Florida Statewide Assessments

Fall/Winter 2020
Scripts and Instructions for Administering Accommodated Computer-Based Assessments

English Language Arts Retake and End-of-Course Assessments
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Introduction

This document includes scripts and instructions for administering the Fall 2020 English Language Arts (ELA) Writing Retake, ELA Reading Retake, and Fall/Winter 2020 End-of-Course (EOC) assessments to students who require computer-based accommodations (e.g., masking, text-to-speech, closed captioning). 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 Fall/Winter 2020 English Language Arts Retake and End-of-Course Assessments Test Administration Manual (Fall/Winter 2020 ELA Retake and EOC Manual). Test administrators are also responsible for reading the 2020–2021 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 (www.FSAssessments.org).
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 www.FSAssessments.org. For more information regarding TDS, see the user guides posted to the portal under Testing Resources.

Accommodations

Masking and text-to-speech (TTS) tools are available for all subjects to students who have those accommodations listed in their IEPs or Section 504 Plans. American Sign Language (ASL) videos and Closed Captioning (CC) are available accommodations for the audio passages in the ELA Reading Retake. The Masking tool is available on the toolbar. The Text-to-Speech and ASL tools are available under the context menu. Closed Captioning will begin playing when the student plays audio content. The Speech-to-Text and Text-to-Speech on Writing Response tools are located in the bottom right corner of the Writing response area.

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masking</td>
<td>Allows students to temporarily mask (hide) an area of the test screen to reduce distraction.</td>
</tr>
<tr>
<td>Text-to-Speech</td>
<td>Allows students to have instructions, test items, and answer options read aloud using the TTS tool.</td>
</tr>
<tr>
<td>American Sign Language</td>
<td>Allows students to access ASL videos for the audio content on the ELA Reading Retake. The ASL video opens in a separate window on the screen.</td>
</tr>
<tr>
<td>Closed Captioning</td>
<td>Allows students to access closed captioning for the audio content on the ELA Reading Retake. Closed Captioning opens in a separate window on the screen.</td>
</tr>
<tr>
<td>Text-to-Speech on Writing Response</td>
<td>Allows students to have their ELA Writing response that was typed or dictated into the response area read aloud via TTS.</td>
</tr>
<tr>
<td>Speech-to-Text</td>
<td>Allows students to orally dictate their response into the writing response area for the ELA Writing Retake.</td>
</tr>
</tbody>
</table>
Script for Administering the Accommodated Computer-Based ELA Writing Retake

120+ Minutes

The following script should be used for students participating in the ELA Writing Retake using CBT accommodations. If you are administering a computer-based test without accommodations, see the Fall/Winter 2020 ELA Retake and EOC 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, use of translation dictionary), 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 120 minutes, and students will take a short stretch break after 60 minutes of testing. Students who need additional time after 120 minutes may continue working up to half of a typical school day. Ensure that you have the correct stopping time for students who use additional time, and display the stopping time as instructed in the script.

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, illness), he or she will not be allowed to return to the 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 page 28 of the Fall/Winter 2020 ELA Retake and EOC Manual.

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 Fall/Winter 2020 ELA Retake and EOC Manual.)

4. Ensure that all student desktops are free of any unauthorized aids (e.g., word lists, dictionaries) and that any visual aids displayed in the testing room, such as posters with writing tips, have been removed or covered.

5. Ensure that you understand your school assessment coordinator’s instructions regarding the length of time students should be permitted to test. Contact your school assessment coordinator if you have not already received timing information for this test.

6. Ensure that each student has a pen or pencil.

7. Provide each student with a planning sheet. Ensure that you have a copy of the sample planning sheet found in Appendix E of the Fall/Winter 2020 ELA Retake and EOC Manual to display for students when instructed in the script.

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

9. If you have students who require ELA Writing Passage Booklets (see page 31 of the Fall/Winter 2020 ELA Retake and EOC Manual), make sure that the students have been assigned this accommodation in TIDE and that you have received the booklets from your school assessment coordinator. Do not distribute the booklets until instructed to do so in the script.

10. If any students are taking an accommodated form 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.

11. Ensure that each student using the speech-to-text accommodation has a microphone. Plug in external microphones prior to launching the secure browser.

12. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
13. 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](image)

### Create a Test Session

1. Go to the Florida Statewide Assessments Portal and click **Administer Assessments**.
2. Log in to the TA Interface with your username and password.
3. Select **ELA Writing Retake** 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.

<table>
<thead>
<tr>
<th>SAY</th>
<th>Today, you are going to take the ELA Writing Retake. Remove all materials from your desk except your pen or pencil and your planning sheet. 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, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. <strong>If you are found with any electronic or recording devices at any time during this test, including breaks, your test will not be scored.</strong> If you have any devices with you right now, please turn them off and raise your hand.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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).</td>
<td></td>
</tr>
<tr>
<td>SAY</td>
<td>You will have 120 minutes to complete this test, and we will take a short stretch break after 60 minutes. After 120 minutes, you will be permitted to continue working if you need additional time.</td>
</tr>
<tr>
<td>Now, hold up a sample planning sheet.</td>
<td></td>
</tr>
</tbody>
</table>
Script for Administering the Accommodated Computer-Based ELA Writing Retake

SAY Now, look at your planning sheet. Print your name and today’s date in the upper right corner. You may use the front and back of this planning sheet to jot down ideas, plan, and organize (prewrite, cluster, map, or web) what you will write. It is important to use the planning sheet to plan what you will write, but make sure that you allow enough time to enter your response in the online testing platform. The writing on your planning sheet will not be scored. Only the response you type in the test will be scored.

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

SAY Now, look at the login 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 login page 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 ELA Writing Retake 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 test settings or accommodations, click the corresponding Test Settings icon [()] . Test settings and/or accommodations for individual students are displayed. If changes to accommodations are required, click the deny button 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 only 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. If you are able to hear the text-to-speech audio, click I heard the voice. A green tab with a checkmark will appear in the upper right corner of the section. Click Continue. If you are not able to hear the audio, please raise your hand. |

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

| SAY | If you are taking the test using speech-to-text as an accommodation, you should now see the Audio Checks screen. This allows you to make sure that the speech-to-text tool is working. Click the microphone icon and say your name into your recording device. When you are done, press the Stop button. To listen to your recording, press the Play button. If you heard your recording correctly, select I heard my recording. A green tab with a checkmark will appear in the upper right corner of the section. If you did not hear your recording, please raise your hand now. Now, click Continue. |

Read the following SAY box if you are administering the test to students using both the text-to-speech and speech-to-text accommodations. (If no students are using both of these accommodations, skip the following SAY box.)

| SAY | If you are taking the test using both text-to-speech and speech-to-text as accommodations, you should now see the Audio Checks screen. This screen allows you to make sure that the text-to-speech and speech-to-text tools are working. You can also set Volume, Pitch, and Rate using the selectors on the screen. Put your headphones or earbuds on now. In the Recording Device Check section, click the microphone icon and say your name into your recording device. When you are done, press the Stop button. To listen to your recording, press the Play button. If you heard your recording correctly, select I heard my recording. A green tab with a checkmark will appear in the upper right corner of the section. If you did not hear your recording, please raise your hand now. (Pause.) |
SAY In the Text-to-Speech Sound Check section, click the speaker icon and listen to the audio. Choose the settings that work best for you and then select I heard the voice. A green tab with a checkmark will appear in the upper right corner of the section. If you do not hear the voice, please raise your hand now. (Pause.) Now, click Continue.

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 and/or speech-to-text setup,

SAY Now, you should see a screen that says Before You Begin.

Do not click Begin Test Now until I tell you to do so.

First, 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 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 this line 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 During the test, be sure to read each passage carefully and respond completely to the writing prompt. Remember that your writing should show that you can organize and express your thoughts clearly and that you have responded completely to the writing prompt.

You are required to write your response in English. Responses written in languages other than English will not be scored.

Your response will automatically be saved every two minutes while you are actively working on the screen. You may also use the Save button on the top toolbar to save your work.

You may not use a dictionary. If you aren’t sure how to spell a word, spell it the best way you can.
Manage your time carefully so that you can read the passages, plan your response, write your response, and revise and edit your response.

If you finish the test before time is called, go back and check (proofread) your work and make corrections to improve your writing.

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.

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.

Click Back to return to the Before You Begin screen.

Do not click Begin Test Now until I tell you to do so.

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**

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.
Script for Administering the Accommodated Computer-Based ELA Writing Retake

**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 prompt read aloud.

If you wish to hear only a portion of the prompt, 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 prompt again from the beginning after you have stopped the voice, select the context menu and click **Speak Question** again.

Are there any questions?

**Speech-to-Text**

**SAY** If you are using **Speech-to-Text** as an accommodation, listen as I review the tool for this practice test.

To access the speech-to-text tool, click the microphone icon at the bottom right of the screen in the response area.

When you click the microphone icon, the icon will alternate between blue and red, change to a stop icon, and start recording your speech.

Once the microphone icon is selected, the speech-to-text tool will record for 6 minutes. After 6 minutes, the tool will shut off automatically. To continue dictating, you will have to select the microphone icon again.

To stop the recording, click the stop icon in the bottom right corner of the screen.

It is important to go back and check your response to ensure the speech-to-text tool heard you correctly and does not include errors in spelling, grammar, or punctuation.

Are there any questions?

Answer all questions.
**Text-to-Speech for Writing Response**

| SAY | If you are using **Text-to-Speech for Writing Response** as an accommodation, listen as I review the tool for this test.  
To access the text-to-speech for writing response tool, click the speaker icon at the bottom right of the screen in the response area. The speaker icon will change to a stop icon, and a voice will speak any entered text.  
To stop the voice while it is speaking, click the stop icon in the bottom right corner of the screen.  
Are there any questions? |

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**If you have students who will use ELA Writing Passage Booklets:**

Distribute ELA Writing Passage Booklets to any students with this accommodation, and read the following SAY box. **If no students require this accommodation, skip the following SAY box.**

| SAY | Write your name in the space on the front cover of your passage booklet. Find the plastic pull tab on the right side of your passage booklet. Gently pull the tab **out and down**. Do not remove any remaining pieces of the tab. Then, open your booklet and check each page through the end of the book to see that all page numbers are in order and that there aren’t any missing or upside-down pages. You may write in your passage booklet, but be careful not to tear the pages or cover any parts of a passage. Do not read any of the passages before the test begins. If you see problems, raise your hand. If not, close the booklet and sit quietly.  
If a defective passage booklet is found, contact your school assessment coordinator.  
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 (passage booklet,) planning sheet 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 120 minutes to complete this test, and we will take a short stretch break after 60 minutes. After 120 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 passages and prompt. You may now begin working. |
Complete the following:

| STARTING time:       | __________ |
| Add 60 minutes:      | +60 minutes |
| Time to call a break:| __________ |
| TIME TESTING RESUMES:| __________ |
| Add 50 minutes:      | +50 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 Test 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 and planning sheets 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.**

After 60 minutes from the STARTING time,

**SAY**  
Stop. You may stand and stretch, but do not talk or look at another student’s (passage booklet,) computer screen, device, or planning sheet.

After a short break,

**SAY**  
Now, be seated. You still have 60 minutes to complete the test, and I will let you know when there are 10 minutes left. As a reminder, the writing on your planning sheet will not be scored. Only the response you type in the test will be scored.

You may now continue working.

After 50 minutes,

**SAY**  
There are 10 minutes left in the 120-minute test. If you finish early, remember to check (proofread) your work and make corrections to improve your writing.

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, click End Test. 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 next 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 *(passage booklet,)* planning sheet and test ticket.

Students will be returned to the login 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,

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

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At 10 minutes before the stopping time,

**SAY** You have 10 minutes to finish the test. Remember to check *(proofread)* your work and make corrections to improve your writing.

After 10 more minutes,

**SAY** **Stop.** Click **End Test**. 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 next 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 *(passage booklet,)* planning sheet and test ticket.

Students will be returned to the login screen once they submit their tests. Collect test materials.

Once all students have submitted their tests, end the test session by clicking **STOP** in the TA Interface. This will pause any remaining tests, so only select **STOP** after all students have submitted their 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 *(passage booklets,)* planning sheets and test tickets and that your required administration information and testing room seating chart are accurate and complete.

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 133 of the Fall/Winter 2020 ELA Retake and EOC Manual.
Script for Administering the Accommodated Computer-Based ELA Reading Retake

Session 1/Day 1

90+ Minutes

The following script should be used for students participating in Session 1 of the ELA Reading Retake using CBT accommodations. If you are administering a computer-based test without accommodations, see the Fall/Winter 2020 ELA Retake and EOC 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, use of translation dictionary), 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 session is 90 minutes, and students will take a short stretch break after 45 minutes of testing. Students who need additional time after 90 minutes may continue working up to half of a typical school day. Ensure that you have the correct stopping time for students who use additional time, and display the stopping time as instructed in the script.

During this test session, 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 session and leaves campus without finishing (e.g., for lunch, an appointment, illness), he or she will not be allowed to return to that session. If you have concerns that a student will be unable to finish the session, 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 page 28 of the Fall/Winter 2020 ELA Retake and EOC Manual.
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 and Session 1 sign are 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 Fall/Winter 2020 ELA Retake and EOC Manual.)
4. Ensure that all student desktops are free of any unauthorized aids (e.g., word lists, dictionaries) and that any visual aids displayed in the testing room have been removed or covered.
5. Ensure that you understand your school assessment coordinator’s instructions regarding the length of time students should be permitted to test for this session. **Contact your school assessment coordinator if you have not already received timing information for Session 1.**
   Students will pause their tests at the end of the session. If they select Next or Go to Session 2, you will need to deny the Exit session approval requests in the TA Interface to ensure that they can successfully sign into Session 2 on Day 2.
6. Prior to testing, ensure that students have the following:
   • A pen or pencil
   • A CBT Worksheet
7. Check that all students have been assigned the correct accommodation in TIDE (e.g., masking, text-to-speech).
8. If you have students who require ELA Reading Passage Booklets (see page 32 of the Fall/Winter 2020 ELA Retake and EOC Manual), make sure that the students have been assigned this accommodation in TIDE and that you have received the booklets from your school assessment coordinator. **Do not distribute the booklets until instructed to do so in the script.**
9. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
10. Ensure that each student has headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
11. Launch the secure browser on student computers or devices prior to beginning the test session. 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](image)

### Create a Test Session

1. Go to the Florida Statewide Assessments Portal and click **Administer Assessments**.
2. Log in to the TA Interface with your username and password.
3. Select **ELA Reading Retake** 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 Session 1 of the ELA Reading Retake. Remove all materials from your desk except your pen or pencil and your 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 session, 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, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. **If you are found with any electronic or recording devices at any time during this test session, 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 90 minutes to complete this test session, and we will take a short stretch break after 45 minutes. After 90 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 CBT Worksheet. You may use your worksheet to take notes. You may not use any other paper. I will collect your worksheet at the end of this test session.

Ensure that the Session ID is displayed where all students can see it.
Script for Administering the Accommodated Computer-Based ELA Reading Retake—Session 1/Day 1

SAY Now, look at the login 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 login page 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 ELA Reading Retake 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 test settings or accommodations, click the corresponding Test Settings icon [ ]. Test settings and/or accommodations for individual students are displayed. If changes to accommodations are required, click the deny button 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.
Now, you should see a screen that says *Audio Checks*. Put your headphones or earbuds on now.

In the Sound Check section, click the speaker icon. Adjust the volume, if necessary. If you can hear the sound, click *Yes*. A green tab with a checkmark will appear in the upper right corner of the Sound Check section.

Raise your hand if you cannot hear the sound. Click *Continue*.

Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed.

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

Now, you should see a screen that says *Before You Begin*. Do not click *Begin Test Now* until I tell you to do so.

First, 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 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 this line 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.

Today you will complete Session 1, which contains items 1 through 30. Remember to read each passage 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 pages 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?

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**Answer all questions.**

### Text-to-Speech

<table>
<thead>
<tr>
<th>SAY</th>
<th>If you will take this test using <strong>Text-to-Speech</strong> as an accommodation, then listen as I describe this tool.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To access the text-to-speech tool, click the three horizontal lines above the response area to open the context menu.</td>
</tr>
<tr>
<td></td>
<td>Click <strong>Speak Question</strong> to have the question and answer options read aloud.</td>
</tr>
<tr>
<td></td>
<td>To have the voice read a single answer option, open the context menu and select <strong>Speak Option</strong>. 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 <strong>Speak Option</strong>.</td>
</tr>
<tr>
<td></td>
<td>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 <strong>Speak Selection</strong> to have the selected text read aloud.</td>
</tr>
<tr>
<td></td>
<td>To pause the voice while it is speaking, select the context menu again. Click <strong>Pause Speaking</strong>. To restart the voice from the point at which you paused, click <strong>Resume Speaking</strong>. <em>(Note: These tools are not available on Chrome.)</em></td>
</tr>
<tr>
<td></td>
<td>To stop the voice while it is speaking, select the context menu. Click <strong>Stop Speaking</strong>. To hear the question again from the beginning after you have stopped the voice, select the context menu and click <strong>Speak Question</strong> again.</td>
</tr>
</tbody>
</table>

Are there any questions?

---

**Answer all questions.**

### American Sign Language (ASL)

<table>
<thead>
<tr>
<th>SAY</th>
<th>If you will take this test using <strong>American Sign Language</strong> as an accommodation, then listen as I describe this tool.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This session may have an audio or animation clip. When you reach the audio or animation passage on the test, to access the ASL video, open the context menu in the passage area.</td>
</tr>
<tr>
<td></td>
<td>Select <strong>American Sign Language</strong> to open the ASL video window.</td>
</tr>
</tbody>
</table>
Click the play button on the window to begin playing the video. You can use the pause button to pause the video and use the scrubber to move to a different part of the video.

Click 1x and choose an option to slow down or speed up the rate of the video.

The last button on the right that looks like a square makes the video full screen. Click the square button again to reduce the size of the video. When the video is not full screen, you can click and drag the top of the window to move it around the screen.

Are there any questions?

Answer all questions.

**Closed Captioning**

If you will take this test using Closed Captioning as an accommodation, then listen as I describe this tool.

This accommodation will display closed captions for audio passages or animation clips in the test. To access closed captioning, click the Play button on the audio passage. The closed captioning window will appear and display the text of the passage. You can pause the audio and closed captioning by clicking the Pause button. While the closed captioning is playing, you can use the scrubber to move forward or backward in the audio passage. The closed captioning window will close once the audio has finished playing, or you can close the window at any time by clicking the X in the top right corner.

Are there any questions?

Answer all questions.

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

**Option A**

When you have finished this session, review your work carefully and make sure you have answered every question. Do not click Next or Go to Session 2. After you have checked your work, sit quietly until I tell you that this session has ended.

Please raise your hand if you have any questions.

**OR**

**Option B**

When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click Pause on the review screen and raise your hand. Do not click Next or Go to Session 2. I will collect your (passage booklet,) worksheet and test ticket. Then you must sit quietly until I tell you that this session has ended.

Please raise your hand if you have any questions.

**OR**
Option C

**SAY**  When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click **Pause** on the review screen and raise your hand. Do not click **Next** or **Go to Session 2**. I will collect your (passage booklet,) worksheet and test ticket. Then you must sit quietly until I tell you that this session 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.

If you have students who will use ELA Reading Passage Booklets:

Distribute ELA Reading Passage Booklets to any students with this accommodation, and read the following SAY box. **If no students require this accommodation, skip the following SAY box.**

**SAY**  Write your name in the space on the front cover of your passage booklet. Find the first plastic pull tab on the right side of your passage booklet. Gently pull the tab out and down. Do not remove any remaining pieces of the tab. Then, open your booklet and check each page through the end of Session 1 to see that all page numbers are in order and that there aren’t any missing or upside-down pages. You may write in your passage booklet, but be careful not to tear the pages or cover any parts of a passage. Do not read any of the passages before the test begins. If you see problems, raise your hand. If not, close the booklet and sit quietly.

If a defective passage booklet is found, contact your school assessment coordinator.

**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 (passage booklet,) 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 90 minutes to complete this test session, and we will take a short stretch break after 45 minutes. After 90 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 session.

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 45 minutes: +45 minutes
- Time to call a break: __________
- **TIME TESTING RESUMES:** __________
- Add 35 minutes: +35 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 Test 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 session.

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.

Ensure that students do not click **Next** or **Go to Session 2** on the review screen. If they do, students will appear in the TA Interface requesting **Exit session approval.** You will **deny** this request and the students will be logged out. They may log back into Session 1 the same day, if needed.

If students are accidentally approved into Session 2, have them pause their tests immediately and contact your school assessment coordinator.

After 45 minutes from the STARTING time,

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

After a short break,

**SAY** Now, be seated. You still have 45 minutes to complete this session, and I will let you know when there are 10 minutes left. 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 35 minutes,

**SAY** There are 10 minutes left in the 90-minute test session.
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, make sure you are on the review screen and pause your test by clicking Pause and then selecting Yes on the pop-up message. Do not click Next or Go to Session 2. Raise your hand and I will collect your (passage booklet,) worksheet and test ticket.

Students will be returned to the login screen once they pause their tests. Ensure that you deny any Exit session approval requests in the TA Interface if students click Next or Go to Session 2 on the review screen. 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 Session 1.

After 10 more minutes,

**SAY**

Stop. Make sure you are on the review screen and pause your test by clicking Pause and then selecting Yes on the pop-up message. Do not click Next or Go to Session 2. I will collect your (passage booklet,) worksheet and test ticket.

Students will be returned to the login screen once they pause their tests. Ensure that you deny any Exit session approval requests in the TA Interface if students click Next or Go to Session 2 on the review screen. Collect test materials.

Once all students have paused their tests, end the test session 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 (passage booklets,) worksheets and test tickets and that your required administration information and testing room seating chart are accurate and complete.

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 until the beginning of Session 2.
Script for Administering the Accommodated Computer-Based ELA Reading Retake

Session 2/Day 2

90+ Minutes

The following script should be used for students participating in Session 2 of the ELA Reading Retake using CBT accommodations. If you are administering a computer-based test without accommodations, see the Fall/Winter 2020 ELA Retake and EOC 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, use of translation dictionary), 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 session is 90 minutes, and students will take a short stretch break after 45 minutes of testing. Students who need additional time after 90 minutes may continue working up to half of a typical school day. Ensure that you have the correct stopping time for students who use additional time, and display the stopping time as instructed in the script.

During this test session, 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.
- Ensure that all students in your testing room have completed Session 1. If any students have not completed Session 1, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (e.g., for lunch, an appointment, illness), he or she will not be allowed to return to that session. If you have concerns that a student will be unable to finish the session, 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 page 28 of the Fall/Winter 2020 ELA Retake and EOC Manual.
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 and Session 2 sign are 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 Fall/Winter 2020 ELA Retake and EOC Manual.)
4. Ensure that all student desktops are free of any unauthorized aids (e.g., word lists, dictionaries) and that any visual aids displayed in the testing room have been removed or covered.
5. Ensure that you understand your school assessment coordinator’s instructions regarding the length of time students should be permitted to test for this session. Contact your school assessment coordinator if you have not already received timing information for Session 2.
6. Prior to testing, ensure that students have the following:
   • A pen or pencil
   • A new CBT Worksheet (Students should not use the same worksheets that they used in Session 1.)
7. If you have students who require ELA Reading Passage Booklets, make sure that each student receives the same ELA Reading Passage Booklet that he or she used during Session 1. Do not distribute the booklets until instructed to do so in the script.
8. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
9. Ensure that each student has headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
10. Launch the secure browser on student computers or devices prior to beginning the test session. 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 Screen](image)
Create a Test Session

1. Go to the Florida Statewide Assessments Portal and click Administer Assessments.
2. Log in to the TA Interface with your username and password.
3. Select ELA Reading Retake 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 Session 2 of the ELA Reading Retake. Remove all materials from your desk except your pen or pencil and your 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 session, 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, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. If you are found with any electronic or recording devices at any time during this test session, 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 90 minutes to complete this test session, and we will take a short stretch break after 45 minutes. After 90 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 CBT Worksheet. Remember, you may use your worksheet to take notes. You may not use any other paper. I will collect your worksheet at the end of this test session.

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

SAY Now, look at the login 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.

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.

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 login page and raise your hand.

Assist any students who raise their hands.

You will now see a screen that says Your Tests. Click the arrow to the left of Resume ELA Reading Retake 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.

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.

Now, you should see a screen that says Audio Checks. Put your headphones or earbuds on now. In the Sound Check section, click the speaker icon. Adjust the volume, if necessary. If you can hear the sound, click Yes. A green tab with a checkmark will appear in the upper right corner of the Sound Check section.

Raise your hand if you cannot hear the sound. Click Continue.

Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed.

If you are administering this test to students who are using the text-to-speech accommodation,
SAY If you are able to hear the text-to-speech audio, click I heard the voice. A green tab with a checkmark will appear in the upper right corner of the text-to-speech Sound Check section. Click Continue. 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 selected Continue on the Audio Checks screen (and text-to-speech setup),

SAY Now, you should see a screen that says Before You Begin.
Do not click Begin Test Now until I tell you to do so.

Before taking Session 1 of this test, you clicked a box next to the Testing Rules Acknowledgment to indicate that you understand the testing rules. These testing rules are also in place for Session 2 of the test. 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, 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.
Click **Back** to return to the *Before You Begin* screen. 

*Do not* click **Begin Test Now** until I tell you to do so.

Today you will complete Session 2, which contains items 31 through 64. Remember to read each passage 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.

---

**American Sign Language (ASL)**

If you will take this test using **American Sign Language** as an accommodation, then listen as I describe this tool.

This session may have an audio or animation clip. When you reach the audio or animation passage on the test, to access the ASL video, open the context menu in the passage area.

Select **American Sign Language** to open the ASL video window.

Click the play button on the window to begin playing the video. You can use the pause button to pause the video and use the scrubber to move to a different part of the video.

Click **1x** and choose an option to slow down or speed up the rate of the video.

The last button on the right that looks like a square makes the video full screen. Click the square button again to reduce the size of the video. When the video is not full screen, you can click and drag the top of the window to move it around the screen.

Are there any questions?

---

**Closed Captioning**

If you will take this test using **Closed Captioning** as an accommodation, then listen as I describe this tool.

This accommodation will display closed captions for audio passages or animation clips in the test. To access closed captioning, click the **Play** button on the audio passage. The closed captioning window will appear and display the text of the passage. You can pause the audio and closed captioning by clicking the **Pause** button. While the closed captioning is playing, you can use the scrubber to move forward or backward in the audio passage. The closed captioning window will close once the audio has finished playing, or you can close the window at any time by clicking the X in the top right corner.

Are there any questions?
Read Option A, B, or C based on instructions from your school assessment coordinator.

**Option A**

| SAY | When you have finished this session, review your work carefully and make sure you have answered every question. Do not click **End Test** until you are instructed to do so at the end of the session today. After you have checked your work, sit quietly until I tell you that this session has ended. Please raise your hand if you have any questions. |

OR

**Option B**

| SAY | When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click **End Test** and raise your hand. I will collect your *(passage booklet,)* worksheet and test ticket. Then you must sit quietly until I tell you that this session has ended. Please raise your hand if you have any questions. |

OR

**Option C**

| SAY | When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click **End Test** and raise your hand. I will collect your *(passage booklet,)* worksheet and test ticket. Then you must sit quietly until I tell you that this session 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.

**If you have students who will use ELA Reading Passage Booklets:**

Distribute ELA Reading Passage Booklets to any students with this accommodation, and ensure that each student receives the passage booklet with his or her name on it. Then read the following SAY box. **If no students require this accommodation, skip the following SAY box.**

| SAY | Make sure you have the passage booklet with your name on it. Find the remaining plastic pull tab on the right side of your passage booklet. Gently pull the tab **out** and **down**. Do not remove any remaining pieces of the tab. Then, open your booklet and check each page through the end of the booklet to see that all page numbers are in order and that there aren’t any missing or upside-down pages. Do not read any of the passages before the test begins. If you see problems, raise your hand. If not, close the booklet and sit quietly. |

If a defective passage booklet is found, contact your school assessment coordinator.
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 (passage booklet,) 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 90 minutes to complete this test session, and we will take a short stretch break after 45 minutes. After 90 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 session.

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:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>STARTING time:</td>
<td></td>
</tr>
<tr>
<td>Add 45 minutes:</td>
<td>+45 minutes</td>
</tr>
<tr>
<td>Time to call a break:</td>
<td></td>
</tr>
<tr>
<td>TIME TESTING RESUMES:</td>
<td></td>
</tr>
<tr>
<td>Add 35 minutes:</td>
<td>+35 minutes</td>
</tr>
<tr>
<td>Time for 10-minute reminder:</td>
<td></td>
</tr>
<tr>
<td>Add 10 minutes:</td>
<td>+10 minutes</td>
</tr>
<tr>
<td>STOPPING time:</td>
<td></td>
</tr>
</tbody>
</table>

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the Progress and Test 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 session.

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.

After 45 minutes from the STARTING time,

**SAY**

Stop. You may stand and stretch, but do not talk or look at another student’s (passage booklet,) computer screen, device, or worksheet.

After a short break,

**SAY**

Now, be seated. You still have 45 minutes to complete this session, and I will let you know when there are 10 minutes left. 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 35 minutes,

**SAY**  There are 10 minutes left in the 90-minute test session.

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, make sure you are on the review screen. Click **End Test.** 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 next 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 (passage booklet,) worksheet and test ticket.

Students will be returned to the login 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 Session 2.

After 10 more minutes,

**SAY**  **Stop.** Make sure you are on the review screen. Click **End Test.** 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 next 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 (passage booklet,) worksheet and test ticket.

Students will be returned to the login screen once they submit their tests. Collect test materials.

Once all students have submitted their tests, end the test session by clicking **STOP** in the TA Interface. This will pause any remaining tests, so only select **STOP** after all students have submitted their 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 (passage booklets,) worksheets and test tickets and that your required administration information and testing room seating chart are accurate and complete.

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 133 of the Fall/Winter 2020 ELA Retake and EOC Manual.
Calculators are not permitted during this test session. Do not distribute calculators until the beginning of Session 2.

The following script should be used for students participating in Session 1 of the Algebra 1 EOC assessment using CBT accommodations. If you are administering a computer-based test without accommodations, see the Fall/Winter 2020 ELA Retake and EOC 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, use of translation dictionary), 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 session is 90 minutes, and students will take a short stretch break after 45 minutes of testing. Students who need additional time after 90 minutes may continue working up to half of a typical school day. Ensure that you have the correct stopping time for students who use additional time, and display the stopping time as instructed in the script.

During this test session, 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 session and leaves campus without finishing (e.g., for lunch, an appointment, illness), he or she will not be allowed to return to that session. If you have concerns that a student will be unable to finish the session, 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.
Script for Administering the Accommodated Computer-Based Algebra 1 EOC Assessment—Session 1/Day 1

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on page 28 of the Fall/Winter 2020 ELA Retake and EOC Manual.

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, No Calculators sign, and Session 1 sign are 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 Fall/Winter 2020 ELA Retake and EOC Manual.)

4. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying mathematical concepts) and that any visual aids displayed in the testing room have been removed or covered.

5. Ensure that you understand your school assessment coordinator’s instructions regarding the length of time students should be permitted to test for this session. **Contact your school assessment coordinator if you have not already received timing information for Session 1.**

Students will pause their tests at the end of the session. If they select **Next** or **Go to Session 2**, you will need to deny the **Exit session approval** requests in the TA Interface to ensure that they can successfully sign into Session 2 on Day 2.

6. Prior to testing, ensure that students have the following:
   - A pen or pencil
   - A CBT Work Folder
   - **Algebra 1 EOC FSA Mathematics Reference Sheet** (Paper reference sheets should be provided only if your school is providing copies for all students.)

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 session. 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](image)

**Create a Test Session**

1. Go to the Florida Statewide Assessments Portal and click **Administer Assessments**.
2. Log in to the TA Interface with your username and password.
3. Select **Algebra 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 are going to take Session 1 of the Algebra 1 EOC test. Remove all materials from your desk except your (Algebra 1 EOC FSA Mathematics Reference Sheet,) 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, at your desk, in your pockets, or anywhere you can reach them at any time during this test session, 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, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. **If you are found with any electronic or recording devices at any time during this test session, 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 90 minutes to complete this test session, and we will take a short stretch break after 45 minutes. After 90 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 session.
Calculators are not allowed during this test session. If you have a calculator, raise your hand and I will collect it. (Pause.)

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

Now, look at the login 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.

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

Distribute the test tickets.

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.

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.

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 login page and raise your hand.

Assist any students who raise their hands.

You will now see a screen that says Your Tests. Click the arrow to the left of Start Algebra 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 test settings or accommodations, click the corresponding Test Settings icon [ ]. Test settings and/or accommodations for individual students are displayed. If changes to accommodations are required, click the deny button 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.  
If you are able to hear the text-to-speech audio, click **I heard the voice**. A green tab with a checkmark will appear in the upper right corner of the Text-to-Speech Sound Check section. Click **Continue**. 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** | Now, you should see a screen that says **Before You Begin**.  
**Do not** click **Begin Test Now** until I tell you to do so.  
First, 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 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 this line 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.  
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.

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.

Click Back to return to the Before You Begin screen.

Do not click Begin Test Now until I tell you to do so.

Today you will complete Session 1, which contains items 1 through 34. 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 an electronic version of the reference sheet by clicking the Formulas 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**

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.

Are there any questions?

Answer all questions.

If your school provided paper copies of the Algebra 1 EOC FSA Mathematics Reference Sheet for students to use,

SAY
Now, look at the top of your paper reference sheet. It should say Algebra 1 EOC FSA 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 session, review your work carefully and make sure you have answered every question. Do not click Next or Go to Session 2. After you have checked your work, sit quietly until I tell you that this session has ended.

Please raise your hand if you have any questions.

OR

Option B

SAY When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click Pause on the review screen and raise your hand. Do not click Next or Go to Session 2. I will collect your (reference sheet,) work folder and test ticket. Then you must sit quietly until I tell you that this session has ended.

Please raise your hand if you have any questions.

OR

Option C

SAY When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click Pause on the review screen and raise your hand. Do not click Next or Go to Session 2. I will collect your (reference sheet,) work folder and test ticket. Then you must sit quietly until I tell you that this session 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,) 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 90 minutes to complete this test session, and we will take a short stretch break after 45 minutes. After 90 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 session.

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 45 minutes:  
Time to call a break:  
TIME TESTING RESUMES:

Add 35 minutes:  
Time for 10-minute reminder:  
Add 10 minutes:  
**STOPPING time:**

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the Progress and Test 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 session.

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.

Ensure that students do not click Next or Go to Session 2 on the review screen. If they do, students will appear in the TA Interface requesting Exit session approval. You will deny this request and the students will be logged out. They may log back into Session 1 the same day, if needed.

If students are accidentally approved into Session 2, have them pause their tests immediately and contact your school assessment coordinator.

After 45 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.

After a short break,

**SAY**  
Now, be seated. You still have 45 minutes to complete this session, and I will let you know when there are 10 minutes left. 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 35 minutes,

**SAY**  
There are 10 minutes left in the 90-minute test session.
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, make sure you are on the review screen and pause your test by clicking **Pause** and then selecting **Yes** on the pop-up message. Do not click **Next** or **Go to Session 2**. Raise your hand and I will collect your (reference sheet,) work folder and test ticket.

Students will be returned to the login screen once they pause their tests. Ensure that you deny any **Exit session approval** requests in the TA Interface if students click **Next** or **Go to Session 2** on the review screen. 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 Session 1.

After 10 more minutes,

**SAY** Stop. Make sure you are on the review screen and pause your test by clicking **Pause** and then selecting **Yes** on the pop-up message. Do not click **Next** or **Go to Session 2**. I will collect your (reference sheet,) work folder and test ticket.

Students will be returned to the login screen once they pause their tests. Ensure that you deny any **Exit session approval** requests in the TA Interface if students click **Next** or **Go to Session 2** on the review screen. Collect test materials.

Once all students have paused their tests, end the test session 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 (reference sheets,) work folders and test tickets and that your required administration information and testing room seating chart are accurate and complete.

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 until the beginning of Session 2.
Script for Administering the Accommodated Computer-Based Algebra 1 EOC Assessment

Session 2/Day 2

90+ Minutes

The following script should be used for students participating in Session 2 of the Algebra 1 EOC assessment using CBT accommodations. If you are administering a computer-based test without accommodations, see the Fall/Winter 2020 ELA Retake and EOC 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, use of translation dictionary), 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 session is 90 minutes, and students will take a short stretch break after 45 minutes of testing. Students who need additional time after 90 minutes may continue working up to half of a typical school day. Ensure that you have the correct stopping time for students who use additional time, and display the stopping time as instructed in the script.

During this test session, 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.

• Ensure that all students in your testing room have completed Session 1. If any students have not completed Session 1, contact your school assessment coordinator.

• If a student starts a test session and leaves campus without finishing (e.g., for lunch, an appointment, illness), he or she will not be allowed to return to that session. If you have concerns that a student will be unable to finish the session, 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 page 28 of the Fall/Winter 2020 ELA Retake and EOC Manual.
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 and Session 2 sign are 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 Fall/Winter 2020 ELA Retake and EOC Manual.)
4. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying mathematical concepts) and that any visual aids displayed in the testing room have been removed or covered.
5. Ensure that you understand your school assessment coordinator’s instructions regarding the length of time students should be permitted to test for this session. Contact your school assessment coordinator if you have not already received timing information for Session 2.
6. Prior to testing, ensure that students have the following:
   • A pen or pencil
   • A new CBT Work Folder (Students should not use the same work folders that they used in Session 1.)
   • A handheld scientific calculator with the allowable functionality only (Handheld calculators should be provided only if your school is allowing their use.)
   • Algebra 1 EOC FSA Mathematics Reference Sheet (Paper reference sheets should be provided only if your school is providing copies for all students. You may provide new printed copies of the reference sheet for Session 2 and should instruct students to write their names on the new reference sheets. If you have retained the used reference sheets from Session 1, then make sure that each student receives the same reference sheet that he or she used during Session 1.)
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 session. 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 Administer Assessments.
2. Log in to the TA Interface with your username and password.
3. Select Algebra 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 are going to take Session 2 of the Algebra 1 EOC test. Remove all materials from your desk except your (Algebra 1 EOC FSA 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 session, 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, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. If you are found with any electronic or recording devices at any time during this test session, 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 90 minutes to complete this test session, and we will take a short stretch break after 45 minutes. After 90 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. Remember, 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 session.
Ensure that the Session ID is displayed where all students can see it.

**SAY**  
Now, look at the login 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 login page 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 **Resume Algebra 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.

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.
If you are able to hear the text-to-speech audio, click I heard the voice. A green tab with a checkmark will appear in the upper right corner of the Text-to-Speech Sound Check section. Click Continue. 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,

Now, you should see a screen that says Before You Begin. Do not click Begin Test Now until I tell you to do so.

Before taking Session 1 of this test, you clicked a box next to the Testing Rules Acknowledgment to indicate that you understand the testing rules. These testing rules are also in place for Session 2 of the test. 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.

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.

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.
Click Back to return to the Before You Begin screen.

Do not click Begin Test Now until I tell you to do so.

Today you will complete Session 2, which contains items 35 through 68. 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 an electronic version of the reference sheet by clicking the Formulas button in the top right corner of the test.

If your school provided paper copies of the Algebra 1 EOC FSA Mathematics Reference Sheet for students to use,

Now, look at your paper reference sheet. (Make sure you have the reference sheet with your name on it.) (Write your first and last names in the upper right corner of the new reference sheet now.) Please raise your hand if there are problems with your reference sheet.

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

When you have finished this session, review your work carefully and make sure you have answered every question. Do not click End Test until you are instructed to do so at the end of the session today. After you have checked your work, sit quietly until I tell you that this session has ended.

Please raise your hand if you have any questions.

OR

Option B

When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click End Test and raise your hand. I will collect your (reference sheet,) (calculator,) work folder and test ticket. Then you must sit quietly until I tell you that this session has ended.

Please raise your hand if you have any questions.

OR
Option C

SAY When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click End Test and raise your hand. I will collect your (reference sheet,) (calculator,) work folder and test ticket. Then you must sit quietly until I tell you that this session 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 90 minutes to complete this test session, and we will take a short stretch break after 45 minutes. After 90 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 session.

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 45 minutes: +45 minutes
Time to call a break: __________
TIME TESTING RESUMES: __________
Add 35 minutes: +35 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 Test 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 session.

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.

After 45 minutes from the STARTING time,

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

After a short break,

**SAY** Now, be seated. You still have 45 minutes to complete this session, and I will let you know when there are 10 minutes left. 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 35 minutes,

**SAY** There are 10 minutes left in the 90-minute test session.

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, make sure you are on the review screen. Click **End Test**. 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 next 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 login 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 Session 2.
After 10 more minutes,

**SAY**

Stop. Make sure you are on the review screen. Click **End Test.** 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 next 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 login screen once they submit their tests. Collect test materials.

Once all students have submitted their tests, end the test session by clicking **STOP** in the TA Interface. This will pause any remaining tests, so only select **STOP** after all students have submitted their 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 *(reference sheets, calculators,)* work folders and test tickets and that your required administration information and testing room seating chart are accurate and complete.

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 133 of the Fall/Winter 2020 ELA Retake and EOC 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 CBT accommodations. If you are administering a computer-based test without accommodations, see the Fall/Winter 2020 ELA Retake and EOC 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, use of translation dictionary), 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, illness), 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 page 28 of the Fall/Winter 2020 ELA Retake and EOC Manual.

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 Fall/Winter 2020 ELA Retake and EOC Manual.)

4. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying scientific concepts) and that any visual aids displayed in the testing room have been removed or covered.

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 **Administer Assessments**.
2. 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.

<table>
<thead>
<tr>
<th>SAY</th>
<th>Today, you will take the Biology 1 EOC test. You may use the four-function calculator included in the secure browser, or you may use an approved handheld calculator during this test. Calculators have already been distributed to students who requested them; however, if you have not yet received one and would like to use a handheld calculator, please raise your hand.</th>
</tr>
</thead>
</table>

Distribute calculators as needed.

<table>
<thead>
<tr>
<th>SAY</th>
<th>Remove all materials from your desk except your <em>(Periodic Table of the Elements, four-function calculator,)</em> work folder, and your pen or pencil. You may not have any electronic or recording devices <em>(except a four-function calculator)</em> 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, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. <strong>If you are found with any electronic or recording devices at any time during this test, including breaks, your test will not be scored.</strong> If you have any devices with you right now, please turn them off and raise your hand.</th>
</tr>
</thead>
</table>

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).

<table>
<thead>
<tr>
<th>SAY</th>
<th>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. If you need another work folder during testing, raise your hand. Please do not type any information until I tell you to do so.</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>SAY</th>
<th>Now, look at the login screen. If you do not see this screen, raise your hand.</th>
</tr>
</thead>
</table>
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 login page 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 test settings or accommodations, click the corresponding Test Settings icon [钯]. Test settings and/or accommodations for individual students are displayed. If changes to accommodations are required, click the deny button 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.

If you are able to hear the text-to-speech audio, click I heard the voice. A green tab with a checkmark will appear in the upper right corner of the Text-to-Speech Sound Check section. Click Continue. 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,

Now, you should see a screen that says Before You Begin.

Do not click Begin Test Now until I tell you to do so.

First, 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 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.

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 this line 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.

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.
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. 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.

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 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.

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 the test, review your answers and make sure you have answered every question. After you have checked your work, click **End Test** and 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 the test, review your answers and make sure you have answered every question. After you have checked your work, click **End Test** and 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 the test, review your answers and make sure you have answered every question. After you have checked your work, click **End Test** and 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:

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting time</td>
<td></td>
</tr>
<tr>
<td>Add 80 minutes</td>
<td>+80 minutes</td>
</tr>
<tr>
<td>Time to call a break</td>
<td></td>
</tr>
<tr>
<td>Time testing resumes</td>
<td></td>
</tr>
<tr>
<td>Add 70 minutes</td>
<td>+70 minutes</td>
</tr>
<tr>
<td>Time for 10-minute reminder</td>
<td></td>
</tr>
<tr>
<td>Add 10 minutes</td>
<td>+10 minutes</td>
</tr>
<tr>
<td>Stopping time</td>
<td></td>
</tr>
</tbody>
</table>

Display the Starting and Stopping times for students.

During testing, monitor student progress by viewing the Progress and Test 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.

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 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. 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, make sure you are on the review screen. 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 next 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 login 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.** Make sure you are on the review screen. 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 next screen, click **Submit Test.** A **Warning** message will appear. Click **Yes** on this message. (Pause.)
SAY 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 login 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.

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 133 of the Fall/Winter 2020 ELA Retake and EOC Manual.
Script for Administering the Accommodated Computer-Based Civics EOC Assessment

160+ Minutes

The following script should be used for students participating in the Civics EOC assessment using CBT accommodations. If you are administering a computer-based test without accommodations, see the Fall/Winter 2020 ELA Retake and EOC 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, use of translation dictionary), 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, illness), 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 page 28 of the Fall/Winter 2020 ELA Retake and EOC Manual.

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 Fall/Winter 2020 ELA Retake and EOC Manual.)

4. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying government concepts) and that any visual aids displayed in the testing room have been removed or covered.

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 **Administer Assessments**.

2. Log in to the TA Interface with your username and password.

3. Select **Civics 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 Civics EOC test. Remove all materials from your desk except 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, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. **If you are found with 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. Remember, 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 login 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.
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 login page and raise your hand.

Assist any students who raise their hands.

You will now see a screen that says **Your Tests**. Click the arrow to the left of **Start Civics 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 test settings or accommodations, click the corresponding Test Settings icon [⚙️]. Test settings and/or accommodations for individual students are displayed. If changes to accommodations are required, click the deny button 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,**

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.

If you are able to hear the text-to-speech audio, click **I heard the voice**. A green tab with a checkmark will appear in the upper right corner of the Text-to-Speech Sound Check section. Click **Continue**. 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,

Now, you should see a screen that says **Before You Begin**.

**Do not** click **Begin Test Now** until I tell you to do so.

First, 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.
Script for Administering the Accommodated Computer-Based Civics EOC Assessment

**SAY**
- 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 this line 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.

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

**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.

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 53 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 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.

Are there any questions?

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

**Option A**

<table>
<thead>
<tr>
<th>SAY</th>
<th>When you have finished the test, review your answers and make sure you have answered every question. After you have checked your work, click <strong>End Test</strong> and raise your hand. I will collect your worksheet and test ticket.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>If you finish the test and it is after the stretch break, you may leave quietly.</td>
</tr>
<tr>
<td></td>
<td>Please raise your hand if you have any questions.</td>
</tr>
</tbody>
</table>

**OR**

**Option B**

<table>
<thead>
<tr>
<th>SAY</th>
<th>When you have finished the test, review your answers and make sure you have answered every question. After you have checked your work, click <strong>End Test</strong> and 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please raise your hand if you have any questions.</td>
</tr>
</tbody>
</table>

**OR**

**Option C**

<table>
<thead>
<tr>
<th>SAY</th>
<th>When you have finished the test, review your answers and make sure you have answered every question. After you have checked your work, click <strong>End Test</strong> and 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please raise your hand if you have any questions.</td>
</tr>
</tbody>
</table>

Answer all questions.

<table>
<thead>
<tr>
<th>SAY</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Now, click <strong>Begin Test Now</strong> 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. <em>(Pause. Collect any devices.)</em> Now, click <strong>Next</strong> in the upper left corner of the screen. This will take you to the first question of the test. You may now begin working.</td>
</tr>
</tbody>
</table>
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 Test 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.

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. 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, make sure you are on the review screen. 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 next 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 login 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.** Make sure you are on the review screen. 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 next screen, click **Submit Test.** A **Warning** message will appear. Click **Yes** on this message. *(Pause.)*
Students will be returned to the login 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.

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 133 of the Fall/Winter 2020 ELA Retake and EOC Manual.
Calculators are not permitted during this test session. Do not distribute calculators until the beginning of Session 2.

The following script should be used for students participating in Session 1 of the Geometry EOC assessment using CBT accommodations. If you are administering a computer-based test without accommodations, see the Fall/Winter 2020 ELA Retake and EOC 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, use of translation dictionary), 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 session is 90 minutes, and students will take a short stretch break after 45 minutes of testing. Students who need additional time after 90 minutes may continue working up to half of a typical school day. Ensure that you have the correct stopping time for students who use additional time, and display the stopping time as instructed in the script.

During this test session, 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 session and leaves campus without finishing (e.g., for lunch, an appointment, illness), he or she will not be allowed to return to that session. If you have concerns that a student will be unable to finish the session, 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.
Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on page 28 of the Fall/Winter 2020 ELA Retake and EOC Manual.

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, No Calculators sign, and Session 1 sign are 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 Fall/Winter 2020 ELA Retake and EOC Manual.)

4. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying mathematical concepts) and that any visual aids displayed in the testing room have been removed or covered.

5. Ensure that you understand your school assessment coordinator’s instructions regarding the length of time students should be permitted to test for this session. **Contact your school assessment coordinator if you have not already received timing information for Session 1.**

Students will pause their tests at the end of the session. If they select **Next** or **Go to Session 2**, you will need to deny the **Exit session approval** requests in the TA Interface to ensure that they can successfully sign into Session 2 on Day 2.

6. Prior to testing, ensure that students have the following:
   - A pen or pencil
   - A CBT Work Folder
   - **Geometry EOC FSA Mathematics Reference Sheet** (Paper reference sheets should be provided **only** if your school is providing copies for all students.)

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 session. 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 Screen](image)

**Create a Test Session**

1. Go to the Florida Statewide Assessments Portal and click **Administer Assessments**.

2. Log in to the TA Interface with your username and password.

3. Select **Geometry 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 are going to take Session 1 of the Geometry EOC test. Remove all materials from your desk except your (**Geometry EOC FSA Mathematics Reference Sheet,**) 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, at your desk, in your pockets, or anywhere you can reach them at any time during this test session, 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, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. **If you are found with any electronic or recording devices at any time during this test session, 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 90 minutes to complete this test session, and we will take a short stretch break after 45 minutes. After 90 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 session.
Calculators are not allowed during this test session. If you have a calculator, raise your hand and I will collect it. (Pause.)

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

Now, look at the login 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.

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

Distribute the test tickets.

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.

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.

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 login page and raise your hand.

Assist any students who raise their hands.

You will now see a screen that says Your Tests. Click the arrow to the left of Start 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 test settings or accommodations, click the corresponding Test Settings icon [_REFRESH]. Test settings and/or accommodations for individual students are displayed. If changes to accommodations are required, click the deny button 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. If you are able to hear the text-to-speech audio, click **I heard the voice**. A green tab with a checkmark will appear in the upper right corner of the Text-to-Speech Sound Check section. Click **Continue**. 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 | Now, you should see a screen that says **Before You Begin**. Do **not** click **Begin Test Now** until I tell you to do so. First, 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 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? |

| 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 this line 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.

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.

Click Back to return to the Before You Begin screen.

Do not click Begin Test Now until I tell you to do so.

Today you will complete Session 1, which contains items 1 through 34. 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 an electronic version of the reference sheet by clicking the Formulas 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**

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.

Are there any questions?

Answer all questions.

If your school provided paper copies of the Geometry EOC FSA Mathematics Reference Sheet for students to use,

SAY Now, look at the top of your paper reference sheet. It should say Geometry EOC FSA Mathematics Reference Sheet. Turn it over and ensure that both sides of the reference sheet have the correct title. Examine both sides 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 session, review your work carefully and make sure you have answered every question. Do not click **Next** or **Go to Session 2**. After you have checked your work, sit quietly until I tell you that this session has ended.  
Please raise your hand if you have any questions. |

**OR**

**Option B**

| SAY | When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click **Pause** on the review screen and raise your hand. Do not click **Next** or **Go to Session 2**. I will collect your *(reference sheet,)* work folder and test ticket. Then you must sit quietly until I tell you that this session has ended.  
Please raise your hand if you have any questions. |

**OR**

**Option C**

| SAY | When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click **Pause** on the review screen and raise your hand. Do not click **Next** or **Go to Session 2**. I will collect your *(reference sheet,)* work folder and test ticket. Then you must sit quietly until I tell you that this session 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,)* 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 90 minutes to complete this test session, and we will take a short stretch break after 45 minutes. After 90 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 session.  
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 45 minutes: +45 minutes
Time to call a break: __________
TIME TESTING RESUMES: __________
Add 35 minutes: +35 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 Test 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 session.

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.

Ensure that students do not click **Next** or **Go to Session 2** on the review screen. If they do, students will appear in the TA Interface requesting **Exit session approval**. You will deny this request and the students will be logged out. They may log back into Session 1 the same day, if needed.

If students are accidentally approved into Session 2, have them pause their tests immediately and contact your school assessment coordinator.

After 45 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.

After a short break,

**SAY**  
Now, be seated. You still have 45 minutes to complete this session, and I will let you know when there are 10 minutes left. 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 35 minutes,

**SAY**  
There are 10 minutes left in the 90-minute test session.
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, make sure you are on the review screen and pause your test by clicking **Pause** and then selecting **Yes** on the pop-up message. Do not click **Next** or **Go to Session 2**. Raise your hand and I will collect your (reference sheet,) work folder and test ticket.

Students will be returned to the login screen once they pause their tests. Ensure that you deny any **Exit session approval** requests in the TA Interface if students click **Next** or **Go to Session 2** on the review screen. 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 Session 1.

After 10 more minutes,

**SAY** Stop. Make sure you are on the review screen and pause your test by clicking **Pause** and then selecting **Yes** on the pop-up message. Do not click **Next** or **Go to Session 2**. I will collect your (reference sheet,) work folder and test ticket.

Students will be returned to the login screen once they pause their tests. Ensure that you deny any **Exit session approval** requests in the TA Interface if students click **Next** or **Go to Session 2** on the review screen. Collect test materials.

Once all students have paused their tests, end the test session 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 (reference sheets,) work folders and test tickets and that your required administration information and testing room seating chart are accurate and complete.

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 until the beginning of Session 2.
Script for Administering the Accommodated Computer-Based Geometry EOC Assessment

Session 2/Day 2

90+ Minutes

The following script should be used for students participating in Session 2 of the Geometry EOC assessment using CBT accommodations. If you are administering a computer-based test without accommodations, see the Fall/Winter 2020 ELA Retake and EOC 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, use of translation dictionary), 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 session is 90 minutes, and students will take a short stretch break after 45 minutes of testing. Students who need additional time after 90 minutes may continue working up to half of a typical school day. Ensure that you have the correct stopping time for students who use additional time, and display the stopping time as instructed in the script.

During this test session, 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.

• Ensure that all students in your testing room have completed Session 1. If any students have not completed Session 1, contact your school assessment coordinator.

• If a student starts a test session and leaves campus without finishing (e.g., for lunch, an appointment, illness), he or she will not be allowed to return to that session. If you have concerns that a student will be unable to finish the session, 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 page 28 of the Fall/Winter 2020 ELA Retake and EOC Manual.
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 and Session 2 sign are 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 Fall/Winter 2020 ELA Retake and EOC Manual.)
4. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying mathematical concepts) and that any visual aids displayed in the testing room have been removed or covered.
5. Ensure that you understand your school assessment coordinator’s instructions regarding the length of time students should be permitted to test for this session. Contact your school assessment coordinator if you have not already received timing information for Session 2.
6. Prior to testing, ensure that students have the following:
   • A pen or pencil
   • A new CBT Work Folder (Students should not use the same work folders that they used in Session 1.)
   • A handheld scientific calculator with the allowable functionality only (Handheld calculators should be provided only if your school is allowing their use.)
   • Geometry EOC FSA Mathematics Reference Sheet (Paper reference sheets should be provided only if your school is providing copies for all students. You may provide new printed copies of the reference sheet for Session 2 and should instruct students to write their names on the new reference sheets. If you have retained the used reference sheets from Session 1, then make sure that each student receives the same reference sheet that he or she used during Session 1.)
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 session. 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.

![Picture of Please Sign In screen]

**Create a Test Session**

1. Go to the Florida Statewide Assessments Portal and click **Administer Assessments**.
2. Log in to the TA Interface with your username and password.
3. Select **Geometry 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.

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**SAY** Today, you are going to take Session 2 of the Geometry EOC test. Remove all materials from your desk except your *(Geometry EOC FSA 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 session, 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, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. **If you are found with any electronic or recording devices at any time during this test session, 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 90 minutes to complete this test session, and we will take a short stretch break after 45 minutes. After 90 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. Remember, 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 session.
Ensure that the Session ID is displayed where all students can see it.

**SAY** Now, look at the login 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 login page 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 **Resume 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.

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.
If you are able to hear the text-to-speech audio, click **I heard the voice**. A green tab with a checkmark will appear in the upper right corner of the Text-to-Speech Sound Check section. Click **Continue**. 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**

Now, you should see a screen that says **Before You Begin**.

Do **not** click **Begin Test Now** until I tell you to do so.

Before taking Session 1 of this test, you clicked a box next to the Testing Rules Acknowledgment to indicate that you understand the testing rules. These testing rules are also in place for Session 2 of the test. 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, 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.
Click **Back** to return to the **Before You Begin** screen.

**Do not** click **Begin Test Now** until I tell you to do so.

Today you will complete Session 2, which contains items 35 through 68. 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 an electronic version of the reference sheet by clicking the Formulas button in the top right corner of the test.

If your school provided paper copies of the *Geometry EOC FSA Mathematics Reference Sheet for students to use,*

**SAY**

Now, look at your paper reference sheet. *(Make sure you have the reference sheet with your name on it.)* *(Write your first and last names in the upper right corner of the new reference sheet now.)* Please raise your hand if there are problems with your reference sheet.

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 session, review your work carefully and make sure you have answered every question. Do not click **End Test** until you are instructed to do so at the end of the session today. After you have checked your work, sit quietly until I tell you that this session has ended.

Please raise your hand if you have any questions.

**OR**

**Option B**

**SAY**

When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click **End Test** and raise your hand. I will collect your *(reference sheet,)* *(calculator,)* work folder and test ticket. Then you must sit quietly until I tell you that this session has ended.

Please raise your hand if you have any questions.

**OR**
Option C

When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click **End Test** and raise your hand. I will collect your *(reference sheet,)* *(calculator,)* work folder and test ticket. Then you must sit quietly until I tell you that this session 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.

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 90 minutes to complete this test session, and we will take a short stretch break after 45 minutes. After 90 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 session.

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 45 minutes: 
  +45 minutes

- Time to call a break: 
  
- **TIME TESTING RESUMES:** 
  
- Add 35 minutes: 
  +35 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 Test 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 session.

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.

After 45 minutes from the STARTING time,

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

After a short break,

**SAY**

Now, be seated. You still have 45 minutes to complete this session, and I will let you know when there are 10 minutes left. 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 35 minutes,

**SAY**

There are 10 minutes left in the 90-minute test session.

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, make sure you are on the review screen. Click End Test. 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 next 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 login 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 Session 2.
After 10 more minutes,

**SAY**

Stop. Make sure you are on the review screen. Click **End Test**. 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 next 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 login screen once they submit their tests. Collect test materials.

Once all students have submitted their tests, end the test session by clicking **STOP** in the TA Interface. This will pause any remaining tests, so only select **STOP** after all students have submitted their 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 *(reference sheets, calculators,)* work folders and test tickets and that your required administration information and testing room seating chart are accurate and complete.

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 133 of the Fall/Winter 2020 ELA Retake and EOC Manual.
Script for Administering the Accommodated Computer-Based U.S. History EOC Assessment

160+ Minutes

The following script should be used for students participating in the U.S. History EOC assessment using CBT accommodations. If you are administering a computer-based test without accommodations, see the Fall/Winter 2020 ELA Retake and EOC 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, use of translation dictionary), 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, illness), 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 page 28 of the Fall/Winter 2020 ELA Retake and EOC Manual.

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 Fall/Winter 2020 ELA Retake and EOC Manual.)

4. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying government concepts) and that any visual aids displayed in the testing room have been removed or covered.

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 Administer Assessments.

2. Log in to the TA Interface with your username and password.

3. Select U.S. History 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.
Script for Administering the Accommodated Computer-Based U.S. History EOC Assessment

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.

<table>
<thead>
<tr>
<th>SAY</th>
<th>Today, you will take the U.S. History EOC test. Remove all materials from your desk except 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, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. If you are found with 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.</th>
</tr>
</thead>
</table>

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).

<table>
<thead>
<tr>
<th>SAY</th>
<th>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. Remember, 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.</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>SAY</th>
<th>Now, look at the login 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. Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start. Distribute the test tickets.</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>SAY</th>
<th>Now, log in by typing your First Name as it appears on your test ticket, your Username, and the Session ID FL -___<strong><strong>-</strong></strong>. The Session ID is displayed for you. Click Sign In. Raise your hand if you need assistance.</th>
</tr>
</thead>
</table>

Pause and assist students with logging in as needed.
**Script for Administering the Accommodated Computer-Based U.S. History EOC Assessment**

**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 login page 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 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 test settings or accommodations, click the corresponding Test Settings icon [⚙️]. Test settings and/or accommodations for individual students are displayed. If changes to accommodations are required, click the deny button 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.

If you are able to hear the text-to-speech audio, click **I heard the voice**. A green tab with a checkmark will appear in the upper right corner of the Text-to-Speech Sound Check section. Click **Continue**. 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** Now, you should see a screen that says **Before You Begin**.

Do **not** click **Begin Test Now** until I tell you to do so.

First, 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.
Answer all questions.

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 this line 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.

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.

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.

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 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 for the accommodations you are administering.

**Masking**

<table>
<thead>
<tr>
<th>SAY</th>
<th>If you will take this test using <strong>Masking</strong> as an accommodation, then listen as I describe this tool.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Masking tool allows you to hide portions of the screen. To access the Masking tool within an item, click the button labeled <strong>Masking</strong> 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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>To turn off the Masking tool, click the <strong>Masking</strong> button again. The button will revert to its original color.</td>
</tr>
</tbody>
</table>

Are there any questions?

Answer all questions.

**Text-to-Speech**

<table>
<thead>
<tr>
<th>SAY</th>
<th>If you will take this test using <strong>Text-to-Speech</strong> as an accommodation, then listen as I describe this tool.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To access the text-to-speech tool, click the three horizontal lines above the response area to open the context menu.</td>
</tr>
<tr>
<td></td>
<td>Click <strong>Speak Question</strong> to have the question and answer options read aloud.</td>
</tr>
<tr>
<td></td>
<td>To have the voice read a single answer option, open the context menu and select <strong>Speak Option</strong>. 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 <strong>Speak Option</strong>.</td>
</tr>
<tr>
<td></td>
<td>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 <strong>Speak Selection</strong> to have the selected text read aloud.</td>
</tr>
<tr>
<td></td>
<td>To pause the voice while it is speaking, select the context menu again. Click <strong>Pause Speaking</strong>. To restart the voice from the point at which you paused, click <strong>Resume Speaking</strong>. <em>(Note: These tools are not available on Chrome.)</em></td>
</tr>
<tr>
<td></td>
<td>To stop the voice while it is speaking, select the context menu. Click <strong>Stop Speaking</strong>. To hear the question again from the beginning after you have stopped the voice, select the context menu and click <strong>Speak Question</strong> again.</td>
</tr>
</tbody>
</table>

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 the test, review your answers and make sure you have answered every question. After you have checked your work, click End Test and 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 the test, review your answers and make sure you have answered every question. After you have checked your work, click End Test and 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 the test, review your answers and make sure you have answered every question. After you have checked your work, click End Test and 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:

<table>
<thead>
<tr>
<th>Task</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>STARTING time:</td>
<td></td>
</tr>
<tr>
<td>Add 80 minutes:</td>
<td>+80 minutes</td>
</tr>
<tr>
<td>Time to call a break:</td>
<td></td>
</tr>
<tr>
<td>TIME TESTING RESUMES:</td>
<td></td>
</tr>
<tr>
<td>Add 70 minutes:</td>
<td>+70 minutes</td>
</tr>
<tr>
<td>Time for 10-minute reminder:</td>
<td></td>
</tr>
<tr>
<td>Add 10 minutes:</td>
<td>+10 minutes</td>
</tr>
<tr>
<td>STOPPING time:</td>
<td></td>
</tr>
</tbody>
</table>

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the Progress and Test 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.

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. 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,

<table>
<thead>
<tr>
<th>SAY</th>
<th>There are 10 minutes left in this test. Remember that you will be permitted to continue working if you need additional time.</th>
</tr>
</thead>
</table>

After 10 more minutes,

<table>
<thead>
<tr>
<th>SAY</th>
<th><strong>Stop.</strong> Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If you have finished working, make sure you are on the review screen. Click <strong>End Test</strong> 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 <strong>Yes.</strong> <em>(Pause.)</em></td>
</tr>
<tr>
<td></td>
<td>On the next screen, click <strong>Submit Test.</strong> A <strong>Warning</strong> message will appear. Click <strong>Yes</strong> on this message. <em>(Pause.)</em></td>
</tr>
<tr>
<td></td>
<td>On the <strong>Test Completed</strong> screen, click <strong>Log Out.</strong> You will be taken to the <strong>Please Sign In</strong> screen. I will collect your worksheet and test ticket.</td>
</tr>
</tbody>
</table>

Students will be returned to the login 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,

<table>
<thead>
<tr>
<th>SAY</th>
<th>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.</th>
</tr>
</thead>
</table>

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,

<table>
<thead>
<tr>
<th>SAY</th>
<th><strong>Stop.</strong> Make sure you are on the review screen. Click <strong>End Test</strong> 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 <strong>Yes.</strong> <em>(Pause.)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>On the next screen, click <strong>Submit Test.</strong> A <strong>Warning</strong> message will appear. Click <strong>Yes</strong> on this message. <em>(Pause.)</em></td>
</tr>
</tbody>
</table>
SAY 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 login 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.

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 133 of the Fall/Winter 2020 ELA Retake and EOC Manual.
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