

FSA Infrastructure Trial Guide



Updated December 22, 2014

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Updates

1. **November 24, 2014:** Draft version created.
2. **December 22, 2014:** Updated steps on page 11 to access the Practice Test Site to run the Infrastructure Trial.

Infrastructure Trial Overview

The Infrastructure Trial is an opportunity for districts and schools to prepare for the operational computer-based test administrations by simulating test-day network utilization, determining any school or district issues, and confirming that all workstations 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 preparation materials.
- 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, appropriate switches and hubs, power supplies) that will be used for testing.
- Schools will manage the test sessions in the Test Administration (TA) Training Site Interface and will use the web-based Diagnostic Readiness Tool provided by AIR 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 thirty minutes. During this time users will log in, supply random answers, and submit the test.
- Schools are encouraged to run the Trial in their testing rooms on their testing workstations 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**. In order to create a Trial that is slightly larger than the tests used by Florida, items from Florida's training tests are repeated throughout the Infrastructure Trial. Content-specific practice tests, called Training Tests, are available for students at <http://www.fsassessments.org/training-tests>. The Training Tests are intended to familiarize students with the types of items that will make up the tests and with the tools that will be available to them in AIR'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, walk you through tasks required before, during, and after a Trial, and familiarize you with the Test Administrator (TA) Interface and the Testing Delivery System (TDS). It is recommended that you read through the entire guide before starting the Infrastructure Trial Test.

The major topics covered in this guide are:

- 1.0 Contacting the FSA Help Desk.** This section provides instructions and information on contacting AIR Customer Support with questions or technical issues.
- 2.0 Using the Web-Based Diagnostic Readiness Tool.** This section provides instructions for using the Diagnostic Readiness Tool.
- 3.0 Running the Infrastructure Trial Test.** This section provides the instructions for the Test Administrator (TA) Interface, Student Interface, and Infrastructure Trial Test.
- 4.0 Follow-Up.** The final section will include instructions for providing the district and AIR with feedback regarding your Infrastructure Trial.

Glossary of Important Terms

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

FSA Portal: Resources and information for district and school personnel are located in the FSA Portal, which is accessed at www.FSAssessments.org. The portal is organized by user roles and also includes links to the Test Delivery System (TDS), Test Information Distribution Engine (TIDE), and Online Reporting System (ORS).

Online Reporting System (ORS): ORS allows school and district personnel to track the progress of student testing and access student results. ORS is accessed via the FSA Portal using the same username and password used to access other AIR systems.

Secure Browser: The secure browser allows students to access the computer-based FSA 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 in the FSA Portal.

Session ID: Session IDs are unique codes generated by the Test Administrator Interface. In addition to their username and password, students use the Session ID to log into computer-based FSA assessments. Test Administrators must record the Session ID as part of their security log.

TDS: The Test Delivery System is comprised of two systems: The Test Administrator (TA) Interface, used to create and manage test sessions, and the Student Interface (the secure browser), used to access the testing site.

TIDE: The Test Information Distribution Engine supports the registration or preidentification of students for assessments, managing users for FSA systems, managing orders for testing materials, and distributing voice packs.

1.0 Contacting the FSA Help Desk

If technical assistance is needed at any point during your Infrastructure Trial, contact the FSA Help Desk at 866-815-7246 or fsahelpdesk@air.org.

Make sure that you know the answers to all relevant questions below so that AIR can assist you effectively and efficiently:

- Are you using a PC or a Mac?
- 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?
- What was the error message? If there wasn't an error message, what are you unable to do?
- Is the student using a Windows, Mac, or mobile device?
- What step of the Infrastructure Trial Test was the student/volunteer trying to complete when he/she encountered an error?
- Did an error code or message appear?

2.0 Using the Web-Based Diagnostic Readiness Tool

The web-based Diagnostic Readiness Tool performs a system check to assess the readiness of a particular computer for testing. One of the checks is 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 Sign In page (on the secure browser or at <http://FSAssessments.org/training-tests>) select the Run Diagnostics Link.

- 2) The Diagnostic Readiness Tool asks the user to indicate the number of students that they expect to simultaneously test, and the system will test the bandwidth and calculate the peak simultaneous loads given the desired number of testers.

- 3) After the Diagnostic Readiness Tool runs, the system reports back confirmation that bandwidth is adequate, or suggests a likely maximum number of students supported, as seen below.

The screenshot shows the 'Florida Standards Assessments Student Testing Site' interface. At the top left is the Florida Standards Assessments logo. The page title is 'Student Testing Site'. The main content area contains a diagnostic tool with the following elements:

- Instructional text: "This page allows you to check the current bandwidth of your network. Select a test from the drop-down list and enter the maximum number of students likely to test at one time, then click [Run Network Diagnostics Tests]."
- System information fields:
 - Your Operating System: **Windows 7**
 - Your Browser Version: **Chrome v38**
 - Secure Browser: **false**
- Network Diagnostics section:
 - Select Test: **Mathematics** (dropdown menu)
 - Enter the total number of students you would like to test at one time: **125** (input field)
 - Run Network Diagnostics Tests (button)
- Results section:
 - Download Results: **18.787 Mbps download.**
 - Upload Results: **17.241 Mbps upload.**
- Bandwidth Summary (highlighted in green):

Given the current load on your system, you should be able to test the requested number of students at this location. (Please note: The throughput estimates include the encryption/decryption overhead for data transfer. Throughput estimates change as the network conditions change and can vary each time you run this tool.)
- Navigation buttons: **Return to Login** and **TTS Check**

At the bottom right, there is a footer for American Institutes for Research: 1300 Thomas Jefferson Street, 507 Washington, DC 20007.

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

3.0 Running the Infrastructure Trial Test

3.1 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 please see the *Test Administrator User Guide*, available on the portal.

3.2 Creating a Test Session

Accessing the TA Training Site

1. Select the [**Test Administrators**] card on the portal.

FSA Portal User Cards



2. Select [**TA Training Site**].

Portal Card for TA Training Site

You will be directed to the login screen. Enter your Username (email address) and password into the respective text fields.



3. Select [**Log In**]. You will be directed to the TA Training Site.

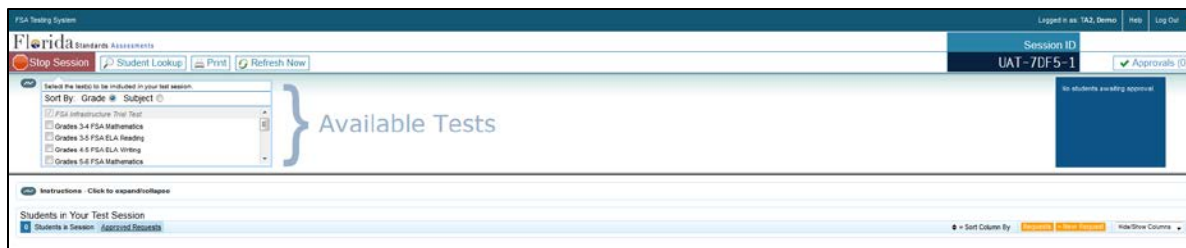
3.3 Starting a Session

The session must be started before guest students are able to log in to the Test Delivery System (TDS) Student Interface for the Infrastructure Trial Test.

1. In the TA Training Site, Go to the test selection box under the [**Start Session**] button in the top panel.
2. Select the checkbox next to the **FSA Infrastructure Trial Test** to include it in the test session.
 - o Once you have selected the test, the [**Start Session**] button will become active:



3. Select the [**Start Session**] button.
 - o The name of the selected test(s) will appear in italics and will be grayed out.
 - o The [**Stop Session**] button will replace the [**Start Session**] button.
 - o The Session ID will be generated and appear below "Session ID."



4. Display the Session ID for the users who will log in to your test session. Display this Session ID in a location where it is visible to 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.**

3.4 Guest Students

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 simply log in to the Test Delivery System (TDS) Student Interface as Guest Users and enter the Session ID provided by the TA.

3.5 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.

Each user should be provided a pen or pencil and should log any issues on a sheet of paper.

Say	Thank you for participating in the Infrastructure Trial. If you encounter any problems during the Infrastructure Trial, please describe the problem and state the number of times it occurred on your sheet of paper. If the problem prohibits you from proceeding with the test, please raise your hand and someone will assist you. Are there any questions?
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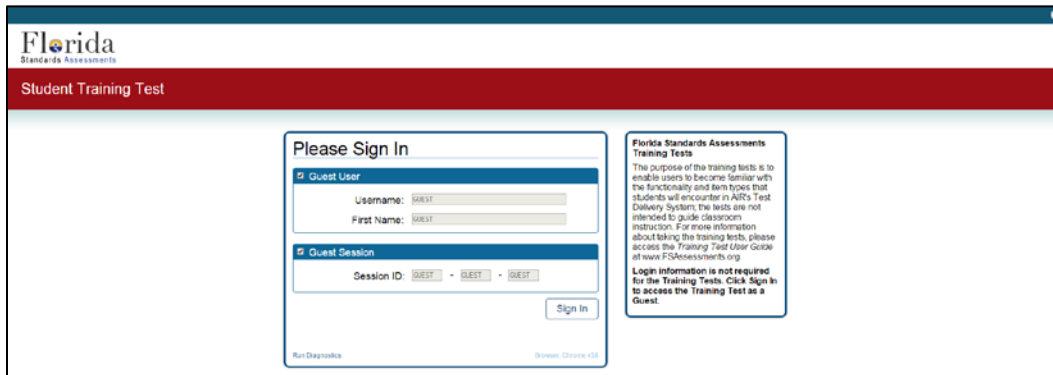
If students are used to conduct the Trial, please say the following:

Say	<p>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.</p> <p>Training 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 training tests.</p>
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Answer any questions.

Say	<p>Launch the FSA Secure Browser icon on your desktop or mobile device.</p> <p>Click "Go to the Practice Test Site" to access the Student Training Test site.</p> <p>A Sign In screen should be displayed. Raise your hand if you do not see the Sign In screen.</p>
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Assist users as needed and make sure everyone is able to get to the Student Training Test Sign In Page, as shown below.



Say Uncheck the Guest Session check box, enter the Session ID, and select the **Sign In** button.

The “Is This You?” screen will appear. Select any grade level and select the **Yes** button.

The “Your Tests” screen will appear. Select the green arrow to start the FSA Infrastructure Trial Test. The “Waiting for TA Approval” screen will appear.

Raise your hand if you are having trouble with any of these steps.

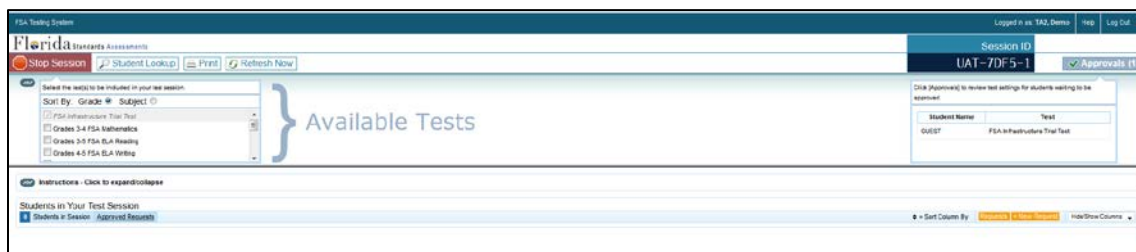
Assist users as needed and make sure everyone has proceeded to the “Waiting for TA Approval” screen.

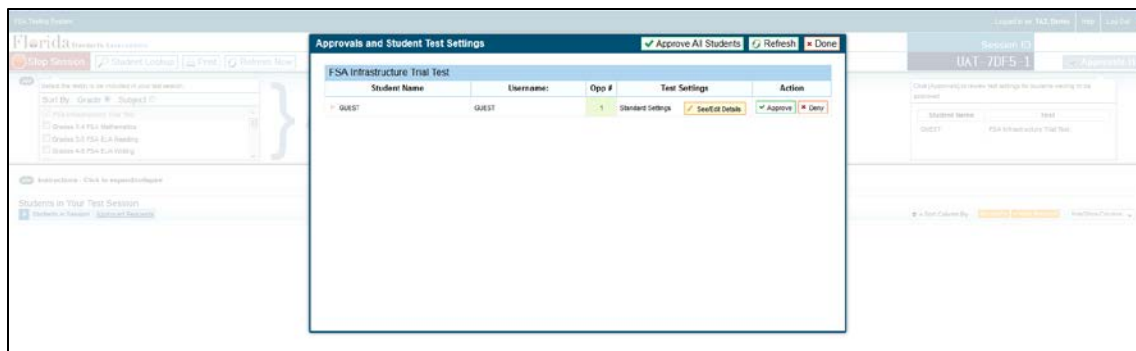
Say The TA will now approve your test session.

To approve users in the TA Interface, first select on the green [✓ **Approvals**] button on the right side of the screen; this will open the separate Approval screen. A list of all users waiting for approval will appear.

- To approve individual users, select the green [✓ **Approve**] button for each 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. All users listed will be approved. However, please note that if you use this option, any users who reach the “Waiting for TA Approval” screen after you have selected [✓ **Approve All Students**] will need to be approved separately.

A sample Approval screen can be seen below:





Say After the TA approves your session you will see the “Is This Your Test?” screen.

Select the **Yes, Start My Test** button.

Scroll to the bottom of the “Test Instructions and Help” screen.

Select the **Begin Test Now** button.

Now that the Infrastructure Trial Test 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 the Infrastructure Trial, take some time to use each tool. These include the Tutorials, Flag, Calculator, Highlighter, Color Contrast, Zoom, and Line Reader tools. Does anyone have any questions about how to use the tools or how to navigate between questions?

When you reach the last question of the test, select the **End Test** button. Then select **Submit Test**. Use your sheet of paper to record any additional comments about your experience.

Now begin working.

Walk around the room and assist users as needed in order to complete the Infrastructure Trial.

Say When you have completed the Infrastructure Trial, select **End Test** on your screen and then, **Submit Test**. Confirm that you want to leave the test, then select **Log Out**.

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

3.6 Stopping a Session

To stop the test session:

1. Select the [**Stop Session**] button in the upper left corner of the screen. An “Important!” box will appear, requesting verification that you want to end the session and log students out.
2. Select [**OK**] to continue. The test session will be closed.

4.0 Follow-Up

If students were used for the Trial and they are interested in accessing training tests, direct them to <http://www.fsassessments.org/training-tests>.

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 FSA Help Desk on any specific technology issues. The school should also share these notes with the district computer-based testing team. The district may also request additional confirmation that the trial has been completed successfully. Report any additional issues or concerns to your district assessment coordinator.