Florida
Statewide Assessments

Infrastructure Trial Guide

2020–2021

Updated January 20, 2021

FSA
ELA & Mathematics
Assessments

NGSSS
Science & Social Studies
Assessments

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Infrastructure Trial Overview

The Infrastructure Trial is an opportunity for districts and schools to prepare for operational computer-based test administrations by simulating test-day network utilization, determining any school or district issues, and confirming that all computers and devices that will be used for testing can run the appropriate software.

Please note the following important information about the Infrastructure Trial:

- Schools will prepare by reading the applicable guides and manuals.

- Districts may create an environment that matches expected school bandwidth utilization that will be used during testing.

- Schools may create the same testing environment (e.g., testing rooms, number of computers or devices, appropriate switches and hubs, power supplies, etc.) that will be used for testing.

- Schools will use the web-based Diagnostic Readiness Tool provided by Cambium Assessment, Inc. (CAI) to determine network user capacity and bandwidth requirements.

- Prior to the largest computer-based administration of the year, or as directed by the district, schools will run a trial which simulates the appropriate number of student logins based on the total number of computers that they intend to use concurrently for testing.

- The trial should take approximately fifteen minutes. During this time, users will log in, supply random answers, and submit the trial.

- Schools are encouraged to run the trial in their testing rooms on their testing computers or devices and troubleshoot any local issues prior to a district-wide Infrastructure Trial.

The Infrastructure Trial should only be used to test the school and district infrastructure; the content used for the Infrastructure Trial is **not appropriate for student practice**. Subject-specific practice tests are available for students on the Florida Statewide Assessments Portal. The practice tests are intended to familiarize students with the types of items that will make up the tests and with the tools available in CAI's Test Delivery System (TDS).

Infrastructure Trial Guide Overview

The purpose of this guide is to provide district and school assessment and technology personnel with necessary information and instructions to administer the Infrastructure Trial. This guide will define important terms; explain the tasks required before, during, and after a trial; and describe the Test Administrator (TA) Interface and TDS. It is recommended that all assessment personnel read the entire guide before starting the Infrastructure Trial.

The major topics covered in this guide are:

- [Contacting the Florida Help Desk](#) – This section provides instructions and information on contacting the Florida Help Desk with questions or technical issues.

- [Using the Web-Based Diagnostic Readiness Tool](#) – This section includes instructions for determining how many students can test simultaneously on your network using a web-based tool.

- [Running the Infrastructure Trial](#) – This section provides the instructions for the TA Interface, the Student Interface, and the Infrastructure Trial.

- [Follow-Up](#) – The final section includes instructions for providing the district and CAI with feedback regarding your Infrastructure Trial.

Glossary of Important Terms

Diagnostic Readiness Tool: This web-based tool performs a system check to assess the readiness of a particular computer or device for testing.

Florida Statewide Assessment Portal: Resources and information for district and school personnel are located on the Florida Statewide Assessment Portal, which is accessed at www.FSAssessments.org. The portal also includes links to TDS, TIDE, the FSA Reporting System, the APM Reporting Site, and the PearsonAccess Next Reporting System.

Secure Browser: The secure browser allows students to access the computer-based assessments. This software must be installed on all computers or devices that will be used for student testing. A link to download the secure browser is located on the portal.

Session ID: Session IDs are unique codes generated in the TA Interface. In addition to their first names and usernames, students use the Session ID to log into computer-based assessments. Test administrators must record the Session ID as part of their required administration information.

Test Delivery System (TDS): All computer-based assessments are administered via TDS, which includes the TA Interface and the secure browser.

Test Information Distribution Engine (TIDE): TIDE is the enrollment and user management system for Florida Statewide Assessments. Student enrollment and test eligibility information is managed in TIDE. All school and district personnel involved in the administration of Florida Statewide Assessments must have TIDE user accounts.

Contacting the Florida Help Desk

If technical assistance is needed at any point during the Infrastructure Trial, contact the Florida Help Desk at 866-815-7246 or FloridaHelpDesk@CambiumAssessment.com.

Make sure that you know the answers to all relevant questions below so that CAI can assist you effectively and efficiently:
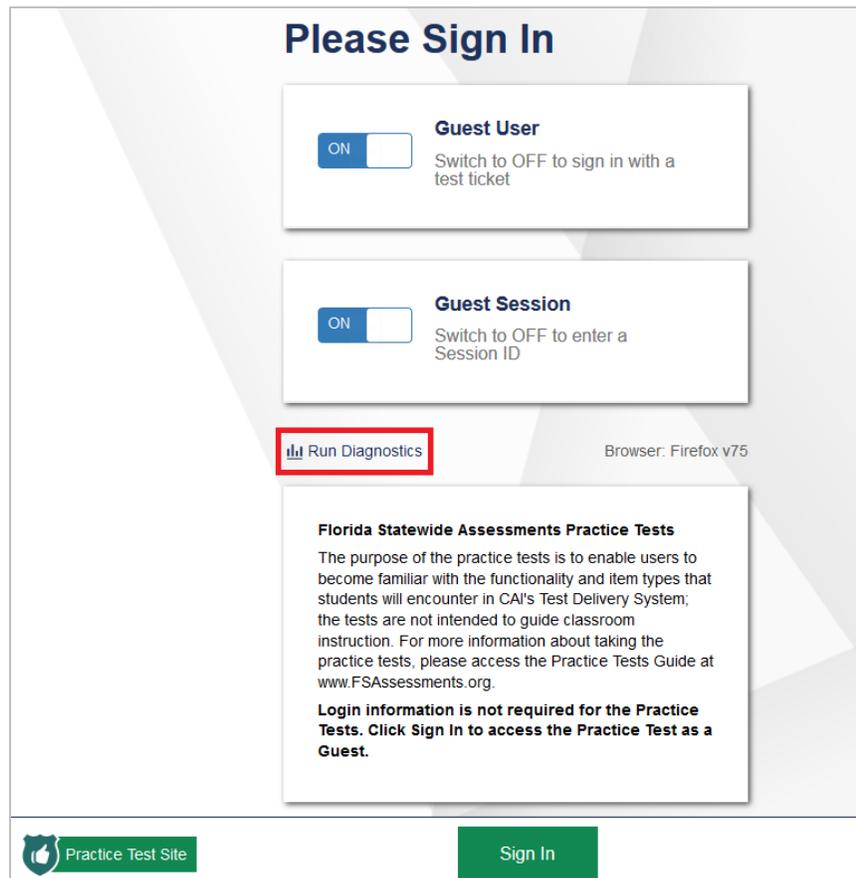
- What device are you using (Windows, Mac, mobile device, etc.)? What device is the student using?

- What is your role (district assessment coordinator, district technology coordinator, school assessment coordinator, school technology coordinator, or test administrator)?

- What task were you trying to complete when you encountered an error?

- Was there an error message? If there wasn't an error message, what are you unable to do? If there was an error message, what error code or message appeared?

- What step of the Infrastructure Trial was the student/volunteer trying to complete when he/she encountered an error?
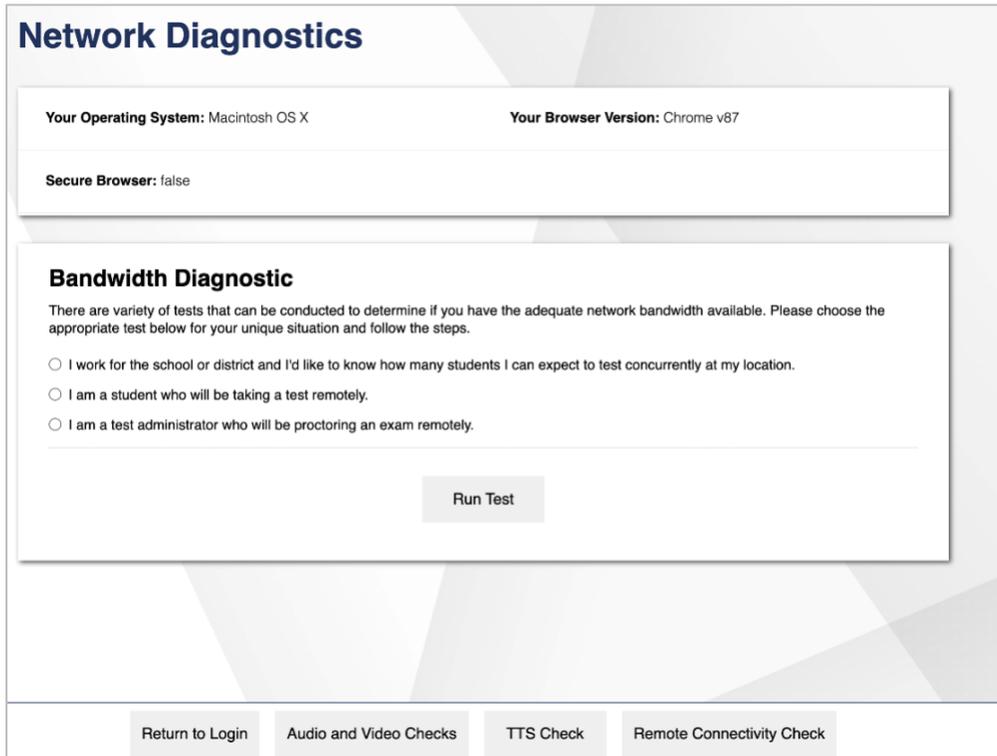
Using the Web-Based Diagnostic Readiness Tool

Prior to running the Infrastructure Trial, schools should use the web-based Diagnostic Readiness Tool to assess the readiness of a particular computer for testing. The tool also provides a download and upload speed analysis that includes an estimate of the number of simultaneous students who can test at the same location. The Diagnostic Readiness Tool uses a sophisticated statistical model of the testing process that replicates variation in instantaneous demand (e.g., the number of students who simultaneously press the Next button) and evaluates the likelihood that peaks will exceed network free capacity (network capacity not used by other processes) with a frequency likely to cause noticeable delays in testing.

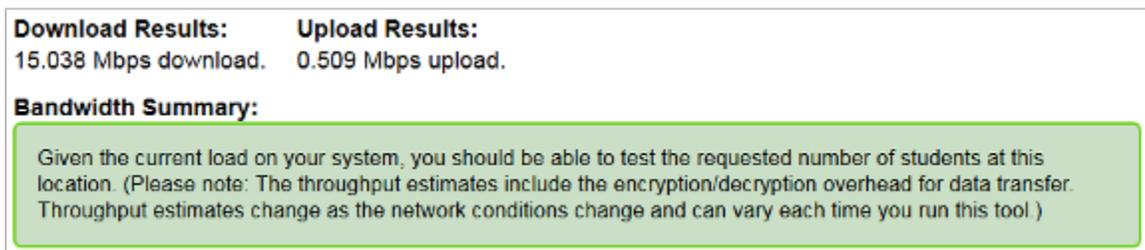To access the Diagnostics Readiness Tool, follow these steps:

1. From the Student Practice Test *Please Sign In* screen, click **Run Diagnostics**, found in the middle of the screen, as displayed in the following graphic.

2. The Diagnostic Readiness Tool asks the user to indicate their role. The system will then test the bandwidth and calculate the peak simultaneous loads given the desired number of testers. Test content can factor into bandwidth requirements. For example, tests with audio/video content may require greater bandwidth than tests without audio/video content.

3. After the Diagnostic Readiness Tool runs, the system either confirms that bandwidth is adequate (as seen below) or suggests a likely maximum number of students supported.

4. Work with your district technology coordinator to ensure that you can test the appropriate number of students for each administration.

Running the Infrastructure Trial

Download and Install the Secure Browser

Visit the ***Download Secure Browsers*** page on the portal to download the latest version of the secure browser and review the *Configurations, Troubleshooting, and Secure Browser Installation* for your OS for instructions on how to do so. Install the secure browser on each computer or device to be used for the Infrastructure Trial.

Session Management

This section provides all the necessary information and steps for setting up sessions in the TA Interface for the Infrastructure Trial. For more detailed information on the TA Interface, see the *Test Administrator User Guide*, available on the portal.

Creating a Test Session

Accessing the TA Training Site

1. Select the **Test Administration** card on the portal.

    Test Administration Card

2. Select **TA Training Site**.

    You will be directed to the TA Training Site landing page.

    TA Training Site Card

3. Select **TA Training Site**.

    You will be directed to the login screen. Enter your email address and password.

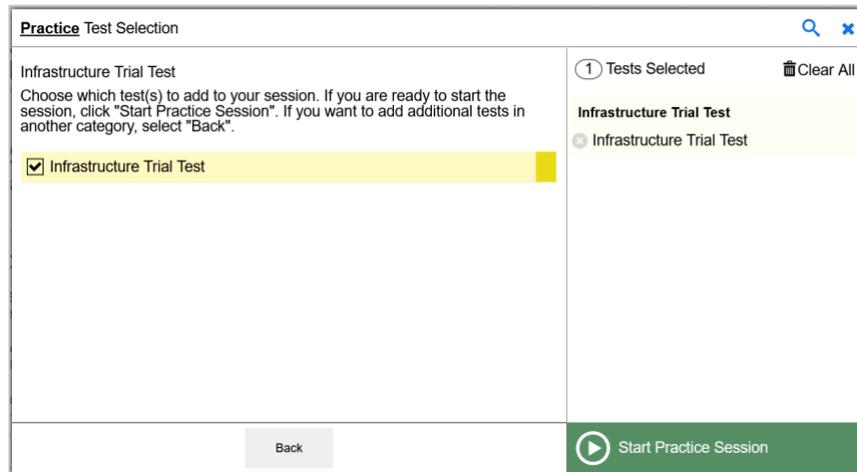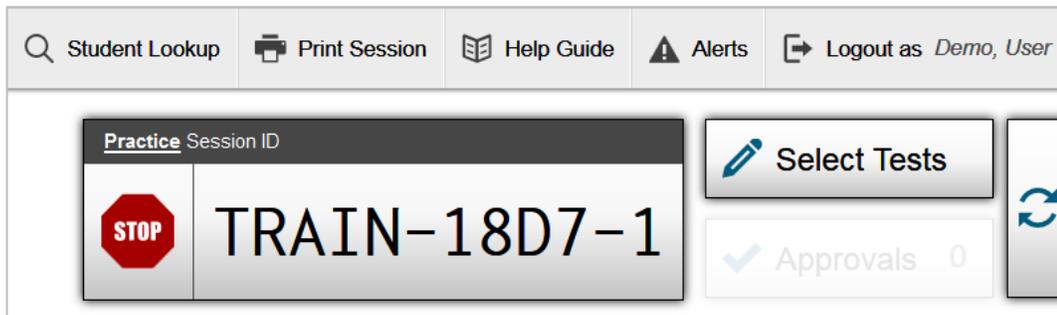4. Select **Secure Login**. You will be directed to the TA Training Site.

Starting a Session

A session must be started before guest students are able to log in to the secure browser for the Infrastructure Trial.

1. In the TA Training Site, the ***Practice Test Selection*** window opens automatically when you log in.

2. Select the checkbox next to the **Infrastructure Trial Test** to include it in the test session. Once you have selected the test, the **Start Practice Session** button will become active.

3. Select the **Start Practice Session** button.

   a) The ***Practice Test Selection*** window will close.

   b) The Session ID will generate and appear next to the Stop button.

4. Provide the Session ID to the users who will log in to your test session. Display this Session ID in a location where it is visible to all users. For example, write the Session ID on the board. **Users must enter the Session ID exactly as it appears on the TA Training Site.**

Starting the Infrastructure Trial

1. Before students or volunteers arrive, ensure that the testing room is prepared as it will be on the day of the test.

2. Ensure that each student or volunteer has a pen or pencil and paper to write any issues on.

3. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before the trial begins.

4. You will be asked to test audio on computers and devices during the trial. Earbuds or headphones are optional but are recommended to test their setup. If using earbuds or headphones, check that each student or volunteer has plugged them in and adjusted volume prior to launching the trial.

Logging in as Guest Users

Because the purpose of an Infrastructure Trial is to test district and school infrastructure, it is not necessary to use real student data. Users will log in to the secure browser as Guest Users.

Script for the Infrastructure Trial

Note: The Infrastructure Trial is not to be used for student practice. The Infrastructure Trial uses mock content to allow districts and schools to simulate a computer-based administration for testing hardware and network connectivity prior to the operational administration.

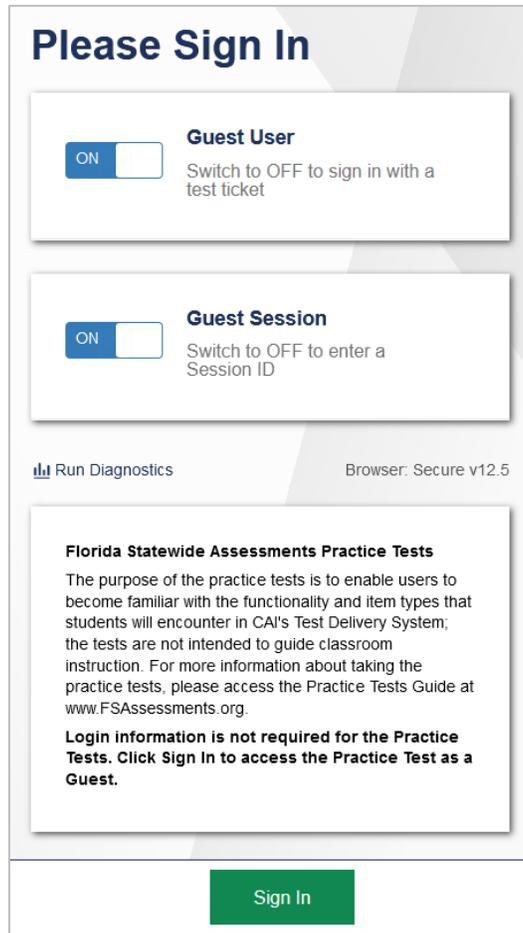| SAY	Thank you for participating in the Infrastructure Trial. If you encounter any problems during the trial, please describe the problem and record the number of times it occurred on your sheet of paper. If the problem prohibits you from proceeding with the trial, please raise your hand and someone will assist you.

If students are participating in the trial, please say the following:

SAY	Please remember that the Infrastructure Trial is only for the purpose of testing our school's systems for online testing. It is **not** meant to introduce you to the test items or to be used for practice.
	Practice tests are provided to introduce you to the tools and the format of the computer-based test questions. After testing today, I will provide you with a web address you can use to access the practice tests.
	Are there any questions?

Answer any questions.

SAY	Launch the Secure Browser icon on your computer or device.
	Click **Go to the Practice Test Site** to access the Student Practice Test site.
	A *Please Sign In* screen should be displayed. Raise your hand if you do not see the *Please Sign In* screen.

Assist users as needed and make sure that everyone is able to get to the Student Practice Test *Please Sign In* page, as shown below.
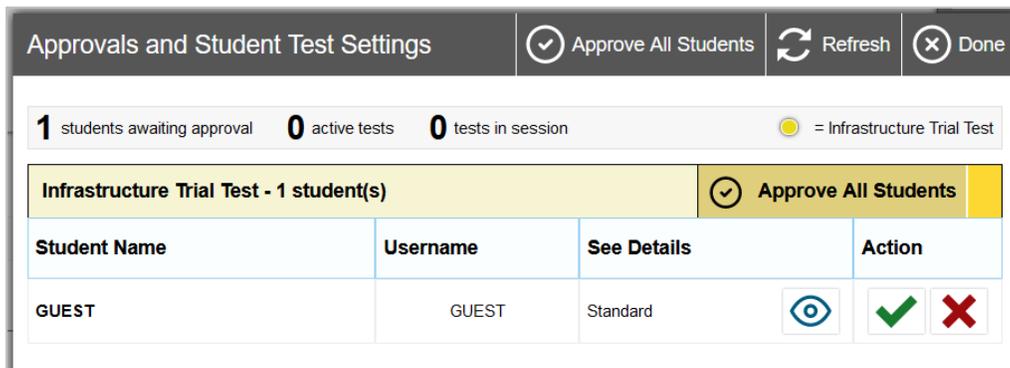

SAY	Make sure the box for **Guest User** is switched to ON. Make sure that the box for **Guest Session** is switched to OFF and enter the Session ID TRAIN-_____-_____. Click **Sign In**.
	The *Your Tests* screen will appear. From the **Student Grade Level** dropdown, select any grade level.
	Select the arrow beside **Start Infrastructure Trial Test**. Raise your hand if you are having trouble with any of these steps.

Assist users as needed and make sure that everyone has proceeded to the *Waiting for Approval* screen.

SAY	I will now approve you to enter the trial.

To approve users in the TA Interface, first select the Approvals button on the right side of the screen; this will open the *Approvals and Student Test Settings* screen. A list of all users/students waiting for approval will appear.

- If you wish to view or modify a student's test settings before approving the user/student to test, click the test settings icon [👁] in the See Details column. The *Test Settings* window will appear. In this window, you can assign students accommodations, such as Text-to-Speech and Masking. After assigning accommodations, click **Set** at the top of the window.

- *To approve individual users/students*, select the green checkmark button [✔] for each user/student. The student will be approved.

- *To approve all users currently displayed in the list*, select the **Approve All Students** button at the top right of the test table. All users/students listed will be approved. However, please note that if you use this option, any users/students who reach the *Waiting for Approval* screen after you have selected Approve All Students will need to be approved separately.

SAY	The ***Audio Checks*** screen will appear. In the Sound Check section, click the sound icon [🔊] to hear the sound. If you cannot hear the sound, raise your hand. If you can hear the sound, click **Yes**. *(Assist any users/students who raised their hands.)* If Speech-to-Text was assigned, in the Recording Device Check section, click the microphone icon and say your name into your recording device. When you are done, press the Stop button. To listen to your recording, press the play button. If you heard your recording correctly, select **I heard my recording**. A green tab with a checkmark will appear in the upper right corner of the section. If you did not hear your recording, please raise your hand now. *(Assist any users/students who raised their hands.)* If Text-to-Speech was assigned, in the Text-to-Speech Sound Check section, click the speaker icon [🔊] to make sure that you can hear the voice. Then click **I heard the voice**. If you do not hear the spoken phrase, click **I did not hear the voice**, and raise your hand. *(Assist any users/students who raised their hands.)* Scroll to the bottom of the ***Audio Checks*** screen and click **Continue**. On the bottom of the ***Before You Begin*** screen, click **Begin Test Now**. Now that the Infrastructure Trial has loaded, take about 10 seconds on each item before proceeding to the next question by selecting the forward arrow at the top of the screen. Your answers do not need to be correct; just mark a random answer and move on. For the purposes of this trial, do not pay attention to the content of the questions. During the course of this Infrastructure Trial, take some time to use each tool, as available. These include the Tutorial, Mark for Review, Calculator, Notepad, Highlighter, Zoom, Notes, Strikethrough, Periodic Table, and Line Reader tools. Click play on the audio passage in Session 1 to ensure it plays correctly. The audio passage can be found in Question 4 in the reading passage panel. Does anyone have any questions about how to use the tools or how to navigate between questions? *(Answer any questions.)* You will proceed to the second session of the trial by clicking **Next** on the first ***Review*** screen and clicking **Yes** on the pop-up window. After you reach the last question of the test, click **End Test** on the ***Review*** screen. Use your sheet of paper to record any additional comments about your experience. Now, proceed through the trial by spending about 10 seconds on each item.

Walk around the room and assist users as needed to complete the trial.

SAY	When you have completed the Infrastructure Trial, click **End Test** on the ***Review*** screen and **Yes** on the pop-up window. Then click **Submit Test**. A pop-up will appear asking if you are sure you want to submit the test. Click **Yes**. Click **Log Out** to be directed back to the Login page.

When everyone in the session has completed the trial, stop the session in the TA Training Site.

Stopping a Session

To stop the trial session:

1. Click **Stop** in the upper-right corner of the screen. An ***Important!*** box will appear, requesting verification that you want to end the session and log students out.

2. Click **OK** to continue. The test session will close.

Follow-Up

If students participated in the trial and they are interested in accessing practice tests, direct them to practice tests posted on the portal.

Once your Infrastructure Trial has been completed, the computer-based testing team at your school should review all notes from the Infrastructure Trial. Follow up with the Florida Help Desk on any specific technology issues. The school should also share these notes with the computer-based testing team at the district level. The district may also request additional confirmation that the trial has been completed successfully. Please report any additional issues or concerns to your district assessment coordinator.

Appendix A. Change Log

Location	Change	Date
Throughout Guide	Updated screenshots where appropriate.	8/26/20
Script for the Infrastructure Trial	Added text for Recording Device Check section.	8/26/20
Throughout Guide	Updated screenshots where appropriate.	1/20/21