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Introduction to the TA User Guide

This user guide supports Test Administrators (TAs) who manage testing for students participating in Florida Statewide Assessments (FSA) and the Next Generation Sunshine State Standards (NGSSS) practice tests and operational (live) computer-based assessments. This introduction describes the contents of this user guide and includes a key for identifying icons and elements.

User Guide Content

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

- **Section I, Overview of Online Testing**, provides an overview of online testing, available assessments, and general test rules.
- **Section II, Accessing the Test Administration Sites**, explains how to log in to the TA sites.
- **Section III, Understanding the TA Interface**, describes the overall layout of the TA sites and highlights the important tasks and functions.
- **Section IV, Administering Online Tests**, outlines the process for creating test sessions, approving students for testing, pausing tests, and logging out.
- **Section V, Logging in to the Student Interface**, explains how students log in to a test session.
- **Section VI, Overview of the Student Interface**, describes the overall layout of an online test, as well as the functions and tools available to students.
- **Section VII, Proceeding through the Test**, explains how students move through and complete a test.
- The **Appendices** provide additional information about secure browsers, student test settings, how students can use keyboard commands and the formatting toolbar available for some open-response items, how TAs can transfer a test session to another computer, and a list of common Test Delivery System (TDS) error codes.
Document Conventions

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

Table 1. Key Symbols and Elements

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Warning" /></td>
<td><strong>Warning:</strong> This symbol accompanies important information regarding actions that may cause critical errors.</td>
</tr>
<tr>
<td><img src="image" alt="Caution" /></td>
<td><strong>Caution:</strong> This symbol accompanies important information regarding a task that may cause minor errors.</td>
</tr>
<tr>
<td><img src="image" alt="Note" /></td>
<td><strong>Note:</strong> This symbol accompanies helpful information or reminders.</td>
</tr>
<tr>
<td><img src="image" alt="Tip" /></td>
<td><strong>Tip:</strong> This symbol accompanies additional information that may be helpful.</td>
</tr>
<tr>
<td><img src="image" alt="Policy" /></td>
<td><strong>Policy:</strong> This symbol accompanies important information that is guided by policy decisions.</td>
</tr>
</tbody>
</table>

**bold italic**

Boldface italic indicates a page name.

**bold**

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

**italic**

Italic indicates a field name or a drop-down list selection.

**Text that appears in gray outlined boxes**

Text that appears in gray outlined boxes provides instructions relevant to the task described.

- Numbered (ordered) lists provide step-by-step instructions.
- Bulleted lists provide instructions that do not need to be performed in a specific order.

Additional Resources

This user guide does not provide information regarding administration policies and procedures. Administration manuals and other system user guides for Florida systems are available on the portal (www.FSAssessments.org).
Section I. Overview of Online Testing

The FSA and NGSSS assessments are designed to measure students’ proficiency in various content areas. The computer-based tests are administered with a system called the Test Delivery System (TDS).

TDS is comprised of two sets of sites: training sites and operational (live) testing sites. The training sites function identically to the live testing sites and are designed to allow test administrators and students to become familiar with the online testing environment they will experience when taking the operational assessments.

TAs can use any supported web browser to access either the TA Training Site (used to practice taking a test) or the TA Interface (used for live testing). Students may use a supported web browser or the secure browser to access the practice tests; however, students must use the secure browser to access the Student Interface for live testing. TAs will create test sessions at the time of testing. Each test session generates a unique Session ID. To begin testing, students will log in to the test session created by the TA using the unique Session ID.

For information about supported operating systems and browsers for the TA sites and student practice tests, refer to the Supported Systems & Requirements page on the portal (www.FSAssessments.org).

Training Sites

- **TA Training Site**
  The TA Training Site allows TAs to create practice test sessions. This session can be used to administer practice tests to students.

- **Student Practice Test Site**
  The practice tests allow students and guest users to practice taking tests online and become familiar with the available tools and features in the test. Anyone may log in as a guest and practice taking tests. Students can also log in to a practice test session created by a TA. The practice tests can be accessed with either the secure browser or a supported web browser. Students requiring access to the text-to-speech accommodation for a practice test must use the secure browser.

Operational (Live) Testing Sites

- **TA Interface (Test Administration)**
  TAs must use the TA Interface to create test sessions and administer the operational assessments.

- **Student Interface**
  Students must use the Student Interface to take the operational assessments. The Student Interface can only be accessed by launching the secure browser.
Tests Available
The following practice tests and operational computer-based assessments are available for the 2020–21 school year:

Practice Tests
- **ELA Writing**: Grades 7–10
- **ELA Reading**: Grades 7–10
- **Mathematics**: Grades 7–8, Algebra 1 EOC, Geometry EOC
- **Science**: Biology 1 EOC
- **Social Studies**: Civics, U.S. History

Operational Assessments
- **ELA Writing**: Grades 7–10 & Retake
- **ELA Reading**: Grades 7–10 & Retake
- **Mathematics**: Grades 7–8, Algebra 1 EOC Retake, Algebra 1 EOC, Geometry EOC
- **Science**: Biology 1 EOC
- **Social Studies**: Civics, U.S. History
General Rules of Online Testing

About Test Settings and Accommodations

Students’ test settings and accommodations must be checked in the Test Information Distribution Engine (TIDE) prior to starting a test session. Accommodations cannot be changed in the TA Interface or after a student starts the test. Test accessibility settings can be adjusted prior to entering the test.

Basic Test Navigation Rules

- Students will either see test items on one per page or in a group. Some pages contain test items with multiple parts.
- Students may mark items for review and use the Item Summary drop-down list to easily return to those items.
- Students must:
  - Click End Session, which pauses the test when they complete the session(s) they are to take that day or when the allotted time for the session has expired,
  - or
  - Click Submit Test, to conclude the test after all sessions have been completed or when the allotted time for the final session has expired.

Pause Rules

These pause rules apply regardless of whether the student or the TA pauses the test or there is a technical issue resulting in the student being logged out (e.g., power outage or network failure).

- If a test is paused within a session and the student resumes during the same session, the student is
  - presented with the first unanswered test item or passage and associated items in the session when the test was paused or shut down; and
  - permitted to review and change any previously answered test items within that session.
- If a test is paused and the student is logged out at the end of a session, when the student resumes the next day, the student
  - is approved by the TA to enter the next session; and
  - cannot view or change responses from the previous session.
Section II. Accessing the Test Administration Sites

The FSA Portal (www.FSAssessments.org) provides authorized users with access to the Test Administration sites. To access the TA sites via the portal:

**Accessing the TA Training Site**

1. Select the **Test Administration** card.
2. Select the **TA Training Site** card.
3. Select the **TA Training Site** card. You will be directed to the login screen.
4. Enter your email address and password.
5. Click **Secure Login**. You will be directed to the TA Training Site.

**Accessing the TA Interface (for live testing)**

1. Select the **Administer Assessments** card.
2. You will be directed to the login screen.
3. Enter your email address and password.
4. Click **Secure Login**. You will be directed to the TA Interface.
About Usernames and Passwords

Your username is the email address associated with your account in TIDE.

⚠️ Caution: Important Information Regarding Your Password

If you are a user who has recently been added to TIDE, you should have received an activation email from DoNotReply@cambiumassessment.com that contains a link that takes you to the Reset Your Password page in TIDE where you can set up your password to log in to TIDE and other applicable CAI systems. This link expires 15 minutes after the email was sent. The first time you log in, you will be prompted to select a new password.

If your first temporary link expired or you forgot your password

On the login page, click Forgot Your Password? and then enter your email address in the Email Address field to reset your password. You will receive an email with a new link to reset your password. This link expires 15 minutes after the email was sent.

Did you not receive an email containing a Reset Your Password link?

Emails come from DoNotReply@cambiumassessment.com. Check your spam or junk folder to make sure your email provider did not categorize it as junk mail or spam. If you still do not have an email, contact your school assessment coordinator to make sure you were added to TIDE. Only users who have been added to TIDE will receive an account email with a link to set their password.

Additional Help

If you are unable to log in, contact the Florida Help Desk (1-866-815-7246 or FloridaHelpDesk@CambiumAssessment.com) for assistance. You must provide your name and email address.

⚠️ Note: For security reasons, users will need to update their password in TIDE before logging in to TDS for the first time every school year. On the TIDE Login page there will be a prompt: First Time Login This School Year? under which users should click Request a new one for this school year. Users should enter their email address used in TIDE in the prior year to reset their password. Users will receive an email with a new link to reset the password. This link expires 15 minutes after the email was sent.
Section III. Understanding the TA Interface

This section applies to the test administration sites for TAs. Throughout the rest of this user guide, “TA Site” will be used to refer to both the TA Interface and TA Training Site. The functions and tools available to TAs are the same in both sites.

- TAs must use the **TA Interface** to administer operational (live) tests.
- TAs must use the **TA Training Site** to administer practice tests.

⚠ **Warning: Do not use the Student Interface or TA Interface for practice.** For all practice test sessions, use the TA Training Site and the Student Practice Test site.

**TA Site Layout**

After you log in, you will see the TA Interface or TA Training Site (see **Figure 5**). All features and functions are identical between the two, except for the list of available tests. **Table 2** provides an overview of the major features available on the TA Site.

![Figure 5. TA Site Layout (TA Interface Displayed)](image)

The following components of the TA Interface are identified by number in the figure above:

1. Session ID
2. Select Tests button
3. Approvals button
4. **Operational Test Session** tables
Table 2. TA Site Features Quick Reference

<table>
<thead>
<tr>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alert</td>
<td>The Florida Department of Education (FDOE) is able to send statewide alert messages to all TAs. Click Alerts to view new alerts and past messages that have not yet expired. (Each alert has an expiration date.)</td>
</tr>
<tr>
<td>Approvals button</td>
<td>Click Approvals to show the students that are awaiting approval to begin testing.</td>
</tr>
<tr>
<td>Help Guide</td>
<td>Click Help Guide to view the online Test Administrator User Guide at any time.</td>
</tr>
<tr>
<td>Logout</td>
<td>Click Logout to exit the TA Site and log out of all Florida applications. Any students still testing will have their tests paused and they will be logged out. The TA will not be able to resume the current session, and a new session will need to be created for students to finish testing.</td>
</tr>
<tr>
<td>Print Session</td>
<td>This feature allows the TA to print the screen as it is displayed. To print, click Print Session. A regular print screen will appear. Select the desired settings and click OK. Federal law (FERPA) prohibits the release of any student’s personally identifiable information to unauthorized persons. Any printouts containing student information must be securely stored and then destroyed when no longer needed.</td>
</tr>
<tr>
<td>Refresh</td>
<td>Click the refresh button [ ] to manually refresh the screen while monitoring student progress. The TA Site will automatically refresh every 60 seconds.</td>
</tr>
<tr>
<td>Session ID</td>
<td>The Session ID is used by students to log in to a test session. Session IDs are unique to each test session and are created and displayed in the TA Interface when the TA creates the session. Students enter this ID when logging in to a test and the TA then approves or denies their requests to access the test. The Session ID is unique for each test session in the state and is an arrangement of three sections of alphanumeric characters separated by hyphens (e.g., TRAIN-A1B2-3).</td>
</tr>
<tr>
<td>Stop</td>
<td>Click Stop to end the session. Any students still testing will have their tests paused and they will be logged out. The TA will not be able to resume the current session and a new session will need to be created for students who may need to finish testing.</td>
</tr>
<tr>
<td>Student Lookup</td>
<td>Click Student Lookup to search for students. Use Advanced Search to search by parameters including district, school, grade, and first/last name.</td>
</tr>
<tr>
<td>Select Tests</td>
<td>Click Select Tests to view the Test Selection window.</td>
</tr>
<tr>
<td>Test Session tables</td>
<td>These tables display all the students who have entered the test session, the test each student is taking, and his or her progress throughout the test. The title of the page will specify “Operational” for live tests and “Practice” on the TA Training Site.</td>
</tr>
</tbody>
</table>

**TA Site Features**

This section provides instructions for using the features available in the banner at the top of the TA Site (see Figure 6).

**Figure 6. TA Site Banner**

| Student Lookup | Print Session | Help Guide | Alerts | Logout as First Name, Last Name |
Student Lookup: Advanced Search

If a student is having trouble logging in, TAs can use the Student Lookup feature to search for that student by district, school, grade, and first or last name.

⚠️ **Warning:** Inaccurate student demographic information can be corrected by authorized users before or after students test.

Students who do not appear in Student Lookup will be unable to test during the test session that is currently open and will need to be added to TIDE by the school or district assessment coordinator.

Figure 7. Student Lookup: Advanced Search

To look up student information with the Student Lookup Advanced Search feature:

1. Click **Student Lookup**.
   a. Select a district and school from the drop-down lists.
   b. Select a grade or **All Grades**.
   c. **Optional:** Enter a student’s first name and/or last name. Partial entries are not accepted. You must enter a full first name or a full last name.

2. Click **Search**. Search results that match the parameters will appear at the bottom of the window.

3. To see more information about a student, click the Test Settings icon [ ] in the Details column.
Printing Session Information

TAs can print the Test Session screen as it appears on the TA Interface. This feature allows TAs to track which students tested in their session.

1. To print, click Print Session. The computer’s print dialog screen will appear.
2. Verify the selected printer, select the desired print settings, and then click OK.

   Tip: Set the print options to landscape mode (horizontal). You can also use your web browser’s Print Preview feature to scale content to fit on a single printed page.

Caution: Federal law (FERPA) prohibits the release of any student’s personally identifiable information. Any printouts must be securely stored and then destroyed when no longer needed.

Help Guide

To display the online version of this user guide, click Help Guide.

Alert Messages

FDOE is able to send out statewide alert messages to all TAs. New alerts automatically open when you log in to the TA Site. To confirm that you have read these alerts, click Close.

A record of alert messages that you have read and acknowledged can be viewed by clicking Alerts at the upper-right corner of the screen, next to Logout. Click Alerts to open a screen that contains alert messages that have not yet expired.

Figure 8. Sample Alert Message

Logout

To log out of the TA Interface, click Logout.
Section IV. Administering Online Tests

This section contains information about how to start a test session, add tests to the session, verify students' test settings, approve students for testing, and monitor their progress.

**Policy:** This document does not provide information on test administration policies, including how to prepare for online assessments. For policy information, refer to the most recent test administration manual, which is available on the portal.

Test Tickets

A test ticket includes a student’s username for logging in to a test. In Figure 9, the student’s username for testing is 197JM. Your school assessment coordinator will provide you with printed test tickets prior to testing.

![Sample Test Ticket](image)

**Caution:** Test tickets are considered secure materials. Test tickets are collected at the end of each test session. Follow school or district procedures for collecting and returning test tickets at the end of the administration.

How to Select Tests and Start a Test Session

The first step in administering online tests is to select the tests that you wish to administer and start a test session.

Please note that only the tests that you select will be available to students who join your session. You may have only one session open at a time. You cannot reopen closed sessions, but students can resume a test in a new session.

**How to Create a New Test Session**

1. Log in to the TA Site. The Operational Test Selection window (see Figure 10) opens automatically. If the Test Selection window is not open, select Select Tests in the upper-right corner of the TA Site.
2. From the list of color-coded test categories, select the test category from which you wish to include tests. This will display the tests or test groups available for that test category (see Figure 11).

3. Optional: Expand a test subgroup to view the constituent tests. All test groups and sub-groups appear collapsed by default and you may have to expand the test group to view individual tests.

- To expand a test group, select \( \text{+} \) (or Expand All).
- To collapse an expanded test group, select \( \text{-} \) (or Collapse All).
- To expand or collapse all the groups within a test category simultaneously, select \( \text{\ldots} \).
4. To select the tests you wish to administer, do one of the following:
   - To select individual tests, mark the checkbox for each test you want to include.
   - To select all the tests in a test group, mark the checkbox for that group.

   Once selected, tests are displayed under their respective test categories in the right-hand side panel of the Test Selection window (see Figure 11). If viewing on a smaller screen, the test selection count is displayed at the bottom of the Test Selection window (see Figure 12). To expand the selected tests section, select .

   Figure 12. Test Selection Window: Tests Selected View for Small Screens

5. Optional: If you need to remove selected tests, do one of the following:
   - To remove an individual test, select  for each test you want to remove.
   - To remove all the selected tests, select Clear All.

6. To add tests from a different test category, do the following:
   a. Select Back at the bottom of the Test Selection window to return to the test categories view (see Figure 10).
   b. Repeat steps 2–5 to select the necessary tests.

7. Optional: You can also search for specific tests by their labels. To search for a test:
   a. Select in the upper-right corner to bring up the search panel (see Figure 13).
b. In the Search Term field, enter the full or partial test label and select Go. The tests matching the entered label will be displayed. Note, the search term must be at least three characters long.

c. To close the search panel, select Close at the bottom of the panel.

8. **Once the required tests have been selected**, select Start Operational Session. The exact label for this button may vary depending on whether you are starting a practice or operational session. The button becomes active after you have selected a test.

9. The Session ID appears on the TA Site (see Figure 14). Provide the Session ID to your students. Please remember to write down the Session ID in case you accidentally close the browser window and need to return to the active test session.

---

**Approving Students for Testing**

After the session has been started and the students have been provided with the Session ID and their test tickets according to instructions in the test administration script, the next step is to approve students to test in the session. TAs must approve each student’s test settings before the student can access his or her requested test. Refer to Section V. Logging in to the Student Interface in this user guide for additional information on the approval process from a student perspective.

**Approvals and Student Test Settings Screen**

The right side of the top panel contains the Approvals button, which alerts TAs that students are awaiting approval to enter a test and displays the number of pending approvals.
Figure 15. Students Awaiting Approval

Note: The Approvals notification updates regularly, but you can also click the refresh button [↺] in the upper-right corner to update it manually.

For Grades 7–8 Mathematics, you must also follow this procedure when approving students’ exit out of Session 2.

To view student test settings details:

1. Click Approvals. The Approvals and Student Test Settings screen appears, displaying a list of students grouped by test (see Figure 16).

The Approvals and Student Test Settings screen displays each student who is awaiting approval for entry into your session. By default, this screen shows those students who were awaiting approval to enter the session when you clicked the Approvals button.

Warning: Check students’ test settings and accommodations before approving them. Students who require test settings or accommodations other than the default settings will need to have their information updated in TIDE before they can begin testing. If a student’s settings are incorrect, please contact your school assessment coordinator before allowing the student to test.

Caution: This screen does not automatically refresh. Students who log in to your session after you have already opened the Approvals and Student Test Settings screen will not automatically appear in this list. To update the list of
students awaiting approval, click [ ] in the top row of the Approvals and Student Test Settings screen.

Students on this screen are organized by test subject. Each row displays the student’s name, username, whether the test settings are standard or custom, and the option to approve or deny each student.

Note: About the Test Settings column

- Students with Standard test settings have the default test settings.
- Students with Custom test settings have at least one test setting that is different from the default.

To view a student’s test settings and accommodations:

- To check a student’s accommodations and accessibility settings, click the test settings icon [ ] for that student. The student’s information appears (see Figure 17).

Viewing a Student’s Test Settings

Students can adjust accessibility settings (e.g., print size, mouse pointer) when entering the test or TAs can make adjustments on the Test Settings screen. TAs cannot adjust test accommodations via the TA Interface. Test accommodations must be updated in TIDE. If a student’s test accommodations must be updated, deny the student’s test request and contact your school assessment coordinator.

Appendix B, Student Test Settings, provides an overview of the accessibility settings and accommodations that appear in the TA Interface.

Figure 17. Sample Test Settings Screen
Approving Students for Testing

After you have confirmed students’ test settings and accommodations, you may return to the list of students awaiting approval. On this screen, you can approve individual students or approve all students awaiting approval for a particular subject at once. After the students have been approved or denied, the Approvals and Student Test Settings screen will automatically close.

Figure 18. Sample Approvals and Test Settings Screen

Approving students for testing:

- To approve individual students, click the approve icon [✔] for each student. The student will be approved and will also disappear from the list.
- To approve all students currently displayed for each subject, click the Approve All Students button, located to the right of each subject. This will approve those students for testing. An Important! Pop-up window will appear. Read the information and click Yes.

Note: You may approve all students who appear in the list. However, students who log in to the test session after you have opened the Approvals and Student Test Settings screen will still need to be approved individually.

Student Exit Session Request

At the end of Session 1 for multi-session tests, students are instructed to click End Session to complete the test session.

Students completing Grades 7–8 Math take two sessions on the second day of testing (three sessions total). These students will request to exit Session 2 to continue to Session 3. The TAs will need to approve the students’ Exit session approval request by selecting [✔] in the correct test table on the approvals screen to allow students entry into the third session. Students who are denied approval to exit the session are logged out of the test.
TAs must only approve student’s exit session requests at the appropriate time. In the Approvals and Student Test Settings screen, students exiting or entering are shown in separate tables. To determine when students are requesting Exit session approval or when they are entering the session for the first time or after pausing, TAs must carefully read the description in the See Details column (see Figure 19).

Figure 19. Sample Exit Session Approval Screen

Denying Students Entry into the Test Session

Although TAs can approve all students at the same time, if a student needs to be denied from entering a test session, this must be done individually. TAs may deny students for one of the following reasons:

- The student is not supposed to enter the session (e.g., the student does not belong to the TA or the student is not assigned to take the specified test).
- The student selected the wrong test.
- The student’s test settings or accommodations are incorrect.
- It is not the appropriate time for the student to move to another session.

Figure 20. Reason for Denial Pop-Up Screen

To deny a student entry into the test session:
1. On the Approvals and Student Test Settings screen, click the deny icon [❌] for that student.

2. In the pop-up screen that appears, enter a brief reason for denying the student and click Deny.

The student will receive the message you wrote explaining the reason he or she was denied entry into the session (See Figure 20). The student will then be logged out and directed to the login page. Contact your school assessment coordinator for assistance if students need their test settings adjusted before beginning their test.

Monitoring Students’ Testing Progress

After students have logged in and you have approved them to begin testing, the Operational Test Session tables will display each student logged in to your session and their testing progress. Each row (student) is color coded to indicate the test the student is taking. Table 3 below provides descriptions of each column in this table. Students that require TA intervention will be displayed in a separate table with red borders titled Tests Requiring TA Intervention, as shown in Figure 21. For more information about why a student’s test is included in this table, you will need to click the more info button [more info • ]. After you have resolved the issue, the student’s test will return to the Tests in Started/Paused/Completed Status table.

Figure 21. Sample Test Session tables in an Operational Test Session

Note: If a student’s row is grayed out, that indicates that the student is not actively testing. This occurs when the student’s test is paused or the student has completed the test. This table automatically refreshes every 60 seconds. To manually refresh the table, click [🔄] in the upper right of the page.
Table 3. Column Descriptions for Tables on the TA Interface

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Information</td>
<td>The name and Username of the student in the session.</td>
</tr>
<tr>
<td>Test</td>
<td>The name of the test the student is taking and the test session the student is currently working in.</td>
</tr>
</tbody>
</table>
| Progress            | Indicates the student’s test progress. The numbers (# / #) listed show the student’s progress.  
                      |   • The first number is the number of items the student has answered.  
                      |   • The second number is the total number of items in the test for all sessions. |
| Test Status         | This column lists the current status for each student in the test session.  
                      |   This column will display a more info button [ ] to explain why a student is not currently in the test. |
| Test Settings       | Each student’s test will display one of the following settings:  
                      |   • **Standard Settings:** Indicates that the default test settings are applied for this student’s test opportunity.  
                      |   • **Custom Settings:** Indicates that one or more of the student’s accessibility settings and/or accommodations are different from the default settings.  
                      |   You can also click the test settings icon [ ] in this column to view a student’s settings. |
| Actions             | Click the pause icon [ ] to pause a student’s test. The student will be logged out. |

Table 4. Possible Messages for "More Info" Button

<table>
<thead>
<tr>
<th>Message</th>
<th>Student Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student paused their test by clicking the Pause button.</td>
<td>The student clicked the pause button. You can have the student log back in if they have time remaining and need to finish their test or session.</td>
</tr>
<tr>
<td>The student’s test timed out due to inactivity.</td>
<td>The student has not interacted with their test for an extended period of time and has been logged out.</td>
</tr>
<tr>
<td>There are connectivity issues on the student’s device.</td>
<td>The student’s computer or device lost network connectivity. Contact the school assessment coordinator if you continue to have issues.</td>
</tr>
<tr>
<td>The student’s test was paused because some other application took focus away from the Secure Browser and triggered a security breach event. Ensure all applications are closed on the student’s device before logging back into the Secure Browser.</td>
<td>A security breach was detected by another app taking focus away from the secure browser. This occurs when another application is opened on the computer or device. Ensure that all apps, including apps that run in the background, are closed before opening the secure browser.</td>
</tr>
<tr>
<td>TA paused the test.</td>
<td>The test administrator paused the test for the student.</td>
</tr>
<tr>
<td>The student paused their test by clicking the End Session button.</td>
<td>The student clicked <strong>End Session</strong>.</td>
</tr>
<tr>
<td>Message</td>
<td>Student Action</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>The student logged out on the Waiting for Approval Screen.</td>
<td>The student clicked the logout button while being approved into the test and was taken back to the Please Sign In screen.</td>
</tr>
</tbody>
</table>
**Student Statuses during Testing**

The following status types are listed chronologically as displayed in the Test Status column during the session.

**Table 5. Statuses that Appear Chronologically During Testing**

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>The TA has approved the student for the session, but the student has not yet started or resumed the test.</td>
</tr>
<tr>
<td>Started</td>
<td>The student has started testing.</td>
</tr>
<tr>
<td>Review</td>
<td>The student has visited all items and is currently reviewing his or her answers before submitting the test for scoring. <em>Note:</em> A test with a Review status occurs only at the end of a test or session. A test is not “completed” until the student submits the test.</td>
</tr>
<tr>
<td>Completed</td>
<td>The student has submitted the test. No additional action can be taken by the student.</td>
</tr>
<tr>
<td>Submitted</td>
<td>The test has been submitted for quality assurance review and validation. No additional action can be taken by the student.</td>
</tr>
</tbody>
</table>

The following status types may appear when a student is listed but is not actively answering items.

**Table 6. Other Test Statuses**

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paused</td>
<td>The student’s test is currently paused. The following scenarios will result in a paused status:</td>
</tr>
<tr>
<td></td>
<td>• The student pauses his or her test by clicking Pause [ ] on the student interface.</td>
</tr>
<tr>
<td></td>
<td>• The TA pauses the student’s test or stops the test session.</td>
</tr>
<tr>
<td></td>
<td>• A technical problem with the student’s computer or browser has resulted in a loss of connection to the Test Delivery System.</td>
</tr>
<tr>
<td></td>
<td>The time listed with this status indicates how long the student’s test has been paused.</td>
</tr>
<tr>
<td>Pending</td>
<td>The student is awaiting TA approval to access a test.</td>
</tr>
<tr>
<td>Suspended</td>
<td>The student is awaiting TA approval to resume a test.</td>
</tr>
</tbody>
</table>

**Note:** Only test administrators can monitor live testing through the TA Site. However, district and school assessment coordinators can view the status of student testing by generating Participation Reports or Session Monitoring reports in TIDE.

**Pausing a Student’s Test**

You can pause an individual student’s test using the Pause Test button in the Tests in Started/Paused/Completed Status table.
Students whose tests are paused will be logged out and directed to the login page. When they resume testing, they will have to log in and go through the approval process again.

To pause an individual student’s test:

1. In the Actions column, click the pause icon \[ \text{pause icon} \] for that student.
2. Click **OK** to confirm that you want the student’s test to be paused.
3. The student will be logged out and will need to log back in to continue testing.

When a student’s test is paused, the Test Status column will display how long the test has been paused (in minutes) and displays an info button that TAs can click for information about how the test became paused.
Stopping a Test Session and Logging Out

Stopping the Test Session

Stopping a session will end the session and automatically pause all active students’ tests in that session.

To stop the test session:

1. Click the stop icon [ ] in the upper-right corner of the screen. An *Important!* pop-up window will appear, requesting verification to end the session and log students out.
2. Click **OK** to continue. The test session will be closed.

**Caution:** Because test sessions cannot be resumed, you will need to create a new session if your session has been stopped and there are students who need to complete their test. When you start a new session, give the new Session ID to your students so that they can log in and resume testing.

Exiting or Logging Out of the TA Site

Users should exit or log out of the TA Site only after stopping the test session. Regardless of when or how users log out or navigate away from the TA Site, student data will not be lost.

**Caution:** As a security measure, TAs are automatically logged out after 90 minutes of user inactivity and student inactivity in the session. This action will also result in the test session being automatically closed.

Closing the Browser/Unintentional Exit

If you accidentally close the browser while students are still testing, your session will remain open until it times out. You can open the browser and navigate back to the TA Site. (For more information about
transferring an active session to another computer or logging back in to an active session, see Appendix F. Transferring a Test Session between Computers.)

- If you do not return to the TA Site and re-join the active session within 20 minutes, you will be logged out, and all your students’ tests will be paused.

- In the case of an unintentional exit from the TA Site caused by a system or computer error (such as the web browser crashing or closing), a network or communication error, power loss, or other event, the 20-minute rule applies.

**Figure 26. Active Sessions Page**

Test Session Timeout/Automatic Logout

If you are automatically logged out, the status of your session will change to “closed” and all in-progress tests in the session will be paused. You will need to log back in to the TA Site, start a new session, and provide the new Session ID to students who need to resume testing.

**Logging Out**

To log out of the TA Site (and all other Florida applications), click **Logout** in the upper-right corner of the screen. You will be presented with a warning message.

**Figure 27. Log Out Warning Message**

Click **Yes** to proceed. Your session will be closed, and you will be directed to the portal after you log out. You will not be able to resume the same test session.
Caution: This scenario also occurs when the TA navigates to another site from the TA Site. If you need to access TIDE or another application, we encourage you to open it in a separate browser window. (This is also true when navigating between the TA Interface and TA Training Site.)

If you unintentionally log out of the TA Site while students are still testing, your session will be stopped, all in-progress tests will be paused, and the students will be logged out. You cannot resume the original session. You will need to log back in, start a new session, and provide the new Session ID to students who need to log back in and resume testing.
Section V. Logging in to the Student Interface

This section is designed to familiarize TAs with the student login process and how students begin, complete, and submit their tests.

**Note:** Students must use the secure browser or the Take a Test app to access operational assessments. For information about the secure browser, refer to Appendix A. About the Secure Browser.

**Student Login and Test Selection**

Students must go through a five-step login process before they can start or resume a test. This process ensures that students verify their information, as well as their test and test settings.

**Step 1—Logging In**

When the secure browser or Take a Test app is opened, it automatically connects to the student interface.

![Student Interface Login Page](image)

Opening the secure browser and logging in:

1. Launch the secure browser on the student’s computer or device.
2. Students must enter the required login information in each of the three fields:
   a. In the *First Name* field, students must enter their first name as it appears on their test ticket.
   b. In the *Username* field, students must enter their username as it appears in TIDE (e.g., 5VS9W).
   c. In the *Session ID* field, students must enter the session ID exactly as it appears on the TA site (e.g., FL-A1B2-3).

   **Note:** The Session ID field has three text boxes. The first text box and the hyphens are pre-populated.
3. When students have entered all their information, they should click **Sign In**.
Common Student Login Errors

The system will generate an error message and associated code if a student cannot log in. The following are the most common student login errors. Note: *You may need to watch students carefully to ensure that they are entering all information properly.*

**Student’s first name and username do not match.** Verify that the student has correctly entered his or her username. Check specifically for easily-confused characters, like 0, O, 1, and I. If this does not work, use the Student Lookup tool in the TA Interface to verify the first name associated with the student’s username. The Student Lookup tool allows you to verify the spelling that appears in the system. (Sometimes the student will enter a variation of his or her first name, which is not accepted [e.g., Jon/Jonathan]. Also, students do not always realize that they must enter only their legal first name. Verify that they are not entering their last name.)

**Session ID does not exist.** The student entered a Session ID that does not exist. Verify that the student correctly entered the active Session ID and that it does not contain any unnecessary spaces or characters. (Also, verify that both you and the student are using the correct sites. For example, students logged in to the Practice Test site cannot enter a session that was created in the operational TA Interface.)

**The test session is closed.** The Session ID entered corresponds with a session that is closed. Ensure that the student enters the correct Session ID for the active session. If this does not work, verify that your session is open. *Reminder: TAs cannot resume sessions. If a session is stopped, a new one will need to be created. Doing so will result in a new Session ID.* (Also, verify that both you and the student are using the correct sites. For example, students logged in to the Practice Test site cannot enter a session that was created in the TA Interface for live testing.)

Step 2—Verifying Student Information

After logging in, students will see the *Is This You?* screen. At this point, each student must verify his or her information.

![Is This You? Login Screen](image)
Verifying student information:

1. Students must verify their first and last names, username, grade level, date of birth, and school.
2. If all the information is correct, students will click Yes. The Your Tests screen will appear. If any of the information displayed is incorrect, the TA should make a note on the required administration information and inform the school assessment coordinator.

**Tip:** Incorrect student demographic information can be updated before or after students test.

The information presented on this screen reflects the student’s information based on his or her profile as it was entered into TIDE through PreID or Add Student. Incorrect information can be updated before or after testing.

**Step 3—Selecting a Test**

After a student confirms his or her identity, the Your Tests screen appears, and all grade-level and subject tests that the student is eligible to take are displayed. Students will be able to select only those tests included in the session (and those that have not been completed). For example, if a TA included an ELA Reading and a Mathematics test in the session, students will not be able to select a Writing test.

*Figure 30. Your Tests Login Screen*

- Available tests are in color and indicate whether the student will be starting a new test or resuming a test.
  - Start in front of the test name indicates the student will be starting the test.
  - Resume in front of the test name indicates the student will be resuming the test.
- Inactive tests are shaded gray. A test is inactive if the student has already completed the test.
- Only tests that the TA has selected will appear on the Your Tests screen, and students will not be able to see tests on the Your Tests screen that they are not eligible for, even if the TA selects them.
Selecting an available test:

1. Students must click the test they will take.

   If the test the student needs to take is inactive or not displayed, the student should click **Back to Login**. The student will be logged out and returned to the login screen. Check with your school assessment coordinator to fix the issue.

2. The entry request will be sent to the TA for approval and students will see a **Waiting for Approval** screen.

3. The screen will include the student’s first and last name, the Session ID, and the Test they selected.

4. Once approved by the TA, the student will be able to proceed with reviewing their settings before starting the test.

---

**Note:** Students taking an ELA Reading test and/or students using the text-to-speech accommodation will be prompted to check audio immediately after this step. Prior to launching the secure browser, TAs should ensure that each computer has audio enabled (not muted) and that headphones/earbuds are plugged in and functioning correctly. Headphones should not be unplugged at any time after opening the secure browser to avoid audio issues.

**Step 4—Audio Checks**

Students signing into an ELA Reading test and/or students using the text-to-speech, text-to-speech on writing response, or speech-to-text accommodation will see an **Audio Checks** screen after they are approved by the TA. This page allows students to verify that their testing devices are functioning properly. The following verification sections may appear:

- Sound Check
- Recording Device Check
- Text-to-Speech Check
Sound Check

The Sound Check section appears for students taking an ELA Reading test. Students must verify that they can hear the sample audio before continuing the login process. Students will need headphones/earbuds for all Reading sessions.

Figure 32. Sound Check Screen for ELA Reading Tests

Checking audio settings:

- Students must click the speaker icon and listen to the audio.
  - If the sound is audible, students will click Yes. A green tab with a checkmark will appear in the upper-right corner of the section. Students will then click Continue at the bottom of the page. If no other checks are required, the student will be directed to the Before You Begin screen.
  - If the sound is not audible, students will click No. The Sound Check: Audio Problem screen will appear with a message telling students to notify their TA that they have an audio problem. Students have two options:
    - Option A: Try Again. Students can click Try Again. This will direct the students back to the Sound Check screen.
    - Option B: Log Out. Students can click the logout button in the top right corner of the screen. Troubleshoot the computer or device and headphones to see if there is a problem or move the student to another computer or device that has working audio.

Troubleshooting Audio Issues

The following are common issues with audio for listening items. Before launching the secure browser, ensure the following:

- Ensure headphones/earbuds are securely plugged in and are plugged in to the correct jack or USB port.
- If the headphones/earbuds have a volume control, ensure that the volume is not muted.
Verify that the audio on the computer or devices is not muted (often via a control panel or settings screen).

**Recording Device Check**

The Recording Device Check section appears if a student has the speech-to-text (STT) accommodation assigned in TIDE (see Figure 34). On this page, students verify that STT is working properly on their device. Students can only use STT within the secure browser.

![Recording Device Check Page](image)

To check STT functionality:

1. Students click the microphone icon [ ] and begin recording their voice.
2. Students speak into their recording device, and then select the stop icon [ ] to stop recording.
3. Next, students select the play icon [ ] to listen to their recorded audio.
4. If the sound is clearly audible, students click *I heard my recording*. A green tab with a checkmark will appear in the upper-right. Students then *Continue* at the bottom of the screen and will be directed to the *Before You Begin* screen.
5. If the voice is not clearly audible, they should click *I did not hear my recording*. The *Problem Recording Audio* screen appears and provides some troubleshooting tips. Students should close the secure browser. You can then work with students to adjust their recording device settings. Students can sign in again when the issue is resolved.

**Text-to-Speech Check**

The Text-to-Speech Sound Check section appears if a student has the text-to-speech (TTS) accommodation assigned in TIDE (see Figure 34). On this page, students verify that TTS is working properly on their device. Students can only use TTS within the secure browser.
To check TTS functionality:

6. Students click the speaker icon [ ] and listen to the audio.

7. If the voice is clearly audible, students click **I heard the voice**. A green tab with a checkmark will appear in the upper-right. Students then **Continue** at the bottom of the screen and will be directed to the **Before You Begin** screen.

8. If the voice is not clearly audible, students should adjust the settings using the sliders and click [ ] again.

9. If students still cannot hear the voice clearly, they should click **I did not hear the voice**. The **Audio Check** screen appears and provides some troubleshooting tips. If adjusting the available text-to-speech settings does not fix the issue, students should close the secure browser. You can then work with students to adjust their audio or headset settings (for more information, see the section **Troubleshooting Audio Issues**). Students can sign in again when the issue is resolved.

---

**Step 5—Reviewing Testing Rules, Test Settings, and the Help Guide**

The **Before You Begin** screen is the last step before starting the tests and allows students to review the Help Guide as well as Test Settings.
Testing Rules Acknowledgment

Students must review and acknowledge the testing rules in order to begin the test. Students are able to test even if they do not check the box. Contact your School Assessment Coordinator for steps regarding how to proceed if a student refuses to check the Testing Rules Acknowledgement box.

To review and acknowledge the testing rules:

1. Students review the instructions in the Testing Rules Acknowledgement section of the *Before You Begin* screen (see Figure 35).
2. Next, students mark the checkbox to acknowledge that they have reviewed the testing rules.

Help Guide

Students may review the Help Guide which includes information on which test tools are available and how to navigate through the online test.
To review the Help Guide:

2. Students click **Back** to return to the **Before You Begin** screen.
**Review Test Settings**

Before students begin testing, they may choose to verify their test settings by clicking **View Test Settings**. The **Review Test Settings** screen appears.

*Figure 37. Review Test Settings Screen*

---

**Adjusting Accessibility Settings and verifying test information:**

- Students may select the optional print size, background color choice, and mouse pointer settings from the available drop-down lists under Accessibility Settings on this page.

- If the test name and test settings are correct, students will click **OK**. The student will return to the **Before You Begin** screen.

- If students want to undo their changes and return their settings to the previously selected settings, they will click **Undo Changes**.

- If the test name or test settings are incorrect, students should log out. The students must sign in and request approval for their test again.
Begin Test

To begin the test:

1. Students click **Begin Test Now** (see Figure 35). A test page presents to remind students that cell phone usage is not allowed during the test (see Figure 38).

2. Students click **Next** in the Global Menu to navigate to the first item of the test. For information on the Global Menu, see Overview of the Student Interface.

Figure 38. No Electronic Devices Allowed Page
Section VI. Overview of the Student Interface

This section is designed to familiarize TAs with the Student Interface. It describes what students see and the tools they have access to while taking FSA or NGSSS assessments or practice tests.

Test Layout

This sample image of a test item shows the primary features and tools available to students.

Figure 39. Sample Item Page

About Test Elements

A test page has up to three elements: Banner, Stimulus/Passage section, and Item section.

- **Banner:** The banner contains two rows.
  - Test Information: This row displays the Item Summary drop-down list, test session information, student name and username, help button, and system settings button.
  - Global Menu: This row displays the navigation and universal test tool buttons.
- **Stimulus/Passage:** The stimulus/passage section contains the following elements:
  - Stimulus/passage context menu
  - Expand/Collapse Panel tool
  - Stimulus/passage content
- **Item:** Each item contains the following elements:
  - Item number
  - Item context menu
  - Item stem
  - Response area/answer options
  - Student’s name and most recent save date

Embedded Test Tools

The Test Delivery System contains a number of embedded test tools. This section provides an overview of the available tools and where they are located. Embedded test tools are grouped into one of three categories:
• *Universal* tools are available in all tests for all students.
• *Subject* tools are available in certain tests for all students who take those tests.
• *Accommodation* tools are available only for those students who have the related accommodation. The accommodation must be set in TIDE before the student begins the test.

Table 7 below provides an alphabetical list of all test tools in the Test Delivery System. The location column tells you where these tools can be found. For more information about using the global and context menus, refer to the [Global and Context Menus](#) section.

<table>
<thead>
<tr>
<th>Test Tool</th>
<th>Category</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Sign Language (ASL)</td>
<td>Accommodation</td>
<td>Context Menu</td>
<td>Videos that translate audio content into American Sign Language (ASL). Click <a href="#">ASL American Sign Language</a> in the context menu.</td>
</tr>
<tr>
<td>Closed Captioning</td>
<td>Accommodation</td>
<td>Stimulus/Passage</td>
<td>Questions and stimuli with audio elements automatically display closed captions for students testing with this accommodation.</td>
</tr>
<tr>
<td>Calculator</td>
<td>Subject</td>
<td>Global Menu</td>
<td>View the on-screen calculator in a test. Note: A scientific calculator is available for Grades 7-8 Mathematics, Algebra 1 EOC, and Geometry 1 EOC tests. A four-function calculator is available for the Biology 1 EOC test.</td>
</tr>
<tr>
<td>Expand/Collapse Panel Tool</td>
<td>Universal</td>
<td>Context Menu</td>
<td>Expand a passage or item panel for easier readability. Expanded passages or items can also be collapsed.</td>
</tr>
<tr>
<td>Formula</td>
<td>Subject</td>
<td>Global Menu</td>
<td>View the on-screen reference sheet. Note: The Formula tool is only available for Grades 7-8 Mathematics, Algebra 1 EOC, and Geometry 1 EOC tests.</td>
</tr>
<tr>
<td>Help</td>
<td>Universal</td>
<td>Global Menu</td>
<td>View the on-screen <a href="#">Help Guide</a>.</td>
</tr>
<tr>
<td>Highlighter</td>
<td>Universal</td>
<td>Context Menu</td>
<td>Highlight text in a passage or item. Highlighter is available in four different colors: yellow, orange, mint green, and lavender. Text in images cannot be highlighted.</td>
</tr>
<tr>
<td>Line Reader</td>
<td>Universal</td>
<td>Global Menu</td>
<td>Emphasize one line of text in a stimulus (passage) or item at a time.</td>
</tr>
<tr>
<td>Masking</td>
<td>Accommodation</td>
<td>Global Menu</td>
<td>Cover an area of the test page to temporarily hide information that might be distracting. The Masking accommodation must be enabled in TIDE.</td>
</tr>
<tr>
<td>Test Tool</td>
<td>Category</td>
<td>Location</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>------------</td>
<td>----------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Mark (Flag) for Review</td>
<td>Universal</td>
<td>Context Menu</td>
<td>Mark an item for review so that it can be easily found later. The question number displays a flap [ ] in the upper-right corner and [ ] appears next to the number. The Item Summary drop-down list displays a flag [ ] for the selected question.</td>
</tr>
<tr>
<td>Notes</td>
<td>Subject</td>
<td>Global Menu</td>
<td>Open an on-screen notepad and take notes. Users can copy, cut, and paste text in the on-screen notepad.</td>
</tr>
<tr>
<td>Notes</td>
<td>Subject</td>
<td>Global Menu</td>
<td>View the on-screen periodic table in a test.</td>
</tr>
<tr>
<td>Periodic Table</td>
<td>Subject</td>
<td>Global Menu</td>
<td>View the on-screen periodic table in a test.</td>
</tr>
<tr>
<td>Select Response Version</td>
<td>Subject</td>
<td>Context Menu</td>
<td>To view and restore responses previously entered for an open response item, select the Select Response Version option from the context menu. A list of saved responses appears. Select the desired response and click Select. This tool is available for open response items on all tests.</td>
</tr>
<tr>
<td>Strikethrough</td>
<td>Universal</td>
<td>Context Menu</td>
<td>Cross out answer options for multiple-choice and multiselect items.</td>
</tr>
<tr>
<td>Notepad</td>
<td>Subject</td>
<td>Context Menu</td>
<td>Students can open an on-screen notepad for any item they would like to take notes on. After entering a note, [ ] appears next to the question number.</td>
</tr>
<tr>
<td>System Settings</td>
<td>Universal</td>
<td>Global Menu</td>
<td>Adjust audio (volume) in ELA Reading tests. For the text-to-speech accommodation, volume, rate, and pitch can be adjusted under this menu.</td>
</tr>
<tr>
<td>Tutorial</td>
<td>Universal</td>
<td>Context Menu</td>
<td>View a short video about each item type and how to respond.</td>
</tr>
</tbody>
</table>

Note: This tool is available for ELA Reading and Writing.

Note: This tool is only available on the Biology EOC test.

Note: This tool is only available for Grades 7-8 Mathematics, Algebra 1 EOC, and Geometry 1 EOC tests.

Note: Tutorials have no sound. Tutorials are not available for the Biology 1 EOC, Civics EOC, and U.S. History EOC tests.
### Test Tool Description

<table>
<thead>
<tr>
<th>Test Tool</th>
<th>Category</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Zoom</strong></td>
<td>Universal</td>
<td>Global Menu</td>
<td>To enlarge the text and images on a test page, select Zoom In. Multiple zoom levels are available. To undo zooming, select Zoom Out.</td>
</tr>
<tr>
<td><strong>Save (Optional)</strong></td>
<td>Universal</td>
<td>Global Menu</td>
<td>This button allows you to manually save technology-enhanced questions. This is an optional feature. If you do not click this button, your answers are still saved automatically.</td>
</tr>
<tr>
<td><strong>Pause</strong></td>
<td>Universal</td>
<td>Global Menu</td>
<td>This button allows you to pause and log out of the test.</td>
</tr>
<tr>
<td><strong>End Test</strong></td>
<td>Universal</td>
<td>Global Menu</td>
<td>Click this button to begin the process of submitting the test.</td>
</tr>
</tbody>
</table>

### Marking Items for Review

Students may mark (flag) items for review to return to the items later.

#### Figure 40. Sample Item Context Menu with Mark for Review

![Sample Item Context Menu with Mark for Review](image)

#### Figure 41. Sample Item Marked for Review

![Sample Item Marked for Review](image)

**To mark an item for review:**

1. Open the context menu for an item.
2. In the context menu, select **Mark for Review**.
   - The item number background will change and display a corner folded over 🔼.
   - A flag icon 🅱️ appears next to the number.
In the Item Summary drop-down list, [ ] will appear next to the item number.

To unmark an item for review:

1. Open the context menu for a marked item.
2. In the context menu, select Unmark Review Item.
   - The item number background will change back and display normally [ ].
   - The flag icon [ ] will disappear from next to the number.

Expand/Collapse Panel Tool

Some items will be associated with a passage or other stimulus that appears on the left side of the screen. Students can expand the passage panel so that it takes up a larger portion of the screen. This action will cover a portion of the items in the right pane. Students can also expand the item panel so it takes up a larger portion of the screen.

Students will see an icon in the upper-right corner of the left pane that shows a double gray arrow.

![Figure 42. Expand/Collapse Panel Icon](image)

Sample Passage Title

To expand and collapse the passage section:

To expand the section:
- Click the right-facing arrow of the Expand/Collapse Panel Tool [ ]. The passage panel will expand and cover the item(s).

To collapse the section:
- Click the left-facing arrow of the tool [ ]. The section will collapse to its original size and the item(s) will be visible.
Masking Tool

The Masking tool is available on all tests for students with this accommodation assigned. This tool allows students to hide areas of the test so that they can focus on another part of the screen. Students can mask as many areas as they want.

Figure 43. Test Page with Masked Area

To activate the Masking tool on desktops and laptops (with a mouse or trackpad):

1. In the top bar of the test (Global Menu), select the masking icon.
2. Using your mouse, click and drag until the area you want to cover is fully selected. (The preview will have a blue dashed border.)
3. Release the mouse button. The masked area will become dark gray.
   - As long as the Masking tool is active, you can mask other areas.
   - To close a masked area, click the [X] button in the upper-right corner.
   - To exit the Masking tool, click [ ]. Note: Exiting the Masking tool will not automatically delete any masked areas on the screen.

To activate the Masking tool on tablets:

1. In the top bar of the test (Global Menu), tap [ ].
2. Using your finger, tap and drag until the area you want to cover is fully selected. (The preview will have a blue dashed border.)
3. Release your finger. The masked area will become dark gray.
   - As long as the Masking tool is active, you can add other masked areas.
   - To close a masked area, tap the [X] button in the upper-right corner.
To exit the Masking tool, tap [ ]. Note: Exiting the Masking tool will not automatically delete any masked areas on the screen.

About Text-to-Speech (TTS)

Students testing with the TTS accommodation assigned can listen to prompts, questions, and answer options (see Figure 44). Depending on their accommodations, students may also be able to use TTS to listen to their responses to constructed-response items (see Figure 45). TTS is only available when using the secure browser.

For information about setting up computers and devices to access TTS, see the Technology Setup for Online Testing available on the portal.

Figure 44. Speak Tool Options for Questions

![Figure 44](image)

Figure 45. Speak Tool Option for Written Responses

![Figure 45](image)

To listen to content with the Text-to-Speech tool:

1. To listen to a portion of text such as a word or phrase, students highlight the text, open the context menu, and select Speak Selection.
2. To listen to a question and/or answer options, students open the question context menu and select one of the following Speak options:

- To listen to the question and answer options, students select **Speak Question**.

- To listen only to an answer option, select **Speak Option** from the context menu and then select the answer option. Students can also right-click the answer option and select **Speak Option [option letter]**.

3. To listen to your responses to constructed-response items, use the TTS button in the item response area.

**Caution:** When listening to items, students can pause TTS and then resume it at the point where it was paused. However, this feature is not available on mobile devices. Students testing on mobile devices can resume a paused TTS passage by selecting the remaining text to be read aloud and selecting **Speak Selection** from the context menu.

**To adjust the volume, rate, and pitch of the Text-to-Speech tool:**

1. Click on the [ ] icon.

2. On the **System Settings** screen, adjust the volume, pitch, and/or rate using the slider bars and then click **Ok**.

![Figure 46. System Settings](image)
About Speech-to-Text (STT)

Students testing with the STT accommodation assigned allow students testing to dictate responses to constructed response items.

To begin dictating, the student selects the microphone button [ ] that’s displayed in the item’s text response area. The button scrolls along with the page and remains visible while the item is in focus.

As the student speaks, the words are transcribed into the text response area. There may be a slight delay while the text is being transcribed and dots appear in the text response area to indicate that the transcription is in process.

The student can stop the dictation by selecting the stop button [ ] that appears when the student selects the microphone button. Note that the button automatically reverts to the microphone button if no sound is detected for a specified period. If the student selects the microphone button again and starts dictating, the new text is appended to the previously transcribed text.

Students can dictate for five minutes at a time. The student can also control the punctuation and grammar of the text through speech commands to some extent. For example, the student can say, “New Paragraph” to create a new paragraph. Entered text is auto punctuated, but it is ultimately the student’s responsibility to ensure the accuracy of the transcription as well as grammar and punctuation.

The buttons in the formatting toolbar are disabled while dictation is on. The buttons are enabled once you stop the recording. You also cannot navigate away from the test page while dictation is on.
American Sign Language (ASL) Videos

Students testing with an ASL accommodation assigned in TIDE may view videos of audio passage content on reading tests.

To view ASL videos:

From the context menu in the reading passage panel, select American Sign Language. If only one ASL video is available, the video opens automatically. If multiple ASL videos are available, the sign language [ ] icons appear next to each passage. Select the icon for the passage you wish to translate into ASL. After the video plays, the icons disappear. To view a second video or to view a video again, select American Sign Language from the context menu again, and select the icon next to the passage you wish to view.

Figure 48. ASL Icon Next to Passage

Closed Captioning (CC)

Students testing with the Closed Captioning (CC) accommodation assigned in TIDE may view closed captioning of audio passage content on reading tests.

For students who need access to the Closed Captioning accommodation, text will automatically display once the play icon [ ] is selected on audio passages or animations. You can select the up arrow to move the closed captioning to the top of the screen or the down arrow to move it to the bottom of the screen. You can also close the closed captioning by selecting x.

Figure 49. Sample Audio with Closed Captioning
About the Select Response Version Tool

The Select Response Version tool allows students to view and restore responses they previously entered for an Open Response item. For example, if students type a response, click **Save**, delete the text, and enter new text, they can use this tool to recover the original response.

Figure 50. Select Response Version Window

To use the Select Response Version tool:

1. Select the **Select Response Version** option from the context menu. The **Select Response Version** window appears, listing all the saved responses for the question in the left panel (see Figure 50).

2. Select a response version from the left panel. The text associated with that response appears in the right panel.

3. Click **Select**. The selected response appears in the text box for the question.

4. Click **Cancel** to close the window without selecting a previous version.

**Note:** This tool is only available for open response questions. If the test is paused, any responses entered prior to pausing will no longer appear in the **Select Response Version** window.

Global and Context Menus

The Global and Context menus allow students to access on-screen tools. These can be accessed using a mouse or keyboard shortcuts. For information about keyboard shortcuts, refer to **Appendix E**, **Keyboard Navigation for Students**. This section describes how to use the global and context menus to access on-screen tools. This section also provides further details for using some of the test tools.
About the Global Menu

The global menu at the top of the test page contains navigation buttons on the left side and test tools on the right side (see Figure 51).

Figure 51. Global Menu

To open a test tool in the global menu, select the button for the tool. The selected test tool activates.

About the Context Menus

Each test question may include several elements, such as the question number and answer options (see Figure 52). The context menu for each element (including the stimulus) only contains tools applicable to that element (see Figure 53 and Figure 54).

Figure 52. Overview of Elements for Multiple-Choice Items

Figure 53. Sample Context Menu for Passage

Figure 54. Sample Context Menu for Answer Options
Opening a Context Menu for Passages and Questions

Students can access context menus by right-clicking elements or by selecting elements and then clicking the context menu icon.

To access the context menu for a passage or question:

1. Click the context menu icon [ ] in the upper-right corner of the passage or question. The context menu opens.
2. Select a tool.

Opening a Context Menu for Answer Options

Students can use the context menu to access tools for answer options in a multiple-choice or multi-select question.

To access an answer option’s context menu:

1. To open the context menu, do one of the following:
   - If you are using a two-button mouse, right-click an answer option.
   - If you are using a single-button mouse, click an answer option while pressing Ctrl.
   - If you are using a Chromebook, click an answer option while pressing Alt.
   - If you are using a tablet, tap the answer option and then tap the context menu (this selects the answer option until you select a different option).
2. Select a tool from the context menu.

Opening the Global Menu Using Keyboard Commands

1. Press the Ctrl + G keys to access the Global Menu. The menu will appear on the screen.
2. Use the Up or Down arrow keys on the keyboard to move between options in the menu. Each option will be highlighted as you arrow up or down.
3. Press the Enter key to select the highlighted menu option.
4. Press the Esc key to close the Global Menu.

Note: The tools available in the Global Menu may depend on the test subject.
Section VII. Proceeding Through the Test

This section provides details on how students answer items and proceed through an online test.

Students will answer items in the test and then click **End Session** at the end of a session or select **End Test** at the end of the test to begin the process of submitting the test.

**Note:** Please note that if a student pauses a single session EOC test, such as Biology 1, Civics, or U.S. History, the student must resume on the same day in order to complete their test. If a student fails to resume the test on the same day, it will be automatically submitted at the end of the day and the student will not be able to continue on a subsequent day unless a reopen test request is submitted and approved by the DAC. Please see the TIDE User Guide for instructions on how to submit a request for reopening a test.

Answering Test Items

Some pages may have only one test item, and others may have more. After students have answered items on a page, they must click **Next** to go to the next page.

**Note:** When items are grouped together in the Item Summary drop-down list, these items are paginated to display individually. Buttons for each item in the group appear in the upper-right corner. Students can click these buttons to navigate to the next item.

The following question types may appear on tests:

- **Multiple-choice/selected-response items:** Students must click the desired answer option so that the radio button (A, B, C, or D) darkens.
- **Multiselect items:** Students must click the checkbox for at least one answer option. The question will specify how many answer options must be selected.
- **Technology-enhanced (interactive) items:** Students must follow the instructions given.
  - Some items require students to select letters, numbers, or symbols to generate an answer.
  - Some items require students to select an object on the screen.
  - Some items require students to move objects around on the screen.
  - Some items require students to enter text into a text box.
  - Some items require students to enter the replacement word or phrase.
  - Some items require students to use point, line, or arrow buttons to create a response.
  - Some items require students to either click on a response option or drag a response option to another location.
Reviewing Skipped or Marked Items

Students can use the Back/Next buttons or the Item Summary drop-down list to navigate to the item(s) they want to review. The item number for items that are marked for review changes in appearance, as shown in Figure 57.

Alert: When students are testing on Chromebooks, make sure that they pause the test before closing the lid of the Chromebook. If the lid is closed before the test pauses, whoever opens the Chromebook next will be able to see the last question that the student was viewing (and any response they entered).

Note: If you are testing with the Take a Test app, you must press Ctrl + Alt + Delete to exit the Student Interface. Students must exit using this method for the end of each session and after they have submitted their test. For more information about the Take a Test app, see the Configurations, Troubleshooting, and Secure Browser Installation for Windows on the portal.
To end a session and log out:

1. To review answers, students may select an item on the Review screen to return to.
   - To return to the Review screen when reviewing answers, students can select Review from the Item Summary drop-down list.
2. To end a session, students must click End Session. A confirmation message will appear.
3. Students must click Yes to acknowledge the message. The student will be logged out and directed to the secure browser login page.

Completing and Submitting the Test

This section provides an overview of the process for completing and submitting a test.

**Warning:** Students must submit the test when they have finished answering all items.

When students have finished answering all the items in the test, they must click End Test and begin the process of submitting the test.
**Reaching the End of the Test**

**For Single Session Tests**

When students reach the end of a test, the *Review* screen appears, and *End Test* appears in the Global Menu next to *Pause* (see Figure 59).

![Figure 59. Global Menu with End Test Button](image)

**For Multi-Session Tests**

When students reach the end of a test, the *Review* screen appears, and an *End Test* button appears both at the bottom of the page and in the Global Menu next to *Pause* (see Figure 60).

![Figure 60. End of Test Review Screen for Multi-Session Tests](image)

**Reviewing and Ending a Test:**

1. To review answers, students must select an item to return to on the *Review* screen.
   - To return to the *Review* screen when reviewing answers, students can select *Review* from the *Item Summary* drop-down list.
   - While students are reviewing their answers, the End Test button remains on the screen. Students can end the test at any point by clicking this button.
2. To end the test, students must click *End Test*. An *Attention* message appears (see Figure 61).
3. Students must click *Yes* to complete the test and continue to the next screen.
Figure 61. End Test Alert Message

Warning: Once students click Yes, they cannot return to the test. The test has been completed, but not yet submitted. See next step.

Submit Test Page

After students select Yes, a new screen will appear, allowing them to submit the test. For tests with only one session, the item numbers will appear on the Submit Test page (see Figure 62).

Figure 62. Submit Test Page for Single Session Tests

Figure 63. Submit Test Page for Multi-Session Tests

To submit their test, students must click Submit Test. Students will receive a warning message to verify they are sure they want to submit the test. Students can select Yes if they have completed their test or No to continue reviewing.
The test is officially submitted for scoring.

**Test Completed Screen**

After students submit the test for scoring, the *Test Completed* screen appears. This screen will show the student’s name, the test name, and the date the test was completed and submitted.
Appendix A. About the Secure Browser

Students must log in through the appropriate secure browser provided for the Test Delivery System. The secure browser is designed to ensure test security by prohibiting access to external applications or navigation away from the test. The secure browser must be used to access operational (live) tests.

Instructions for downloading and installing the secure browsers can be found on the Technology Resources page of the portal. Your school or district IT staff can help to ensure that the secure browser has been installed correctly on all computers and devices to be used for testing at your school. If you are not sure whether the secure browser has been installed or if you have questions, contact your school assessment coordinator or IT staff prior to administering tests.

While the secure browser is an integral component of test security, TAs perform an equally important role in preserving test integrity. TAs should be aware of the following and employ the necessary precautions while administering online tests:

- **Close External User Applications Before Launching the Secure Browser**
  
  Prior to administering tests, TAs should check all computers and devices that will be used and close all applications. After closing all applications, the TA should open the secure browser on each computer or device. The secure browser will not work if the computer or device detects that a forbidden application is running (see below).

- **Do Not Allow Testing on Computers with Dual Monitors**
  
  Students should not take online tests on computers that are connected to more than one monitor. Systems that use a dual-monitor setup can display an application on one monitor screen while another application is accessible on the other screen.

- **Disable Screen Savers and Timeout Features**
  
  On all testing devices, be sure to disable any features that display a screen saver or log users out after a period of inactivity. If such features activate while a student is testing, the secure browser will log the student out of the test.

**Forbidden Application Detection**

This feature automatically detects certain applications that are prohibited from running on a computer while the secure browser is open. The secure browser checks the applications currently running on a computer when it is launched. If a forbidden application is detected, the student is denied entry and is shown a message that indicates which forbidden application is open. Similarly, if a forbidden application launches while the student is already in a test (e.g., notifications, scheduled tasks), the student will be logged out and a message displayed.

**Warning:** If a forbidden application is launched in the background while the student is already in a test, the student will be logged out. The student will also see a pop-up message stating that a forbidden application was detected.

This typically occurs when a process such as Internet Explorer is triggered in the background in order for a software auto-update to occur. CAI recommends checking all software auto-updates and ensuring that they are done outside of planned testing hours.
Accessing the Student Interface on iPads and Chromebooks

Tablets and Chromebooks should be prepared for testing before they are given to students. For detailed instructions on ensuring tablets and Chromebooks are ready for use, refer to the Configurations, Troubleshooting, and Secure Browser Installation document for your OS, which is available on the portal.

Configuring iPads

Tap the SecureTestBrowser secure browser icon.

Configuring Chromebooks

From the Apps link on the Chrome OS login screen, select the SecureTestBrowser secure browser.

Secure Browser Error Messages

- Secure Browser Not Detected
  The Test Delivery System automatically detects whether a computer is using the current secure browser to access the operational assessments. Under no conditions may a student access an operational assessment using a non-secure browser or an out-of-date secure browser.

- Unable to Establish a Connection with the Test Delivery System
  The above message will display when the secure browser cannot connect to the Test Delivery System. This is most likely to occur if there is a network-related problem. The cause can be anything from a network cable not being plugged in to the firewall not allowing access to the site. Contact your technology coordinator or the Florida Help Desk to troubleshoot the network error.

- Environment Is Not Secure
  To resolve this issue, ensure that the latest version of the secure browser is installed on the student’s computer, including Test Policy for Windows computers. If you are already running the latest version of the secure browser, then you should log the student out, restart the computer, and try again. If this message appears on an iPad, ensure that either Automatic Assessment Configuration (AAC) or Autonomous Single App Mode (ASAM) is enabled.

Closing the Student Testing Site on Tablets

After a test session ends, close the SecureTestBrowser application on student tablets.

To close the Student Testing Site on iOS devices:

1. Double-tap the Home button. The multitasking bar appears.
2. Locate the SecureTestBrowser app preview and slide it upward to close it.
To close the Student Testing Site on Chromebooks:

1. Click the in the upper-right corner.

**Force-Qui t Commands for Secure Browsers**

In the rare event that the secure browser or test becomes unresponsive and you cannot pause the test or close the secure browser, you have the ability to “force quit” the secure browser.

If you cannot close the secure browser, contact the help desk for assistance. *(Note: The force-quit command will log the student out of the test he or she is taking. When the secure browser is opened again, the student will have to log back in to resume testing.)*

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Key Combination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows*</td>
<td>Ctrl + Alt + Shift + F10</td>
</tr>
<tr>
<td>Mac OS X**</td>
<td>Ctrl + Alt + Shift + F10. The Ctrl key may appear as Control, Ctrl, or ^</td>
</tr>
<tr>
<td>Linux</td>
<td>Ctrl + Alt + Shift + Esc</td>
</tr>
</tbody>
</table>

* If you are using a laptop or notebook, you may also need to press Function before pressing F10.

** If you are using an Apple keyboard, you may need to press Ctrl + Shift + Option + F10.

**Caution: Use of Force-Qui t Commands**

The secure browser hides features such as the Windows task bar or Mac OS X dock. If the secure browser is not closed correctly, then the task bar or dock may not reappear correctly, requiring you to restart the device. Avoid using a force-quit command if possible.

Force-quit commands do not exist for the secure browser for iOS and Chrome OS devices.

2. **iOS:** Double-tap the Home button, then close the app as you would any other iOS app.

3. **Chrome OS:** To exit the secure browser from the sign-in screens, press Ctrl + Shift + S. You cannot force quit once the test begins.
Appendix B. Student Test Settings

The Test Settings screen on the TA Interface shows two types of tests settings: Accommodations and Accessibility Settings. Accommodations must be preset in TIDE; these settings are not modifiable by the TA or the student at the time of testing. If a student’s accommodations have not been preset in TIDE, the student is automatically assigned the default for each accommodation (for that respective test). Only the accommodations available for that test will be displayed on the Approvals and Student Test Settings screen for that student.

If any accommodation is incorrect, the student should not test until the incorrect setting has been corrected in TIDE.

Accessibility Settings can be set by the student on the Before You Begin screen or by the TA by clicking the Test Setting icon [ ]. The tables below list the accommodations and accessibility settings and the available options for each test setting.

<table>
<thead>
<tr>
<th>Accommodations</th>
<th>Test Setting</th>
<th>Options*</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text-to-Speech (TTS)</td>
<td>Off</td>
<td>On</td>
<td>Students who have a text-to-speech (TTS) accommodation listed on their IEPs can use the Speak tool to listen to instructions, test items, and answer options. Student eligibility information for TTS must be recorded in TIDE.</td>
</tr>
<tr>
<td>Masking</td>
<td>Off</td>
<td>On</td>
<td>Allows students with this accommodation set in TIDE to temporarily mask (hide) an area of the test screen to reduce distraction. Student eligibility information for masking must be recorded in TIDE.</td>
</tr>
<tr>
<td>American Sign Language (ASL)</td>
<td>Off</td>
<td>On</td>
<td>Students who have an American Sign Language (ASL) accommodation can view videos of audio passage content on ELA Reading tests. Student eligibility information for ASL must be recorded in TIDE.</td>
</tr>
<tr>
<td>Closed Captioning (CC)</td>
<td>Off</td>
<td>On</td>
<td>Students who have this accommodation will access closed captioning for audio passage content on ELA Reading tests. Student eligibility information for CC must be recorded in TIDE.</td>
</tr>
</tbody>
</table>

Note: ASL is only available for ELA Reading tests.

Note: Closed Captioning is only available for ELA Reading tests.
A regular print or large print passage booklet may be requested for a student participating in a computer-based Reading or Writing test. The passage booklets contain the passages only and do not contain prompts, test items, or answer choices. Accommodation information for passage booklets must be recorded in TIDE.

Note: Reading/Writing Passage Booklet is only available for ELA Reading and Writing tests.

Students who have this accommodation can use this tool to convert dictated audio to text in the writing response area.

Note: Speech-to-Text is only available for ELA Writing tests.

Students who have the Text-to-Speech accommodation can use the Speak tool to listen to response provided by the student.

Note: Text-to-Speech on Writing Response is only available for ELA Writing tests.

Table 10. Accessibility Settings Visible in the Student and TA Interface

<table>
<thead>
<tr>
<th>Accessibility Settings</th>
<th>Test Setting</th>
<th>Options*</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Size (Zoom level)</td>
<td>Level 0 = default size (1X) Level 1 = 1.5X Level 2 = 1.75X Level 3 = 2.5X Level 4 = 3X</td>
<td>The selected print size becomes the default for all stimuli and items in that student's test. Regardless of the print size assigned, all students can use the Zoom buttons in the test to toggle between the five levels of print size for individual items. Note: The default font size is 12 point for most tests. Zoom settings persist across test pages.</td>
<td></td>
</tr>
<tr>
<td>Background Color Choices</td>
<td>Black Text on White Black Text on Yellow Black Text on Light Blue Black Text on Blue Black Text on Magenta White Text on Black White Text on Navy Yellow Text on Dark Blue</td>
<td>Color combination applied to a student's test. This setting is designed to help students who experience difficulties that are associated with the contrast or lighting of the screen. The color combination a student chooses will remain throughout the entire test.</td>
<td></td>
</tr>
<tr>
<td>Mouse Pointer</td>
<td>System Default</td>
<td>Students can change the size and color of the mouse pointer.</td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>----------------</td>
<td>----------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Large Black</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extra Large Black</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Large Green</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extra Large Green</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Large Red</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extra Large Red</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Large Yellow</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extra Large Yellow</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Large White</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extra Large White</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* The general default setting for each category is displayed in bold text.
Appendix C. Formatting Toolbar in Tests

In addition to the embedded test tools available for tests, a formatting toolbar appears for some open response items. This formatting toolbar allows students to apply styling to text (e.g., bold, italics) and use standard word-processing features such as moving and indenting text.

Understanding the Formatting Toolbar

The following table provides an overview of the formatting tools available.

![Figure 66. Open Response Item with Formatting Toolbar](image)

<table>
<thead>
<tr>
<th>Tool</th>
<th>Description of Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td><strong>BOLD</strong>, <strong>ITALICIZE</strong>, or <strong>UNDERLINE</strong> selected text</td>
</tr>
<tr>
<td>I</td>
<td><strong>REMOVE</strong> formatting that was applied to the selected text</td>
</tr>
<tr>
<td>I</td>
<td>Insert a <strong>NUMBERED</strong> or <strong>BULLETED</strong> list.</td>
</tr>
<tr>
<td>U</td>
<td><strong>INDENT</strong> a line of selected text</td>
</tr>
<tr>
<td>U</td>
<td><strong>UNDO INDENT</strong> for a line of selected text</td>
</tr>
<tr>
<td><img src="image" alt="cut" /></td>
<td><strong>CUT</strong> selected text</td>
</tr>
<tr>
<td><img src="image" alt="copy" /></td>
<td><strong>COPY</strong> selected text</td>
</tr>
<tr>
<td><img src="image" alt="paste" /></td>
<td><strong>PASTE</strong> copied or cut text</td>
</tr>
<tr>
<td><img src="image" alt="undo" /></td>
<td><strong>UNDO</strong> reverses the last action in the response field. (This feature applies to previous edits to text or formatting.)</td>
</tr>
<tr>
<td><img src="image" alt="redo" /></td>
<td><strong>REDO</strong> reverses the last undo action</td>
</tr>
<tr>
<td><img src="image" alt="special" /></td>
<td>Add <strong>SPECIAL CHARACTERS</strong>, such as math symbols or Spanish characters, in the response field</td>
</tr>
</tbody>
</table>
Tip: In addition to the cut/paste options, text can also be moved manually using the mouse.
1. Click and hold the mouse button to select the text you want to move.
2. Release the button, then click and drag the highlighted text to the desired location.

Special Characters
Students can select math characters as well as other symbols.

To view available special characters:
1. In the toolbar, click the Omega icon \[ Ω \].
2. In the window that pops up, select the necessary character.

Figure 67. Special Characters Screen
Appendix D. Equation Editor Tools

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

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

Figure 68. Equation Editor Item Sample

About the Navigation Buttons for Equation Editor Items

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

Table 12. Navigation Buttons

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

To add a special symbol to an equation, select the corresponding button. After entering a number or symbol, use the straight arrow buttons to move the cursor between fields. The following table describes symbols that require further interaction. Some Equation Editor items will include other symbols you may include in an expression.

Table 13. Special Symbols

<table>
<thead>
<tr>
<th>Special Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fraction</td>
<td>This symbol allows you to enter a fraction into the equation editor. Selecting the fraction button will create two boxes to form a fraction, with one box for the numerator and the other for the denominator. When you select the fraction button, your cursor will automatically move to the numerator. Use the down arrow on your keyboard or the Move Right button to move the cursor to the denominator.</td>
</tr>
<tr>
<td>Exponent</td>
<td>This symbol allows you to enter an exponent into the equation editor. After you enter the base number, select the exponent button and the cursor will move into the higher box for the exponent.</td>
</tr>
<tr>
<td>Subscript</td>
<td>This symbol allows you to enter a subscript into the equation editor. After you enter the base number, select the subscript button and the cursor will move into the lower box for the subscript.</td>
</tr>
<tr>
<td>Parentheses</td>
<td>This symbol allows you to enter parentheses. Once you select the symbol, the parentheses will appear in the equation editor. The cursor will automatically move inside the parentheses. Select the numbers and symbols that should appear between the open and close parentheses.</td>
</tr>
<tr>
<td>Absolute Value</td>
<td>This symbol allows you to enter an absolute value. Once you select the symbol, the lines will appear in the equation editor. The cursor will automatically move inside the lines. Select the numbers and symbols that should appear between the lines.</td>
</tr>
<tr>
<td>Square Root</td>
<td>This symbol allows you to enter a square root value. Once you select the symbol, the radical sign will appear in the equation editor. The cursor will automatically move to the radicand. Enter the number that should appear in the radicand.</td>
</tr>
<tr>
<td>n\textsuperscript{th} Root</td>
<td>This symbol allows you to enter an n\textsuperscript{th} root value. Once you select the symbol, the radical sign will appear in the equation editor. The cursor will automatically move to the index. Enter the number that should appear in the index. Use the Move Right button to navigate to the radicand and enter the number that should appear there.</td>
</tr>
</tbody>
</table>
Appendix E. Keyboard Navigation for Students

Any student can use these keyboard commands to navigate between test elements, features, and tools.

Login Screens and In-Test Pop-ups

Use these keyboard commands to select options on the login screens or on pop-up screens that appear during the test. For example, if you see a screen with No or Yes buttons, you can use keyboard commands to navigate to those buttons.

Table 14. Keyboard Commands for Login Screens and Pop-Up Screens

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

Figure 69. Sample Login Screen Displaying Yes and No Buttons
Global Menu

To access the Global Menu tools using keyboard commands:

1. Press the Ctrl + G keys. The Global Menu list will open.
2. To move between options in the Global Menu, use the Up or Down arrow keys. Each option will be highlighted as you arrow up or down.
   - To select the highlighted option, Press the Enter key.
   - To close the Global Menu without selecting an option, press the Esc key.

Context Menus

Navigating to an Element

- To navigate between elements (e.g., reading passage, items, and answer options), press the Tab key. The “active” element will display a light blue border.
- You can also use Shift + Tab to navigate backwards (e.g., from answer option B to answer option A).

Opening a Context Menu for an Element

1. Press the Ctrl + M keys. The Context Menu for the selected element will open.
2. To move between options in the Context Menu, use the Up or Down arrow keys. Each option will be highlighted as you arrow up or down.
   - To select the highlighted option, Press the Enter key.
   - To close the Context Menu without selecting an option, press the Esc key.

Selecting Text and Opening Context Menu Options

This feature is available only when using a desktop secure browser (Windows, Mac, or Linux).

1. Navigate to the element containing the text you want to select.
2. Press Ctrl + M to open the Context Menu.
3. If multiple options are available, use the down arrow key and navigate to Enable Text Selection.
4. Press Enter. A flashing cursor will appear at the top left of the active element.
5. To move the cursor to the beginning of the text you want to select, use the arrow keys.
6. Press Shift and an arrow key to select your text. The text you select will appear shaded.
7. Press Ctrl + M again. Choose the tool you want to use for the selected text (e.g., Highlight Selection).
Keyboard Commands for Test Navigation and Test Tools

Students can use these keyboard commands to navigate between test elements, select answer options, and open tools.

**Note:**
- Keyboard commands require using the primary keyboard. If your keyboard contains a numeric keypad (often on the right side), do not use the keys in that section.
- Some keyboard commands (such as the commands for using the Line Reader) may not work when testing on iOS devices connected to an external keyboard.

<table>
<thead>
<tr>
<th>Button/Image</th>
<th>Description of Function</th>
<th>Keyboard Commands</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Open the <strong>GLOBAL MENU</strong></td>
<td>Ctrl + G</td>
</tr>
<tr>
<td></td>
<td>Open a <strong>CONTEXT MENU</strong> (for the selected passage, item, or answer option)</td>
<td>Ctrl + M</td>
</tr>
<tr>
<td>→</td>
<td>Go to the <strong>NEXT</strong> test page</td>
<td>Ctrl + Right Arrow key [→] (or open the Global Menu)</td>
</tr>
<tr>
<td>←</td>
<td>Go to the <strong>PREVIOUS</strong> test page</td>
<td>Ctrl + Left Arrow key [←] (or open the Global Menu)</td>
</tr>
<tr>
<td></td>
<td><strong>PAUSE</strong> your test</td>
<td>Ctrl + G (via Global Menu)</td>
</tr>
<tr>
<td></td>
<td><strong>END TEST</strong> and submit it for scoring</td>
<td>Ctrl + G (via Global Menu)</td>
</tr>
<tr>
<td></td>
<td><strong>SCROLL UP</strong> in an area of the test page</td>
<td>Up Arrow key [↑]</td>
</tr>
<tr>
<td></td>
<td><strong>SCROLL DOWN</strong> in an area of the test page</td>
<td>Down Arrow key [↓]</td>
</tr>
<tr>
<td></td>
<td><strong>SCROLL</strong> to the <strong>RIGHT</strong> in an area of the test page</td>
<td>Right Arrow key [→]</td>
</tr>
<tr>
<td></td>
<td><strong>SCROLL</strong> to the <strong>LEFT</strong> in an area of the test page</td>
<td>Left Arrow key [←]</td>
</tr>
<tr>
<td></td>
<td>Move to the <strong>NEXT ELEMENT</strong> (on a page containing items, answer options, and/or a passage)</td>
<td>Tab</td>
</tr>
<tr>
<td></td>
<td>Move to the <strong>PREVIOUS ELEMENT</strong> (on a page containing items, answer options, and/or a passage)</td>
<td>Tab + Shift</td>
</tr>
</tbody>
</table>
Table 16. Keyboard Navigation for Test Tools

<table>
<thead>
<tr>
<th>Button/ Image</th>
<th>Description of Function</th>
<th>Keyboard Commands</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Open the <strong>GLOBAL MENU</strong></td>
<td>Ctrl + G</td>
</tr>
<tr>
<td>🌐</td>
<td>Open the <strong>CONTEXT MENU</strong> (for the selected passage, item, or answer option)</td>
<td>Ctrl + M</td>
</tr>
<tr>
<td>🎨</td>
<td>Select <strong>OPTION A</strong></td>
<td>Move between answer options: Press Tab or Shift + Tab</td>
</tr>
<tr>
<td>🎨</td>
<td>Select <strong>OPTION B</strong></td>
<td>Select an active answer option: Press the space bar</td>
</tr>
<tr>
<td>🎨</td>
<td>Select <strong>OPTION C</strong></td>
<td></td>
</tr>
<tr>
<td>🎨</td>
<td>Select <strong>OPTION D</strong></td>
<td></td>
</tr>
<tr>
<td>🎨</td>
<td>Open the <strong>HELP GUIDE</strong></td>
<td>Ctrl + G (via Global Menu)</td>
</tr>
<tr>
<td>📋</td>
<td>Open the <strong>CALCULATOR</strong></td>
<td>Ctrl + G (via Global Menu)</td>
</tr>
<tr>
<td>🎨</td>
<td>Open the <strong>FORMULA sheet</strong></td>
<td>Ctrl + G (via Global Menu)</td>
</tr>
<tr>
<td>🎨</td>
<td><strong>HIGHLIGHTER</strong> (highlight text on the page)</td>
<td>Ctrl + M (via Context Menu)</td>
</tr>
<tr>
<td>🕒</td>
<td><strong>MARK/UNMARK</strong> an item for review</td>
<td>Ctrl + M (via Context Menu)</td>
</tr>
<tr>
<td>💡</td>
<td>Activate the <strong>MASKING</strong> tool</td>
<td>Ctrl + G (via Global Menu)</td>
</tr>
<tr>
<td>💡</td>
<td>Open the <strong>PERIODIC TABLE</strong></td>
<td>Ctrl + G (via Global Menu)</td>
</tr>
<tr>
<td>🎨</td>
<td><strong>STRIKE THROUGH</strong> an answer option</td>
<td>Ctrl + M (via Context Menu)</td>
</tr>
<tr>
<td>🎨</td>
<td>Open a <strong>TUTORIAL</strong> to view a video about that item type.</td>
<td>Ctrl + M (via Context Menu)</td>
</tr>
<tr>
<td>🎨</td>
<td><strong>ZOOM IN</strong> (increase the size of text and graphics on a page)</td>
<td>Ctrl + G (via Global Menu)</td>
</tr>
<tr>
<td>🎨</td>
<td><strong>ZOOM OUT</strong> (decrease the size of text and graphics on a page)</td>
<td>Ctrl + G (via Global Menu)</td>
</tr>
</tbody>
</table>
**Keyboard Commands for Items with Add Point or Add Line/Arrow Tool**

Technology-enhanced items with an Add Point, Arrow, or Line tool may have up to three main sections:

- Answer Space (the large area that takes up the most space)
- Button Row (at least one button, such as Add Point, will appear at the top). Buttons may include: **Delete, Add Point, Add Arrow, Add Line, and Connect Line**
- Object Bank (a section that includes objects to move to the Answer Space. The Sample Item in **Figure 70** does not have an Object Bank.)

**Note:** Not all technology-enhanced items contain all three sections. Some items may contain only an Answer Space (with objects already in the Answer Space). Some contain only action buttons and the Answer Space. Some may contain only the Object Bank and Answer Space.

**To move between the main sections (Object Bank, Button Row, and/or Answer Space):**

- **Press the Tab key.** Navigation is clockwise (from top to right to bottom to left).
- To move counter-clockwise, press **Shift + Tab**.
- The “active” section will have a border.

**To add an object from the Object Bank to the Answer Space:**

1. Make sure the Object Bank is active.
2. Use the up and down arrows to move between the available objects. The active object will have a blue background.
3. To add the active object to the Answer Space, press the **space bar**.

**To select an Action Button and place the object (point or line) in the Answer Space:**

1. Make sure the Button Row is active.
2. Use the left or right arrow keys to move between the buttons. The active button is white.
3. Press **Enter**.
4. Press the **space bar** to apply the dot, arrow, or line to the Answer Space.

**To move objects, points, lines, and arrows around in the Answer Space:**

1. Make sure the Answer Space is active.
2. To move between the objects, press **Enter**. The active object will have a blue border.
3. Press the **space bar**.
4. Press an arrow key (up, down, left, or right) to move the object. **Note:** To move an active object a very small distance, press **Shift** and an arrow key.
Appendix F. Transferring a Test Session between Computers

TAs can “transfer” an active test session from one computer/mobile device or browser to another without stopping the test session or interrupting in-progress tests. This feature is useful in scenarios when a TA’s browser or computer encounters an issue while a test session is in progress.

The system ensures that a test session can be administered from only one browser at a time; therefore, when a session is moved to a new computer, the TA will no longer be able to administer the test session from the original browser or machine.

The instructions on this page apply to both the TA Interface and TA Training Site. If you started a session on the TA Interface, ensure that you log in to the TA Interface on the new computer or browser and not the TA Training Site.

To transfer a test session to a new machine or browser:

1. Log in to the correct TA Site on the new machine or browser. The **Active Sessions** page will appear (see Figure 71 below) listing the active session.

   *Do NOT log out of or stop the test session on the original computer or browser; doing so will end the test session and pause all students’ tests.*

2. Select **Join**. The test session page appears, allowing you to continue monitoring your students’ progress and take action on any pending print requests.

   The test session on the previous computer or browser will automatically close. (This will not stop the session.)

If you do not wish to return to the active session, you can select **Start a New Session Now** to open the **Test Selection** window and create a new test session.

![Figure 71. Active Sessions Page](image-url)
Appendix G. User Support

Questions related to the 2020–21 Florida Statewide Assessments may be directed to the Florida Help Desk. The Help Desk will be open Monday–Friday (except holidays) from 7:00 a.m. to 8:30 p.m. E.T.

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

Florida Help Desk
Toll-Free Phone Support: 1-866-815-7246
Email Support: FloridaHelpDesk@CambiumAssessment.com

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

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

- Test administrator name and IT/network contact person and contact information
- Username(s) or Result ID(s) of affected student(s)
  - Do not send secure student information to the Help Desk via email.
- Device, operating system, and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration:
  - Secure browser installation (on individual machines or on the network)
  - Wired or wireless Internet network setup

Supported Operating Systems
As a reminder, official technical support is provided only for the systems listed on the Supported Systems & Requirements page on the portal.
# Appendix H. Common Florida System Message IDs and Descriptions

<table>
<thead>
<tr>
<th>Message ID #</th>
<th>Message</th>
<th>Solution/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Secure Browser Messages</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10893 and 10894</td>
<td>Your current operating system and web browser are listed below. One or both of these is not supported.</td>
<td>Ensure that the secure browser is installed on the student’s computer and that the student launched the secure browser rather than a standard web browser. Check the <a href="#">Supported Systems &amp; Requirements</a> to make sure the version you are using is supported.</td>
</tr>
<tr>
<td>10897</td>
<td>You cannot log in until the following programs are closed: (list of programs)</td>
<td>Ensure that all programs have been closed. The secure browser will not run with programs running in the background. You can verify all programs are closed using the Task Manager functionality on Windows or the Force Quit Applications functionality on Mac OS.</td>
</tr>
<tr>
<td>11744</td>
<td>Your computer has “Spaces” enabled. This feature must be disabled before you can log in. Please ask your Test Administrator for help.</td>
<td>For security purposes, Mission Control/Spaces must be disabled on Mac OS X computers that students will use for online testing. If Mission Control/Spaces is not disabled, students will be unable to test. Instructions to disable Spaces can be found in the <a href="#">Configurations, Troubleshooting, and Secure Browser Installation Guide for OS X/macOS and iOS/iPadOS</a> document on the Technology Resources page of the portal.</td>
</tr>
<tr>
<td>12283</td>
<td>This test environment is not secure. If you’re using an iPad please make sure it is in AAC or ASAM. If you’re using a desktop this means that some other application has taken focus away from the secure browser.</td>
<td>Ensure that the latest version of the secure browser is installed on the student’s computer and all external applications, including screensavers and auto-updates, are closed or turned off. If this message appears on an iPad, ensure that the device is running in Automatic Assessment Configuration (AAC) or Autonomous Single App Mode (ASAM).</td>
</tr>
<tr>
<td><strong>Student Interface Messages</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10207</td>
<td>Your Test Administrator has stopped your Test Session and your test has been paused. You will need to log back in to continue working on your test.</td>
<td>The Test Session was ended which paused the student’s test.</td>
</tr>
<tr>
<td>10899</td>
<td>Are you sure you want to pause the test? Ask your Test Administrator before pausing your test.</td>
<td>The student pressed the <strong>Pause</strong> button in the student interface.</td>
</tr>
<tr>
<td>10904</td>
<td>Your answer has not been saved. Click <strong>Yes</strong> to try again. Click <strong>No</strong> to log out of your test without saving your answer.</td>
<td>This indicates there is a network delay or interruption where the student is testing. The student should continue to try and save his or her answer. If this is unsuccessful, contact the Test Administrator for assistance. The TA may choose to pause the test, review the network connection, and resume testing.</td>
</tr>
<tr>
<td>Message ID #</td>
<td>Message</td>
<td>Solution/Description</td>
</tr>
<tr>
<td>--------------</td>
<td>---------</td>
<td>----------------------</td>
</tr>
<tr>
<td>10915</td>
<td>You have <strong>visited</strong> all the questions in this test. When you have finished checking your answers, click the <strong>End Test</strong> button.</td>
<td>The student has passed through all questions available in the test. The student can now check his or her answers before ending the test.</td>
</tr>
<tr>
<td>11045</td>
<td>There was a problem with the system. Please give this number to your Test Administrator.</td>
<td>The Test Session was ended, most likely due to a connection loss. The TA should review the network connection and create a new test session to resume testing. Students will need the new Session ID to log back in.</td>
</tr>
<tr>
<td>11717</td>
<td>Your username is not entered correctly. Please try again or ask your TA.</td>
<td>The student did not enter his or her username as it appears on his or her Test Ticket. Please have him or her try again.</td>
</tr>
<tr>
<td>11719</td>
<td>The session is not available for testing.</td>
<td>The student entered the wrong Session ID. Please have the student check the Session ID and try again.</td>
</tr>
<tr>
<td>11743</td>
<td>You have not entered a complete response to one or more items. Click <strong>Yes</strong> to proceed to the next page without answering the item(s) at this time. Click <strong>No</strong> to remain on this page. You may return to the item(s) at any point during this session.</td>
<td>The student clicked the <strong>Next</strong> button before responding to all the items. There may be multiple items to respond to on the page. The student may choose to continue without answering all items or remain on the page and finish answering these items.</td>
</tr>
<tr>
<td>11969</td>
<td>Please check that your information is entered correctly. If you need help, ask your TA.</td>
<td>The student did not enter his or her first name as it appears on his or her Test Ticket. Please have him or her try again.</td>
</tr>
<tr>
<td>12278</td>
<td>You are leaving the current session. Are you sure you want to do this?</td>
<td>The student is attempting to navigate away from his or her current test session. Students attempting to move from Session 2 into Session 3 for Grade 7 or 8 Mathematics will need to be approved into the session by the Test Administrator.</td>
</tr>
<tr>
<td>13541</td>
<td>Session ID is not correct. Check to make sure you put the correct characters in each box.</td>
<td>The student entered too many characters or an invalid character in the Session ID. Please have the student check the Session ID and try again.</td>
</tr>
<tr>
<td>13645</td>
<td>Test opportunity is not available for viewing</td>
<td>The Test Session was ended and the student attempted to proceed with the test by entering a new response or navigating to another question.</td>
</tr>
<tr>
<td>Message ID #</td>
<td>Message</td>
<td>Solution/Description</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>10161</td>
<td>Currently, we are unable to provide you with access to this system.</td>
<td>This message appears when the user is attempting to access one of the Florida Systems and cannot log in. He or she should check his or her user permissions in the <code>TIDE User Guide</code> and confirm that the system is available.</td>
</tr>
<tr>
<td></td>
<td>Please check that you have the correct user permission to access this</td>
<td></td>
</tr>
<tr>
<td></td>
<td>site. If your user permission allows access to this site, verify that</td>
<td></td>
</tr>
<tr>
<td></td>
<td>you are accessing during a live testing window. This system is</td>
<td></td>
</tr>
<tr>
<td></td>
<td>unavailable outside of established testing windows.</td>
<td></td>
</tr>
<tr>
<td>10163</td>
<td>TDS is currently offline and will re-open for the upcoming test window.</td>
<td>TDS is not available due to scheduled maintenance.</td>
</tr>
<tr>
<td>10510</td>
<td>If you pause this test, the student will be logged out. Are you sure</td>
<td>The TA clicked <strong>Pause</strong> for a student in the <code>Students in your Session</code> table.</td>
</tr>
<tr>
<td></td>
<td>you want to pause this test?</td>
<td></td>
</tr>
<tr>
<td>10562</td>
<td>There was an error processing your request. Please try again.</td>
<td>This is most likely to occur if there is a network-related issue. For wired connections, verify that the network cable is plugged in. For wireless connections, verify that the Wi-Fi connection is live.</td>
</tr>
</tbody>
</table>
## Appendix I. Change Log

<table>
<thead>
<tr>
<th>Location</th>
<th>Change</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Throughout Guide</td>
<td>Updated images and screenshots where appropriate.</td>
<td>8/28/20</td>
</tr>
<tr>
<td><strong>How to Select Tests and Start a Test Session</strong></td>
<td>Significant changes to this section in relation to new TA interface.</td>
<td>8/28/20</td>
</tr>
<tr>
<td><strong>Testing Rules Acknowledgment</strong></td>
<td>Added new section on the online Testing Rules Acknowledgement.</td>
<td>8/28/20</td>
</tr>
<tr>
<td><strong>Recording Device Check</strong></td>
<td>Added new section on the Recording Device Check.</td>
<td>8/28/20</td>
</tr>
<tr>
<td><strong>Table 9. Accommodations Visible in TA Interface</strong></td>
<td>Added new STT and TTS for Written Response accommodations.</td>
<td>8/28/20</td>
</tr>
<tr>
<td><strong>Closing the Browser/Unintentional Exit, Appendix F. Transferring a Test Session between Computers</strong></td>
<td>Updated sections based on new Session re-entry procedures.</td>
<td>8/28/20</td>
</tr>
<tr>
<td><strong>About Text-to-Speech (TTS)</strong></td>
<td>Updated section to include TTS for Written Response.</td>
<td>8/28/20</td>
</tr>
<tr>
<td><strong>About Speech-to-Text (STT)</strong></td>
<td>Added new section on the STT tool.</td>
<td>8/28/20</td>
</tr>
<tr>
<td><strong>Begin Test</strong></td>
<td>Added new section on beginning the test.</td>
<td>8/28/20</td>
</tr>
</tbody>
</table>

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