>Open the CALCULATOR (Mathematics, Geometry, Algebra 1, and Biology 1 EOC tests)</td>
<td>Ctrl + G (via Global Menu)</td>
</tr>
<tr>
<td>⏸</td>
<td>PAUSE your test</td>
<td>Ctrl + G (via Global Menu)</td>
</tr>
<tr>
<td>:bold gothic 09</td>
<td>END TEST and submit it</td>
<td>Ctrl + G (via Global Menu)</td>
</tr>
<tr>
<td>↑</td>
<td>SCROLL UP in an area of the test page</td>
<td>Up Arrow key [↑]</td>
</tr>
<tr>
<td>↓</td>
<td>SCROLL DOWN in an area of the test page</td>
<td>Down Arrow key [↓]</td>
</tr>
<tr>
<td>→</td>
<td>SCROLL to the RIGHT in an area of the test page</td>
<td>Right Arrow key [→]</td>
</tr>
<tr>
<td>←</td>
<td>SCROLL to the LEFT in an area of the test page</td>
<td>Left Arrow key [←]</td>
</tr>
<tr>
<td></td>
<td>Open the CONTEXT MENU (for the selected passage, question, or answer option)</td>
<td>Ctrl + M</td>
</tr>
<tr>
<td>ℹ️</td>
<td>Open a TUTORIAL to view information about that question type</td>
<td>Ctrl + M (via Context Menu)</td>
</tr>
<tr>
<td>📝</td>
<td>Open the question NOTEPAD to enter a comment about that question</td>
<td>Ctrl + M (via Context Menu)</td>
</tr>
<tr>
<td>gboolean 15</td>
<td>MARK/UNMARK a question for review</td>
<td>Ctrl + M (via Context Menu)</td>
</tr>
<tr>
<td>🖍️</td>
<td>HIGHLIGHTER (highlight text on the page)</td>
<td>Ctrl + M (via Context Menu)</td>
</tr>
<tr>
<td>🔤</td>
<td>STRIKETHROUGH an answer option</td>
<td>Ctrl + M (via Context Menu)</td>
</tr>
<tr>
<td>_skull:skull</td>
<td>Activate the MASKING tool</td>
<td>Ctrl + G (via Global Menu)</td>
</tr>
</tbody>
</table>
Keyboard Commands for Test Selection Pages and Messages

Use these keyboard commands to select options on the login pages or on pop-up messages that appear during the test. For example, if you see a screen that has Yes or No buttons, you can use these keyboard commands to navigate between the buttons and select one.

Table 8. Keyboard Commands on Pages/Pop-up Messages

<table>
<thead>
<tr>
<th>Keyboard Command</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tab</td>
<td>Move to the next option</td>
</tr>
<tr>
<td>Shift + Tab</td>
<td>Move to the previous option</td>
</tr>
<tr>
<td>Enter</td>
<td>Select the shaded option</td>
</tr>
</tbody>
</table>

Opening the Global Menu

To access the global menu with keyboard commands:

1. Press the Ctrl + G keys to view the global menu. The menu appears on the screen.
2. Use the Up or Down arrow keys on your keyboard to move between options in the menu. Each option is highlighted as you arrow up or down.
3. Press the Enter key to select the highlighted menu option.
4. Press the Esc key to close the global menu.

Opening the Context Menus

To access context menus with keyboard commands:

Navigating to an element:

Press the Tab key to navigate between questions, the answer options, and the reading passage.

Opening the context menu for an element:

1. Press the Ctrl + M keys on the keyboard. The context menu for that element appears.
2. Use the Up or Down arrow keys on your keyboard to move between options in the menu. Each option becomes highlighted as you arrow up or down.
3. Press the Enter key to select the highlighted menu option.
4. Press the Esc key to close the context menu.
Keyboard Commands for GRID Questions

GRID questions may have up to three main sections:

1. **Answer Space**: The grid area where students enter the response.

2. **Button Row**: Action buttons may appear above the answer space. Buttons may include **Delete**, **Add Point**, **Add Arrow**, **Add Line**, and **Connect Line**.

3. **Object Bank**: A panel containing objects you can move to the answer space.

*Figure 35. GRID Item Sections*

### To move between the main sections:

1. To move clockwise, press **Tab**.
2. To move counter-clockwise, press **Shift + Tab**.

### To add an object to the answer space:

1. With the object bank active, use the arrow keys to move between objects. The active object has a blue background.
2. To add the active object to the answer space, press **Space**.

### To use the action buttons:

1. With the button row active, use the left and right arrow keys to move between the buttons. The active button is white.
2. To select a button, press **Enter**.
3. Press **Space** to apply the point, arrow, or line to the answer space.

### To move objects and graph elements in the answer space:

1. With the answer space active, press **Enter** to move between the objects. The active object displays a blue border.
2. **Press Space**.
3. Press an arrow key to move the object. To move the object in smaller increments, hold **Shift** while pressing an arrow key.
User Support

Questions related to the 2020–2021 Florida Statewide Assessments may be directed to the Florida Help Desk. The Help Desk will be open Monday–Friday (except holidays) from 7:00 a.m. to 8:30 p.m. E.T.

If you encounter an issue during testing, you must contact your school assessment coordinator immediately as well as contacting the Help Desk. School assessment coordinators must contact the district assessment coordinator to report issues, as well.

<table>
<thead>
<tr>
<th>Florida Help Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toll-Free Phone Support: 1-866-815-7246</td>
</tr>
<tr>
<td>Email Support: <a href="mailto:FloridaHelpDesk@CambiumAssessment.com">FloridaHelpDesk@CambiumAssessment.com</a></td>
</tr>
</tbody>
</table>

Emails to the Help Desk will be automatically logged and responded to within one working day (typically sooner). Urgent requests will be given priority. If you contact the Help Desk, you will be asked to provide as much detail as possible about the issue(s) you encountered.

If contacting the Help Desk regarding a concern related to computer-based testing, please provide the following information:

- Test administrator name and IT/network contact person and contact information
- Username(s) or of affected student(s)
- Device, operating system, and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration:
  - Secure browser installation (on individual machines or on the network)
  - Wired or wireless Internet network setup

Supported Operating Systems

As a reminder, official technical support is provided only for the systems listed on the Supported Systems & Requirements page on the portal.
## Appendix A. Change Log

<table>
<thead>
<tr>
<th>Location</th>
<th>Change</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Throughout Guide</td>
<td>Updated screenshots where appropriate.</td>
<td>8/21/20</td>
</tr>
<tr>
<td><strong>Item Types on Tests</strong></td>
<td>Removed editing task item (type replacement word or phrase).</td>
<td>8/21/20</td>
</tr>
<tr>
<td><strong>Using a Web-Browser</strong></td>
<td>Added Speech-to-Text instructions.</td>
<td>8/21/20</td>
</tr>
<tr>
<td><strong>Table 4. Accommodation Tools</strong></td>
<td>Added Speech-to-Text and Text-to-Speech on Writing Response accommodations.</td>
<td>8/21/20</td>
</tr>
</tbody>
</table>

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