

**Guide to the  
Computer-Based Assessments  
Certification Tool for  
Spring 2020**

# Table of Contents

<b>Overview</b> .....	1
<b>Contact</b> .....	1
<b>School Instructions</b> .....	2
Completing School-Level Data.....	2
<b>Additional Information on Survey Content for Schools</b> .....	5
I. Computer Specifications.....	5
II. Student Scheduling Plan.....	6
III. Annual/Long-Term Certification Checklist.....	10
IV. Administration-Specific Certification Checklist .....	10
<b>District Instructions</b> .....	11
Opening School Data Window .....	11
Other District Information .....	15
District Reports .....	17
<b>Addendum A – Administration of Assessments</b> .....	18
<b>Addendum B – Checklists</b> .....	19

## Overview

In an effort to enhance communication and ensure readiness for computer-based testing, the Florida Department of Education (FDOE) has provided a Computer-Based Testing Certification process. Per direction of the district, schools will complete an online certification tool to provide projected information for the upcoming administrations. Schools are asked to input data for the number of computers that will be used for each administration, the total number of students to be tested, the number of students to be tested each day, and the number of computers to be used per day. Schools are also asked to confirm that they have completed or will complete necessary setup activities prior to testing.

This document contains step-by-step instructions for school users to complete the online certification tool, important descriptions and explanations for the different sections of the tool, and step-by-step instructions for district users. **Districts must open access for schools before data entry can begin.**

## Contact

If you need assistance or have questions about the tool, you may contact the Florida Department of Education at [CBTSurvey@fldoe.org](mailto:CBTSurvey@fldoe.org).

# School Instructions

Once the online certification tool is opened, schools should receive the URL and login information from their district. You will have until the date established by the district to complete the activities described below.

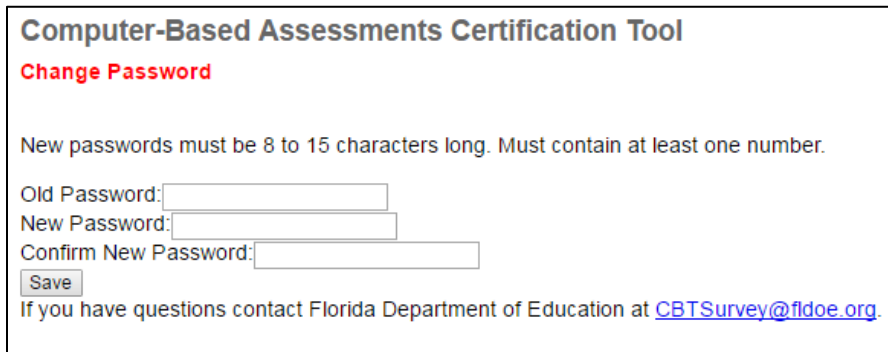
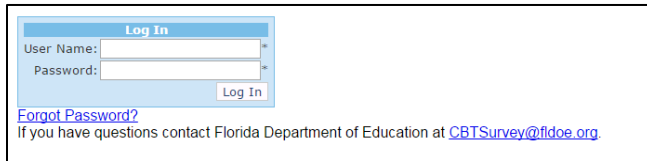
If you attempt to access the survey after the opening date and you receive an error message, contact your district for assistance. Your district may delay opening for a few days in order to disseminate more information about the tool to its schools.

## Completing School-Level Data

### Step 1: Log in and Change Your Password

The URL to access the tool is <https://cbt.fldoe.org>.

Your username will be your two-digit district number (add “0” for 1-9) and your four-digit school number with no spaces (e.g., 770011). The initial password is the same as the username and must be changed on the first login.



There will be one school-level login to be shared by all school staff members who will access this tool. The first person to log in will be prompted to change the school’s password and should notify any other school users of the school login and updated password. Districts can assist schools with password reset requests at any time. Please notify other school staff members of the new password each time this information is changed. After you sign in for the first time and change your password, you can use the **Forgot Password?** link on the *Login* page to retrieve your password. **If you are unable to access the tool by signing in, note that districts must provide access to schools before school users can log in and begin the survey.** Contact your district assessment coordinator with any questions about accessing the tool or filling out the survey items.

## Step 2: Enter Contact Information

The first time you log in, you will be required to provide contact information for the individual at your school who will be responsible for reviewing and approving school data in the tool. This contact information may be changed at any time. This person will also be the primary contact for any district or FDOE questions about the school's data. Even though only one person is entered here, the technology and assessment coordinators at the school must collaborate to complete the data in the survey. To enter this information, click **Contact Information** under the General Information section. Once you have entered and saved the contact information, click **Main Menu** to return to the main page.

## Step 3: Complete the Survey

The Computer-Based Assessment Certification has two surveys to be completed by schools: **PEARSON Spring 2020** and **AIR FSA Spring 2020**.

**Main Menu**  
2019-2020 School Year

Welcome to the Computer-Based Assessment Certification Tool. This tool is to be completed by each school that will offer computer-based assessments in the 2019-2020 school year. Deadlines for completing this tool are established by the district. See the table below for the deadline for each administration, the status of the school survey, and whether the survey is currently open. School users can click on the link in order to complete the survey. The survey has six sections total. The first five sections must be submitted first before the school can submit their completed survey to the district office in the sixth section. Complete the survey for your school for the upcoming computer-based administration. The surveys will be active during the timeframe in which they are to be completed. Contact your district office with any questions about due dates. See the **Print Survey** section below to locate a sample survey.

Assessment	Open Date	School Submission Deadline	Date Completed	Current Survey Status
<a href="#">PEARSON Spring 2020</a> (Biology 1 EOC, Civics EOC, U.S. History EOC)	11/18/2019	5/29/2020		closed
<a href="#">AIR FSA Spring 2020</a> (FSA English Language Arts Writing Grade 7, FSA English Language Arts Writing Grade 8, FSA English Language Arts Writing Grade 9, FSA English Language Arts Writing Grade 10, FSA English Language Arts Writing Retake, FSA English Language Arts Reading Retake, FSA English Language Arts Reading Grade 7, FSA English Language Arts Reading Grade 8, FSA English Language Arts Reading Grade 9, FSA English Language Arts Reading Grade 10, FSA Mathematics Grade 7, FSA Mathematics Grade 8, FSA Algebra 1 EOC, FSA Algebra 1 Retake EOC, FSA Geometry EOC)	11/18/2019	5/31/2020		closed

This tool is intended to be completed in collaboration with your school's Computer-Based Assessment Team, including the school principal, the school assessment coordinator, and the technology coordinator assigned to this school. All three contacts will be required to verify the information prior to submission.

**General Information**  
This information is provided for your reference. You may modify contact information, access the guide to assist you with completing this tool, and access a sample survey.

- [Contact Information](#) - Contact information for the person responsible for data entry.
- [Guide to Computer-Based Assessments Certification Tool](#)

**Reports**

- Students Scheduled vs. Number of Students to be Tested
  - [PEARSON Spring 2020](#)
  - [AIR FSA Spring 2020](#)

The sections of the surveys are listed under the applicable assessment links on the Main Menu. To see all survey questions in one place for each assessment group, go to the Print Survey section at the bottom of the page on the Main Menu. Click on the appropriate link to view all survey questions for the assessment group selected.

- **I. Computer Specifications** (For specific information about the content of these questions, see **Additional Information on Survey Content**.) **This section must be completed first because the data you enter will be used to populate fields in the next section.** Complete all fields on this page. Once you have entered all data, enter a percentage of computers to be reserved as alternates and click **Save**. The tool will calculate the number of computers to be reserved and the number available for testing. Verify the last three rows of this section. If any information is incorrect, make any changes and save again. Each time you finish updating data, click **Save**. Once all information in this section is correct, select the link to continue the survey at the top of the screen.
- **II. Student Scheduling Plan** The link for this section will become available as soon as the **I. Computer Specifications** section has been completed and saved. Click the link for this section to begin. If your school will not administer one of the assessments, mark the

check box next to the statement above the table to indicate this. The field for *Number of computers available for testing* is pre-populated based on the information submitted in Section I. (For specific information about the content of these questions, go to the **Additional Information on Survey Content** section of this guide.)

Enter the *Total Number of Students to be Tested* based on the most current and accurate data you have. Complete all other fields as directed in the survey. **Only enter data for the dates your school has been approved to test.**

Once you have entered all data, click **Save**. Review any errors or warnings which appear at the top of the screen. Make any necessary adjustments to the data to resolve errors or warnings and click **Save** again.

Please ensure that the number of students to be tested each day is realistic based upon the session length for each assessment. Once this information is complete, select the link at the top of the screen to continue the survey.

- **III. Annual/Long-Term Checklist** From the Survey menu, click the link for this section. Complete all fields as directed in the survey. Once you have entered all of the data, click **Save** and select the link at the top of the screen to continue the survey. (For specific information about the content of these questions, go to **Addendum B.**)
- **IV. Administration-Specific Checklist** From the Survey menu, click the link for this section. Complete all fields as directed in the survey. Once you have entered all of the data, click **Save** and select the link at the top of the screen to continue the survey. (For specific information about the content of these questions, go to **Addendum B.**)

#### **Step 4: Review the Data with Your School**

At this point, it is recommended that you use the **Print Survey** function from the Main Menu to display and/or print all data that has been entered in the tool for your school. Review this information with others at your school to confirm that all computers/devices to be used have been identified and that technology and assessment personnel agree that this data accurately reflects your school's capability for computer-based testing.

#### **Step 5: Confirm School Computer-Based Assessment Certification Team**

Go to the Survey section and select **V. School Computer-Based Assessment Team**. This will identify the principal and a school-level team of contacts for computer-based testing. One person must be identified as the primary point of contact for the school. Each person identified should review all of the information entered into the tool and confirm its accuracy. Once your school team members have successfully entered, verified, and saved this information, select the link at the top of the screen to continue the survey.

#### **Step 6: Complete Survey**

Go to the Survey section and select **VI. Submit to District**. Click **Survey Completed** on this page. This will record the date and notify your district that the survey is complete. Do not submit the data until all of your school team members have verified that the data recorded is accurate.

You may be contacted by your district to confirm this data. If the survey is submitted in error, you must contact your district to re-open the survey.

## **Additional Information on Survey Content for Schools**

### **I. Computer Specifications**

For this section, you should evaluate your computers/devices to determine the actual number of computers/devices that may be used for testing. The current location and function of computers/devices should inform this decision. We recommend maintaining a list of the computers/devices and their locations. Your district may need to confirm these numbers with you, and it will be important to have this information readily available.

The computers/devices must meet the system requirements listed for each assessment contractor. If a computer/device does not meet all of the requirements, it should not be included in the data entered into the tool. You can download a copy of the system requirements for Pearson NGSSS assessments at

<https://support.assessment.pearson.com/display/TN/TestNav+System+Requirements>. System requirements for AIR FSA assessments are located at <https://fsassessments.org/supported-systems-requirements.stml>.

#### **Percentage Reserved as Alternates**

We strongly recommend that each school prepare alternate computers to be used if there are specific hardware or system malfunctions during testing. The minimum required percentage of computers to be reserved as alternates is 2 percent (with a default minimum of 1 computer), but the school may decide to increase this percentage as necessary. Please note that these alternate computers will be deducted from the total number of computers available for testing, which will be automatically populated in **Section II. Student Scheduling Plan**.

#### **Total Number of Computers Available for Testing**

This calculation is the total number of computers that meet all of the minimum specifications, minus the computers that will be reserved as alternates. This number will be pre-populated in Section II. Schools will not be allowed to enter more than this number of computers on any given day of testing, but some test administrations will allow schools to schedule more than one group of students per day.

In Section I of the certification tool, please indicate the number of computers/devices that you have available and that meet specifications for computer-based testing. This may not represent the total numbers of computers/devices in the school. For example, a teacher may have three computers in the back of a classroom, but unless they are moved to a secure setting, they are not available for statewide computer-based testing. Some schools do move classroom computers to secure settings during testing, in which case they become “available.” In order to ensure a secure

setting and consider computers “available,” however, schools must have the appropriate infrastructure in place to support testing in that location.

## II. Student Scheduling Plan

This section of the certification tool asks you to provide the total number of students to be tested for each administration and to schedule the number of students that will be tested each day of the administration window for each assessment. Scheduling is a crucial task in preparing for and completing testing within the designated testing window. In addition to the number of computers available for testing, other mitigating factors should be considered, such as available bandwidth and staff to serve as test administrators, proctors, and technical support.

This section captures scheduling information about all computer-based assessments offered in a given administration. Only enter data for the assessments your school will be participating in. If your school will not be participating in a particular assessment, check the box next to the statement above the table for that assessment indicating that it will not be administered using computers/devices at your school.

The first row in each section provides the name of the assessment the table needs to be filled out for. The second row provides the *Number of computers available for testing*, which will be pre-populated based on the information you provided in Section I. This information cannot be changed in any subsequent sections. On each day of testing, the *Number of computers to be used per day* cannot exceed this number or you will receive an error message.

Complete the *Total number of students to be tested* based on the most accurate data your school has for each assessment. Complete the *Number of students scheduled to be tested per day* and the *Number of computers to be used per day* for each day of your school’s administration window for the applicable assessment(s). Consider the timing of the assessment when determining the total number of students to be tested per day. This certification is not concerned with the number of sessions per day – only with the total number of students that the school can test in a given day. For example, if your school will test two groups of 50 students in one day, one group in the morning and one group in the afternoon, you will enter 100 students for that day in the tool.

Even though every possible date of the administration window may be listed, **only complete the data for the actual days your school has been approved to test**. Your district will confirm this data.

Remember that there may be other constraints beyond the number of computers available, such as staffing, that will impact your total numbers for each day. Also consider that make-up sessions must be completed within this window. Because the same assessment is being offered over several days, absent students can easily be rescheduled for a subsequent day, but schools must account for these students in their calculations.

Once these fields are completed and the data has been saved, the tool will calculate the *Total Number of Students Scheduled*. If the number scheduled is less than the number to be tested, an error will appear and you will need to revise the number before saving your data. If this error



occurs, contact your district to discuss how your school will accommodate all students to be tested within the scheduled window.

For specific information on the scheduling restrictions used by the tool for Pearson NGSSS assessments, see Table 1. You will not be able to schedule more than 20% over the total number of students to be tested (this percentage is accounting for makeups). For specific information relating to scheduling AIR FSA assessments, see Table 2. For the assessments that require students to test two or three sessions (Reading, Mathematics, and EOC assessments), students must be scheduled twice in the tool.

**Table 1.** Student Scheduling – Pearson NGSSS

**n = number of students to be tested**

<b>Assessment</b>	<b>Minimum Number of Students who can be Scheduled</b>	<b>Maximum Number of Students who can be Scheduled</b>
Biology 1 EOC, Civics EOC, U.S. History EOC	n	1.2n

**Table 2.** Student Scheduling – AIR FSA

**n = number of students to be tested**

<b>Assessment</b>	<b>Minimum Number of Students who can be Scheduled</b>	<b>Maximum Number of Students who can be Scheduled</b>
FSA ELA Writing Grades 7–10; FSA ELA Writing Retake	n	1.2n
FSA ELA Reading Grades 7–10; FSA ELA Reading Retake; FSA Mathematics Grades 7–8 FSA Algebra 1, FSA Algebra 1 Retake, FSA Geometry	2n	2.2n

For information that may be helpful in resolving errors or warnings that appear when you click **Save**, see Table 3.

**Table 3.** Error and Warning Message Resolution

<b>Message</b>	<b>Hints</b>
<p><i>ERROR: For [test name] on [date], the number of computers cannot exceed the number of available computers.</i></p>	<ul style="list-style-type: none"> <li>• For the date listed, Make sure that the value in the <b>Number of computers to be tested per day</b> blank is no greater than the value in the <b>Number of computers available for testing</b> blank.</li> <li>• If the <b>Number of computers available for testing</b> lists a value that is lower than it should be, return to the Computer Specifications screen and correct the number of computers and devices. To do this, follow these steps:               <ol style="list-style-type: none"> <li>1. Click <b>Main Menu</b></li> <li>2. Click either of the links under Assessment</li> <li>3. Click on <b>I. Computer Specifications</b></li> <li>4. Adjust the values in the Operating System Specifications table</li> <li>5. Click <b>Save</b></li> </ol> </li> </ul>
<p><i>ERROR: For [test name] on [date], if you indicate the number of computers, you must indicate the number of students.</i></p>	<ul style="list-style-type: none"> <li>• For the date listed, add a number to the <b>Number of students scheduled to be tested per day</b> blank.</li> </ul>
<p><i>ERROR: For [test name] on [date], if you indicate the number of students, you must indicate the number of computers.</i></p>	<ul style="list-style-type: none"> <li>• For the date listed, add a number to the <b>Number of computers to be used per day</b> blank.</li> </ul>

<p><i>WARNING: For [test name] on [date], the number of students should be less than or equal to the number of computers.</i></p>	<ul style="list-style-type: none"> <li>• The length of this test allows only one session of this test to be given per day.</li> <li>• For the date given in the warning message, the value in the <b>Number of students scheduled to be tested per day</b> blank is greater than the value in the <b>Number of computers to be used per day</b> blank.</li> <li>• Adjust these values so that the <b>Number of students scheduled to be tested per day</b> is less than or equal to the <b>Number of computers to be used per day</b> for the date given in the warning message.</li> </ul>
<p><i>WARNING: For [test name] on [date], the number of students should be less than or equal to TWICE [THREE TIMES, FOUR TIMES] the number of computers.</i></p>	<ul style="list-style-type: none"> <li>• The length of this test allows no more than two [three, four] sessions of this test to be given per day.</li> <li>• For the date given in the warning message, the value in the <b>Number of students scheduled to be tested per day</b> blank is greater than 2 times [3 times, 4 times] the value in the <b>Number of computers to be used per day</b> blank.</li> <li>• Adjust these values so that the <b>Number of students scheduled to be tested per day</b> is less than or equal to 2 times [3 times, 4 times] the <b>Number of computers to be used per day</b>.</li> </ul>
<p><i>ERROR: For [test name] the total number of students scheduled (<math>x</math>) is less than the 2 times the total number of students to be tested (<math>x</math>).</i></p>	<ul style="list-style-type: none"> <li>• Each student needs two days to complete this test.</li> <li>• If you add up the values listed in the <b>Number of students scheduled to be tested per day</b> blanks for this test, it should equal at least 2 times the number listed in the <b>Total number of students to be tested</b> blank at the top of the chart.</li> <li>• Adjust the values so that they correctly reflect the testing schedule planned for this test.</li> </ul>
<p><i>ERROR: For [test name] the total number of students scheduled (<math>x</math>) is more than the 2.2 times the total number of students to be tested (<math>x</math>).</i></p>	<ul style="list-style-type: none"> <li>• Each student needs two days to complete this test.</li> <li>• If you add up the values listed in the <b>Number of students scheduled to be tested per day</b> blanks for this test, it should equal no more than 2.2 times the value listed in the <b>Total number of students to be tested</b> blank at the top of the chart.</li> </ul>

	<ul style="list-style-type: none"> <li>Adjust the values so that they correctly reflect the testing schedule planned for this test.</li> </ul>
<p><i>ERROR: For [test name] the total number of students scheduled (x) is less than the total number of students to be tested (x).</i></p>	<ul style="list-style-type: none"> <li>Each student needs only one day to complete this test.</li> <li>If you add up the values listed in the <b>Number of students scheduled to be tested per day</b> blank, they should be at least equal to the value in the <b>Total number of students to be tested</b> blank.</li> <li>Adjust the values so that they correctly reflect the testing schedule planned for this test.</li> </ul>
<p><i>ERROR: For [test name] the total number of students scheduled (x) is more than the 1.2 times the total number of students to be tested (x).</i></p>	<ul style="list-style-type: none"> <li>Each student needs only one day to complete this test.</li> <li>If you add up the values listed in the <b>Number of students schedule to be tested per day</b> blank, they should equal no more than 1.2 times the value in the <b>Total number of students to be tested</b> blank.</li> <li>Adjust the values so that they correctly reflect the testing schedule planned for this test.</li> </ul>

### **III. Annual/Long-Term Certification Checklist**

Respond to the questions about Training and Preparation, Technical Setup, and Administration using the drop-down boxes provided. For each question, choose, *This activity has been completed or will be completed prior to testing* or if your school needs help completing the task, select the alternate option, *We cannot complete this activity and need assistance*. If the item does not apply to your school, select *N/A*. To view the full Spring 2020 Pearson Checklist and Spring 2020 AIR Checklist, see **Addendum B – Checklist**.

### **IV. Administration-Specific Certification Checklist**

Respond to these questions using the drop-down boxes provided. Because this survey is due prior to testing, some of the questions require you to certify that your school will complete certain tasks at the appropriate time in the future. If your school needs help completing the task, select the alternate option, *We cannot complete this activity and need assistance*. If the item does not apply to your school, select *N/A*. To view the full Spring 2020 Pearson Checklist, and Spring 2020 AIR Checklist, see **Addendum B – Checklist**.

# District Instructions

The superintendent should identify one person at the district assessment office who will be the main point of contact for this certification. This person should complete the activities below for opening the school data window. The tool will open for the Spring 2020 administration on November 19, 2019. After this date, the steps described in “Opening School Data Window” must be completed so schools can begin completing their assigned activities. Districts may establish deadlines for their schools. District users can click on the **PEARSON Spring 2020** or **AIR FSA Spring 2020** link in order to view the status of school data entry, review school surveys, and open and close access to collection of school data.

**Main Menu**  
2019-2020 School Year

Welcome to the Computer-Based Assessment Certification Tool. This tool is designed to allow the district to review information from schools that will offer any of the computer-based assessments listed in the table below during the 2019-2020 school year. Deadlines for completing this tool are established by the district. See the table below for the deadline for each administration, the status of the school survey, and whether the survey is currently open. District users can click on the "**PEARSON Spring 2020**" or "**AIR FSA Spring 2020**" link in order to view the status of school data entry, review school surveys, and open and close access to collection of school data.

Assessment	Open Date	District Submission Deadline	Date Completed	Current Survey Status
<a href="#">PEARSON Spring 2020</a> (Biology 1 EOC, Civics EOC, U.S. History EOC)	11/18/2019	5/29/2020		open
<a href="#">AIR FSA Spring 2020</a> (FSA English Language Arts Writing Grade 7, FSA English Language Arts Writing Grade 8, FSA English Language Arts Writing Grade 9, FSA English Language Arts Writing Grade 10, FSA English Language Arts Writing Retake, FSA English Language Arts Reading Retake, FSA English Language Arts Reading Grade 7, FSA English Language Arts Reading Grade 8, FSA English Language Arts Reading Grade 9, FSA English Language Arts Reading Grade 10, FSA Mathematics Grade 7, FSA Mathematics Grade 8, FSA Algebra 1 EOC, FSA Algebra 1 Retake EOC, FSA Geometry EOC)	11/18/2019	5/31/2020		open

**Instructions:** School district contacts can manage their list of schools by clicking on the "**PEARSON Spring 2020**" or "**AIR FSA Spring 2020**" link in the above table. From this screen you will be able to monitor the schools' progress on their surveys, review their survey responses, approve their surveys, and manage their access to the data entry.

**General Information**

- [Contact Information](#) - Contact information for the district representative responsible for managing the tool
- [Set Submission Deadlines for Schools in this District](#) - Set an earlier deadline to display to schools if preferred
- [District Computer-Based Assessment Team](#) - List of contacts in the district responsible for computer-based testing
- [Guide to Computer-Based Assessments Certification Tool](#) - More information about how to complete the tool

**Reports**

- Students Scheduled vs. Number of Students to be Tested
  - [PEARSON Spring 2020](#)
  - [AIR FSA Spring 2020](#)

## Opening School Data Window

### Step 1: Log in

Your username will be your two-digit district number (add “0” for 1-9) and four zeroes with no spaces (e.g., 770000). The initial password is the same as the username and must be changed on the first login.

There will be one district-level login to be shared by all district staff who will access this tool. If at any time you don’t remember the password you set up, you can use the **Forgot Password?** link to retrieve your password.

### Step 2: Enter Contact Information

Enter the contact information for the individual responsible for data entry in the tool at the district level. This contact information can be changed at any time. This contact’s name, phone number, and email address will be displayed at the bottom of every school-level screen as the primary point of contact for any schools that need assistance with the tool. To complete this section, click **Contact Information** in the General Information section. Once you have successfully entered and saved this information, click **Main Menu** to proceed back to the main page.

### Step 3: Set Submission Deadlines for Schools in this District

The deadlines for districts to submit all school data to the state are provided in the tool, but the district has the ability to set specific deadlines for schools to submit data to the district. Use the link under the General Information section to set the school deadlines, and allow for sufficient time to review school data. If the district does not set a school-level submission deadline, it will default to the state submission deadline. Communicate the deadline and instructions for completing the certification tool to schools.

**General Information**

- [Contact Information](#) - Contact information for the district representative responsible for managing the tool
- [Set Submission Deadlines for Schools in this District](#) - Set an earlier deadline to display to schools if preferred
- [District Computer-Based Assessment Team](#) - List of contacts in the district responsible for computer-based testing
- [Guide to Computer-Based Assessments Certification Tool](#) - More information about how to complete the tool

### Step 4: Review School List

From the Main Menu, click the link for one of the following administrations in the Assessment table.

- [PEARSON Spring 2020](#)
- [AIR FSA Spring 2020](#)

The list shown after clicking the link displays all schools in your district that may participate in a Spring 2020 computer-based administration. Review schools listed for your district. If any schools in your district will administer a computer-based assessment this spring and are not on this list, click the link to contact FDOE - to add the school.

**Review School Data PEARSON Spring 2020**

Please review the schools listed below and add schools or recommend schools for deletion, if necessary. Schools should only be deleted if they are closed. If a school is not participating in this administration, check the box under the "Check if NA" column.

Under the "Data Entry Access" column, click the radio button to open access for particular schools. Use the "Select Open Access for All" quick set button to open access for all schools in your district at once. Schools will not be able to begin the certification until you have opened access to the tool for them. Use the "Select Close Access for All" quick set button to close access for all schools.

Once a school has logged in and completed the survey, a date will be populated under the "School Complete Date." The "Review" column allows the district to review and confirm (or set as "pending") school survey data once a school has submitted the survey. Some school responses can also be viewed by clicking the "Reports" link on the Main Menu, but their status can only be set from this screen.

**If you need to add a school to the list below, please contact the Florida Department of Education at [CBTSurvey@fldoe.org](mailto:CBTSurvey@fldoe.org).**

**Quick set buttons:** You can set all "Data Entry Access" buttons to "open" or "closed" at once by clicking on the following links. Then click the "Save Changes to Data Entry Access and NA" button to save this change.  
[Select Open Access for All](#) | [Select Close Access for All](#)

School ID	School Name	Last Login Date	EOC Data Entry Access	Check if NA	School Complete Date	Review	Review Status	Reset Password	Recommend Delete	added by
1	Test School 1	10/15/2019 10:02:33 AM	<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
10	Test School 10		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District

If any school listed in the tool for your district will **not administer a computer-based assessment during this administration**, mark the checkbox for the school in the Check if NA column. This school will not need to complete the tool. Click **Save Changes to Data Entry Access and NA** to save all changes.

If any school has closed and should be completely removed from the certification tool, this requires approval from FDOE. Click the **Recommend Delete** button next to the school and confirm the decision to delete the school. FDOE will be notified that your district is requesting to

delete this school. When this action is approved, the school will be removed from the list. FDOE will discuss any concerns or questions with the district main point of contact.

### Step 5: Open Access to the Schools

Once you have reviewed the list of schools, click the **Select Open Access for All** under the “Quick set buttons” heading to open the tool for all schools. **Schools will not be able to log in until you have completed this step.** The Data Entry Access column will updated to *Open*. To open data entry access for specific schools, click the radio button next to *Open* for the appropriate schools and then click **Save Changes to Data Entry Access and N/A**.

### Step 6: Notify Schools and Forward Documentation

As soon as access is available for your schools for the current administration, notify school personnel that the tool is open and provide any supporting documentation (this guide and all memoranda) that may assist them in completing the certification tool. This communication should also include the district’s deadlines for the schools to submit their data.

## District Review of School Data

### Step 1: Access the List of Schools Page

Log in to the tool and access the **Review School Data** page for the appropriate administration from the Main Menu. To access this page, click on the administration you wish to review. As schools log in to the tool, the date in the Last Login Date column will populate. When schools submit their completed surveys, dates will populate the column for School Complete Date.

**Computer-Based Assessments Certification Tool**

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Welcome ZZ Test District [Main Menu](#) | [Log Out](#)

**Review School Data PEARSON Spring 2020**

Please review the schools listed below and add schools or recommend schools for deletion, if necessary. Schools should only be deleted if they are closed. If a school is not participating in this administration, check the box under the "Check if NA" column.

Under the "Data Entry Access" column, click the radio button to open access for particular schools. Use the "Select Open Access for All" quick set button to open access for all schools in your district at once. Schools will not be able to begin the certification until you have opened access to the tool for them. Use the "Select Close Access for All" quick set button to close access for all schools.

Once a school has logged in and completed the survey, a date will be populated under the "School Complete Date." The "Review" column allows the district to review and confirm (or set as "pending") school survey data once a school has submitted the survey. Some school responses can also be viewed by clicking the "Reports" link on the Main Menu, but their status can only be set from this screen.

**If you need to add a school to the list below, please contact the Florida Department of Education at [CBTSurvey@fldoe.org](mailto:CBTSurvey@fldoe.org).**

**Quick set buttons:** You can set all "Data Entry Access" buttons to "open" or "closed" at once by clicking on the following links. Then click the "Save Changes to Data Entry Access and NA" button to save this change.  
[Select Open Access for All](#) | [Select Close Access for All](#)

School ID	School Name	Last Login Date	EOC Data Entry Access	Check if NA	School Complete Date	Review	Review Status	Reset Password	Recommend Delete	added by
1	Test School 1	10/15/2019 10:02:33 AM	<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
10	Test School 10		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
11	Test School 11		<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
12	Test School 12	11/1/2019 12:55:49 PM	<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District

### Step 2: Review and Confirm Data for Each School

From the **Review School Data** page, click the link in the Review column to review the school data. The district may begin reviewing school responses as soon as schools submit their data. This screen will generate all of the school’s responses and provide you with an option to mark the status of the school as **confirmed** or **pending**. Evaluate the data and determine whether it accurately depicts the school’s current capacity for computer-based testing and if you are confident the school can complete any outstanding tasks indicated in Sections III and IV. If any

of your schools need assistance with these tasks (e.g., training, technical setup), it is the district's responsibility to follow up with the school. If you need assistance, please contact FDOE.

- 1) Evaluate Section I data. Confirm that the number of computers reflects the school's current capacity.
- 2) Evaluate Section II data. This section should be checked for the following:
  - a. All applicable test administrations that will be administered at the school have been completed.
  - b. Data has only been entered on the correct testing dates.
  - c. The **Total Number of Students to be Tested** is accurate for the school. Schools supply the actual number of students to be tested in each administration. Ensure the school is aware of who should be tested and has included all participating students.
  - d. Ensure the number of students to be tested each day is realistic based on the length of the session for the assessments. Discuss the testing plan with the school to ensure it is realistic. If the school's plan is not realistic, open the survey for the school to revise its data.
- 3) Evaluate Section III and Section IV responses. Pay particular attention to any responses that indicate that they may need assistance and items that were answered with *N/A*. If you have discussed any issues with the school and you are confident the school can complete the outstanding tasks prior to testing, the certification can be confirmed.

The purpose of this review is to confirm the accuracy of the school's data, even if the data shows that the school may not have sufficient capacity and will need assistance from the district. Several district reports are also available to help with reviewing school data. See the **District Reports** section to review this data.

**If the summary is accurate and you have completed any follow-up questions with the school, click confirmed for the school.** Once you select **confirmed**, the school should remain closed and the school will not be able to edit the data. If a school is re-opened to edit its data, the **confirmed** status will remain for the school. Districts should review the edited information again if the tool is reopened to ensure the school's data is accurate.

**If you have further questions about the summary or if you disagree with how the school completed the data, click pending for the school.** You will need to return to the list of schools page and change the Data Entry Access for that school to **open**. This will allow the school to enter the tool again and update its responses. The school may continue to update the survey responses until it has submitted its data, or until the district closes access to the tool. The district can change the opened/closed status at any time within the window.

### **Step 3: Identify District Computer-Based Assessments Certification Team**

Once all schools have been confirmed, go to the Main Menu and select **District Computer-Based Assessment Team**. This page will identify a district-level team of contacts for computer-based testing. Each person identified should review all school information being submitted. One



person should be identified as the single point-of-contact for computer-based testing in each district. Make any necessary adjustments to this team information and save the changes.

#### Step 4: Submit Superintendent’s Certifications

The **Superintendent Certification Form** was provided by FDOE. A completed form must be scanned and emailed to FDOE at [CBTSurvey@fldoe.org](mailto:CBTSurvey@fldoe.org) no later than **March 6, 2020**. If you need a new copy of the form, email [CBTSurvey@fldoe.org](mailto:CBTSurvey@fldoe.org).

## Other District Information

### List of Schools Description

See bulleted list describing the components of this section below the screenshot.

**Computer-Based Assessments Certification Tool**

Welcome ZZ Test District [Main Menu](#) | [Log Out](#)

**Review School Data AIR FSA Spring 2020**

Please review the schools listed below and add schools or recommend schools for deletion, if necessary. Schools should only be deleted if they are closed. If a school is not participating in this administration, check the box under the "Check if NA" column.

Under the "Data Entry Access" column, click the radio button to open access for particular schools. Use the "Select Open Access for All" quick set button to open access for all schools in your district at once. Schools will not be able to begin the certification until you have opened access to the tool for them. Use the "Select Close Access for All" quick set button to close access for all schools.

Once a school has logged in and completed the survey, a date will be populated under the "School Complete Date." The "Review" column allows the district to review and confirm (or set as "pending") school survey data once a school has submitted the survey. Some school responses can also be viewed by clicking the "Reports" link on the Main Menu, but their status can only be set from this screen.

**If you need to add a school to the list below, please contact the Florida Department of Education at [CBTSurvey@fldoe.org](mailto:CBTSurvey@fldoe.org).**

**Quick set buttons:** You can set all "Data Entry Access" buttons to "open" or "closed" at once by clicking on the following links. Then click the "Save Changes to Data Entry Access and NA" button to save this change.  
[Select Open Access for All](#) | [Select Close Access for All](#)

School ID	School Name	Last Login Date	FSA Data Entry Access	Check if NA	School Complete Date	Review	Review Status	Reset Password	Recommend Delete	added by
1	Test School 1	10/15/2019 10:02:33 AM	<input checked="" type="radio"/> Open <input type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District
10	Test School 10		<input type="radio"/> Open <input checked="" type="radio"/> Closed	<input type="checkbox"/>		<a href="#">Review</a>				District

- The **School ID** and **School Name** were generated from MSID.
- The **Last Login Date** is populated with the last date the school logged in to the system. Use this column to identify any schools who have not logged in to the tool.
- **Data Entry Access** shows the current access set for the school. Districts can open and close access for each school using this column, or districts can open or close access for all schools using the **Select Open Access for All** link or **Select Close Access for All** link before the school list.
- The **Check if NA** column should be checked if any school will not participate in this administration.
- The **School Complete Date** column shows the date that the school completed and submitted the survey to the district. A blank cell means the survey has not yet been completed.
- The **Review** column provides a link to the school’s survey. This is also where you will set the status of the survey to **confirmed** or **pending**.
- The **Review Status** column shows whether the district has reviewed and confirmed or set as pending the school’s survey. A blank cell means the status has not been set.
- If a school needs its password reset, the district can click the **Reset Password** button to return to the default password for the school (the 6-digit district/school number).
- The **Recommend Delete** button should be used if a school is closed.

- The **Added by** column indicates who added the school to the list. Most of these should say FLDOE, but any additions by the district will be noted here.

**A Note on Editing and Saving Data:**

While schools are editing their data, the district will still be able to see their information. Once a school submits its data, Data Entry Access is automatically closed. If a school needs to revise its information, open the Data Entry Access for that school.

## District Reports

### Reports

- Students Scheduled vs. Number of Students to be Tested
  - [PEARSON Spring 2020](#)
  - [AIR FSA Spring 2020](#)
- Summary of Students and Computers Scheduled by Day
  - [PEARSON Spring 2020](#)
  - [AIR FSA Spring 2020](#)
- Checklist Summary
  - [PEARSON Spring 2020](#)
  - [AIR FSA Spring 2020](#)
- Summary Of CheckList Need Assistance (NA)
  - [PEARSON Spring 2020](#)
  - [AIR FSA Spring 2020](#)

### District Reports Description

Reports for each administration are available from the main menu. Currently, there are four reports available: **Students Scheduled vs. Number of Students to be Tested**, **Summary of Students and Computers Scheduled by Day**, **Checklist Summary**, and **Summary of Checklist Need Assistance (NA)**. While approvals cannot be made from these reports, they do provide a means for a district to review data and to note any issues. The Checklist Summary provides the ability to view the number of schools that selected each response. Clicking on the number shows a list of schools that provided a given response.

## **Addendum A – Administration of Assessments**

For Spring 2020, the certification tool will be available for the following computer-based assessments:

### **Spring 2020 PEARSON EOC**

- Biology 1 EOC (NGSSS)
- Civics EOC (NGSSS)
- U.S. History EOC (NGSSS)

### **Spring 2020 AIR FSA**

- FSA English Language Arts Writing
  - Grade 7
  - Grade 8
  - Grade 9
  - Grade 10
  - Retake
- FSA English Language Arts Reading
  - Grade 7
  - Grade 8
  - Grade 9
  - Grade 10
  - Retake
- FSA Mathematics
  - Grade 7
  - Grade 8
- FSA Algebra 1 EOC
- FSA Algebra 1 Retake EOC
- FSA Geometry EOC

## Addendum B – Checklists

### III. Annual/Long-Term Checklist (AIR FSA)

<b>A. Training and Preparation</b>	
<b>Statement</b>	<b>Response Options</b>
1. School staff including school assessment coordinators, school technology coordinators, test administrators, and proctors are aware what grades and subjects are being administered on the computer this school year on the FSA AIR Test Delivery System platform, which includes the secure browser and Test Administrator Interface.	<ul style="list-style-type: none"> <li>This activity has been completed or will be completed prior to testing.</li> <li>We cannot complete this activity and need assistance.</li> </ul>
<b>B. Technical Setup</b>	
<b>Statement</b>	<b>Response Options</b>
1. Computers and devices meet the System Requirements for Online Testing available at <a href="https://fsassessments.org/supported-systems-requirements.html">https://fsassessments.org/supported-systems-requirements.html</a> and automatic updates have been/will be turned off. All computers and devices have been/will be configured for computer-based testing per the Configurations, Troubleshooting, and Secure Browser Installation document for your operating system.	<ul style="list-style-type: none"> <li>This activity has been completed or will be completed prior to testing.</li> <li>We cannot complete this activity and need assistance.</li> </ul>
2. The latest version of the secure browser has been installed on each workstation or device being used for testing.	<ul style="list-style-type: none"> <li>This activity has been completed or will be completed prior to testing.</li> <li>We cannot complete this activity and need assistance.</li> </ul>
3. Local/district resources and the Bandwidth Diagnostic Tool provided by AIR have been used to analyze your network and determine what is needed to test students at this site.	<ul style="list-style-type: none"> <li>This activity has been completed or will be completed prior to testing.</li> <li>We cannot complete this activity and need assistance.</li> </ul>
4. Additional computers or devices are available in the event of a technical malfunction during testing.	<ul style="list-style-type: none"> <li>This activity has been completed or will be completed prior to testing.</li> <li>We cannot complete this activity and need assistance.</li> </ul>
5. If your school is utilizing wireless network connections, all computers or devices can effectively communicate with their wireless access point from the testing location. If your school is not utilizing wireless network connections, please select N/A.	<ul style="list-style-type: none"> <li>This activity has been completed or will be completed prior to testing.</li> <li>We cannot complete this activity and need assistance.</li> <li>N/A</li> </ul>
6. If your school is utilizing wireless network connections, all security measures for wireless connections have been properly enabled. If your school is not utilizing wireless network connections, please select N/A.	<ul style="list-style-type: none"> <li>This activity has been completed or will be completed prior to testing.</li> <li>We cannot complete this activity and need assistance.</li> <li>N/A</li> </ul>

## IV. Administration-Specific Checklist (AIR FSA)

<b>A. One Month Prior to Testing</b>	
<b>Statement</b>	<b>Response Options</b>
1. Participating students and their parents/guardians will be notified that your school will be administering computer-based test(s) for the upcoming test administration.	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> </ul>
2. All student testing rooms meet the specifications described in the test administration manual.	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> </ul>
3. The appropriate number of test administrators and proctors are scheduled for each testing room, as described in the test administration manual.	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> </ul>
4. School assessment coordinators, school technology coordinators, and test administrators who are administering tests to students who require special accommodations are familiar with how these accommodations will be provided. If your school is not providing any accommodations, please select N/A.	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> <li>• N/A</li> </ul>
5. Arrangements have been made for virtual school and home education students testing at your school. If no special program students are testing at your school, select N/A.	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> <li>• N/A</li> </ul>

## IV. Administration-Specific Checklist (AIR FSA)

<b>B. One Week Prior to Testing</b>	
<b>Statement</b>	<b>Response Options</b>
1. All students currently enrolled will participate in a practice test to become familiar with the computer-based platform prior to this administration.	<ul style="list-style-type: none"> <li>This activity has been completed or will be completed prior to testing.</li> <li>We cannot complete this activity and need assistance.</li> </ul>
2. Programs that run automatic updates have been/will be modified so updates do not interrupt the student testing experience.	<ul style="list-style-type: none"> <li>This activity has been completed or will be completed prior to testing.</li> <li>We cannot complete this activity and need assistance.</li> </ul>
3. Screen savers, power-management programs, remote access applications, instant messaging, and programs with notifications have been/will be disabled for the testing user profiles during the testing window.	<ul style="list-style-type: none"> <li>This activity has been completed or will be completed prior to testing.</li> <li>We cannot complete this activity and need assistance.</li> </ul>
4. There is a plan in place to restrict any high-bandwidth activities, such as video streaming, during the testing window (unless sufficient bandwidth is available).	<ul style="list-style-type: none"> <li>This activity has been completed or will be completed prior to testing.</li> <li>We cannot complete this activity and need assistance.</li> </ul>
5. Instructions for setup in the test administration manual, user guides, technical manuals, and in subsequent communications from the FDOE have been/will be followed.	<ul style="list-style-type: none"> <li>This activity has been completed or will be completed prior to testing.</li> <li>We cannot complete this activity and need assistance.</li> </ul>
<b>B. The Day Before Testing Begins</b>	
<b>Statement</b>	<b>Response Options</b>
1. Test administrators will be given test tickets for students.	<ul style="list-style-type: none"> <li>This activity will be completed prior to testing.</li> <li>We cannot complete this activity and need assistance.</li> </ul>

### III. Annual/Long-Term Checklist (PEARSON NGSSS)

<b>A. Training and Preparation</b>	
<b>Statement</b>	<b>Response Options</b>
1. School staff, including school assessment coordinators, school technology coordinators, test administrators, and proctors, are aware of what subjects are being administered this school year using TestNav 8, the platform for Pearson assessments.	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> </ul>
<b>B. Technical Setup</b>	
<b>Statement</b>	<b>Response Options</b>
1. All workstations and devices meet the requirements available at <a href="https://support.assessment.pearson.com/display/TN/TestNav+System+Requirements">https://support.assessment.pearson.com/display/TN/TestNav+System+Requirements</a> .	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> </ul>
2. Appropriate destination/port/protocol combinations have been allowed through the firewall.	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> </ul>
3. Specific URLs have been allowed through Internet content filters and upstream proxy servers (if necessary).	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> <li>• N/A</li> </ul>
4. The TestNav folder and file permissions have been set to allow full permissions to the TestNav/Temp and TestNav/Logs directories.	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> </ul>
5. Local/district resources and the TestNav System Check provided by Pearson have been used to analyze our network and determine what is needed to test students at this site.	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> </ul>
6. Additional computers or devices are available in the event of a technical malfunction during testing.	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> </ul>
7. Each computer and device has been set up with primary and secondary save locations for student response files and students have read and write access to these locations.	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> </ul>
8. If your school is utilizing wireless network connections, all computers and devices can effectively communicate with their wireless access point from the testing location. If your school is not utilizing wireless network connections, please select N/A.	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> <li>• N/A</li> </ul>
9. If your school is utilizing wireless network connections, all security measures for wireless connections have been properly enabled. If your school is not utilizing wireless network connections, please select N/A.	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> <li>• N/A</li> </ul>



## IV. Administration-Specific Checklist (PEARSON NGSSS)

<b>A. One Month Prior to Testing</b>	
<b>Statement</b>	<b>Response Options</b>
1. School assessment coordinators, school technology coordinators, test administrators, and proctors will be trained on test setup and administration activities.	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> </ul>
2. All student testing rooms meet the specifications described in the test administration manual.	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> </ul>
3. The appropriate number of test administrators and proctors are scheduled for each testing room, as described in the test administration manual.	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> </ul>
4. School assessment coordinators, school technology coordinators, and test administrators who are administering tests to students who require special accommodations are familiar with how these accommodations will be provided. If your school is not providing any accommodations, please select N/A.	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> <li>• N/A</li> </ul>
5. Arrangements have been/will be made for virtual school and home education students testing at your school. If no special program students are testing at your school, select N/A.	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> <li>• N/A</li> </ul>

## IV. Administration-Specific Checklist (PEARSON NGSSS)

<b>B. One Week Prior to Testing</b>	
<b>Statement</b>	<b>Response Options</b>
1. All students currently enrolled have been/will be provided an opportunity to participate in a practice test to become familiar with the TestNav 8 computer-based platform prior to this administration.	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> </ul>
2. Programs that run automatic updates have been/will be modified so updates do not interrupt the student testing experience.	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> </ul>
3. Screen savers, power-management programs, remote access applications, instant messaging, and programs with notifications have been/will be disabled for the testing user profiles during the testing window.	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> <li>• N/A</li> </ul>
4. There is a plan in place to restrict any high-bandwidth activities, such as video streaming, during the testing window (unless sufficient bandwidth is available).	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> <li>• N/A</li> </ul>
5. Instructions for setup in the test administration manual, in the system requirements, and in subsequent communications from the FDOE, have been/will be followed.	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> </ul>
6. Test sessions will be created in PearsonAccess and sessions will be prepared, started, and unlocked prior to testing.	<ul style="list-style-type: none"> <li>• This activity has been completed or will be completed prior to testing.</li> <li>• We cannot complete this activity and need assistance.</li> </ul>