

Spring 2015

Computer-Based
Grades 5–11 ELA Reading
Grades 5–8 Mathematics
End-of-Course Assessments

Test Administration Manual

Spring 2015 Florida Standards Assessments English Language Arts Reading and Mathematics Administration Schedule

Dates	Florida Standards Assessments (FSA)	Grade Level
March 23–April 10, 2015	FSA English Language Arts (ELA) Reading Component* FSA Mathematics*	3–4
April 13–May 8, 2015	FSA ELA Reading Component	5–11
April 13–May 8, 2015	FSA Mathematics	5–8
April 20–May 15, 2015	FSA Algebra 1, Geometry, and Algebra 2 End-of-Course (EOC) Assessments	Multiple grade levels (students to be tested based on course enrollment)

*Indicates a paper-based test.

Any deviation from this schedule requires written approval from the Florida Department of Education (FDOE).

Session Lengths by Grade Level and Subject

FSA ELA Reading Component

All FSA ELA Reading Component assessments are administered in two sessions over two days.

Grade	Session Length	Number of Sessions
3	80 minutes	2
4	80 minutes	2

5	80 minutes	2
6	85 minutes	2
7	85 minutes	2
8	85 minutes	2
9	90 minutes	2
10	90 minutes	2
11	90 minutes	2

FSA Mathematics

All FSA Mathematics assessments are administered over two days. For Grades 6–8, the three sessions may be administered as determined by the district: Sessions 1 and 2 on Day 1 and Session 3 on Day 2, OR Session 1 on Day 1 and Sessions 2 and 3 on Day 2.

Grade	Session Length	Number of Sessions
3	80 minutes	2
4	80 minutes	2
5	80 minutes	2
6	60 minutes	3
7	60 minutes	3
8	60 minutes	3

FSA EOC Assessments

All FSA EOC assessments are administered in two sessions over two days. Any student who has not completed the session by the end of the allotted time may continue working; however, each session may last no longer than half the length of a typical school day.

Subject	Session Length	Number of Sessions
Algebra 1	90 minutes	2
Geometry	90 minutes	2
Algebra 2	90 minutes	2

Table of Contents

Glossary	vi
Introduction: The FSA Program.....	1
Introduction.....	1
About This Manual	1
Test Administration Policies and Procedures	3
Administration Schedule.....	3
Students to Be Tested.....	3
General Information about Accommodations.....	5
Make-Up Administration Procedures	5
Test Materials.....	6
Scientific Calculators	7
Headphones/Earbuds.....	7
Computer and Device Preparations	8
Support During Testing.....	8
Test Security Policies and Procedures	9
Admission of Students to Testing.....	10
Proctors	10
Security Numbers.....	11
Hazardous Materials	11
Missing Materials.....	12
Test Irregularities and Security Breaches	13
Test Invalidation Policies and Procedures.....	15
Test Administrator Responsibilities Before Testing.....	17
Conduct Training Test	17
Prepare the Room for Testing.....	17
Required Administration Information.....	18
Seating Charts	19
Assemble Materials.....	19
Receive Materials.....	21
Communicate Testing Policies to Parents/Guardians and Students	22
Test Administrator Responsibilities During Testing.....	23
Read Script.....	23
Distribute Materials	23

Testing Rules Acknowledgment.....	23
Create, Start, Monitor, and Close the Test Session.....	24
Keep Time.....	25
Maintain Test Security.....	25
Supervise Test Administration.....	26
Script for Administering the Computer-Based Grade 5 ELA Reading Session 1	28
Script for Administering the Computer-Based Grade 5 ELA Reading Session 2	36
Script for Administering the Computer-Based Grades 6–8 ELA Reading Session 1.....	45
Script for Administering the Computer-Based Grades 6–8 ELA Reading Session 2.....	53
Script for Administering the Computer-Based Grades 9–11 ELA Reading Session 1.....	62
Script for Administering the Computer-Based Grades 9–11 ELA Reading Session 2.....	70
Script for Administering the Computer-Based Grade 5 Mathematics Session 1	79
Script for Administering the Computer-Based Grade 5 Mathematics Session 2	87
Script for Administering the Computer-Based Grade 6 Mathematics Session 1	95
Script for Administering the Computer-Based Grade 6 Mathematics Session 2	102
Script for Administering the Computer-Based Grade 6 Mathematics Session 3	109
Script for Administering the Computer-Based Grades 7–8 Mathematics Session 1.....	117
Script for Administering the Computer-Based Grades 7–8 Mathematics Session 2.....	124
Script for Administering the Computer-Based Grades 7–8 Mathematics Session 3.....	132
Script for Administering the Computer-Based Algebra 1 EOC Assessment Session 1	140
Script for Administering the Computer-Based Algebra 1 EOC Assessment Session 2	148
Script for Administering the Computer-Based Geometry EOC Assessment Session 1	157
Script for Administering the Computer-Based Geometry EOC Assessment Session 2	165
Script for Administering the Computer-Based Algebra 2 EOC Assessment Session 1	174
Script for Administering the Computer-Based Algebra 2 EOC Assessment Session 2	182
Test Administrator Responsibilities After Testing	191
Return Materials to the School Assessment Coordinator	191
Comment Form	191
School Assessment Coordinator Responsibilities Before Testing.....	192
Receive Materials.....	192
Required Administration Information.....	193
Seating Charts	194
Assign Proctors	194
Ensure Implementation of Accommodations.....	194

Meet with Technology Coordinator.....	194
Prepare Test Settings, Computers, and Devices.....	195
Preparation and Training.....	195
Arrange CBT Training Test Sessions.....	197
Manage Student Information in TIDE.....	197
Student Demographic Information (Paper-Based Accommodations).....	197
Preidentified Student Labels.....	200
School Assessment Coordinator Responsibilities During Testing.....	202
Supervise Test Administration and Maintain Test Security.....	202
Testing Rules Acknowledgment.....	202
Monitor Student Progress.....	202
Supervise Make-Up Administrations.....	202
School Assessment Coordinator Responsibilities After Testing.....	203
Update Student Information.....	203
Invalidate Tests.....	203
Record Accommodations.....	203
Prepare Materials for Return.....	203
Comment Form.....	203
District Assessment Coordinator Responsibilities Before Testing.....	204
Receive Materials.....	204
Required Administration Information.....	206
Seating Charts.....	206
Create TIDE/TDS Accounts.....	206
Train School Assessment Coordinators and Technology Coordinators.....	206
Ensure Implementation of Accommodations.....	207
District Assessment Coordinator Responsibilities During Testing.....	208
Monitor Test Administration and Maintain Test Security.....	208
Test Status Monitoring.....	208
Communicate with FDOE.....	208
District Assessment Coordinator Responsibilities After Testing.....	209
Prepare Boxes for Return.....	209
District Assessment Coordinator ONLY Boxes.....	209
Comment Form.....	209
Appendix A: Accommodations.....	211

Overview.....	212
Test Accommodations for Students with Disabilities (General Information)	212
Accommodations for Students with Disabilities.....	213
Unique Accommodations.....	218
Accommodations for English Language Learners (ELLs)	218
Appendix B: FSA Help Desk.....	221
Appendix C: Florida Test Security Statute and Rule.....	223
Florida Test Security Statute.....	225
Florida State Board of Education Test Security Rule.....	227
Appendix D: Perforated Forms and Signs.....	229
Test Administration and Security Agreement.....	231
Test Administrator Prohibited Activities Agreement	233
Test Materials Chain of Custody Form	235
Security Log	237
Administration Record/Security Checklist	239
Do Not Disturb Sign	241
Electronic Devices Sign.....	243

Glossary

American Institutes for Research (AIR): AIR is the assessment vendor for FSA assessments.

Data Recognition Corporation (DRC): DRC is the vendor responsible for processes associated with paper-based FSA materials, including printing, shipping, receiving, and scanning.

District/School Labels: Schools will receive District/School Labels, which must be applied to hand-gridded test and answer books. If a document is hand-gridded and an On-Demand PreID Label cannot be printed, then a District/School Label must be applied to ensure the student's results are reported to the correct district and school.

DO NOT PROCESS Labels: Districts and schools will receive DO NOT PROCESS Labels, which must be applied to any **used** NOT TO BE SCORED test and answer books that should NOT be scanned or counted for participation (i.e., responses were transcribed into another test and answer book). The DO NOT PROCESS Label should be applied in the same location as the PreID or District/School Label and should cover the label currently on the test and answer book.

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).

On-Demand PreID Labels: On-Demand PreID Labels may be printed locally for any students who were not included in the original PreID upload for this administration or for students who transferred to a school after the PreID upload. Districts and schools will receive blank labels for printing On-Demand PreID Labels.

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.

School Box Range Sheet: The School Box Range Sheet shows the number of boxes packaged for each site within a district. For district sites, the School Box Range Sheet will identify the number of boxes packaged for each school and the district. For school sites, the School Box Range Sheet will identify the total number of boxes shipped to the school.

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 in to computer-based FSA assessments. Test administrators must record the Session ID with their required administration information.

Student Interface: Students use the Student Interface to log in to and take computer-based FSA assessments.

Test Administrator Interface: Test administrators use the Test Administrator Interface to create and monitor test sessions for all computer-based FSA assessments.

Test Delivery System (TDS): All computer-based FSA assessments are administered via TDS, which includes the Test Administrator Interface as well as the Student Interface.

Test Information Distribution Engine (TIDE): TIDE is the enrollment and user management system for FSA assessments. Student enrollment and test eligibility information is managed via TIDE. All school and district personnel who will administer FSA assessments must have user accounts in TIDE.

Test Tickets: Student Test Tickets contain login information for students. Each student must have a test ticket to log in to computer-based FSA assessments. Test tickets are generated in TIDE and contain the following fields: Username, Last Name, First Name (password), Grade, Date of Birth, Student ID Number, District, and School.

Introduction: The FSA Program

Introduction

The Florida Standards in Mathematics and English Language Arts were approved by the Florida State Board of Education in February 2014 and are being fully implemented in grades K–12 in the 2014–2015 school year. All Florida schools teach the Florida Standards, and FDOE has contracted with AIR to develop and administer new statewide assessments. These assessments will provide parents, teachers, policy makers, and the general public with information regarding how well students are learning the Florida Standards.

The following FSA assessments will be administered for the first time in Spring 2015:

- Grades 3–11 English Language Arts (Writing component in grades 4–11)
- Grades 3–8 Mathematics
- Algebra 1 End-of-Course Assessment
- Geometry End-of-Course Assessment
- Algebra 2 End-of-Course Assessment

For more information about the FSA program, please visit the FSA Portal at www.FSAssessments.org.

About This Manual

This test administration manual includes scripts and instructions for administering the Spring 2015 computer-based FSA ELA Reading, FSA Mathematics, and FSA EOC assessments. (See the table on the next page for grade levels tested by subject and mode.) Note that while test security policies and procedures for FSA administrations are very similar to those in place for FCAT/FCAT 2.0/Next Generation Sunshine State Standards (NGSSS) EOC assessments, it is imperative that all district and school personnel involved in FSA administrations familiarize themselves thoroughly with all test administration and security policies and procedures described in the FSA test administration manuals. School personnel should communicate with their district offices about any questions or concerns prior to test administration, and district personnel should contact FDOE if guidance or clarification is needed.

This manual includes scripts and instructions for administering Grades 5–11 FSA ELA Reading, Grades 5–8 FSA Mathematics, and FSA Algebra 1, Geometry, and Algebra 2 EOC assessments. The *Spring 2015 FSA Paper-Based Test Administration Manual (Spring 2015 FSA PBT Manual)* includes scripts and instructions for administering Grades 3 and 4 FSA ELA Reading Component and FSA Mathematics.

Scripts and instructions for administering accommodated computer-based forms (masking, text-to-speech) and paper-based accommodations (regular print, large print, braille, one-item-per-page) are available in the FSA Portal.

District and school personnel should refer to the *2014–2015 FSA Paper-Based Materials Return Instructions*, available in the FSA Portal, for guidance regarding the packaging and return of paper-based materials after testing. This information is not provided in the test administration manuals for the FSA assessments.

District and school personnel administering computer-based tests will also need to read and have access to the following user guides prior to and during test administration:

- *TIDE User Guide* (District and School Assessment Coordinators)
- *Test Administrator User Guide* (Test Administrators and School Assessment Coordinators)
- *ORS User Guide* (District and School Assessment Coordinators)

Grade Levels Tested by Subject and Mode

Grade Level	ELA Reading	Mathematics	Paper-Based Test	Computer-Based Test
3	✓	✓	✓	
4	✓	✓	✓	
5	✓	✓		✓
6	✓	✓		✓
7	✓	✓		✓
8	✓	✓		✓
9	✓			✓
10	✓			✓
11	✓			✓
Algebra 1 EOC				✓
Geometry EOC				✓
Algebra 2 EOC				✓

Test Administration Policies and Procedures

Administration Schedule

Refer to the inside front cover of this manual for administration windows. Any deviation from this schedule must be approved in writing by FDOE.

Test administrators must allow the exact amount of time allotted for test sessions and must not collect test materials or instruct students to submit computer-based tests until the end of the test session. While some students may finish before the time allotted for testing ends, this policy is in place to provide a fair environment for students who require all or most of the allotted time and to avoid pressuring any student to finish early.

Students to Be Tested

All students enrolled in tested grade levels/subjects participate in the Spring 2015 FSA administration with or without accommodations, per Section 1008.22(3)(a), Florida Statutes.

Special Program Students

For all special program students, the parent/guardian is responsible for contacting the district to register the student for the selected assessments and for transporting the student to and from the district-assigned testing location. The parent/guardian is also responsible for providing the following to the testing location on or before the day of the test: all student demographic information (see pages 197–199), photo identification (if the student is unknown to the test administrator or other school staff), and emergency contact information.

Home Education Program Students

Students who receive instruction at home and are registered appropriately with their district office as Home Education Program students are eligible to participate in statewide assessments. If parents or guardians have identified an FSA assessment as a selected measure of their child's annual progress, Home Education program students may participate in an FSA administration, as directed by the district assessment coordinator.

McKay Scholarship Program Students

Students enrolled in PRIVATE schools through the McKay Scholarship Program **may** participate in statewide assessments.

Students enrolled in PUBLIC schools through the McKay Scholarship Program are required to participate in statewide assessments as outlined in their individual educational plans (IEPs).

Florida Tax Credit (FTC) Scholarship Program Students

S. 1002.395(7)(e), F.S., allows for a private school student enrolled in the FTC Scholarship Program to participate in the statewide assessments. If enrollment information is accurate and paper-based materials are packaged properly, results will be returned to the FDOE Office of Independent Education & Parental Choice for distribution to the parent/guardian.

Virtual School Program Students

Students enrolled **full time** in a virtual school program and who meet the requirements for students to be tested for this administration must be accommodated for testing in the district in which they reside. These students should not be confused with Home Education Program students.

Students who receive **part-time** instruction from a virtual program and are enrolled in a brick-and-mortar district public school or the district Home Education Program should be coded with the district/school numbers for their organization of enrollment to ensure they are reported to the correct schools.

English Language Learners (ELLs)

All ELLs participate in statewide assessments. ELLs who have been enrolled in school in the United States for less than one year may be exempt from FSA ELA assessments (Reading and Writing). Exempt ELLs must participate in the Comprehensive English Language Learning Assessment (CELLA). Additionally, all ELLs enrolled in tested grade levels and subjects are expected to participate in mathematics, science, and EOC assessments no matter how long these students have been enrolled in a U.S. school.

Students with Disabilities

Students with disabilities participate in the statewide assessment program by taking one of the following:

- FSA without accommodations,
- FSA with accommodations, or
- Florida Alternate Assessment.

All determinations regarding participation in the statewide assessment program must be documented in the student's IEP or Section 504 plan.

Per s. 1008.212, F.S., a student with a disability who the IEP team determines is prevented by a circumstance or condition from physically demonstrating the mastery of skills that have been acquired and are measured by the statewide standardized assessment, a statewide standardized EOC assessment, or an alternate assessment shall be granted an extraordinary exemption from the administration of the assessment. A learning, emotional, behavioral, or significant cognitive disability, or the receipt of services through the homebound or hospitalized program in accordance with Rule 6A-6.03020, Florida Administrative Code (FAC), is not, in and of itself, an adequate criterion for the granting of an extraordinary exemption. A written request for an

extraordinary exemption must be submitted to the district school superintendent by the student's IEP team **no later than 60 calendar days before the first day of the administration window of the assessment** for which the request is made. An exemption request for FSA ELA applies to both Writing and Reading assessments and should have been submitted no later than 60 calendar days before the first day of the FSA ELA Writing Component test administration. The Commissioner of Education shall determine whether the extraordinary exemption is granted or denied.

In addition to the extraordinary exemption option, a child with a medical complexity may be exempt from participating in statewide, standardized assessments pursuant to the provisions of s. 1008.22(9), F.S.

General Information about Accommodations

Appendix A provides information concerning allowable accommodations for students with disabilities and for ELLs. The test administrator and the school assessment coordinator are responsible for ensuring that arrangements for accommodations have been made prior to the test administration dates.

For eligible students participating in the computer-based FSA ELA Reading, Mathematics, and EOC assessments, the following accommodations are available:

Accommodated Computer-Based Forms

- Masking
- Text-to-speech
- Masking + Text-to-speech

Reading Passage Booklets

- Regular print Reading Passage Booklets
- Large print Reading Passage Booklets

Paper-Based Test Materials

- Regular print
- Large print
- Contracted braille
- Uncontracted braille
- One-item-per-page

Make-Up Administration Procedures

All security and administration procedures must be followed while conducting make-up tests. Please remember that after ANY administration, initial or make-up, secure materials must be returned immediately to the school assessment coordinator and placed in locked storage. Secure materials must never remain in classrooms or be removed from the school's campus overnight.

For all FSA assessments, sessions must be completed in the designated order. For example, Session 1 **MUST** be completed before Session 2. For assessments with three sessions, students must complete Session 1 and Session 2 before completing Session 3. **Any students absent for a session may not participate in the next session until they have completed the session that they missed.**

Test Materials

The Grades 5–11 FSA ELA Reading Component, Grades 5–8 FSA Mathematics, and all FSA EOC assessments are computer-based tests (CBTs). Paper-based accommodated test materials will be provided for students who require them.

Students participating in this CBT administration receiving the following materials, as applicable:

- CBT Worksheets (ELA Reading Component only)
- Florida Computer-Based Testing Work Folders (Mathematics and EOCs only)
- Reading Passage Booklets (ELA Reading Component with eligible accommodation only)

CBT Worksheets

CBT Worksheets, provided for students taking the FSA ELA Reading Component, are single letter-sized worksheets. Students may use the front and back of the worksheet to take notes during each session of ELA Reading. The Testing Rules Acknowledgment is printed on the back of the CBT Worksheet.

Worksheets are distributed to students at the beginning of each ELA Reading test session. School assessment coordinators and test administrators must ensure that students have enough desk space to use their worksheets.

Each student must be given a new worksheet for each ELA Reading test session. Used worksheets are considered secure materials and must be kept in locked storage and returned in the District Assessment Coordinator **ONLY** box.

CBT Worksheets are not provided for students testing with paper-based accommodations. These students may use the blank space in their test and answer books to take notes.

Work Folders

Florida Computer-Based Testing Work Folders, provided for students taking FSA Mathematics and EOCs, are four-page folders that students may use to work the mathematics problems. The Testing Rules Acknowledgment is printed on page two. The last page of the folder (back cover) is printed with graph paper.

Work folders are distributed to students at the beginning of each mathematics test session. School assessment coordinators and test administrators must ensure that students have enough desk space to use their folder.

Each student must be given a new work folder for each mathematics test session. Used work folders are considered secure materials and must be kept in locked storage and returned in the District Assessment Coordinator ONLY box.

Work folders are not provided for students testing with paper-based accommodations. These students may use the blank space in their test and answer books to work the problems.

Reading Passage Booklets

Reading Passage Booklets are provided for eligible students taking a computer-based ELA Reading assessment who have this accommodation identified in their IEPs or Section 504 plans. Regular print and large print versions of the passage booklets are available. The booklets contain reading passages but do not contain test items. Students may write in the booklets but will respond to test items on the computer or device they will use for the assessment.

Sessions 1 and 2 of the Reading Passage Booklet are sealed separately. Students should break the appropriate seal at the beginning of each session, according to the instructions in the administration script. **Reading Passage Booklets are secure materials and must be stored in a secure location before and after testing.**

Scientific Calculators

Grades 7 and 8 FSA Mathematics and Algebra 1, Geometry, and Algebra 2 EOC assessments include a scientific calculator in the test delivery system. The scientific calculator is available for Sessions 2 and 3 of the Grades 7 and 8 Mathematics and for Session 2 of the Algebra 1, Geometry, and Algebra 2 EOCs.

Handheld scientific calculators MAY be provided to ALL students during the appropriate test sessions. FDOE is not providing a list of approved handheld calculators; instead, a list of required and prohibited functionalities is provided. The list of required and prohibited calculator functionalities is available in the FSA Portal.

Providing a calculator with prohibited functionality or in the incorrect test session (Session 1) is cause for test invalidation.

Headphones/Earbuds

Grades 5–11 students MUST have headphones or earbuds for the CBT ELA Reading Component assessment. There are no technical specifications for headphones or earbuds. FDOE does not provide headphones or earbuds; however, students may use their own. These should be checked to ensure they work with the computer or device the students will use for the assessment prior to the first day of testing. A sound test is also built in to the assessment, and students are asked to verify that headphones and earbuds are working prior to entering the test.

Computer and Device Preparations

The AIR Secure Browser must be installed on all computers or devices that students will use for testing. Instructions for installing the Secure Browser are available in the FSA Portal.

Information on devices supported for testing are found in *System Requirements for Online Testing*, also available in the portal.

Support During Testing

During testing, a test administrator should not attempt to resolve technical issues if it is disruptive to students. The test administrator must have a way to contact the school assessment coordinator or technology coordinator without leaving the room unattended. If a student has difficulty logging in or gets kicked out of his or her test more than once, the student should not continue to attempt to log in until the issue is diagnosed and resolved.

The FSA Help Desk may be contacted at 866-815-7246 or at **fsahelpdesk@air.org**. The Help Desk is open 7:00 a.m.–8:30 p.m. ET, Monday–Friday (except holidays). Test administrators are encouraged to refer to the *Test Administrator User Guide* and other CBT resources available in the portal.

Test Security Policies and Procedures

Florida State Board of Education Rule 6A-10.042, FAC, was developed to meet the requirements of the Test Security Statute, s. 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment. The rule prohibits activities that may threaten the integrity of the test. See Appendix C for the full text of the Florida Test Security Statute and State Board of Education Rule. **Please remember that inappropriate actions by school or district personnel can result in student or classroom invalidations, loss of teaching certification, and/or involvement of law enforcement.**

Examples of prohibited activities are listed below:

- Reading or viewing the passages or test items before, during, or after testing
- Revealing the passages or test items
- Copying the passages or test items
- Explaining the passages or test items for students
- Changing or otherwise interfering with student responses to test items
- Copying or reading student responses
- Causing achievement of schools to be inaccurately measured or reported

Please read and familiarize yourself with the Statute and Rule in Appendix C.

If students with current IEPs, Section 504 plans, or ELL plans have allowable accommodations documented, test administrators may provide accommodations as described in Appendix A and may modify the script as necessary to reflect the allowable accommodations.

The security of all test materials must be maintained before, during, and after test administration. Under no circumstances are students permitted to assist in preparing secure materials before testing or in organizing and returning materials after testing.

After ANY administration, initial **or** make-up, secure materials (e.g., passage booklets, test tickets, used worksheets, used work folders) must be returned immediately to the school assessment coordinator and placed in locked storage. The *Test Materials Chain of Custody Form* must be maintained at all times. **No more than three people should have access to the locked storage room.** Secure materials must never be left unsecured and must not remain in classrooms or be taken off the school's campus overnight. **Secure materials should never be destroyed (e.g., shredded, thrown in the trash), except for soiled documents, as described in the "Hazardous Materials" section on page 11.**

Any monitoring software that would allow test content on student workstations to be viewed or recorded on another computer or device during testing must be turned off.

District assessment coordinators must ensure that all school administrators, school assessment coordinators, technology coordinators, test administrators, and proctors receive adequate training

prior to test administration and that all personnel sign and return a *Test Administration and Security Agreement* stating that they have read and agree to abide by all test administration and test security policies and procedures. Additionally, any other person who assists the school assessment coordinator, technology coordinator, or test administrator must sign and return an agreement.

Test administrators must sign the *Test Administrator Prohibited Activities Agreement*, located in Appendix D. Remember that ALL test administrators must be certified educators. Non-certified school personnel must NOT be allowed to serve as test administrators.

Each school is required to maintain an accurate Security Log, provided in Appendix D, and an accurate seating chart for each testing room. Anyone who enters a testing room for the purpose of monitoring the test is required to sign the log. This applies to test administrators, proctors, and anyone who relieves a test administrator, even for a short break, regardless of how much time he or she spends monitoring a testing room.

Test administrators must NOT administer tests to their family members. Students related to their assigned test administrator should be reassigned to an alternate test administrator. In addition, under NO circumstances may a student’s parent/guardian be present in that student’s testing room.

Admission of Students to Testing

Precautions must be taken at testing sites when students are unknown to the test administrator or other school staff. For security purposes, photo identification, such as a Florida ID or school ID, must be checked before admitting unfamiliar students to a testing room.

Proctors

To ensure test security and avoid situations that could result in test invalidation, FDOE strongly discourages testing students in large groups (e.g., in a cafeteria or an auditorium). If students are tested in a large group, the appropriate number of proctors MUST be assigned to the room to assist the test administrator. Refer to the table below for the required number of proctors.

1–25 students	Test Administrator*
26–50 students	Test Administrator and 1 Proctor
51–75 students	Test Administrator and 2 Proctors

* FDOE strongly recommends that proctors be assigned to rooms with 25 or fewer students whenever possible. **Refer to the Spring 2015 FSA PBT Manual for the number of proctors required for paper-based test administrations.**

School personnel and **non-school personnel** may be trained as proctors (only certified school personnel may be trained as test administrators). Prior to testing, inform all proctors of their

duties and of the appropriate test security policies and procedures. **School personnel** duties may include preparing and distributing materials (e.g., worksheets). **Non-school personnel** may assist test administrators during test administration; however, they may NOT participate in any of the test administration procedures (e.g., distributing and collecting test materials, providing accommodations). Volunteers (e.g., parents, retired teachers) may be trained as proctors and may perform non-school personnel duties.

All proctors may help monitor rooms during test administration; however, they may NOT assist in rooms where their family members are testing.

Proctors and anyone who assists with any aspect of test preparation or administration must be informed of the test security laws and rules prohibiting any activities that may threaten the integrity of the test. Each proctor who monitors a testing room for any length of time must sign a *Test Administration and Security Agreement* and the Security Log for that room.

Security Numbers

All regular print test and answer books, Reading Passage Booklets, and special document (large print, braille, and one-item-per-page) test materials are secure documents and must be protected from loss, theft, and reproduction in any medium. A unique identification number and a bar code are printed on the front cover of all secure documents. The security number consists of the last eight digits of the identification number. These eight digits are located under the bar code on the right. In the sample below, the security number is 00000001.



Security Number

A range sheet on top of each pack of test and answer books identifies the range of security numbers in the pack. Schools are expected to maintain test security by using the security numbers to account for all secure test materials before, during, and after test administration until the time they are returned to the contractor.

Hazardous Materials

If a used test and answer book is soiled (e.g., with blood or vomit), the district assessment coordinator should email the security number to the FSA Help Desk, attention DRC, at fsahelpdesk@air.org. At their discretion, school personnel may transcribe responses into a replacement test and answer book.

The damaged test and answer book should then be destroyed or disposed of in a secure manner (e.g., shredding, burning). Soiled test and answer books should not be returned with test materials.

Missing Materials

School assessment coordinators must verify that all secure materials on the packing list are received and should report any mispackaged or missing materials to their district assessment coordinator immediately. The *Test Materials Chain of Custody Form* must be maintained at all times. Individuals responsible for handling secure materials are accountable for the materials assigned to them. Test administrators should report any missing materials to the school assessment coordinator immediately.

Schools must investigate any report of missing materials. If, after a thorough investigation, a secure document is not found, the school assessment coordinator must contact the district assessment coordinator. If guidance is needed, the district assessment coordinator should call the Bureau of K–12 Student Assessment immediately to discuss a plan of action. This action may include the involvement of local law enforcement personnel.

A written report must be submitted to the Bureau of K–12 Student Assessment within 30 calendar days after secure materials have been identified as missing. The report must include the following, as applicable:

- the nature of the situation,
- the time and place of the occurrence,
- the names of the people involved,
- copies of completed forms (*Test Administration and Security Agreements*, *Test Administrator Prohibited Activities Agreements*, *Test Materials Chain of Custody Form*, etc.),
- a description of the communication between the district assessment coordinator’s office and school personnel,
- how the incident was resolved, and
- what steps are being implemented to avoid future losses.

A form to report missing secure materials can be found in the portal. School personnel and district assessment coordinators may use this form, manipulate this form, or create their own form to submit with a written report.

School personnel should submit completed forms to the district assessment coordinator. District assessment coordinators should verify that all pertinent information has been included and then should submit the written report to FDOE via email as indicated on the form. **Remember that secure student information (e.g., SSN) must not be communicated via email.**

Test Irregularities and Security Breaches

Test Irregularities

Test administrators should report any test irregularities (e.g., disruptive students, loss of Internet connectivity) to the school assessment coordinator immediately. A test irregularity may include testing that is interrupted for an extended period of time due to a local technical malfunction or severe weather. School assessment coordinators must notify district assessment coordinators of any test irregularities that are reported. Decisions regarding test invalidation should not be made prior to communicating with the district assessment coordinator. If further guidance is needed or to report an irregularity requiring action by FDOE (e.g., reporting teacher misconduct to the Office of Professional Practices), district assessment coordinators should contact the Bureau of K–12 Student Assessment. For any test irregularities that require investigation by the district, a written report must be submitted as indicated below.

Security Breaches

Test administrators should report possible breaches of test security (e.g., secure test content that has been photographed, copied, or otherwise recorded) to the school assessment coordinator immediately. If a security breach is identified, the school assessment coordinator must contact the district assessment coordinator, and the district assessment coordinator should contact the Bureau of K–12 Student Assessment immediately to discuss a plan of action. This action may include the involvement of local law enforcement personnel. For all security breaches, a written report must be submitted as indicated below.

Submit a Written Report

For test irregularities requiring further investigation by the district and for security breaches, a written report must be submitted within 10 calendar days after the irregularity or security breach was identified. District assessment coordinators should submit the report through FDOE’s ShareFile site using the following procedure:

1. Log in to ShareFile at **fldoe.sharefile.com** and retrieve the blank Test Administration Incident Report Form from the Forms and Templates folder. (Note: FDOE recommends that districts download the file each time a new investigation is initiated in order to guarantee the use of the most up-to-date form.)
2. Save the file locally and change the file name to the appropriate district name, the word “Investigation,” underscore, and the date submitted, like so:
DistrictInvestigation_MMDDYYYY.
3. Complete the form.
4. Upload the completed form to the appropriate district folder (*not* to the Forms and Templates folder).
5. ShareFile will notify FDOE that a document has been uploaded to the district folder. FDOE will locate the file, assign an Incident ID number to the investigation, and notify the district contact of our receipt of the file and the assigned ID.

6. FDOE will then determine whether the incident warrants further investigation and, if necessary, request additional information/documentation from the district. Additional requested information or documentation should also be uploaded to the district's ShareFile folder.
7. If warranted, FDOE will add a memorandum summarizing the incident to the district's ShareFile folder and will then provide the contents of the district folder to the Office of Professional Practices at FDOE.

Test Invalidation Policies and Procedures

District assessment coordinators should advise schools of the appropriate course of action if invalidation is being considered. Remember that the main purpose of invalidation is to identify when the validity of test results has been compromised.

A test administrator should discuss any situation involving possible invalidation with the school assessment coordinator, and the situation should be investigated immediately.

For assistance identifying circumstances when invalidation is an appropriate course of action, review the guidelines below. For information on how to invalidate a computer-based test in TIDE, see page 203.

1. **A student has an electronic device during testing.** If a student is found with an electronic device that he or she is not using for testing purposes during testing or during breaks within a session, the student's test **MUST** be invalidated.
2. **A student is cheating during testing.** Cheating is cause for immediate test invalidation. Possible cheating situations include looking at or copying from another student's test, allowing another student to look at or copy from the student's test, or accessing unauthorized aids.

Please note, as stated in Rule 6A-10.042, FAC, in situations involving cheating, a report must be submitted to FDOE within 10 calendar days of the incident, as stated on page 13.

3. **A student becomes ill and is unable to finish, OR a student is not allowed the correct amount of time.** Invalidation decisions should be made based on whether the student was provided adequate time to respond completely to the test items. The student should be asked if he or she is comfortable with his or her performance on the test to determine if the test should be scored. If the student feels he or she was provided enough time to respond completely, the test should be submitted for scoring.

If it is determined that the student was not provided adequate time to respond completely AND the validity of the test results has been compromised, the test should be invalidated. However, if the validity of the test results has not been compromised AND the student has not left the school's campus, the student may return to the testing room during the same school day to complete the test. If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will **NOT** be allowed to complete that test session.

4. **A student is given an accommodation not allowed on statewide assessments.** If a student is given an accommodation that is not allowed on statewide assessments and compromises the validity of the test, that student's test must be invalidated. For information about allowable accommodations, see Appendix A. Test administrators who will administer tests to students who require accommodations should be familiar with allowable accommodations to ensure they are not offering classroom testing accommodations that are not allowed on statewide assessments.

- 5. A student is given an accommodation not indicated on the student’s IEP, Section 504 plan, or ELL plan.** Testing with accommodations not indicated on a student’s IEP, Section 504 plan, or ELL plan may be cause for invalidation.
- 6. A student was NOT provided an allowable accommodation indicated on the student’s IEP, Section 504 plan, or ELL plan.** The situation should be discussed with the student and his or her parents/guardians to determine if the lack of the accommodation significantly affected the student’s performance and if the test should be scored.
- 7. An error occurs in test administration procedures that could compromise the validity of test results.** If the validity of the test results has been compromised (e.g., a student had access to an unauthorized visual aid that gave an unfair advantage), the test must be invalidated.
- 8. A disruption occurs during testing.** If students are disrupted during testing due to a circumstance out of their control (e.g., severe weather), test invalidation may be considered if a student feels his or her performance was significantly affected by the disruption.
- 9. A student is given unauthorized help during testing.** If a student received unauthorized assistance or has been given an unfair advantage (e.g., a test administrator has told a student to check the answer to a specific item), the student’s test must be invalidated.
- 10. A student is disruptive during testing.** If a student is disruptive during testing, the school assessment coordinator should determine whether invalidation is an appropriate course of action.

Test Administrator Responsibilities Before Testing

Please use the *Test Administrator Checklist* before, during, and after testing. This checklist is available in the portal.

Test administrators **MUST** be certified educators. If you are not a certified educator, you may not administer an FSA assessment.

Remember, you must complete the following prior to testing:

- Read, sign, and return a *Test Administration and Security Agreement* verifying that you have read the appropriate sections of the test administration manual, are familiar with the test security statute and security policies, and have received adequate training; and
- Read, sign, and return a *Test Administrator Prohibited Activities Agreement*.

Failure to sign the agreements and comply with the policies and procedures as indicated may result in the invalidation of student tests and/or loss of teaching certification.

Conduct Training Test

Prior to this computer-based test administration, conduct a training test session based on instructions from your school assessment coordinator. The training tests contain sample test items to prepare students for the computer-based FSA assessments and will help familiarize you and your students with the CBT tools, as well as the process for responding to items on the computer. Students should practice on the type of computer or device they will use for testing (e.g., PC, tablet, laptop). Students who will test using accommodated computer-based forms (text-to-speech, masking) must practice using an accommodated training test administered through the Test Administrator Training site. Students should also be encouraged to access the training test on the portal and practice on their own.

Prepare the Room for Testing

Tests should be administered in a room that has comfortable seating and good lighting. Make sure that the room is adequately ventilated and free of distractions.

Remove or cover all visual aids in the room, such as word lists or charts showing mathematical concepts. Students may not have access to any unauthorized aids. Discuss any concerns with your school assessment coordinator.

Sufficient work space should be provided for students to use their test materials (passage booklets, worksheets, work folders, etc.). Students must not be able to easily view other students' computer or device screens, passage booklets, worksheets, or work folders. During the training test, check the configuration of your testing room to make sure you will be able to provide a

secure environment during testing. Make adjustments prior to the test administration. If necessary, use visual blocks (e.g., file folders taped to the sides of computer screens).

When you arrive on the day of testing, open each student workstation in the testing room to the student login screen as indicated in the script, but do not log in for students. Ensure that you have a way to contact the technology coordinator or school assessment coordinator without leaving the room unattended.

Outside each door to the testing room, post a sign that reads *TESTING— Please Do Not Disturb*. A sign is provided in Appendix D. Also display starting and stopping times as instructed in the test administration script.

Refer to the chart on page 10 for the number of proctors needed. It is recommended that at least one proctor be assigned to all testing rooms, even those with 25 or fewer students.

Required Administration Information

You are required to maintain the following information, as directed by your school assessment coordinator:

- Students assigned to your room—provide Student Names and Student ID Numbers
- Attendance information—P = Present, A = Absent, W = Withdrawn, and P/I = Present but Invalidated
- Grade level
- Session ID (generated in TDS when you create a test session)
- Accommodations provided to students
- Accommodations used by students
- Signatures of test administrator and school assessment coordinator

Record this information according to your school assessment coordinator's instructions. Copy and file all required administration information for future reference. Return the originals to your school assessment coordinator.

Accommodations Codes

The accommodations provided to each student AND the accommodations used by each student during the test administration should be recorded with other required administration information. Schools are responsible for maintaining documentation of accommodations for each student.

Use the following codes to record accommodations with required administration information.

For ESE/504 students:

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL students:

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

Seating Charts

You are required to maintain an accurate seating chart for your testing room. The chart should record the following:

- Room name/number
- Subject
- Student names and their locations in the room during testing
- Direction each student is facing
- Date
- Starting and stopping times
- Your name
- Names of proctors (if applicable)
- Session ID (generated in TDS when you create a test session)
- Laptop/mobile device assignments (if applicable)

All seating charts must indicate the front and back of the room. If students using extra time are moved to a new location or the seating configuration changes during testing, a new seating chart must be created. Seating charts must be returned to your school assessment coordinator after testing.

If you are conducting computer-based testing on laptops or other mobile devices, identify and record the device on which each student is testing.

Assemble Materials**Test Administration Manual**

You will need this manual to read the test administration scripts to students. You are responsible for reading the *Test Administration Policies and Procedures* and *Test Security Policies and Procedures* sections, the *Test Administrator Responsibilities* sections, appropriate appendices, and the administration scripts BEFORE testing. If you are administering a training test, you will also need to access the training test script available in the portal.

When testing students who are allowed certain accommodations, you may need to modify the administration scripts. It is especially important that you review the scripts BEFORE testing begins to determine the necessary modifications. If an accommodation is not provided as indicated on a student's IEP, Section 504 plan, or ELL plan, that student's test may be invalidated. Contact your school assessment coordinator if you have questions about student accommodations.

Scripts and instructions for administering accommodated computer-based forms (masking, text-to-speech) and paper-based accommodations (regular print, large print, braille, one-item-per-page) are available in the FSA Portal.

Pencils/Pens

Students taking computer-based tests should have a pen or pencil to sign below the Testing Rules Acknowledgment and take notes and/or work the problems on their worksheets/work folders on each day of testing.

For students using paper-based accommodations, ensure that students use No. 2 pencils to complete information on the student grid sheets, sign below the Testing Rules Acknowledgment, and record their responses. Students with paper-based accommodations should bring No. 2 pencils on the day of the test, but a supply of sharpened No. 2 pencils should also be available.

Computer or Mobile Device

On the day of testing, CBT test administrators will need a computer or mobile device with access to the internet to create a test session, approve students for testing, and monitor the session. It is also recommended that test administrators have access to the *Test Administrator User Guide*, located in the portal and the TA Interface, to help troubleshoot issues during testing.

Watch or Clock

You will need a watch or clock to ensure that students are allowed the correct amount of time indicated for each FSA test session.

Security Log

You are required to maintain an accurate Security Log for your testing room. Anyone who enters a room for the purpose of monitoring a test **MUST** sign the log. This applies to test administrators, proctors, and anyone who relieves a test administrator, even for a short break, regardless of how much time he or she spends monitoring a testing room. Copy the Security Log in Appendix D and use it as required. This document can also be found in the portal.

Do Not Disturb Sign

Post the Do Not Disturb sign from Appendix D at all entrances to the testing room prior to testing.

Electronic Devices Sign

Post the Electronic Devices sign from Appendix D prior to testing where it will be visible to all students.

Receive Materials

Test Tickets

Your school assessment coordinator will provide you with test tickets for the students testing in your room. Each test ticket includes a student's Username and First Name for logging in to a computer-based test. Test tickets are generated in TIDE. For instructions on generating and printing test tickets, please refer to the *TIDE User Guide*.

Reading Passage Booklets

You may receive Reading Passage Booklets for eligible students taking computer-based ELA Reading assessments if this accommodation is documented in student IEPs or Section 504 plans. Provide the booklets to students with this accommodation as instructed in the administration scripts. Supervise while students break the seal at the beginning of each session as instructed in the scripts. Students may write in these booklets. All booklets must be collected immediately after testing and returned to your school assessment coordinator. **Reading Passage Booklets are secure materials.**

Work Folders and CBT Worksheets

You will receive **work folders** for all students participating in CBT administrations of FSA Mathematics and FSA EOCs to work the problems during each test session. The Testing Rules Acknowledgment is printed on page two of the work folder. Distribute the work folders as instructed in the administration scripts, and collect work folders after each test session. **Used work folders are considered secure materials.**

You will receive **CBT worksheets** for all students participating in CBT administrations of FSA ELA Reading Component assessments. The Testing Rules Acknowledgment is printed on the back of the worksheet. Distribute worksheets as instructed in the administration scripts, and collect worksheets after each test session. **Used worksheets are considered secure materials.**

Calculators

A scientific calculator is available in the test platform for Grades 7 and 8 FSA Mathematics and all FSA EOC assessments. Handheld scientific calculators **MAY** be used by students only if all students are provided with a handheld calculator. Ensure that any handheld scientific calculators have only the allowable functionality, as indicated in the *FSA Mathematics Policies & Materials* document (available in the portal).

The calculator feature is only available to students in Sessions 2 and 3 of Grades 7 and 8 Mathematics and Session 2 of EOC assessments. **If providing handheld calculators, ensure that students are ONLY provided handheld calculators in the appropriate test sessions.** Students testing with paper-based accommodations must be provided a handheld scientific calculator for the appropriate sessions.

Paper-Based Test Materials

If you are administering a test to students with regular print paper-based accommodations, your school assessment coordinator will provide you with the test and answer books for the appropriate subject/grade level. For students using large print, braille, or one-item-per-page materials, see the appropriate instructions posted in the FSA Portal.

Communicate Testing Policies to Parents/Guardians and Students

Prior to testing, make sure students and their parents/guardians understand the following policies:

- **Electronic Devices Policy**—If students are found with ANY electronic devices, including, but not limited to, cell phones or smartphones, during testing OR during breaks, their tests will be invalidated. The best practice would be for students to leave devices at home or in their lockers on the day of testing.
- **Leaving Campus**—If students leave campus before completing a test session (for lunch, an appointment, illness, etc.), they WILL NOT be allowed to complete the test. Students and parents/guardians should be aware of this policy. If a student does not feel well on the day of testing, it may be best for the student to wait and be tested on a make-up day.
- **Discussing Test Content after Testing**—The last portion of the testing rules read to students before they affirm the Test Rules Acknowledgment reads, “After the test, you may not reveal details about the test items or passages to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram. If you are found sharing information about test items or passages, your test will be invalidated.” Please make sure that students understand this policy prior to testing and remind them that “discussing” test content includes any kind of electronic communication, such as texting, emailing, or posting to blogs or social media websites, etc.

Test Administrator Responsibilities During Testing

If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that session. No exceptions will be made once the student leaves the school's campus. If you have concerns about a student, you should not allow the student to begin. Instead, arrange to administer the test to that student on a make-up day.

If you have concerns about the testing room, discuss them with your school assessment coordinator prior to testing.

Read Script

Read the administration script VERBATIM to students. Note that optional words and phrases appear in italics and parentheses and may be read at your discretion. Please read the important information and adhere to the instructions between the SAY boxes as you read the script to students.

You may make necessary modifications to the script when testing students who are allowed certain accommodations. For example, if a student receives an additional time accommodation, modify references to the amount of time allotted for testing.

To administer accommodated computer-based forms (masking, text-to-speech) or paper-based accommodations (regular print, large print, braille, one-item-per-page), locate the appropriate administration scripts in the FSA Portal.

Distribute Materials

After students are seated, ensure that each student has a pen or pencil. Distribute calculators and work folders or worksheets (as applicable) before testing begins. Read the administration script and distribute test tickets and, if applicable, passage booklets when instructed to do so.

Testing Rules Acknowledgment

After you read the testing rules in the script, students will sign below the Testing Rules Acknowledgment that is printed on page two of the work folder and on the back of the worksheet. The acknowledgment reads, "I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated." As you read the portion of the script regarding the Testing Rules Acknowledgment, walk around the room and ensure that all students sign below the acknowledgment.

If a student in your testing room does not acknowledge the testing rules, contact your school assessment coordinator.

Create, Start, Monitor, and Close the Test Session

In the Test Administrator Interface within TDS, you will create, start, monitor, and close the test session you are administering. These instructions are also included in the test administration script and the *Test Administrator User Guide*. Ensure you understand how to complete these steps BEFORE administering a test, and discuss any questions or concerns you have with your school assessment coordinator or technology coordinator.

Ensure you have test tickets, which contain the following student login information for all students in your testing room:

- First Name as it appears in TIDE
- Username provided in TIDE

Create Test Session

To create the test session, complete the following steps:

- Go to the FSA Portal, click the “Test Administrator” icon, and then click the “Test Administration” icon.
- Log in to the Test Administrator Interface with your username and password.
- Select the test you will be administering (e.g., Grade 9 FSA ELA Reading), and then click “Start Session.”
- Record the Session ID, which students will need in order to log in to the test. The Session ID should be displayed where it is visible to all students and should also be recorded with your required administration information and on your seating chart.
- To log in to the test, students will enter their First Names, their Usernames, and the Session ID. It is important that students enter their Usernames and First Names exactly as they appear on their test tickets.

Approve Students to Test

Once students have logged in to the test, you must approve them. In the Test Administrator Interface, select the “Approvals (#)” button to review the list of students ready to begin testing. Ensure that all students have logged in correctly; then, select “Approve All Students.”

Monitor Test Session

During testing, monitor student progress by viewing the “Student Status” column in the Test Administrator Interface. This page automatically refreshes every 60 seconds. When the page refreshes, student statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from students at any time during testing.

Note: As a security measure, test administrators are automatically logged out after 90 minutes of test administrator and student inactivity. **If you are logged out and there is no student activity, the session will close and all in-progress tests in the session will be paused. You will need to log back in to the Test Administrator Interface, create a new session, and approve students as they log in to resume their tests.** A session will remain active if students are waiting for approval, if students are actively taking the test, or if the Test Administrator is actively interacting with the Test Administrator Interface.

Close Test Session

Once all students have paused or submitted their tests, end the test session immediately by clicking “Stop Session” in the Test Administrator Interface. This will pause any remaining tests, so only select “Stop Session” after all students have finished testing. Then log out of the Test Administrator Interface by clicking “Log Out” in the upper right corner of the screen.

Keep Time

Keep accurate time when administering a test session. Record starting and stopping times in the spaces provided in the script and also display these times for students. **Remember that failure to provide the correct amount of time will likely result in test invalidation.**

Maintain Test Security

Maintain test security at all times, and report violations or concerns to your school assessment coordinator immediately. Adhere to the *Test Security Policies and Procedures* on pages 9–14 and the Statute and Rule in Appendix C, and abide by the *Test Administration and Security Agreement* and the *Test Administrator Prohibited Activities Agreement* that you signed prior to testing.

If students leave the room during a CBT test session for short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student test is paused in TDS, that student must log back in and be approved in TDS before he or she can continue testing.

For a longer break, you must secure a student’s computer or device by pausing the student’s test. Students may pause their own tests before leaving their seats. If the student has not paused his or her test, you must pause the test via the Test Administrator Interface. Your school assessment coordinator will provide instructions.

Maintain your record of required administration information, Security Log, and seating chart during testing.

Supervise Test Administration

Your full attention should be on students at all times during testing. If issues arise during testing, you may need to use your computer or phone to contact your school assessment coordinator; however, it is not appropriate to use the computer or phone for unrelated activities (such as grading or personal communication) during a test session. While students are working, ensure the following:

- Students have cleared their desks or workstations of all materials except for the appropriate test materials (pens or pencils, test tickets, passage booklets, and worksheets or work folders, as applicable)
- Students do not have books, notes, scratch paper (other than their work folders or worksheets), or electronic devices of any kind during testing, even if they do not use them
- Students do not talk to other students or make any disturbance
- Students have signed below the Testing Rules Acknowledgment
- Students are working independently
- Students are working in the correct session

Discussing Test Items with Students

While you may encourage students to continue working, you may NOT talk with them about the items or passages or help them with their responses. Any desktop-viewing programs or similar software that would enable you to view test items and student responses must be turned off during testing. If students finish the test before the allotted time has elapsed, you may encourage them to go back and check their work; however, you may not discuss test items, passages, or answers with students, even after testing has been completed.

Technical Issues

If a student's computer or device is disconnected from the test, contact the technology coordinator to help diagnose any technical issues. Then assist the student with logging in again. Once a student logs back in to his or her test, you will need to approve the student again in TDS. **If a student still has difficulty logging in or gets kicked out of his or her test more than once, do not have the student continue attempting to log in until the issue is diagnosed and resolved.** Additional troubleshooting information is available in the portal.

Student Reports a Defective Item

If a student reports a test item that he or she thinks is defective, note the student's name, grade level, subject, item number, and basic student concern (e.g., two possible answers, no correct answer); however, do not review the item on your own. Most concerns result from a student not reading an item carefully; therefore, encourage the student to reread the item. If the student still thinks that the item is defective, reassure the student that a flawed item will not be used to

calculate student scores. The student should answer the item to the best of his or her ability and continue with the test. Once testing has ended, inform your school assessment coordinator of the concern.

After Testing Is Complete

If permitted by your school assessment coordinator, you may allow students to read after they have finished a session. Students are not permitted to have paper or to write or use their computer or device after they have finished a session, even after their test materials have been collected. **Test materials may not be returned to students once the materials have been collected.**

Script for Administering the Computer-Based Grade 5 ELA Reading

Session 1

80 Minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based and computer-based accommodations are available in the portal.

Remember the following:

- Ensure that you have a Security Log, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have participated in a training test. If any students have not completed a training test, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test session. **No exceptions will be made once the student leaves the school’s campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed and maintain the security of the test during breaks. Students should not discuss or exchange information with anyone during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, tablets) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing a student’s test. If a student is paused in TDS, the student must log back in and be approved in TDS before he or she can continue testing.
- **If a student has difficulty logging in or gets kicked out of his or her test more than once, do not have the student continue to attempt to log in until the issue is diagnosed and resolved.**

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on pages 17–18.
2. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are available in Appendix D.)
3. Ensure that all student desktops are free of any unauthorized aids (e.g., word lists, dictionaries) and that any visual aids have been removed or covered.
4. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks and resuming testing.
5. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
6. Launch the secure browser on student computers or devices prior to beginning the test session.
7. Ensure that you have received the correct test tickets from your school assessment coordinator for all students you will be testing. **Do not distribute tickets until instructed to do so in the script.**
8. Ensure that each student has a pen or pencil.
9. Provide each student with a CBT Worksheet.
10. If you have students who require Reading Passage Booklets (see page 21), make sure that the students have been assigned the correct form for their use and that you have received the booklets from your school assessment coordinator. **Do not distribute the booklets until instructed to do so in the script.**

Create a Test Session

- Go to the FSA Portal, click the “Test Administrator” icon, and then click the “Test Administration” icon.
- Log in to the Test Administrator Interface using your username and password.
- Select the test you will be administering, and then click “Start Session.”
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart.

Note: As a security measure, test administrators are automatically logged out after 90 minutes of test administrator **and** student inactivity. **If you are logged out and there is no student activity, the session will close and all in-progress tests in the session will be paused. You will need to log back in to the Test Administrator Interface, create a new session, and approve students as they log in to resume their tests.** A session will remain active if students are waiting for approval, if students are actively taking the test, or if the Test Administrator is actively interacting with the Test Administrator Interface.

SAY	<p>Today, you are going to take Session 1 of the Grade 5 Florida Standards Assessments English Language Arts Reading Component Test. Remove all materials from your desk except your pen or pencil and your CBT Worksheet.</p> <p>Write your first and last name and today’s date on your CBT Worksheet. You may use your worksheet to take notes. You cannot use any other paper. I will collect your worksheet at the end of this test session.</p> <p>You may not have any electronic or recording devices other than the device you are using to take the test at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. If you are found with any electronic or recording devices at any time during this test session, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
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If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic devices.

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

SAY	Now, look at the login screen. If you do not see this screen, raise your hand.
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If a computer or device is not opened to the login screen, open the secure browser on that computer or device.

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

SAY	<p>Look closely at your test ticket and make sure it has your name, date of birth, and ID number on it.</p> <p>Do NOT sign in before I instruct you to do so.</p> <p>Raise your hand if you do not have the correct ticket.</p>
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If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY	<p>Now, log in by entering your First Name as it appears on your test ticket, your Username, and the Session ID _____. The Session ID is displayed for you. Click “Sign In.”</p> <p>Raise your hand if you need assistance.</p>
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Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says “Is This You?” Verify that the information is correct. If the information is correct, select “Yes” to continue. If the information is not correct, then select “No” to return to the login page, and raise your hand.
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Assist any students who raise their hands.

SAY	Now, you will see the test you are going to take today: the Grade 5 FSA English Language Arts Reading Component. Click the green arrow for this test to proceed. Now, sit quietly while I approve your tests.
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In the Test Administrator Interface, select the “Approvals (#)” button to review the list of students ready to begin testing. You may need to select the "Refresh" button to see all the students in your testing room on your list.

Review test settings: To view a student’s online test settings or accommodations, click the corresponding “See Details” button. Test settings and/or accommodations for individual students are displayed. If changes are required, contact your school assessment coordinator who will update the student’s test settings in TIDE.

Once you ensure that all students have logged in correctly, approve students to test by selecting “Approve All Students” and select "Yes" on the "Important!" pop-up window.

SAY	Now, you should see a screen that says “Is This Your Test?” Verify that the screen displays the correct test but do NOT click “Yes, Start My Test” until I tell you to do so. This screen also allows you to choose the print size and background color for your test. If you would like to change your print size and background color selections, do so now. If you have any questions, raise your hand.
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If a student raises his or her hand, review that student’s test settings in the Test Delivery System. If necessary, have the student select “No” on the screen, log in again, and make adjustments, and approve that student’s test again. Ensure the correct information displays for that student on the “Is This Your Test?” screen.

SAY	Now, turn your CBT Worksheet over and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not <ul style="list-style-type: none"> ▪ talk to other students or make any disturbance ▪ look at another student’s computer or device screen or CBT Worksheet ▪ allow another student to look at your computer or device screen or CBT Worksheet ▪ ask for help answering any test questions ▪ give help to another student in answering test questions ▪ have notes or scratch paper other than your worksheet
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SAY	<ul style="list-style-type: none"> ▪ have any electronic or recording devices, other than the device on which you are testing, in your possession at any time, including breaks, even if you do not use them ▪ fail to follow any other instructions given <p>After the test, you may not reveal details about the test items or passages to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram. If you are found sharing information about test items or passages, your test will be invalidated.</p> <p>Are there any questions?</p>
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Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p>
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Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	<p>Remember to read each passage and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.</p> <p>Now, click "Yes, Start My Test." Put your headphones or earbuds on now. On the Sound Check screen, click the speaker icon. If you can hear the sound, click "Yes." Raise your hand if you cannot hear the sound.</p>
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Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have selected "Yes" on the Sound Check screen,

SAY	<p>Take a moment to review the "Test Instructions and Help." These instructions remind you how to navigate from one item or passage to the next, and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions. Do NOT begin your test at this time.</p>
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Pause to allow students a moment to review the instructions, and answer all student questions.

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

Option A

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

Option B

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “Pause” on the review screen and raise your hand. I will collect your test ticket and worksheet. Then you must sit quietly until I tell you that this session has ended.</p> <p>Please raise your hand if you have any questions.</p>
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OR

Option C

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “Pause” on the review screen and raise your hand. I will collect your test ticket and worksheet. Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
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Answer all questions.

If you have students with Reading Passage Booklets:

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

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

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

SAY You have 80 minutes to complete this test session, and we will take a short stretch break after 40 minutes of testing. Now click “Begin Test Now” and begin working.

Complete the following:

STARTING time:	
Add 40 minutes:	+40 minutes
Time to call a break:	
Add 30 minutes:	+30 minutes
Time for 10 minute reminder:	
Add 10 minutes:	+10 minutes
STOPPING time:	

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the “Student Status” column in the Test Administrator Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from other students.

If students have moved into the second session by mistake, you will receive a request to approve them to continue to the next segment. Click "Deny" in the Test Administrator Interface when this request appears, enter a reason into the text box and click "Deny." This will automatically pause the student's test. (Clicking "Deny" for students who have mistakenly entered the second session at this time will not prevent them from accessing the session at the appropriate time.)

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, or computers (except to monitor student progress, or to contact your school assessment coordinator or technology coordinator in case of a technical issue). Do not check email, grade papers, etc. Your full attention should be on students AT ALL TIMES.

After 40 minutes from the STARTING time,

SAY	STOP. You may stand and stretch, but do not talk or look at another student’s computer screen, device, or worksheet.
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After a short break,

SAY	Now be seated. You still have 40 minutes to complete Session 1, and I’ll let you know when you have 10 minutes left.
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	Make sure you are on the screen where you left off. You may now continue working.
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After 30 minutes,

SAY	You have 10 minutes to complete Session 1.
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After 10 more minutes,

SAY	STOP. Ensure you are on the Review screen and pause your test by clicking the “Pause” button.
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Students will be returned to the login screen once they pause their tests. Collect CBT Worksheets and test tickets, and any Reading Passage Booklets.

Once all students have paused their tests, end the test session by clicking “Stop Session” in the Test Administrator Interface. This will pause any remaining tests. Then log out of the Test Administrator Interface by clicking “Log Out” in the upper right corner of the screen.

Complete the following steps:

1. Ensure you have all CBT Worksheets, test tickets, and Reading Passage Booklets, and that your record of required administration information and seating chart are accurate and complete.
2. Report any test irregularities or security breaches to your school assessment coordinator immediately.
3. Return materials to your school assessment coordinator until the beginning of Session 2.

Script for Administering the Computer-Based Grade 5 ELA Reading

Session 2

80 minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations and computer-based accommodations are available in the portal.

Remember the following:

- Ensure that you have a Security Log, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have completed Session 1. If any students have not completed Session 1, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test session. **No exceptions will be made once the student leaves the school’s campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed and maintain the security of the test during breaks. Students should not discuss or exchange information with anyone during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, tablets) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student is paused in TDS, the student must log back in and be approved in TDS before he or she can continue testing.
- **If a student has difficulty logging in or gets kicked out of his or her test more than once, do not have the student continue to attempt to log in until the issue is diagnosed and resolved.**
- When reading the following script, please note that optional words are italicized and in parentheses.

Follow the instructions from your school assessment coordinator for how students will access the student comment form once they have finished the test. The comment form is available at **fsassessments.org/student-comment-form**.

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on pages 17–18.
2. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are provided in Appendix D.)
3. Ensure that all student desktops are free of any unauthorized aids (e.g., word lists, dictionaries) and that any visual aids, have been removed or covered.
4. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks and resuming testing.
5. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
6. Launch the secure browser on student computers or devices prior to beginning the test session.
7. Ensure that you have received the correct test tickets from your school assessment coordinator for all students you will be testing. **Do not distribute tickets until instructed to do so in the script.**
8. Ensure that each student has a pen or pencil.
9. Provide each student with a CBT Worksheet. Students must be given a new worksheet for this test session (i.e., they may not reuse worksheets from Session 1).
10. If you have students who require Reading Passage Booklets, make sure that each student receives the same Reading Passage Booklet that he or she used during Session 1. Do not distribute the booklets until instructed to do so in the script.

Create a Test Session

- Go to the FSA Portal, click the “Test Administrator” icon, and then click the “Test Administration” icon.
- Log in to the Test Administrator Interface using your username and password.
- Select the test you will be administering, and then click “Start Session.”
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with you required administration information and on your seating chart.

Note: As a security measure, Test Administrators are automatically logged out after 90 minutes of Test Administrator and student inactivity. **If you are logged out and there is no student activity, the session will close and all in-progress tests in the session will be paused. You will need to log back in to the Test Administrator Interface, create a new session, and approve students as they log in to resume their tests.** A session will remain active if students are waiting for approval, if students are actively taking the test, or if the Test Administrator is actively interacting with the Test Administrator Interface.

SAY	<p>Today, you are going to take Session 2 of the Grade 5 Florida Standards Assessments English Language Arts Reading Component Test. Remove all materials from your desk except your pen or pencil and your CBT Worksheet.</p> <p>Write your first and last name and today’s date on your CBT Worksheet. Remember, you may use your worksheet to take notes. You cannot use any other paper. I will collect your worksheet at the end of this test session.</p> <p>You may not have any electronic or recording devices other than the device you are using to take the test at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. If you are found with any electronic or recording devices at any time during this test session, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
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If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic devices.

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

SAY	Now, look at the login screen. If you do not see this screen, raise your hand.
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If a computer or device is not opened to the login screen, open the secure browser on that computer or device.

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

SAY	<p>Look closely at your test ticket and make sure it has your name, date of birth, and ID number on it.</p> <p>Do NOT sign in before I instruct you to do so.</p> <p>Raise your hand if you do not have the correct ticket.</p>
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If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY	<p>Now, log in by entering your First Name as it appears on your test ticket, your Username, and the Session ID _____. The Session ID is displayed for you. Click “Sign In.”</p> <p>Raise your hand if you need assistance.</p>
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Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says “Is This You?” Verify that the information is correct. If your information is correct, select “Yes” to continue. If the information is not correct, then select “No” to return to the login page, and raise your hand.
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Assist any students who raise their hands.

SAY	Now, you will see the test you are going to take today: the Grade 5 FSA English Language Arts Reading Component. Click the green arrow for this test to proceed. Now, sit quietly while I approve your tests.
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In the Test Administrator Interface, select the “Approvals (#)” button to review the list of students ready to begin testing. You may need to select the "Refresh" button to see all the students in your testing room on your list.

Review test settings: To view a student’s online test settings or accommodations, click the corresponding “See Details” button. Test settings and/or accommodations for individual students are displayed. If changes are required, contact your school assessment coordinator who will update the student’s test settings in TIDE.

Once you ensure that all students have logged in correctly, approve students to test by selecting “Approve All Students” and select "Yes" on the "Important!" pop-up window.

SAY	Now, you should see a screen that says “Is This Your Test?” Verify that the screen displays the correct test but do NOT click “Yes, Start My Test” until I tell you to do so. This screen also allows you to choose the print size and background color for your test. If you would like to change your print size and background color selections, do so now. If you have any questions, raise your hand.
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If a student raises his or her hand, review that student’s test settings in the Test Delivery System. If necessary, have the student select “No” on the screen, log in again, and make adjustments, and approve that student’s test again. Ensure the correct information displays for that student on the “Is This Your Test?” screen.

SAY	Now, turn your CBT Worksheet over and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not <ul style="list-style-type: none"> ▪ talk to other students or make any disturbance; ▪ look at another student’s computer or device screen or worksheet; ▪ allow another student to look at your computer or device screen or worksheet; ▪ ask for help answering any test questions; ▪ give help to another student in answering test questions;
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	<ul style="list-style-type: none"> ▪ have any electronic or recording devices, other than the device on which you are testing, in your possession at any time, including breaks, even if you do not use them; or ▪ fail to follow any other instructions given. <p>After the test, you may not reveal details about the test items or passages to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram. If you are found sharing information about test items or passages, your test will be invalidated.</p> <p>Are there any questions?</p>
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Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p>
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Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	<p>Remember to read each passage and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.</p> <p>Now, click "Yes, Start My Test." Put your headphones or earbuds on now. On the Sound Check screen, click the speaker icon. If you can hear the sound, click "Yes." Raise your hand if you cannot hear the sound.</p>
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Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have selected "Yes" on the Sound Check screen,

SAY	<p>Take a moment to review the "Test Instructions and Help." These instructions remind you how to navigate from one item or passage to the next, and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions. Do NOT begin your test at this time.</p>
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Pause to allow students a moment to review the instructions, and answer all student questions.

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

Option A

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

OR

Option B

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

OR

Option C

SAY	When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “End Test” and raise your hand. I will collect your test ticket and worksheet. Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device.
	Please raise your hand if you have any questions.

Answer all questions.

If you have students with Reading Passage Booklets:

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

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

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

SAY Remember, you have 80 minutes to complete this test session, and we will take a short stretch break after 40 minutes of testing. Select “Begin Test Now” and sit quietly while I approve you to move into the next segment.

In the Test Administrator Interface, select the “Approvals (#)” and approve students to move to the next segment by selecting “Approve All Students.” Click “Yes” in the “Important!” pop-up window.

SAY Now, begin working.

Complete the following:

STARTING time:	
Add 40 minutes:	+40 minutes
Time to call a break:	
Add 30 minutes:	+30 minutes
Time for 10 minute reminder:	
Add 10 minutes:	+10 minutes
STOPPING time:	

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the “Student Status” column in the Test Administrator Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from other students.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, or computers (except to monitor student progress, or to contact your school assessment coordinator or technology coordinator in case of a technical issue). Do not check email, grade papers, etc. Your full attention should be on students **AT ALL TIMES.**

After 40 minutes from the STARTING time,

SAY	STOP. You may stand and stretch, but do not talk or look at another student’s computer screen, device, or worksheet.
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After a short break,

SAY	Now be seated. You still have 40 minutes to complete Session 2, and I’ll let you know when you have 10 minutes left.
	Make sure you are on the screen where you left off. You may now continue working.

After 30 minutes,

SAY	You have 10 minutes to complete Session 2.
-----	--

After 10 more minutes,

SAY	STOP. Click the button that says “End Test” and follow the instructions on the screen to submit your test and log out.
	I will collect your test tickets and worksheets (<i>and Reading Passage Booklets</i>) now.

Students will be returned to the login screen once they submit their tests and log out. Assist students with accessing the comment form available at fsassessments.org/student-comment-form.

Once all students have submitted their tests, end the test session by clicking “Stop Session” in the Test Administrator Interface. This will pause any remaining tests, so only select “Stop Session” when all students have finished testing. Then log out of the Test Administrator Interface by clicking “Log Out” in the upper right corner of the screen.

Complete the following steps:

1. Ensure you have all CBT Worksheets, test tickets, and Reading Passage Booklets, and that your record of required administration information and seating chart are accurate and complete.
2. Report any test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your record of required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL students:

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

4. Return materials to your school assessment coordinator as instructed on page 191.

Script for Administering the Computer-Based Grades 6–8 ELA Reading

Session 1

85 minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations and computer-based accommodations are available in the portal.

Remember the following:

- Ensure that you have a Security Log, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have participated in a training test. If any students have not completed a training test, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test session. **No exceptions will be made once the student leaves the school’s campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed and maintain the security of the test during breaks. Students should not discuss or exchange information with anyone during breaks. **Students should not be given access to electronic devices (e.g., cell phones smartphones, tablets) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing a student’s test. If a student is paused in TDS, the student must log back in and be approved in TDS before he or she can continue testing.
- **If a student has difficulty logging in or gets kicked out of his or her test more than once, do not have the student continue to attempt to log in until the issue is diagnosed and resolved.**

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on pages 17–18.
2. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are available in Appendix D.)
3. Ensure that all student desktops are free of any unauthorized aids (e.g., word lists, dictionaries) and that any visual aids have been removed or covered.
4. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks and resuming testing.
5. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
6. Launch the secure browser on student computers or devices prior to beginning the test session.
7. Ensure that you have received the correct test tickets from your school assessment coordinator for all students you will be testing. **Do not distribute tickets until instructed to do so in the script.**
8. Ensure that each student has a pen or pencil.
9. Provide each student with a CBT Worksheet.
10. If you have students who require Reading Passage Booklets (see page 21), make sure that the students have been assigned the correct form for their use and that you have received the booklets from your school assessment coordinator. **Do not distribute the booklets until instructed to do so in the script.**

Create a Test Session

- Go to the FSA Portal, click the “Test Administrator” icon, and then click the “Test Administration” icon.
- Log in to the Test Administrator Interface using your username and password.
- Select the test you will be administering, and then click “Start Session.”
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart.

Note: As a security measure, test administrators are automatically logged out after 90 minutes of test administrator and student inactivity. **If you are logged out and there is no student activity, the session will close and all in-progress tests in the session will be paused. You will need to log back in to the Test Administrator Interface, create a new session, and approve students as they log in to resume their tests.** A session will remain active if students are waiting for approval, if students are actively taking the test, or if the Test Administrator is actively interacting with the Test Administrator Interface.

SAY	<p>Today, you are going to take Session 1 of the Grade ____ Florida Standards Assessments English Language Arts Reading Component Test. Remove all materials from your desk except your pen or pencil and your CBT Worksheet.</p> <p>Write your first and last name and today’s date on your CBT Worksheet. You may use your worksheet to take notes. You cannot use any other paper. I will collect your worksheet at the end of this test session.</p> <p>You may not have any electronic or recording devices other than the device you are using to take the test at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. If you are found with any electronic or recording devices at any time during this test session, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
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If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic devices.

Ensure students have the necessary login information, and ensure the Session ID is displayed where all students can see it.

SAY	Now, look at the login screen. If you do not see this screen, raise your hand.
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If a computer or device is not opened to the login screen, open the secure browser on that computer or device.

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

SAY	<p>Look closely at your test ticket and make sure it has your name, date of birth, and ID number on it.</p> <p>Do NOT sign in before I instruct you to do so.</p> <p>Raise your hand if you do not have the correct ticket.</p>
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If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY	Now, log in by entering your First Name as it appears on your test ticket, your Username, and the Session ID _____. The Session ID is displayed for you. Click “Sign In.” Raise your hand if you need assistance.
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Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says “Is This You?” Verify that the information is correct. If the information is correct, select “Yes” to continue. If the information is not correct, then select “No” to return to the login page, and raise your hand.
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Assist any students who raise their hands.

SAY	Now, you will see the test you are going to take today: the Grade ____ FSA English Language Arts Reading Component. Click the green arrow for this test to proceed. Now, sit quietly while I approve your tests.
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In the Test Administrator Interface, select the “Approvals (#)” button to review the list of students ready to begin testing. You may need to select the "Refresh" button to see all the students in your testing room on your list.

Review test settings: To view a student’s online test settings or accommodations, click the corresponding “See Details” button. Test settings and/or accommodations for individual students are displayed. If changes are required, contact your school assessment coordinator who will update the student’s test settings in TIDE.

Once you ensure that all students have logged in correctly, approve students to test by selecting “Approve All Students” and select "Yes" on the "Important!" pop-up window.

SAY	Now, you should see a screen that says “Is This Your Test?” Verify that the screen displays the correct test but do NOT click “Yes, Start My Test” until I tell you to do so. This screen also allows you to choose the print size and background color for your test. If you would like to change your print size and background color selections, do so now. If you have any questions, raise your hand.
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If a student raises his or her hand, review that student’s test settings in the Test Delivery System. If necessary, have the student select “No” on the screen, log in again, and make adjustments, and approve that student’s test again. Ensure the correct information displays for that student on the “Is This Your Test?” screen.

SAY	Now, turn your CBT Worksheet over and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not <ul style="list-style-type: none"> ▪ talk to other students or make any disturbance; ▪ look at another student’s computer or device screen or CBT Worksheet;
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	<ul style="list-style-type: none"> ▪ allow another student to look at your computer or device screen or CBT Worksheet; ▪ ask for help answering any test questions; ▪ give help to another student in answering test questions; ▪ have notes or scratch paper other than your worksheet; ▪ have any electronic or recording devices, other than the device on which you are testing, in your possession at any time, including breaks, even if you do not use them; or ▪ fail to follow any other instructions given. <p>After the test, you may not reveal details about the test items or passages to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram. If you are found sharing information about test items or passages, your test will be invalidated.</p> <p>Are there any questions?</p>
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Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p>
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Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	<p>Remember to read each passage and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.</p> <p>Now, click "Yes, Start My Test." Put your headphones or earbuds on now. On the Sound Check screen, click the speaker icon. If you can hear the sound, click "Yes." Raise your hand if you cannot hear the sound.</p>
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Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have selected "Yes" on the Sound Check screen,

SAY	Take a moment to review the “Test Instructions and Help.” These instructions remind you how to navigate from one item or passage to the next, and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions. Do NOT begin your test at this time.
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Pause to allow students a moment to review the instructions, and answer all student questions.

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

Option A

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

OR

Option B

SAY	When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “Pause” on the review screen and raise your hand. I will collect your test ticket and worksheet. Then you must sit quietly until I tell you that this session has ended. Please raise your hand if you have any questions.
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OR

Option C

SAY	When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “Pause” on the review screen and raise your hand. I will collect your test ticket and worksheet. Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device. Please raise your hand if you have any questions.
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Answer all questions.

If you have students with Reading Passage Booklets:

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

SAY	<p>Write your name in the space on the front cover of your passage booklet. Find the first plastic pull tab in the right side of your passage booklet. Gently pull the tab OUT and DOWN. Then, open your booklet and check each page through the end of Session 1 to see that all page numbers are in order and that there aren't any missing or upside-down pages. You may write in your passage booklet, but be careful not to tear the pages or obscure any parts of a passage. Do not read any of the passages before the test begins.</p> <p>If you see problems, raise your hand. If not, close the booklet and sit quietly.</p>
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If a defective booklet is found, contact your school assessment coordinator.

SAY	<p>You have 85 minutes to complete this test session, and we will take a short stretch break after 45 minutes of testing. Now click “Begin Test Now” and begin working.</p>
-----	---

Complete the following:

STARTING time:	_____
Add 45 minutes:	+45 minutes
Time to call a break:	_____
Add 30 minutes:	+30 minutes
Time for 10 minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the “Student Status” column in the Test Administrator Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from other students.

If students have moved into the second session by mistake, you will receive a request to approve them to continue to the next segment. Click "Deny" in the Test Administrator Interface when this request appears, enter a reason into the text box and click "Deny." This will automatically pause

the student's test. (Clicking "Deny" for students who have mistakenly entered the second session at this time will not prevent them from accessing the session at the appropriate time.)

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, or computers (except to monitor student progress, or to contact your school assessment coordinator or technology coordinator in case of a technical issue). Do not check email, grade papers, etc. Your full attention should be on students AT ALL TIMES.

After 45 minutes from the STARTING time,

SAY	STOP. You may stand and stretch, but do not talk or look at another student’s computer screen, device, or worksheet.
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After a short break,

SAY	Now be seated. You still have 40 minutes to complete Session 1, and I’ll let you know when you have 10 minutes left.
	Make sure you are on the screen where you left off. You may now continue working.

After 30 minutes,

SAY	You have 10 minutes to complete Session 1.
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After 10 more minutes,

SAY	STOP. Ensure you are on the Review screen and pause your test by clicking the “Pause” button.
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Students will be returned to the login screen once they pause their tests. Collect CBT Worksheets and test tickets, and any Reading Passage Booklets.

Once all students have paused their tests, end the test session by clicking “Stop Session” in the Test Administrator Interface. This will pause any remaining tests. Then log out of the Test Administrator Interface by clicking “Log Out” in the upper right corner of the screen.

Complete the following steps:

1. Ensure you have all CBT Worksheets, test tickets, and Reading Passage Booklets, and that your record of required administration information and seating chart are accurate and complete.
2. Report any test irregularities or security breaches to your school assessment coordinator immediately.
3. Return materials to your school assessment coordinator until the beginning of Session 2.

Script for Administering the Computer-Based Grades 6–8 ELA Reading

Session 2

85 minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations and computer-based accommodations are available in the portal.

Remember the following:

- Ensure that you have a Security Log, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have completed Session 1. If any students have not completed Session 1, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test session. **No exceptions will be made once the student leaves the school’s campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed and maintain the security of the test during breaks. Students should not discuss or exchange information with anyone during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, tablets) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student is paused in TDS, the student must log back in and be approved in TDS before he or she can continue testing.
- **If a student has difficulty logging in or gets kicked out of his or her test more than once, do not have the student continue to attempt to log in until the issue is diagnosed and resolved.**
- When reading the following script, please note that optional words are italicized and in parentheses.

Follow the instructions from your school assessment coordinator for how students will access the student comment form once they have finished the test. The comment form is available at **fsassessments.org/student-comment-form**.

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on pages 17–18.
2. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are provided in Appendix D.)
3. Ensure that all student desktops are free of any unauthorized aids (e.g., word lists, dictionaries) and that any visual aids, have been removed or covered.
4. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks and resuming testing.
5. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
6. Launch the secure browser on student computers or devices prior to beginning the test session.
7. Ensure that you have received the correct test tickets from your school assessment coordinator for all students you will be testing. **Do not distribute tickets until instructed to do so in the script.**
8. Ensure that each student has a pen or pencil.
9. Provide each student with a CBT Worksheet. Students must be given a new worksheet for this test session (i.e., they may not reuse worksheets from Session 1).
10. If you have students who require Reading Passage Booklets, make sure that each student receives the same Reading Passage Booklet that he or she used during Session 1. Do not distribute the booklets until instructed to do so in the script.

Create a Test Session

- Go to the FSA Portal, click the “Test Administrator” icon, and then click the “Test Administration” icon.
- Log in to the Test Administrator Interface using your username and password.
- Select the test you will be administering, and then click “Start Session.”
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart.

Note: As a security measure, Test Administrators are automatically logged out after 90 minutes of Test Administrator and student inactivity. **If you are logged out and there is no student activity, the session will close and all in-progress tests in the session will be paused. You will need to log back in to the Test Administrator Interface, create a new session, and approve students as they log in to resume their tests.** A session will remain active if students are waiting for approval, if students are actively taking the test, or if the Test Administrator is actively interacting with the Test Administrator Interface.

SAY	<p>Today, you are going to take Session 2 of the Grade ____ Florida Standards Assessments English Language Arts Reading Component Test. Remove all materials from your desk except your pen or pencil and your CBT Worksheet.</p> <p>Write your first and last name and today’s date on your CBT Worksheet. Remember, you may use your worksheet to take notes. You cannot use any other paper. I will collect your worksheet at the end of this test session.</p> <p>You may not have any electronic or recording devices other than the device you are using to take the test at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. If you are found with any electronic or recording devices at any time during this test session, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
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If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic devices.

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

SAY	Now, look at the login screen. If you do not see this screen, raise your hand.
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If a computer or device is not opened to the login screen, open the secure browser on that computer or device.

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

SAY	<p>Look closely at your test ticket and make sure it has your name, date of birth, and ID number on it.</p> <p>Do NOT sign in before I instruct you to do so.</p> <p>Raise your hand if you do not have the correct ticket.</p>
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If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY	<p>Now, log in by entering your First Name as it appears on your test ticket, your Username, and the Session ID _____. The Session ID is displayed for you. Click “Sign In.”</p> <p>Raise your hand if you need assistance.</p>
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Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says “Is This You?” Verify that the information is correct. If your information is correct, select “Yes” to continue. If the information is not correct, then select “No” to return to the login page, and raise your hand.
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Assist any students who raise their hands.

SAY	Now, you will see the test you are going to take today: the Grade ____ FSA English Language Arts Reading Component. Click the green arrow for this test to proceed. Now, sit quietly while I approve your tests.
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In the Test Administrator Interface, select the “Approvals (#)” button to review the list of students ready to begin testing. You may need to select the "Refresh" button to see all the students in your testing room on your list.

Review test settings: To view a student’s online test settings or accommodations, click the corresponding “See Details” button. Test settings and/or accommodations for individual students are displayed. If changes are required, contact your school assessment coordinator who will update the student’s test settings in TIDE.

Once you ensure that all students have logged in correctly, approve students to test by selecting “Approve All Students” and select "Yes" on the "Important!" pop-up window.

SAY	Now, you should see a screen that says “Is This Your Test?” Verify that the screen displays the correct test but do NOT click “Yes, Start My Test” until I tell you to do so. This screen also allows you to choose the print size and background color for your test. If you would like to change your print size and background color selections, do so now. If you have any questions, raise your hand.
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If a student raises his or her hand, review that student’s test settings in the Test Delivery System. If necessary, have the student select “No” on the screen, log in again, and make adjustments, and approve that student’s test again. Ensure the correct information displays for that student on the “Is This Your Test?” screen.

SAY	Now, turn your CBT Worksheet over and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not <ul style="list-style-type: none"> ▪ talk to other students or make any disturbance ▪ look at another student’s computer or device screen or CBT Worksheet ▪ allow another student to look at your computer or device screen or CBT Worksheet ▪ ask for help answering any test questions ▪ give help to another student in answering test questions ▪ give help to another student in answering test questions
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	<ul style="list-style-type: none"> ▪ have any electronic or recording devices, other than the device on which you are testing, in your possession at any time, including breaks, even if you do not use them ▪ fail to follow any other instructions given <p>After the test, you may not reveal details about the test items or passages to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram. If you are found sharing information about test items or passages, your test will be invalidated.</p> <p>Are there any questions?</p>
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Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p>
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Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	<p>Remember to read each passage and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.</p> <p>Now, click “Yes, Start My Test.” Put your headphones or earbuds on now. On the Sound Check screen, click the speaker icon. If you can hear the sound, click “Yes.” Raise your hand if you cannot hear the sound.</p>
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Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have selected “Yes” on the Sound Check screen,

SAY	<p>Take a moment to review the “Test Instructions and Help.” These instructions remind you how to navigate from one item or passage to the next, and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions. Do NOT begin your test at this time.</p>
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Pause to allow students a moment to review the instructions, and answer all student questions.

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

Option A

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

Option B

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

Option C

SAY	When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “End Test” and raise your hand. I will collect your test ticket and worksheet. Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device. Please raise your hand if you have any questions.
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Answer all questions.

If you have students with Reading Passage Booklets:

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

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

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

SAY Remember, you have 85 minutes to complete this test session, and we will take a short stretch break after 45 minutes of testing. Select “Begin Test Now” and sit quietly while I approve you to move into the next segment.

In the Test Administrator Interface, select the “Approvals (#)” and approve students to move to the next segment by selecting “Approve All Students.” Click "Yes" in the "Important!" pop-up window.

SAY Now, begin working.

Complete the following:

STARTING time:	_____
Add 45 minutes:	+ 45 minutes
Time to call a break:	_____
Add 30 minutes:	+ 30 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+ 10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the “Student Status” column in the Test Administrator Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from other students.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, or computers (except to monitor student progress, or to contact your school assessment coordinator or technology coordinator in case of a technical issue). Do not check email, grade papers, etc. Your full attention should be on students AT ALL TIMES.

After 45 minutes from the STARTING time,

SAY	STOP. You may stand and stretch, but do not talk or look at another student’s computer screen, device, or worksheet.
-----	--

After a short break,

SAY	Now be seated. You still have 40 minutes to complete Session 2, and I’ll let you know when you have 10 minutes left.
	Make sure you are on the screen where you left off. You may now continue working.

After 30 minutes,

SAY	You have 10 minutes to complete Session 2.
-----	--

After 10 more minutes,

SAY	STOP. Click the button that says “End Test” and follow the instructions on the screen to submit your test.
	I will collect your test tickets and worksheets (<i>and Reading Passage Booklets</i>) now.

Students will be returned to the login screen once they submit their tests. Assist students with accessing the comment form available at fsassessments.org/student-comment-form/.

Once all students have submitted their tests, end the test session by clicking “Stop Session” in the Test Administrator Interface. This will pause any remaining tests, so only select “Stop Session” when all students have finished testing. Then log out of the Test Administrator Interface by clicking “Log Out” in the upper right corner of the screen.

Complete the following steps:

1. Ensure you have all CBT Worksheets, test tickets, and Reading Passage Booklets, and that your record of required administration information and seating chart are accurate and complete.
2. Report any test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your record of required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling

- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL students:

- 2-FSC = Flexible Scheduling
 - 2-FSE = Flexible Setting
 - 2-AHL = Assistance in Heritage Language
 - 2-ADI = Approved Dictionary
4. Return materials to your school assessment coordinator as instructed on page 191.

Script for Administering the Computer-Based Grades 9–11 ELA Reading

Session 1

90 minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations and computer-based accommodations are available in the portal.

Remember the following:

- Ensure that you have a Security Log, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have participated in a training test. If any students have not completed a training test, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test session. **No exceptions will be made once the student leaves the school’s campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed and maintain the security of the test during breaks. Students should not discuss or exchange information with anyone during breaks. **Students should not be given access to electronic devices (e.g., cell phones smartphones, tablets) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing a student’s test. If a student is paused in TDS, the student must log back in and be approved in TDS before he or she can continue testing.
- **If a student has difficulty logging in or gets kicked out of his or her test more than once, do not have the student continue to attempt to log in until the issue is diagnosed and resolved.**

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on pages 17–18.
2. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are available in Appendix D.)
3. Ensure that all student desktops are free of any unauthorized aids (e.g., word lists, dictionaries) and that any visual aids have been removed or covered.
4. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks and resuming testing.
5. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
6. Launch the secure browser on student computers or devices prior to beginning the test session.
7. Ensure that you have received the correct test tickets from your school assessment coordinator for all students you will be testing. **Do not distribute tickets until instructed to do so in the script.**
8. Ensure that each student has a pen or pencil.
9. Provide each student with a CBT Worksheet.
10. If you have students who require Reading Passage Booklets (see page 21), make sure that the students have been assigned the correct form for their use and that you have received the booklets from your school assessment coordinator. **Do not distribute the booklets until instructed to do so in the script.**

Create a Test Session

- Go to the FSA Portal, click the “Test Administrator” icon, and then click the “Test Administration” icon.
- Log in to the Test Administrator Interface using your username and password.
- Select the test you will be administering, and then click “Start Session.”
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart.

Note: As a security measure, test administrators are automatically logged out after 90 minutes of test administrator and student inactivity. **If you are logged out and there is no student activity, the session will close and all in-progress tests in the session will be paused. You will need to log back in to the Test Administrator Interface, create a new session, and approve students as they log in to resume their tests.** A session will remain active if students are waiting for approval, if students are actively taking the test, or if the Test Administrator is actively interacting with the Test Administrator Interface.

SAY	<p>Today, you are going to take Session 1 of the Grade ____ Florida Standards Assessments English Language Arts Reading Component Test. Remove all materials from your desk except your pen or pencil and your CBT Worksheet.</p> <p>Write your first and last name and today’s date on your CBT Worksheet. You may use your worksheet to take notes. You cannot use any other paper. I will collect your worksheet at the end of this test session.</p> <p>You may not have any electronic or recording devices other than the device you are using to take the test at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. If you are found with any electronic or recording devices at any time during this test session, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
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If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic devices.

Ensure students have the necessary login information, and ensure the Session ID is displayed where all students can see it.

SAY	Now, look at the login screen. If you do not see this screen, raise your hand.
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If a computer or device is not opened to the login screen, open the secure browser on that computer or device.

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

SAY	<p>Look closely at your test ticket and make sure it has your name, date of birth, and ID number on it.</p> <p>Do NOT sign in before I instruct you to do so.</p> <p>Raise your hand if you do not have the correct ticket.</p>
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If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY	Now, log in by entering your First Name as it appears on your test ticket, your Username, and the Session ID _____. The Session ID is displayed for you. Click “Sign In.” Raise your hand if you need assistance.
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Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says “Is This You?” Verify that the information is correct. If the information is correct, select “Yes” to continue. If the information is not correct, then select “No” to return to the login page, and raise your hand.
-----	--

Assist any students who raise their hands.

SAY	Now, you will see the test you are going to take today: the Grade ____ FSA English Language Arts Reading Component. Click the green arrow for this test to proceed. Now, sit quietly while I approve your tests.
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In the Test Administrator Interface, select the “Approvals (#)” button to review the list of students ready to begin testing. You may need to select the “Refresh” button to see all the students in your testing room on your list.

Review test settings: To view a student’s online test settings or accommodations, click the corresponding “See Details” button. Test settings and/or accommodations for individual students are displayed. If changes are required, contact your school assessment coordinator who will update the student’s test settings in TIDE.

Once you ensure that all students have logged in correctly, approve students to test by selecting “Approve All Students” and select “Yes” on the “Important!” pop-up window.

SAY	Now, you should see a screen that says “Is This Your Test?” Verify that the screen displays the correct test but do NOT click “Yes, Start My Test” until I tell you to do so. This screen also allows you to choose the print size and background color for your test. If you would like to change your print size and background color selections, do so now. If you have any questions, raise your hand.
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If a student raises his or her hand, review that student’s test settings in the Test Delivery System. If necessary, have the student select “No” on the screen, log in again, and make adjustments, and approve that student’s test again. Ensure the correct information displays for that student on the “Is This Your Test?” screen.

SAY	Now, turn your CBT Worksheet over and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not <ul style="list-style-type: none"> ▪ talk to other students or make any disturbance ▪ look at another student’s computer or device screen or CBT Worksheet
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	<ul style="list-style-type: none"> ▪ allow another student to look at your computer or device screen or CBT Worksheet ▪ ask for help answering any test questions ▪ give help to another student in answering test questions ▪ have notes or scratch paper other than your worksheet ▪ have any electronic or recording devices, other than the device on which you are testing, in your possession at any time, including breaks, even if you do not use them ▪ fail to follow any other instructions given <p>After the test, you may not reveal details about the test items or passages to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram. If you are found sharing information about test items or passages, your test will be invalidated.</p> <p>Are there any questions?</p>
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Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p>
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Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	<p>Remember to read each passage and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.</p> <p>Now, click “Yes, Start My Test.” Put your headphones or earbuds on now. On the Sound Check screen, click the speaker icon. If you can hear the sound, click “Yes.” Raise your hand if you cannot hear the sound.</p>
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Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have selected “Yes” on the Sound Check screen,

SAY	Take a moment to review the “Test Instructions and Help.” These instructions remind you how to navigate from one item or passage to the next, and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions. Do NOT begin your test at this time.
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Pause to allow students a moment to review the instructions, and answer all student questions.

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

Option A

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

OR

Option B

SAY	When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “Pause” on the review screen and raise your hand. I will collect your test ticket and worksheet. Then you must sit quietly until I tell you that this session has ended.
	Please raise your hand if you have any questions.

OR

Option C

SAY	When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “Pause” on the review screen and raise your hand. I will collect your test ticket and worksheet. Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device.
	Please raise your hand if you have any questions.

Answer all questions.

If you have students with Reading Passage Booklets:

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

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

SAY	You have 90 minutes to complete this test session, and we will take a short stretch break after 45 minutes of testing. Now click “Begin Test Now” and begin working.
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Complete the following:

STARTING time:	
Add 45 minutes:	+ 45 minutes
Time to call a break:	
Add 35 minutes:	+ 35 minutes
Time for 10-minute reminder:	
Add 10 minutes:	+ 10 minutes
STOPPING time:	

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the “Student Status” column in the Test Administrator Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from other students.

If students have moved into the second session by mistake, you will receive a request to approve them to continue to the next segment. Click "Deny" in the Test Administrator Interface when this request appears, enter a reason into the text box and click "Deny." This will automatically pause the student's test. (Clicking "Deny" for students who have mistakenly entered the second session at this time will not prevent them from accessing the session at the appropriate time.)

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, or computers (except to monitor student progress, or to contact your school assessment coordinator or technology coordinator in case of a technical issue). Do not check email, grade papers, etc. Your full attention should be on students AT ALL TIMES.

After 45 minutes from the STARTING time,

SAY	STOP. You may stand and stretch, but do not talk or look at another student’s computer screen, device, or worksheet.
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After a short break,

SAY	Now be seated. You still have 45 minutes to complete Session 1, and I’ll let you know when you have 10 minutes left.
	Make sure you are on the screen where you left off. You may now continue working.

After 35 minutes,

SAY	You have 10 minutes to complete Session 1.
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After 10 more minutes,

SAY	STOP. Ensure you are on the Review screen and pause your test by clicking the “Pause” button.
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Students will be returned to the login screen once they pause their tests. Collect CBT Worksheets and test tickets, and any Reading Passage Booklets.

Once all students have paused their tests, end the test session by clicking “Stop Session” in the Test Administrator Interface. This will pause any remaining tests. Then log out of the Test Administrator Interface by clicking “Log Out” in the upper right corner of the screen.

Complete the following steps:

1. Ensure you have all CBT Worksheets, test tickets, and Reading Passage Booklets, and that your record of required administration information and seating chart are accurate and complete.
2. Report any test irregularities or security breaches to your school assessment coordinator immediately.
3. Return materials to your school assessment coordinator until the beginning of Session 2.

Script for Administering the Computer-Based Grades 9–11 ELA Reading

Session 2

90 minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations and computer-based accommodations are available in the portal.

Remember the following:

- Ensure that you have a Security Log, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have completed Session 1. If any students have not completed Session 1, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test session. **No exceptions will be made once the student leaves the school’s campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed and maintain the security of the test during breaks. Students should not discuss or exchange information with anyone during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, tablets) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student is paused in TDS, the student must log back in and be approved in TDS before he or she can continue testing.
- **If a student has difficulty logging in or gets kicked out of his or her test more than once, do not have the student continue to attempt to log in until the issue is diagnosed and resolved.**
- When reading the following script, please note that optional words are italicized and in parentheses.

Follow the instructions from your school assessment coordinator for how students will access the student comment form once they have finished the test. The comment form is available at **fsassessments.org/student-comment-form**.

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on pages 17–18.
2. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are provided in Appendix D.)
3. Ensure that all student desktops are free of any unauthorized aids (e.g., word lists, dictionaries) and that any visual aids, have been removed or covered.
4. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks and resuming testing.
5. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
6. Launch the secure browser on student computers or devices prior to beginning the test session.
7. Ensure that you have received the correct test tickets from your school assessment coordinator for all students you will be testing. **Do not distribute tickets until instructed to do so in the script.**
8. Ensure that each student has a pen or pencil.
9. Provide each student with a CBT Worksheet. Students must be given a new worksheet for this test session (i.e., they may not reuse worksheets from Session 1).
10. If you have students who require Reading Passage Booklets, make sure that each student receives the same Reading Passage Booklet that he or she used during Session 1. Do not distribute the booklets until instructed to do so in the script.

Create a Test Session

- Go to the FSA Portal, click the “Test Administrator” icon, and then click the “Test Administration” icon.
- Log in to the Test Administrator Interface using your username and password.
- Select the test you will be administering, and then click “Start Session.”
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with you required administration information and on your seating chart.

Note: As a security measure, Test Administrators are automatically logged out after 90 minutes of Test Administrator and student inactivity. **If you are logged out and there is no student activity, the session will close and all in-progress tests in the session will be paused. You will need to log back in to the Test Administrator Interface, create a new session, and approve students as they log in to resume their tests.** A session will remain active if students are waiting for approval, if students are actively taking the test, or if the Test Administrator is actively interacting with the Test Administrator Interface.

SAY	<p>Today, you are going to take Session 2 of the Grade ____ Florida Standards Assessments English Language Arts Reading Component Test. Remove all materials from your desk except your pen or pencil and your CBT Worksheet.</p> <p>Write your first and last name and today’s date on your CBT Worksheet. Remember, you may use your worksheet to take notes. You cannot use any other paper. I will collect your worksheet at the end of this test session.</p> <p>You may not have any electronic or recording devices other than the device you are using to take the test at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. If you are found with any electronic or recording devices at any time during this test session, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
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If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic devices.

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

SAY	Now, look at the login screen. If you do not see this screen, raise your hand.
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If a computer or device is not opened to the login screen, open the secure browser on that computer or device.

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

SAY	<p>Look closely at your test ticket and make sure it has your name, date of birth, and ID number on it.</p> <p>Do NOT sign in before I instruct you to do so.</p> <p>Raise your hand if you do not have the correct ticket.</p>
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If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY	<p>Now, log in by entering your First Name as it appears on your test ticket, your Username, and the Session ID _____. The Session ID is displayed for you. Click “Sign In.”</p> <p>Raise your hand if you need assistance.</p>
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Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says “Is This You?” Verify that the information is correct. If your information is correct, select “Yes” to continue. If the information is not correct, then select “No” to return to the login page, and raise your hand.
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Assist any students who raise their hands.

SAY	Now, you will see the test you are going to take today: the Grade ____ FSA English Language Arts Reading Component. Click the green arrow for this test to proceed. Now, sit quietly while I approve your tests.
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In the Test Administrator Interface, select the “Approvals (#)” button to review the list of students ready to begin testing. You may need to select the “Refresh” button to see all the students in your testing room on your list.

Review test settings: To view a student’s online test settings or accommodations, click the corresponding “See Details” button. Test settings and/or accommodations for individual students are displayed. If changes are required, contact your school assessment coordinator who will update the student’s test settings in TIDE.

Once you ensure that all students have logged in correctly, approve students to test by selecting “Approve All Students” and select “Yes” on the “Important!” pop-up window.

SAY	Now, you should see a screen that says “Is This Your Test?” Verify that the screen displays the correct test but do NOT click “Yes, Start My Test” until I tell you to do so. This screen also allows you to choose the print size and background color for your test. If you would like to change your print size and background color selections, do so now. If you have any questions, raise your hand.
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If a student raises his or her hand, review that student’s test settings in the Test Delivery System. If necessary, have the student select “No” on the screen, log in again, and make adjustments, and approve that student’s test again. Ensure the correct information displays for that student on the “Is This Your Test?” screen.

SAY	Now, turn your CBT Worksheet over and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not <ul style="list-style-type: none"> ▪ talk to other students or make any disturbance ▪ look at another student’s computer or device screen or CBT Worksheet ▪ allow another student to look at your computer or device screen or CBT Worksheet ▪ ask for help answering any test questions ▪ give help to another student in answering test questions
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	<ul style="list-style-type: none"> ▪ have any electronic or recording devices, other than the device on which you are testing, in your possession at any time, including breaks, even if you do not use them ▪ fail to follow any other instructions given <p>After the test, you may not reveal details about the test items or passages to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram. If you are found sharing information about test items or passages, your test will be invalidated.</p> <p>Are there any questions?</p>
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Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p>
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Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	<p>Remember to read each passage and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.</p> <p>Now, click "Yes, Start My Test." Put your headphones or earbuds on now. On the Sound Check screen, click the speaker icon. If you can hear the sound, click "Yes." Raise your hand if you cannot hear the sound.</p>
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Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have selected "Yes" on the Sound Check screen,

SAY	<p>Take a moment to review the "Test Instructions and Help." These instructions remind you how to navigate from one item or passage to the next, and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions. Do NOT begin your test at this time.</p>
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Pause to allow students a moment to review the instructions, and answer all student questions.

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

Option A

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

OR

Option B

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

OR

Option C

SAY	When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “End Test” and raise your hand. I will collect your test ticket and worksheet. Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device.
	Please raise your hand if you have any questions.

Answer any questions.

If you have students with Reading Passage Booklets:

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

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

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

SAY Remember, you have 90 minutes to complete this test session, and we will take a short stretch break after 45 minutes of testing. Select “Begin Test Now” and sit quietly while I approve you to move into the next segment.

In the Test Administrator Interface, select the “Approvals (#)” and approve students to move to the next segment by selecting “Approve All Students.” Click "Yes" in the "Important!" pop-up window.

SAY Now, begin working.

Complete the following:

STARTING time:	_____
Add 45 minutes:	+ 45 minutes
Time to call a break:	_____
Add 35 minutes:	+ 35 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+ 10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the “Student Status” column in the Test Administrator Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from other students.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, or computers (except to monitor student progress, or to contact your school assessment coordinator or technology coordinator in case of a technical issue). Do not check email, grade papers, etc. Your full attention should be on students AT ALL TIMES.

After 45 minutes from the STARTING time,

SAY	STOP. You may stand and stretch, but do not talk or look at another student’s computer screen, device, or worksheet.
-----	--

After a short break,

SAY	Now be seated. You still have 45 minutes to complete Session 2, and I’ll let you know when you have 10 minutes left.
	Make sure you are on the screen where you left off. You may now continue working.

After 35 minutes,

SAY	You have 10 minutes to complete Session 2.
-----	--

After 10 more minutes,

SAY	STOP. Click the button that says “End Test” and follow the instructions on the screen to submit your test.
	I will collect your test tickets and worksheets (<i>and Reading Passage Booklets</i>) now.

Students will be returned to the login screen once they submit their tests. Assist students with accessing the comment form available at fsassessments.org/student-comment-form.

Once all students have submitted their tests, end the test session by clicking “Stop Session” in the Test Administrator Interface. This will pause any remaining tests, so only select “Stop Session” when all students have finished testing. Then log out of the Test Administrator Interface by clicking “Log Out” in the upper right corner of the screen.

Complete the following steps:

1. Ensure you have all CBT Worksheets, test tickets, and Reading Passage Booklets, and that your record of required administration information and seating chart are accurate and complete.
2. Report any test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your record of required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling

- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL students:

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

4. Return materials to your school assessment coordinator as instructed on page 191.

Script for Administering the Computer-Based Grade 5 Mathematics

Session 1

80 minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations and computer-based accommodations are available in the portal.

Remember the following:

- Ensure that you have a Security Log, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have participated in a training test. If any students have not completed a training test, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test session. **No exceptions will be made once the student leaves the school’s campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed and maintain the security of the test during breaks. Students should not discuss or exchange information with anyone during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, tablets) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student is paused in TDS, the student must log back in and be approved in TDS before he or she can continue testing.
- **If a student has difficulty logging in or gets kicked out of his or her test more than once, do not have the student continue to attempt to log in until the issue is diagnosed and resolved.**

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on pages 17–18.
2. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are available in Appendix D.)
3. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying mathematical concepts) and that any visual aids have been removed or covered.
4. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks and resuming testing.
5. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
6. Launch the secure browser on student computers prior to beginning the test session.
7. Ensure that you have test tickets for all students you will be testing. Instructions on generating test tickets may be found in the *TIDE User Guide*, available on the FSA Portal.
8. Ensure that each student has a pen or pencil and a work folder.

Create a Test Session

- Go to the FSA Portal, click the “Test Administrator” icon, and then click the “Test Administration” icon.
- Log in to the Test Administrator Interface using your username and password.
- Select the test you will be administering, and then click “Start Session.”
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information on your seating chart.

Note: As a security measure, test administrators are automatically logged out after 90 minutes of test administrator and student inactivity. **If you are logged out and there is no student activity, the session will close and all in-progress tests in the session will be paused. You will need to log back in to the Test Administrator Interface, create a new session, and approve students as they log in to resume their tests.** A session will remain active if students are waiting for approval, if students are actively taking the test, or if the Test Administrator is actively interacting with the Test Administrator Interface.

SAY	Today, you are going to take Session 1 of the Grade 5 Florida Standards Assessments Mathematics Test. Remove all materials from your desk except your pen or pencil and Florida Computer-Based Testing Work Folder.
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	Write your first and last name and today’s date on your work folder. You may use your work folder to work the problems. You cannot use any other paper. I will collect your work folder at the end of this test session.
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You may not have any electronic or recording devices, other than the device you are using to take the test at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. **If you are found with any electronic or recording devices at any time during this test session, including breaks, your test will not be scored.** If you have any devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic devices.

Ensure students have the necessary login information, and ensure the Session ID is displayed where all students can see it.

SAY Now, look at the login screen. If you do not see this screen, raise your hand.

If a computer or device is not opened to the login screen, open the secure browser on that computer or device.

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

Distribute the test tickets.

SAY Look closely at your test ticket and make sure it has your name and ID number on it.
Do NOT sign in before I instruct you to do so.
Raise your hand if you do not have the correct ticket.

If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY Now, log in by entering your First Name as it appears on your test ticket, your Username, and the Session ID _____. The Session ID is displayed for you. Click “Sign In.”
Raise your hand if you need assistance.

Pause and assist students with logging in as needed.

SAY Now, you will see a screen that says “Is This You?” Verify that the information is correct. If your information is correct, select “Yes” to continue. If the information is not correct, then select “No” to return to the login page, and raise your hand.

Assist any students who raise their hands.

SAY	<p>Now, you will see the test you are going to take today: the Grade 5 FSA Mathematics Test. Click the green arrow for this test to proceed.</p> <p>Now, sit quietly while I approve your tests.</p>
-----	--

In the Test Administrator Interface, select the “Approvals (#)” button to review the list of students ready to begin testing. You may need to select the "Refresh" button to see all the students in your testing room on your list.

Review test settings: To view a student’s online test settings or accommodations, click the corresponding “See Details” button. Test settings and/or accommodations for individual students are displayed. If changes are required, contact your school assessment coordinator who will update the student’s test settings in TIDE.

Once you ensure that all students have logged in correctly, approve students to test by selecting “Approve All Students” and select "Yes" on the "Important!" pop-up window.

SAY	<p>Now, you should see a screen that says “Is This Your Test?” Verify that the screen displays the correct test but do NOT click “Yes, Start My Test” until I tell you to do so.</p> <p>This screen also allows you to choose the print size and background color for your test. If you would like to change your print size and background color selections, do so now. If you have any questions, raise your hand.</p>
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If a student raises his or her hand, review that student’s test settings in the Test Delivery System and make any necessary changes. If necessary, have the student select “No” on the screen, log in again, and make adjustments, and approve that student’s test again. Ensure the correct information displays for that student on the “Is This Your Test?” screen.

SAY	<p>Now, open your work folder to page 2 and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not</p> <ul style="list-style-type: none"> ▪ talk to other students or make any disturbance; ▪ look at another student’s computer or device screen or work folder; ▪ allow another student to look at your computer or device screen or work folder; ▪ ask for help answering any test questions; ▪ give help to another student in answering test questions; ▪ have notes or scratch paper other than your work folder; ▪ have any electronic or recording devices, other than the device on which you are testing, in your possession at any time, including breaks, even if you do not use them; or ▪ fail to follow any other instructions given.
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	After the test, you may not reveal details about the test items to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram. If you are found sharing information about test items, your test will be invalidated.
	Are there any questions?

Answer all questions.

SAY	Now, read silently as I read the Testing Rules Acknowledgment out loud.
	I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.
	Now, sign your name on the line next to Signature to indicate that you understand the testing rules.

Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.
	Now, click "Yes, Start My Test," but do not select "Begin Test Now" until I instruct you to do so.
	Take a moment to review the "Test Instructions and Help." These instructions remind you how to navigate from one item to the next, and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions. Do NOT begin your test at this time.

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

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

Option A

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

OR

Option B

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “Pause” on the review screen and raise your hand. I will collect your test ticket and work folder. Then you must sit quietly until I tell you that this session has ended.</p> <p>Please raise your hand if you have any questions.</p>
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OR

Option C

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “Pause” on the review screen and raise your hand. I will collect your test ticket and work folder. Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
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Answer all questions.

SAY	<p>Remember, you have 80 minutes to complete this test session, and we will take a short stretch break after 40 minutes of testing.</p> <p>Now, click “Begin Test Now” and begin working.</p>
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Complete the following:

STARTING time: _____

Add 40 minutes: +40 minutes

Time to call a break: _____

TIME TESTING RESUMES

Add 30 minutes: +30 minutes

Time for 10 minute reminder: _____

Add 10 minutes: +10 minutes

STOPPING time: _____

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the “Student Status” column in the Test Administrator Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from other students.

If students have moved into the second session by mistake, you will receive a request to approve them to continue to the next segment. Click "Deny" in the Test Administrator Interface when this request appears, enter a reason into the text box and click "Deny." This will automatically pause the student's test. (Clicking "Deny" for students who have mistakenly entered the second session at this time will not prevent them from accessing the session at the appropriate time.)

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, or computers (except to monitor student progress, or to contact your school assessment coordinator or technology coordinator in case of a technical issue). Do not check email, grade papers, etc. Your full attention should be on students **AT ALL TIMES**.

After 40 minutes from the STARTING time,

SAY	STOP. You may stand and stretch, but do not talk or look at another student’s computer screen, device, or work folder.
-----	--

After a short break,

SAY	Now be seated. You still have 40 minutes to complete Session 1, and I’ll let you know when you have 10 minutes left.
	Make sure you are on the screen where you left off. You may now continue working.

After 30 minutes,

SAY	You have 10 minutes to complete Session 1.
-----	--

After 10 more minutes,

SAY	STOP. Ensure you are on the Review screen and pause your test by clicking the “Pause” button.
-----	---

Students will be returned to the login screen once they pause their tests. Collect work folders and test tickets.

Once all students have paused their tests, end the test session by clicking “Stop Session” in the Test Administrator Interface. This will pause any remaining tests. Then log out of the Test Administrator Interface by clicking “Log Out” in the upper right corner of the screen.

Complete the following steps:

1. Ensure you have all student work folders and test tickets and that your record of required administration information and seating chart are accurate and complete.
2. Report any test irregularities or security breaches to your school assessment coordinator immediately.
3. Return materials to your school assessment coordinator until the beginning of Session 2.

Script for Administering the Computer-Based Grade 5 Mathematics

Session 2

80 minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations and computer-based accommodations are available in the portal.

Remember the following:

- Ensure that you have a Security Log, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have completed Session 1. If any students have not completed Session 1, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test session. **No exceptions will be made once the student leaves the school’s campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed and maintain the security of the test during breaks. Students should not discuss or exchange information with anyone during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, tablets) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student is paused in TDS, the student must log back in and be approved in TDS before he or she can continue testing.
- **If a student has difficulty logging in or gets kicked out of his or her test more than once, do not have the student continue to attempt to log in until the issue is diagnosed and resolved.**

Follow the instructions from your school assessment coordinator for how students will access the student comment form once they have finished the test. The comment form is available at **fsassessments.org/student-comment-form**.

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on pages 17–18.
2. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are available in Appendix D.)
3. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying mathematical concepts) and that any visual aids have been removed or covered.
4. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks and resuming testing.
5. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
6. Launch the secure browser on student computers prior to beginning the test session.
7. Ensure that you have test tickets for all students you will be testing. Instructions on generating test tickets may be found in the *TIDE User Guide*, available on the FSA Portal.
8. Ensure that each student has a pen or pencil and a work folder.

Create a Test Session

- Go to the FSA Portal, click the “Test Administrator” icon, and then click the “Test Administration” icon.
- Log in to the Test Administrator Interface using your username and password.
- Select the test you will be administering, and then click “Start Session.”
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information on your seating chart.

Note: As a security measure, test administrators are automatically logged out after 90 minutes of test administrator and student inactivity. **If you are logged out and there is no student activity, the session will close and all in-progress tests in the session will be paused. You will need to log back in to the Test Administrator Interface, create a new session, and approve students as they log in to resume their tests.** A session will remain active if students are waiting for approval, if students are actively taking the test, or if the Test Administrator is actively interacting with the Test Administrator Interface.

SAY	<p>Today, you are going to take Session 2 of the Grade 5 Florida Standards Assessments Mathematics Test. Remove all materials from your desk except your pen or pencil and your work folder.</p> <p>Write your first and last name and today’s date on your work folder. You may use your work folder to work the problems. You cannot use any other paper. I will collect your work folder at the end of this test session.</p>
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	You may not have any electronic or recording devices, other than the device you are using to take the test, at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. If you are found with any electronic or recording devices at any time during this test session, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.
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If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic devices.

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

SAY	Now, look at the login screen. If you do not see this screen, raise your hand.
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If a computer or device is not opened to the login screen, open the secure browser on that computer or device.

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

Distribute the test tickets.

SAY	Look closely at your test ticket and make sure it has your name and ID number on it. Do NOT sign in before I instruct you to do so. Raise your hand if you do not have the correct ticket.
-----	--

If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY	Now, log in by entering your Username, your First Name, and the Session ID _____. The Session ID is displayed for you. Click “Sign In.” Raise your hand if you need assistance.
-----	---

Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says “Is This You?” Verify that the information is correct. If your information is correct, select “Yes” to continue. If the information is not correct, then select “No” to return to the login page, and raise your hand.
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Assist any students who raise their hands.

SAY	Now, you will see the test you are going to take today: the Grade 5 FSA Mathematics Test. Click the green arrow for this test to proceed. Now, sit quietly while I approve your tests.
-----	---

In the Test Administrator Interface, select the “Approvals (#)” button to review the list of students ready to begin testing. You may need to select the "Refresh" button to see all the students in your testing room on your list.

Review test settings: To view a student’s online test settings or accommodations, click the corresponding “See Details” button. Test settings and/or accommodations for individual students are displayed. If changes are required, contact your school assessment coordinator who will update the student’s test settings in TIDE.

Once you ensure that all students have logged in correctly, approve students to test by selecting “Approve All Students” and select "Yes" on the "Important!" pop-up window.

SAY	Now, you should see a screen that says “Is This Your Test?” Verify that the screen displays the correct test but do NOT click “Yes, Start My Test” until I tell you to do so. This screen also allows you to choose the print size and background color for your test. If you would like to change your print size and background color selections, do so now. If you have any questions, raise your hand
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If a student raises his or her hand, review that student’s test settings in the Test Delivery System and make any necessary changes. If necessary, have the student select “No” on the screen and log in again and make adjustments, and approve that student’s test again. Ensure the correct information displays for that student on the “Is This Your Test?” screen.

SAY	Now, open your work folder to page 2 and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not <ul style="list-style-type: none"> ▪ talk to other students or make any disturbance ▪ look at another student’s computer or device screen or work folder ▪ allow another student to look at your computer or device screen or work folder ▪ ask for help answering any test questions ▪ give help to another student in answering test questions ▪ have any electronic or recording devices, other than the device on which you are testing, in your possession at any time, including breaks, even if you do not use them ▪ fail to follow any other instructions given <p>After the test, you may not reveal details about the test items to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram. If you are found sharing information about test items, your test will be invalidated.</p> <p>Are there any questions?</p>
-----	---

Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p>
-----	--

Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	<p>Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.</p> <p>Now, click “Yes, Start My Test,” but do not select “Begin Test Now” until I instruct you to do so.</p> <p>Take a moment to review the “Test Instructions and Help.” These instructions remind you how to navigate from one item to the next, and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions. Do NOT begin your test at this time.</p>
-----	--

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

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

Option A

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

OR

Option B

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “End Test” and raise your hand. I will collect your test ticket and work folder. Then you must sit quietly until I tell you that this session has ended.</p> <p>Please raise your hand if you have any questions.</p>
------------	--

OR

Option C

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “End Test” and raise your hand. I will collect your test ticket and work folder. Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
------------	--

Answer any questions.

SAY	<p>Remember, you have 80 minutes to complete this test session, and we will take a short stretch break after 40 minutes of testing, and I will remind you when there are 10 minutes left.</p> <p>Now, click “Begin Test Now” and sit quietly while I approve you to move into the next segment.</p>
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In the Test Administrator Interface, select the “Approvals (#)” and approve students to move to the next segment by selecting “Approve All Students.” Click "Yes" in the "Important!" pop-up window.

SAY	<p>Now, begin working.</p>
------------	----------------------------

Complete the following:

STARTING time:	_____
Add 40 minutes:	+40 minutes
Time to call a break:	_____
Add 30 minutes:	+30 minutes
Time for 10 minute reminder:	_____

Add 10 minutes: +10 minutes
 STOPPING time: _____

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the “Student Status” column in the Test Administrator Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from other students.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, or computers (except to monitor student progress, or to contact your school assessment coordinator or technology coordinator in case of a technical issue). Do not check email, grade papers, etc. Your full attention should be on students AT ALL TIMES.

After 40 minutes from the STARTING time,

SAY	STOP. You may stand and stretch, but do not talk or look at another student’s computer screen, device, or work folder.
-----	--

After a short break,

SAY	Now be seated. You still have 40 minutes to complete Session 2, and I’ll let you know when you have 10 minutes left.
	Make sure you are on the screen where you left off. You may now continue working.

After 30 minutes,

SAY	You have 10 minutes to finish your test and to review it.
-----	---

After 10 more minutes,

SAY	STOP. Submit your test by clicking “End Test.” I will provide you with instructions for accessing the comment form. Please complete the comment form and submit it as instructed.
-----	---

Students will be returned to the login screen once they submit their tests. Collect work folders and test tickets. Assist students with accessing the comment form available at **fsassessments.org/student-comment-form**.

Once all students have submitted their tests, end the test session by clicking “Stop Session” in the Test Administrator Interface. This will pause any remaining tests, so only select “Stop Session” when all students have submitted their tests. Then log out of the Test Administrator Interface by clicking “Log Out” in the upper right corner of the screen.

Complete the following steps:

1. Ensure you have all student work folders and test tickets and that your record of required administration information and seating chart are accurate and complete.
2. Report any test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your record of required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL students:

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

4. Return all materials to your school assessment coordinator, as described on page 191.

Script for Administering the Computer-Based Grade 6 Mathematics

Session 1

60 minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations and computer-based accommodations are available in the portal.

Remember the following:

- Ensure that you have a Security Log, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have participated in a training test. If any students have not completed a training test, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test session. **No exceptions will be made once the student leaves the school’s campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed and maintain the security of the test during breaks. Students should not discuss or exchange information with anyone during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, tablets) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student is paused in TDS, the student must log back in and be approved in TDS before he or she can continue testing.
- **If a student has difficulty logging in or gets kicked out of his or her test more than once, do not have the student continue to attempt to log in until the issue is diagnosed and resolved.**

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on pages 17–18.
2. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are available in Appendix D.)
3. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying mathematical concepts) and that any visual aids have been removed or covered.
4. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks and resuming testing.
5. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
6. Launch the secure browser on student computers prior to beginning the test session.
7. Ensure that you have test tickets for all students you will be testing. Instructions on generating test tickets may be found in the *TIDE User Guide*, available on the FSA Portal.
8. Ensure that each student has a pen or pencil and a work folder.

Create a Test Session

- Go to the FSA Portal, click the “Test Administrator” icon, and then click the “Test Administration” icon.
- Log in to the Test Administrator Interface using your username and password.
- Select the test you will be administering, and then click “Start Session.”
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information on your seating chart.

Note: As a security measure, test administrators are automatically logged out after 90 minutes of test administrator and student inactivity. **If you are logged out and there is no student activity, the session will close and all in-progress tests in the session will be paused. You will need to log back in to the Test Administrator Interface, create a new session, and approve students as they log in to resume their tests.** A session will remain active if students are waiting for approval, if students are actively taking the test, or if the Test Administrator is actively interacting with the Test Administrator Interface.

SAY	Today, you are going to take Session 1 of the Grade 6 Florida Standards Assessments Mathematics Test. Remove all materials from your desk except your pen or pencil and Florida Computer-Based Testing Work Folder.
-----	---

	Write your first and last name and today’s date on your work folder. You may use your work folder to work the problems. You cannot use any other paper. I will collect your work folder at the end of this test session.
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	You may not have any electronic or recording devices, other than the device you are using to take the test, at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. If you are found with any electronic or recording devices at any time during this test session, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.
--	--

If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic devices.

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

SAY	Now, look at the login screen. If you do not see this screen, raise your hand.
-----	--

If a computer or device is not opened to the login screen, open the secure browser on that computer or device.

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

Distribute the test tickets.

SAY	Look closely at your test ticket and make sure it has your name and ID number on it. Do NOT sign in before I instruct you to do so. Raise your hand if you do not have the correct ticket.
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If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY	Now, log in by entering your First Name as it appears on your test ticket, your Username, and the Session ID _____. The Session ID is displayed for you. Click “Sign In.” Raise your hand if you need assistance.
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Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says “Is This You?” Verify that the information is correct. If your information is correct, select “Yes” to continue. If the information is not correct, then select “No” to return to the login page, and raise your hand.
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Assist any students who raise their hands.

SAY	<p>Now, you will see the test you are going to take today: the Grade 6 FSA Mathematics Test. Click the green arrow for this test to proceed.</p> <p>Now, sit quietly while I approve your tests.</p>
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In the Test Administrator Interface, select the “Approvals (#)” button to review the list of students ready to begin testing. You may need to select the "Refresh" button to see all the students in your testing room on your list.

Review test settings: To view a student’s online test settings or accommodations, click the corresponding “See Details” button. Test settings and/or accommodations for individual students are displayed. If changes are required, contact your school assessment coordinator who will update the student’s test settings in TIDE.

Once you ensure that all students have logged in correctly, approve students to test by selecting “Approve All Students” and select "Yes" on the "Important!" pop-up window.

SAY	<p>Now, you should see a screen that says “Is This Your Test?” Verify that the screen displays the correct test but do NOT click “Yes, Start My Test” until I tell you to do so.</p> <p>This screen also allows you to choose the print size and background color for your test. If you would like to change your print size and background color selections, do so now. If you have any questions, raise your hand.</p>
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If a student raises his or her hand, review that student’s test settings in the Test Delivery System and make any necessary changes. If necessary, have the student select “No” on the screen, log in again, and make adjustments, and approve that student’s test again. Ensure the correct information displays for that student on the “Is This Your Test?” screen.

SAY	<p>Now, open your work folder to page 2 and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not</p> <ul style="list-style-type: none"> ▪ talk to other students or make any disturbance ▪ look at another student’s computer or device screen or work folder ▪ allow another student to look at your computer or device screen or work folder ▪ ask for help answering any test questions ▪ give help to another student in answering test questions ▪ have notes or scratch paper other than your work folder ▪ have any electronic or recording devices, other than the device on which you are testing, in your possession at any time, including breaks, even if you do not use them ▪ fail to follow any other instructions given <p>After the test, you may not reveal details about the test items to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for</p>
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	example, on websites like Facebook, Twitter, or Instagram. If you are found sharing information about test items, your test will be invalidated.
	Are there any questions?

Answer all questions.

SAY	Now, read silently as I read the Testing Rules Acknowledgment out loud.
	I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.
	Now, sign your name on the line next to Signature to indicate that you understand the testing rules.

Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.
	Now, click “Yes, Start My Test,” but do not select “Begin Test Now” until I instruct you to do so.
	Take a moment to review the “Test Instructions and Help.” These instructions remind you how to navigate from one item to the next, and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions. Do NOT begin your test at this time.

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

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

Option A

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

OR

Option B

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “Pause” on the review screen and raise your hand. I will collect your test ticket and work folder. Then you must sit quietly until I tell you that this session has ended.</p> <p>Please raise your hand if you have any questions.</p>
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OR

Option C

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “Pause” on the review screen and raise your hand. I will collect your test ticket and work folder. Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
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Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your work folder and test ticket before you leave the room. While outside the testing room, you are NOT permitted to access any electronic devices or discuss the test with anyone.</p> <p>Remember, you have 60 minutes to complete this test session, and I will let you know when there are 10 minutes left.</p> <p>Now, click “Begin Test Now” and begin working.</p>
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Complete the following:

STARTING time:	_____
Add 50 minutes:	+50 minutes
Time for 10 minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the “Student Status” column in the Test Administrator Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from other students.

If students have moved into the second session by mistake, you will receive a request to approve them to continue to the next segment. Click "Deny" in the Test Administrator Interface when this request appears, enter a reason into the text box and click "Deny." This will automatically pause the student's test. (Clicking "Deny" for students who have mistakenly entered the second session at this time will not prevent them from accessing the session at the appropriate time.)

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, or computers (except to monitor student progress, or to contact your school assessment coordinator or technology coordinator in case of a technical issue). Do not check email, grade papers, etc. Your full attention should be on students AT ALL TIMES.

After 50 minutes from the STARTING time,

SAY	You have 10 minutes to complete Session 1.
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After 10 more minutes,

SAY	STOP. Ensure you are on the Review screen and pause your test by clicking the “Pause” button.
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Students will be returned to the login screen once they pause their tests. Collect work folders and test tickets.

Once all students have paused their tests, end the test session by clicking “Stop Session” in the Test Administrator Interface. This will pause any remaining tests. Then log out of the Test Administrator Interface by clicking “Log Out” in the upper right corner of the screen.

Complete the following steps:

1. Ensure you have all work folders and test tickets and that your record of required administration information and seating chart are accurate and complete.
2. Report any test irregularities or security breaches to your school assessment coordinator immediately.
3. Return materials to your school assessment coordinator until the beginning of Session 2.

Script for Administering the Computer-Based Grade 6 Mathematics

Session 2

60 minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations and computer-based accommodations are available in the portal.

Remember the following:

- Ensure that you have a Security Log, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have completed Session 1. If any students have not completed Session 1, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test session. **No exceptions will be made once the student leaves the school’s campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed and maintain the security of the test during breaks. Students should not discuss or exchange information with anyone during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, tablets) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student is paused in TDS, the student must log back in and be approved in TDS before he or she can continue testing.
- **If a student has difficulty logging in or gets kicked out of his or her test more than once, do not have the student continue to attempt to log in until the issue is diagnosed and resolved.**

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on pages 17–18.
2. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are available in Appendix D.)
3. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying mathematical concepts) and that any visual aids have been removed or covered.
4. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks and resuming testing.
5. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
6. Launch the secure browser on student computers prior to beginning the test session.
7. Ensure that you have test tickets for all students you will be testing. Instructions on generating test tickets may be found in the *TIDE User Guide*, available on the FSA Portal.
8. Ensure that each student has a pen or pencil and a work folder.

Create a Test Session

- Go to the FSA Portal, click the “Test Administrator” icon, and then click the “Test Administration” icon.
- Log in to the Test Administrator Interface using your username and password.
- Select the test you will be administering, and then click “Start Session.”
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information on your seating chart.

Note: As a security measure, test administrators are automatically logged out after 90 minutes of test administrator and student inactivity. **If you are logged out and there is no student activity, the session will close and all in-progress tests in the session will be paused. You will need to log back in to the Test Administrator Interface, create a new session, and approve students as they log in to resume their tests.** A session will remain active if students are waiting for approval, if students are actively taking the test, or if the Test Administrator is actively interacting with the Test Administrator Interface.

SAY	Today, you are going to take Session 2 of the Grade 6 Florida Standards Assessments Mathematics Test. Remove all materials from your desk except your pen or pencil and your work folder.
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	Write your first and last name and today’s date on your work folder. You may use your work folder to work the problems. You cannot use any other paper. I will collect your work folder at the end of this test session.
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	<p>You may not have any electronic or recording devices, other than the device you are using to take the test, at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. If you are found with any electronic or recording devices at any time during this test session, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
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If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic devices.

Ensure students have the necessary login information, and ensure the Session ID is displayed where all students can see it.

SAY	Now, look at the login screen. If you do not see this screen, raise your hand.
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If a computer or device is not opened to the login screen, open the secure browser on that computer or device.

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

SAY	<p>Look closely at your test ticket and make sure it has your name and ID number on it.</p> <p>Do NOT sign in before I instruct you to do so.</p> <p>Raise your hand if you do not have the correct ticket.</p>
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If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY	<p>Now, log in by entering your First Name as it appears on your test ticket, your Username, and the Session ID _____. The Session ID is displayed for you. Click “Sign In.”</p> <p>Raise your hand if you need assistance.</p>
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Pause and assist students with logging in as needed.

SAY	<p>Now, you will see a screen that says “Is This You?” Verify that the information is correct. If your information is correct, select “Yes” to continue. If the information is not correct, then select “No” to return to the login page, and raise your hand.</p>
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Assist any students who raise their hands.

SAY	Now, you will see the test you are going to take today: the Grade 6 FSA Mathematics Test. Click the green arrow for this test to proceed. Now, sit quietly while I approve your tests.
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In the Test Administrator Interface, select the “Approvals (#)” button to review the list of students ready to begin testing. You may need to select the "Refresh" button to see all the students in your testing room on your list.

Review test settings: To view a student’s online test settings or accommodations, click the corresponding “See Details” button. Test settings and/or accommodations for individual students are displayed. If changes are required, contact your school assessment coordinator who will update the student’s test settings in TIDE.

Once you ensure that all students have logged in correctly, approve students to test by selecting “Approve All Students” and select "Yes" on the "Important!" pop-up window.

SAY	Now, you should see a screen that says “Is This Your Test?” Verify that the screen displays the correct test but do NOT click “Yes, Start My Test” until I tell you to do so. This screen also allows you to choose the print size and background color for your test. If you would like to change your print size and background color selections, do so now. If you have any questions, raise your hand.
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If a student raises his or her hand, review that student’s test settings in the Test Delivery System and make any necessary changes. If necessary, have the student select “No” on the screen and log in again and make adjustments, and approve that student’s test again. Ensure the correct information displays for that student on the “Is This Your Test?” screen.

SAY	Now, open your work folder to page 2 and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not <ul style="list-style-type: none"> ▪ talk to other students or make any disturbance ▪ look at another student’s computer or device screen or work folder ▪ allow another student to look at your computer or device screen or work folder ▪ ask for help answering any test questions ▪ give help to another student in answering test questions ▪ have any electronic or recording devices, other than the device on which you are testing, in your possession at any time, including breaks, even if you do not use them ▪ fail to follow any other instructions given <p>After the test, you may not reveal details about the test items to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for</p>
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	<p>example, on websites like Facebook, Twitter, or Instagram. If you are found sharing information about test items, your test will be invalidated.</p> <p>Are there any questions?</p>
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Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p>
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Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	<p>Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.</p> <p>Now, click "Yes, Start My Test," but do not select "Begin Test Now" until I instruct you to do so.</p> <p>Take a moment to review the "Test Instructions and Help." These instructions remind you how to navigate from one item to the next, and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions. Do NOT begin your test at this time.</p>
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Pause to allow students a moment to review the instructions, and answer all student questions.

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

Option A

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

Option B

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “Pause” on the review screen and raise your hand. I will collect your test ticket and work folder. Then you must sit quietly until I tell you that this session has ended.</p> <p>Please raise your hand if you have any questions.</p>
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OR

Option C

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “Pause” on the review screen and raise your hand. I will collect your test ticket and work folder. Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
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Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your work folder and test ticket before you leave the room. While outside the testing room, you are NOT permitted to access any electronic devices or discuss the test with anyone.</p> <p>Remember, you have 60 minutes to complete this test session, and I will let you know when there are 10 minutes left.</p> <p>Now, click “Begin Test Now” and sit quietly while I approve you to move into the next segment.</p>
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In the Test Administrator Interface, select the “Approvals (#)” and approve students to move to the next segment by selecting “Approve All Students.” Click “Yes” in the “Important!” pop-up window.

SAY	<p>Now, begin working.</p>
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Complete the following:

STARTING time: _____

Add 50 minutes: +50 minutes

Time for 10 minute reminder: _____
 Add 10 minutes: +10 minutes
 STOPPING time: _____

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the “Student Status” column in the Test Administrator Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from other students.

If students have moved into the third session by mistake, you will receive a request to approve them to continue to the next segment. Click "Deny" in the Test Administrator Interface when this request appears, enter a reason into the text box and click "Deny." This will automatically pause the student's test.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, or computers (except to monitor student progress, or to contact your school assessment coordinator or technology coordinator in case of a technical issue). Do not check email, grade papers, etc. Your full attention should be on students AT ALL TIMES.

After 50 minutes from the STARTING time,

SAY	You have 10 minutes to complete Session 2.
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After 10 more minutes,

SAY	STOP. Ensure you are on the Review screen and pause your test by clicking the “Pause” button.
-----	---

Complete the following steps:

1. Ensure you have all student work folders and test tickets and that your record of required administration information and seating chart are accurate and complete.
2. Report any test irregularities or security breaches to your school assessment coordinator immediately.
3. Return materials to your school assessment coordinator until the beginning of Session 3.

Script for Administering the Computer-Based Grade 6 Mathematics

Session 3

60 minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations and computer-based accommodations are available in the portal.

Remember the following:

- Ensure that you have a Security Log, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have completed Sessions 1 and 2. If any students have not completed Sessions 1 and 2, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test session. **No exceptions will be made once the student leaves the school’s campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed and maintain the security of the test during breaks. Students should not discuss or exchange information with anyone during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, tablets) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student is paused in TDS, the student must log back in and be approved in TDS before he or she can continue testing.
- **If a student has difficulty logging in or gets kicked out of his or her test more than once, do not have the student continue to attempt to log in until the issue is diagnosed and resolved.**

Follow the instructions from your school assessment coordinator for how students will access the student comment form once they have finished the test. The comment form is available at fsassessments.org/student-comment-form.

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on pages 17–18.
2. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are available in Appendix D.)
3. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying mathematical concepts) and that any visual aids have been removed or covered.
4. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks and resuming testing.
5. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
6. Launch the secure browser on student computers prior to beginning the test session.
7. Ensure that you have test tickets for all students you will be testing. Instructions on generating test tickets may be found in the *TIDE User Guide*, available on the FSA Portal.
8. Ensure that each student has a pen or pencil and a work folder.

Create a Test Session

- Go to the FSA Portal, click the “Test Administrator” icon, and then click the “Test Administration” icon.
- Log in to the Test Administrator Interface using your username and password.
- Select the test you will be administering, and then click “Start Session.”
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information on your seating chart.

Note: As a security measure, test administrators are automatically logged out after 90 minutes of test administrator and student inactivity. **If you are logged out and there is no student activity, the session will close and all in-progress tests in the session will be paused. You will need to log back in to the Test Administrator Interface, create a new session, and approve students as they log in to resume their tests.** A session will remain active if students are waiting for approval, if students are actively taking the test, or if the Test Administrator is actively interacting with the Test Administrator Interface.

SAY	<p>Today, you are going to take Session 3 of the Grade 6 Florida Standards Assessments Mathematics Test. Remove all materials from your desk except your pen or pencil and your work folder.</p> <p>Write your first and last name and today’s date on your work folder. You may use your work folder to work the problems. You cannot use any other paper. I will collect your work folder at the end of this test session.</p>
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	You may not have any electronic or recording devices, other than the device you are using to take the test, at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. If you are found with any electronic or recording devices at any time during this test session, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.
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If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic devices.

Ensure students have the necessary login information, and ensure the Session ID is displayed where all students can see it.

SAY	Now, look at the login screen. If you do not see this screen, raise your hand.
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If a computer or device is not opened to the login screen, open the secure browser on that computer.

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

SAY	Look closely at your test ticket and make sure it has your name and ID number on it. Do NOT sign in before I instruct you to do so. Raise your hand if you do not have the correct ticket.
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If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY	Now, log in by entering your First Name as it appears on your test ticket, your Username, and the Session ID _____. The Session ID is displayed for you. Click “Sign In.” Raise your hand if you need assistance.
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Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says “Is This You?” Verify that the information is correct. If your information is correct, select “Yes” to continue. If the information is not correct, then select “No” to return to the login page, and raise your hand.
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Assist any students who raise their hands.

SAY	Now, you will see the test you are going to take today: the Grade 6 FSA Mathematics Assessment. Click the green arrow for this test to proceed.
	Now, sit quietly while I approve your tests.

In the Test Administrator Interface, select the “Approvals (#)” button to review the list of students ready to begin testing. You may need to select the "Refresh" button to see all the students in your testing room on your list.

Review test settings: To view a student’s online test settings or accommodations, click the corresponding “See Details” button. Test settings and/or accommodations for individual students are displayed. If changes are required, contact your school assessment coordinator who will update the student’s test settings in TIDE.

Once you ensure that all students have logged in correctly, approve students to test by selecting “Approve All Students” and select "Yes" on the "Important!" pop-up window.

SAY	Now, you should see a screen that says “Is This Your Test?” Verify that the screen displays the correct test but do NOT click “Yes, Start My Test” until I tell you to do so.
	This screen also allows you to choose the print size and background color for your test. If you would like to change your print size and background color selections, do so now. If you have any questions, raise your hand.

If a student raises his or her hand, review that student’s test settings in the Test Delivery System and make any necessary changes. If necessary, have the student select “No” on the screen, log in again, and make adjustments, and approve that student’s test again. Ensure the correct information displays for that student on the “Is This Your Test?” screen.

SAY	Now, open your work folder to page 2 and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not <ul style="list-style-type: none"> ▪ talk to other students or make any disturbance ▪ look at another student’s computer or device screen or work folder ▪ allow another student to look at your computer or device screen or work folder ▪ ask for help answering any test questions ▪ give help to another student in answering test questions ▪ have any electronic or recording devices, other than the device on which you are testing, in your possession at any time, including breaks, even if you do not use them ▪ fail to follow any other instructions given <p>After the test, you may not reveal details about the test items to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for</p>
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	<p>example, on websites like Facebook, Twitter, or Instagram. If you are found sharing information about test items, your test will be invalidated.</p> <p>Are there any questions?</p>
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Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p>
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Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	<p>Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.</p> <p>Now, click "Yes, Start My Test," but do not select "Begin Test Now" until I instruct you to do so.</p> <p>Take a moment to review the "Test Instructions and Help." These instructions remind you how to navigate from one item to the next, and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions. Do NOT begin your test at this time.</p>
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Pause to allow students a moment to review the instructions, and answer all student questions.

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

Option A

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

Option B

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “End Test” and raise your hand. I will collect your test ticket and work folder. Then you must sit quietly until I tell you that this session has ended.</p> <p>Please raise your hand if you have any questions.</p>
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OR

Option C

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “End Test” and raise your hand. I will collect your test ticket and work folder. Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
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Answer any questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your work folder and test ticket before you leave the room. While outside the testing room, you are NOT permitted to access any electronic devices or discuss the test with anyone.</p> <p>Remember, you have 60 minutes to complete this test session, and I will let you know when there are 10 minutes left.</p> <p>Now, click “Begin Test Now” and sit quietly while I approve you to move into the next segment.</p>
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In the Test Administrator Interface, select the “Approvals (#)” and approve students to move to the next segment by selecting “Approve All Students.” Click “Yes” in the “Important!” pop-up window.

SAY	<p>Now, begin working.</p>
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Complete the following:

STARTING time:	_____
Add 50 minutes:	+50 minutes
Time for 10 minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the “Student Status” column in the Test Administrator Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from other students.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, or computers (except to monitor student progress, or to contact your school assessment coordinator or technology coordinator in case of a technical issue). Do not check email, grade papers, etc. Your full attention should be on students AT ALL TIMES.

After 50 minutes from the STARTING time,

SAY	You have 10 minutes to finish your test and to review it.
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After 10 more minutes,

SAY	STOP. Submit your test by clicking “End Test.” I will provide you with instructions for accessing the comment form. Please complete the comment form and submit it as instructed.
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Students will be returned to the login screen once they submit their tests. Collect work folders and test tickets, and assist students with accessing the comment form available at **fsassessments.org/student-comment-form**.

Once all students have submitted their tests, end the test session by clicking “Stop Session” in the Test Administrator Interface. This will pause any remaining tests, so only select “Stop Session” all students have finished working. Then log out of the Test Administrator Interface by clicking “Log Out” in the upper right corner of the screen.

Complete the following steps:

1. Ensure you have all student work folders and test tickets and that your record of required administration information and seating chart are accurate and complete.
2. Report any test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your record of required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL students:

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

4. Return all materials to your school assessment coordinator, as described on page 191.

Script for Administering the Computer-Based Grades 7–8 Mathematics

Session 1

60 minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations and computer-based accommodations are available in the portal.

Calculators are NOT permitted during this test session. Do not distribute calculators until the beginning of Session 2.

Remember the following:

- Ensure that you have a Security Log, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have participated in a training test. If any students have not completed a training test, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test session. **No exceptions will be made once the student leaves the school’s campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed and maintain the security of the test during breaks. Students should not discuss or exchange information with anyone during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, tablets) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student is paused in TDS, the student must log back in and be approved in TDS before he or she can continue testing.
- **If a student has difficulty logging in or gets kicked out of his or her test more than once, do not have the student continue to attempt to log in until the issue is diagnosed and resolved.**
- When reading the following script, please note that optional words are italicized and in parentheses.

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on pages 17–18.
2. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are available in Appendix D.)
3. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying mathematical concepts) and that any visual aids have been removed or covered.
4. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks and resuming testing.
5. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
6. Launch the secure browser on student computers prior to beginning the test session.
7. Ensure that you have test tickets for all students you will be testing. Instructions on generating test tickets may be found in the *TIDE User Guide*, available on the FSA Portal.
8. Ensure that each student has a pen or pencil and a work folder.

Create a Test Session

- Go to the FSA Portal, click the “Test Administrator” icon, and then click the “Test Administration” icon.
- Log in to the Test Administrator Interface using your username and password.
- Select the test you will be administering, and then click “Start Session.”
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information on your seating chart.

Note: As a security measure, test administrators are automatically logged out after 90 minutes of test administrator and student inactivity. **If you are logged out and there is no student activity, the session will close and all in-progress tests in the session will be paused. You will need to log back in to the Test Administrator Interface, create a new session, and approve students as they log in to resume their tests.** A session will remain active if students are waiting for approval, if students are actively taking the test, or if the Test Administrator is actively interacting with the Test Administrator Interface.

SAY	<p>Today, you are going to take Session 1 of the Grade ___ Florida Standards Assessments Mathematics Test. Remove all materials from your desk except your pen or pencil and Florida Computer-Based Testing Work Folder.</p> <p>Write your first and last name and today’s date on your work folder. You may use your work folder to work the problems. You cannot use any other paper. I will collect your work folder at the end of this test session.</p>
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You may not have any electronic or recording devices, other than the device you are using to take the test, at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. **If you are found with any electronic or recording devices at any time during this test session, including breaks, your test will not be scored.** If you have any devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic devices.

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

SAY Now, look at the login screen. If you do not see this screen, raise your hand.

If a computer or device is not opened to the login screen, open the secure browser on that computer or device.

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

Distribute the test tickets.

SAY Look closely at your test ticket and make sure it has your name, date of birth, and ID number on it.

Do NOT sign in before I instruct you to do so.

Raise your hand if you do not have the correct ticket.

If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY Now, log in by entering your First Name as it appears on your test ticket, your Username, and the Session ID _____. The Session ID is displayed for you. Click “Sign In.”
Raise your hand if you need assistance.

Pause and assist students with logging in as needed.

SAY Now, you will see a screen that says “Is This You?” Verify that the information is correct. If your information is correct, select “Yes” to continue. If the information is not correct, then select “No” to return to the login page, and raise your hand.

Assist any students who raise their hands.

SAY	Now, you will see the test you are going to take today: the Grade ____ FSA Mathematics Test. Click the green arrow for this test to proceed. Now, sit quietly while I approve your tests.
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In the Test Administrator Interface, select the “Approvals (#)” button to review the list of students ready to begin testing. You may need to select the "Refresh" button to see all the students in your testing room on your list.

Review test settings: To view a student’s online test settings or accommodations, click the corresponding “See Details” button. Test settings and/or accommodations for individual students are displayed. If changes are required, contact your school assessment coordinator who will update the student’s test settings in TIDE.

Once you ensure that all students have logged in correctly, approve students to test by selecting “Approve All Students” and select "Yes" on the "Important!" pop-up window.

SAY	Now, you should see a screen that says “Is This Your Test?” Verify that the screen displays the correct test but do NOT click “Yes, Start My Test” until I tell you to do so. This screen also allows you to choose the print size and background color for your test. If you would like to change your print size and background color selections, do so now. If you have any questions, raise your hand.
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If a student raises his or her hand, have the student select “No” on the screen, log in again, and make adjustments, and approve that student’s test again. Ensure the correct information displays for that student on the “Is This Your Test?” screen.

SAY	Now, open your work folder to page 2 and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not <ul style="list-style-type: none"> ▪ talk to other students or make any disturbance ▪ look at another student’s computer or device screen or work folder ▪ allow another student to look at your computer or device screen or work folder ▪ ask for help answering any test questions ▪ give help to another student in answering test questions ▪ have notes or scratch paper other than your work folder ▪ have any electronic or recording devices, other than the device on which you are testing, in your possession at any time, including breaks, even if you do not use them ▪ fail to follow any other instructions given <p>After the test, you may not reveal details about the test items to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for</p>
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	example, on websites like Facebook, Twitter, or Instagram. If you are found sharing information about test items, your test will be invalidated.
	Are there any questions?

Answer all questions.

SAY	Now, read silently as I read the Testing Rules Acknowledgment out loud.
	I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.
	Now, sign your name on the line next to Signature to indicate that you understand the testing rules.

Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.
	Now, click “Yes, Start My Test,” but do not select “Begin Test Now” until I instruct you to do so.
	Take a moment to review the “Test Instructions and Help.” These instructions remind you how to navigate from one item to the next, and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions. Do NOT begin your test at this time.

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

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

Option A

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

OR

Option B

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “Pause” on the review screen and raise your hand. I will collect your test ticket and work folder. Then you must sit quietly until I tell you that this session has ended.</p> <p>Please raise your hand if you have any questions.</p>
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OR

Option C

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “Pause” on the review screen and raise your hand. I will collect your test ticket and work folder. Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
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Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your work folder and test ticket before you leave the room. While outside the testing room, you are NOT permitted to access any electronic devices or discuss the test with anyone.</p> <p>Remember, you have 60 minutes to complete this test session, and I will let you know when there are 10 minutes left.</p> <p>Now, click “Begin Test Now” and begin working.</p>
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Complete the following:

STARTING time:	_____
Add 50 minutes:	+50 minutes
Time for 10 minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the “Student Status” column in the Test Administrator Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from other students.

If students have moved into the second session by mistake, you will receive a request to approve them to continue to the next segment. Click "Deny" in the Test Administrator Interface when this request appears, enter a reason into the text box and click "Deny." This will automatically pause the student's test. (Clicking "Deny" for students who have mistakenly entered the second session at this time will not prevent them from accessing the session at the appropriate time.)

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, or computers (except to monitor student progress, or to contact your school assessment coordinator or technology coordinator in case of a technical issue). Do not check email, grade papers, etc. Your full attention should be on students **AT ALL TIMES**.

After 50 minutes from the STARTING time,

SAY	You have 10 minutes to complete Session 1.
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After 10 more minutes,

SAY	STOP. Ensure you are on the Review screen and pause your test by clicking the “Pause” button.
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Students will be returned to the login screen once they pause their tests. Collect work folders and test tickets.

Once all students have paused their tests, end the test session by clicking “Stop Session” in the Test Administrator Interface. This will pause any remaining tests. Then log out of the Test Administrator Interface by clicking “Log Out” in the upper right corner of the screen.

Complete the following steps:

1. Ensure you have all student work folders and test tickets and that your record of required administration information and seating chart are accurate and complete.
2. Report any test irregularities or security breaches to your school assessment coordinator immediately.
3. Return materials to your school assessment coordinator until the beginning of Session 2.

Script for Administering the Computer-Based Grades 7–8 Mathematics

Session 2

60 minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations and computer-based accommodations are available in the portal.

Remember the following:

- Ensure that you have a Security Log, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have completed Session 1. If any students have not completed Session 1, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test session. **No exceptions will be made once the student leaves the school’s campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed and maintain the security of the test during breaks. Students should not discuss or exchange information with anyone during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, tablets) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student is paused in TDS, the student must log back in and be approved in TDS before he or she can continue testing.
- **If a student has difficulty logging in or gets kicked out of his or her test more than once, do not have the student continue to attempt to log in until the issue is diagnosed and resolved.**
- When reading the following script, please note that optional words are italicized and in parentheses.

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on pages 17–18.
2. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are available in Appendix D.)
3. **If your school is allowing students to use handheld scientific calculators**, ensure every student has a scientific calculator with the allowable functionality only. References to calculators in this administration script are in italics and should only be read if students are permitted to use handheld calculators.
4. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying mathematical concepts) and that any visual aids have been removed or covered.
5. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks and resuming testing.
6. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
7. Launch the secure browser on student computers prior to beginning the test session.
8. Ensure that you have test tickets for all students you will be testing. Instructions on generating test tickets may be found in the *TIDE User Guide*, available on the FSA Portal.
9. Ensure that each student has a pen or pencil and a work folder.

Create a Test Session

- Go to the FSA Portal, click the “Test Administrator” icon, and then click the “Test Administration” icon.
- Log in to the Test Administrator Interface using your username and password.
- Select the test you will be administering, and then click “Start Session.”
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information on your seating chart.

Note: As a security measure, test administrators are automatically logged out after 90 minutes of test administrator and student inactivity. **If you are logged out and there is no student activity, the session will close and all in-progress tests in the session will be paused. You will need to log back in to the Test Administrator Interface, create a new session, and approve students as they log in to resume their tests.** A session will remain active if students are waiting for approval, if students are actively taking the test, or if the Test Administrator is actively interacting with the Test Administrator Interface.

SAY	Today, you are going to take Session 2 of the Grade ____ Florida Standards Assessments Mathematics Test. Remove all materials from your desk except your pen or pencil and your work folder (<i>and calculator</i>).
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Write your first and last name and today’s date on your work folder. You may use your work folder to work the problems. You cannot use any other paper. I will collect your work folder at the end of this test session.

You may not have any electronic or recording devices, other than the device you are using to take the test (*and your calculator*), at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. **If you are found with any electronic or recording devices at any time during this test session, including breaks, your test will not be scored.** If you have any devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic devices.

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

SAY Now, look at the login screen. If you do not see this screen, raise your hand.

If a computer or device is not opened to the login screen, open the secure browser on that computer or device.

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

Distribute the test tickets.

SAY Look closely at your test ticket and make sure it has your name, date of birth, and ID number on it.

Do NOT sign in before I instruct you to do so.

Raise your hand if you do not have the correct ticket.

If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY Now, log in by entering your First Name as it appears on your test ticket, your Username, and the Session ID _____. The Session ID is displayed for you. Click “Sign In.”
Raise your hand if you need assistance.

Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says “Is This You?” Verify that the information is correct. If your information is correct, select “Yes” to continue. If the information is not correct, then select “No” to return to the login page, and raise your hand.
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Assist any students who raise their hands.

SAY	Now, you will see the test you are going to take today: the Grade ____ FSA Mathematics Test. Click the green arrow for this test to proceed. Now, sit quietly while I approve your tests.
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In the Test Administrator Interface, select the “Approvals (#)” button to review the list of students ready to begin testing. You may need to select the "Refresh" button to see all the students in your testing room on your list.

Review test settings: To view a student’s online test settings or accommodations, click the corresponding “See Details” button. Test settings and/or accommodations for individual students are displayed. If changes are required, contact your school assessment coordinator who will update the student’s test settings in TIDE.

Once you ensure that all students have logged in correctly, approve students to test by selecting “Approve All Students” and select "Yes" on the "Important!" pop-up window.

SAY	Now, you should see a screen that says “Is This Your Test?” Verify that the screen displays the correct test but do NOT click “Yes, Start My Test” until I tell you to do so. This screen also allows you to choose the print size and background color for your test. If you would like to change your print size and background color selections, do so now. If you have any questions, raise your hand.
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If a student raises his or her hand, have the student select “No” on the screen and log in again and make adjustments, and approve that student’s test again. Ensure the correct information displays for that student on the “Is This Your Test?” screen.

SAY	Now, open your work folder to page 2 and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not <ul style="list-style-type: none"> ▪ talk to other students or make any disturbance ▪ look at another student’s computer or device screen or work folder ▪ allow another student to look at your computer or device screen or work folder ▪ ask for help answering any test questions ▪ give help to another student in answering test questions ▪ have notes or scratch paper other than your work folder ▪ have any electronic or recording devices, other than the device on which you are testing (<i>and your calculator</i>), in your possession at any time, including breaks, even if you do not use them
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	<ul style="list-style-type: none"> ▪ fail to follow any other instructions given <p>After the test, you may not reveal details about the test items to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram. If you are found sharing information about test items, your test will be invalidated.</p> <p>Are there any questions?</p>
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Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p>
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Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	<p>Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.</p> <p>Now, click “Yes, Start My Test,” but do not select “Begin Test Now” until I instruct you to do so.</p> <p>Take a moment to review the “Test Instructions and Help.” These instructions remind you how to navigate from one item to the next, and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions. Do NOT begin your test at this time.</p>
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Pause to allow students a moment to review the instructions, and answer all student questions.

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

Option A

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. Do not click “Pause” until you are instructed to do so at the end of the session today. After you have checked your work, sit quietly until I tell you that this session has ended.</p> <p>Please raise your hand if you have any questions.</p>
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OR**Option B**

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “Pause” on the review screen and raise your hand. I will collect your test ticket and work folder (<i>and calculator</i>). Then you must sit quietly until I tell you that this session has ended.</p> <p>Please raise your hand if you have any questions.</p>
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OR**Option C**

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “Pause” on the review screen and raise your hand. I will collect your test ticket and work folder (<i>and calculator</i>). Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
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Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your work folder and test ticket (<i>and calculator</i>) before you leave the room. While outside the testing room, you are NOT permitted to access any electronic devices or discuss the test with anyone.</p> <p>Remember, you have 60 minutes to complete this test session, and I will let you know when there are 10 minutes left.</p> <p>Now, click “Begin Test Now” and sit quietly while I approve you to move into the next segment.</p>
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In the Test Administrator Interface, select the “Approvals (#)” and approve students to move to the next segment by selecting “Approve All Students.” Click "Yes" in the "Important!" pop-up window.

SAY Now begin working.

Complete the following:

STARTING time:	
Add 50 minutes:	+50 minutes
Time for 10 minute reminder:	
Add 10 minutes:	+10 minutes\
STOPPING time:	

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the “Student Status” column in the Test Administrator Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from other students.

If students have moved into the third session by mistake, you will receive a request to approve them to continue to the next segment. Click "Deny" in the Test Administrator Interface when this request appears, enter a reason into the text box and click "Deny." This will automatically pause the student's test.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, or computers (except to monitor student progress, or to contact your school assessment coordinator or technology coordinator in case of a technical issue). Do not check email, grade papers, etc. Your full attention should be on students AT ALL TIMES.

After 50 minutes from the STARTING time,

SAY You have 10 minutes to complete Session 2.

After 10 more minutes,

SAY STOP. Ensure you are on the Review screen and pause your test by clicking the “Pause” button.

Students will be returned to the login screen once they pause their tests. Collect work folders and test tickets (and calculators, if applicable).

Once all students have paused their tests, end the test session by clicking “Stop Session” in the Test Administrator Interface. This will pause any remaining tests. Then log out of the Test Administrator Interface by clicking “Log Out” in the upper right corner of the screen.

Complete the following steps:

1. Ensure you have all student work folders and test tickets (and calculators) and that your record of required administration information and seating chart are accurate and complete.
2. Report any test irregularities or security breaches to your school assessment coordinator immediately.
3. Return materials to your school assessment coordinator until the beginning of Session 3.

Script for Administering the Computer-Based Grades 7–8 Mathematics

Session 3

60 minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations and computer-based accommodations are available in the portal.

Remember the following:

- Ensure that you have a Security Log, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have completed Sessions 1 and 2. If any students have not completed Sessions 1 and 2, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test session. **No exceptions will be made once the student leaves the school’s campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed and maintain the security of the test during breaks. Students should not discuss or exchange information with anyone during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, tablets) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student is paused in TDS, the student must log back in and be approved in TDS before he or she can continue testing.
- **If a student has difficulty logging in or gets kicked out of his or her test more than once, do not have the student continue to attempt to log in until the issue is diagnosed and resolved.**
- When reading the following script, please note that optional words are italicized and in parentheses.

Follow the instructions from your school assessment coordinator for how students will access the student comment form once they have finished the test. The comment form is available at **fsassessments.org/student-comment-form**.

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on pages 17–18.
2. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are available in Appendix D.)
3. **If your school is allowing students to use handheld scientific calculators**, ensure that every student has a scientific calculator with the allowable functionality only. References to calculators in this administration script are in italics and should only be read if students are permitted to use handheld calculators.
4. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying mathematical concepts) and that any visual aids have been removed or covered.
5. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks and resuming testing.
6. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
7. Launch the secure browser on student computers prior to beginning the test session.
8. Ensure that you have test tickets for all students you will be testing. Instructions on generating test tickets may be found in the *TIDE User Guide*, available on the FSA Portal.
9. Ensure that each student has a pen or pencil and a work folder.

Create a Test Session

- Go to the FSA Portal, click the “Test Administrator” icon, and then click the “Test Administration” icon.
- Log in to the Test Administrator Interface using your username and password.
- Select the test you will be administering, and then click “Start Session.”
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information on your seating chart.

Note: As a security measure, test administrators are automatically logged out after 90 minutes of test administrator and student inactivity. **If you are logged out and there is no student activity, the session will close and all in-progress tests in the session will be paused. You will need to log back in to the Test Administrator Interface, create a new session, and approve students as they log in to resume their tests.** A session will remain active if students are waiting for approval, if students are actively taking the test, or if the Test Administrator is actively interacting with the Test Administrator Interface.

SAY	Today, you are going to take Session 3 of the Grade ____ Florida Standards Assessments Mathematics Test. Remove all materials from your desk except your pen or pencil and your work folder (<i>and calculator</i>).
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	<p>Write your first and last name and today’s date on your work folder. You may use your work folder to work the problems. You cannot use any other paper. I will collect your work folder at the end of this test session.</p> <p>You may not have any electronic or recording devices, other than the device you are using to take the test (<i>and your calculator</i>), at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. If you are found with any electronic or recording devices at any time during this test session, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
--	--

If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic devices.

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

SAY	Now, look at the login screen. If you do not see this screen, raise your hand.
-----	--

If a computer or device is not opened to the login screen, open the secure browser on that computer.

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

Distribute the test tickets.

SAY	<p>Look closely at your test ticket and make sure it has your name, date of birth, and ID number on it.</p> <p>Do NOT sign in before I instruct you to do so.</p> <p>Raise your hand if you do not have the correct ticket.</p>
-----	---

If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY	<p>Now, log in by entering your First Name as it appears on your test ticket, your Username, and the Session ID _____. The Session ID is displayed for you. Click “Sign In.”</p> <p>Raise your hand if you need assistance.</p>
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Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says “Is This You?” Verify that the information is correct. If your information is correct, select “Yes” to continue. If the information is not correct, then select “No” to return to the login page, and raise your hand.
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Assist any students who raise their hands.

SAY	Now, you will see the test you are going to take today: the Grade ___ FSA Mathematics Assessment. Click the green arrow for this test to proceed.
	Now, sit quietly while I approve your tests.

In the Test Administrator Interface, select the “Approvals (#)” button to review the list of students ready to begin testing. You may need to select the "Refresh" button to see all the students in your testing room on your list.

Review test settings: To view a student’s online test settings or accommodations, click the corresponding “See Details” button. Test settings and/or accommodations for individual students are displayed. If changes are required, contact your school assessment coordinator who will update the student’s test settings in TIDE.

Once you ensure that all students have logged in correctly, approve students to test by selecting “Approve All Students” and select "Yes" on the "Important!" pop-up window.

SAY	Now, you should see a screen that says “Is This Your Test?” Verify that the screen displays the correct test but do NOT click “Yes, Start My Test” until I tell you to do so.
	This screen also allows you to choose the print size and background color for your test. If you would like to change your print size and background color selections, do so now. If you have any questions, raise your hand.

If a student raises his or her hand, have the student select “No” on the screen, log in again, and make adjustments, and approve that student’s test again. Ensure the correct information displays for that student on the “Is This Your Test?” screen.

SAY	Now, open your work folder to page 2 and look at the Testing Rules Acknowledgment Please listen as I read the testing rules. During this test, you must not
	<ul style="list-style-type: none"> ▪ talk to other students or make any disturbance ▪ look at another student’s computer or device screen or work folder ▪ allow another student to look at your computer or device screen or work folder ▪ ask for help answering any test questions ▪ give help to another student in answering test questions ▪ have notes or scratch paper other than your work folder ▪ have any electronic or recording devices, other than the device on which you are testing (<i>and your calculator</i>), in your possession at any time, including breaks,

	<ul style="list-style-type: none"> ▪ even if you do not use them ▪ fail to follow any other instructions given <p>After the test, you may not reveal details about the test items to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram. If you are found sharing information about test items, your test will be invalidated.</p> <ul style="list-style-type: none"> ▪ Are there any questions?
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Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p>
-----	--

Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	<p>Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.</p> <p>Now, click “Yes, Start My Test,” but do not select “Begin Test Now” until I instruct you to do so.</p> <p>Take a moment to review the “Test Instructions and Help.” These instructions remind you how to navigate from one item to the next, and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions. Do NOT begin your test at this time.</p>
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Pause to allow students a moment to review the instructions, and answer all student questions.

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

Option A

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

OR**Option B**

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “End Test” and raise your hand. I will collect your test ticket and work folder (<i>and calculator</i>). Then you must sit quietly until I tell you that this session has ended.</p> <p>Please raise your hand if you have any questions.</p>
-----	--

OR**Option C**

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “End Test” and raise your hand. I will collect your test ticket and work folder (<i>and calculator</i>). Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
-----	--

Answer any questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your work folder and test ticket (<i>and calculator</i>) before you leave the room. While outside the testing room, you are NOT permitted to access any electronic devices or discuss the test with anyone.</p> <p>Remember, you have 60 minutes to complete this test session, and I will let you know when there are 10 minutes left.</p> <p>Now, click “Begin Test Now” and sit quietly while I approve you to move into the next segment.</p>
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In the Test Administrator Interface, select the “Approvals (#)” and approve students to move to the next segment by selecting “Approve All Students.” Click "Yes" in the "Important!" pop-up window.

SAY Now, begin working.

Complete the following:

STARTING time:	
Add 50 minutes:	+50 minutes
Time for 10 minute reminder:	
Add 10 minutes:	+10 minutes
STOPPING time:	

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the “Student Status” column in the Test Administrator Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from other students.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, or computers (except to monitor student progress, or to contact your school assessment coordinator or technology coordinator in case of a technical issue). Do not check email, grade papers, etc. Your full attention should be on students AT ALL TIMES.

After 50 minutes from the STARTING time,

SAY You have 10 minutes to finish your test and to review it.

After 10 more minutes,

SAY STOP. Submit your test by clicking “End Test.” I will provide you with instructions for accessing the comment form. Please complete the comment form and submit it as instructed.

Students will be returned to the login screen once they submit their tests. Collect work folders and test tickets (and calculators, if applicable), and assist students with accessing the comment form available at **fsassessments.org/student-comment-form**.

Once all students have submitted their tests, end the test session by clicking “Stop Session” in the Test Administrator Interface. This will pause any remaining tests, so only select “Stop Session” all students have submitted their tests. Then log out of the Test Administrator Interface by clicking “Log Out” in the upper right corner of the screen.

Complete the following steps:

1. Ensure you have all student work folders and test tickets (and calculators) and that your record of required administration information and seating chart are accurate and complete.
2. Report any test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your record of required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL students:

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

4. Return all materials to your school assessment coordinator, as described on page 191.

Script for Administering the Computer-Based Algebra 1 EOC Assessment

Session 1

90+ minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations and computer-based accommodations are available in the portal.

Calculators are NOT permitted during this test session. Do not distribute calculators until the beginning of Session 2.

This test session is 90 minutes, and students may continue working for up to half of a typical school day. Ensure you have the correct stopping time for students who use additional time, and display the stopping time as instructed in the script.

Remember the following:

- Ensure that you have a Security Log, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have participated in a training test. If any students have not completed a training test, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test session. **No exceptions will be made once the student leaves the school's campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed and maintain the security of the test during breaks. Students should not discuss or exchange information with anyone during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, tablets) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens (e.g., monitors turned off, folders taped to screens) instead of pausing students' tests. If a student is paused in TDS, the student must log back in and be approved in TDS before he or she can continue testing.

- **If a student has difficulty logging in or gets kicked out of his or her test more than once, do not have the student continue to attempt to log in until the issue is diagnosed and resolved.**

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on pages 17–18.
2. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are available in Appendix D.)
3. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying mathematical concepts) and that any visual aids have been removed or covered.
4. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks and resuming testing.
5. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
6. Launch the secure browser on student computers prior to beginning the test session.
7. Ensure that you have test tickets for all students you will be testing. Instructions on generating test tickets may be found in the *TIDE User Guide*, available on the FSA Portal.
8. Ensure that each student has a pen or pencil and a work folder.

Create a Test Session

- Go to the Florida Standards Assessments portal, click the “Test Administrator” icon, and then click the “Test Administration” icon.
- Log in to the Test Administrator Interface using your username and password.
- Select the test you will be administering, and then click “Start Session.”
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information on your seating chart.

Note: As a security measure, test administrators are automatically logged out after 90 minutes of test administrator and student inactivity. **If you are logged out and there is no student activity, the session will close and all in-progress tests in the session will be paused. You will need to log back in to the Test Administrator Interface, create a new session, and approve students as they log in to resume their tests.** A session will remain active if students are waiting for approval, if students are actively taking the test, or if the Test Administrator is actively interacting with the Test Administrator Interface.

SAY	Today, you are going to take Session 1 of the Florida Standards Assessments Algebra 1 End-of-Course Assessment. Remove all materials from your desk except your pen or pencil and your work folder.
-----	---

	<p>Write your first and last name and today’s date on your work folder. You may use your work folder to take notes. You cannot use any other paper. I will collect your work folder at the end of this test session.</p> <p>You may not have any electronic or recording devices, other than the device you are using to take the test, at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. If you are found with any electronic or recording devices at any time during this test session, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
--	--

If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic devices.

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

SAY	Now, look at the login screen. If you do not see this screen, raise your hand.
-----	--

If a computer or device is not opened to the login screen, open the secure browser on that computer or device.

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

Distribute the test tickets.

SAY	<p>Look closely at your test ticket and make sure it has your name, date of birth, and ID number on it.</p> <p>Do NOT sign in before I instruct you to do so.</p> <p>Raise your hand if you do not have the correct ticket.</p>
-----	---

If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY	<p>Now, log in by entering your First Name as it appears on your test ticket, your Username, and the Session ID _____. The Session ID is displayed for you. Click “Sign In.”</p> <p>Raise your hand if you need assistance.</p>
-----	---

Pause and assist students with logging in as needed.

SAY	<p>Now, you will see a screen that says “Is This You?” Verify that the information is correct. If your information is correct, select “Yes” to continue. If the information is not correct, then select “No” to return to the login page, and raise your hand.</p>
-----	--

Assist any students who raise their hands.

SAY	Now, you will see the test you are going to take today: the Algebra 1 End-of-Course Assessment. Click the green arrow for this test to proceed. Now, sit quietly while I approve your tests.
-----	---

In the Test Administrator Interface, select the “Approvals (#)” button to review the list of students ready to begin testing. You may need to select the "Refresh" button to see all the students in your testing room on your list.

Review test settings: To view a student’s online test settings or accommodations, click the corresponding “See Details” button. Test settings and/or accommodations for individual students are displayed. If changes are required, contact your school assessment coordinator who will update the student’s test settings in TIDE.

Once you ensure that all students have logged in correctly, approve students to test by selecting “Approve All Students” and select "Yes" on the "Important!" pop-up window.

SAY	Now, you should see a screen that says “Is This Your Test?” Verify that the screen displays the correct test information, but do NOT click “Yes, Start My Test” until I tell you to do so. If you do not see the correct test information, raise your hand.
-----	---

If a student raises his or her hand, have the student select “No” on the screen and log in again and make adjustments, and approve that student’s test again. Ensure the correct information displays for that student on the “Is This Your Test?” screen.

SAY	<p>Now, open your work folder to page 2 and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not</p> <ul style="list-style-type: none"> ▪ talk to other students or make any disturbance ▪ look at another student’s computer or device screen or work folder ▪ allow another student to look at your computer or device screen or work folder ▪ ask for help answering any test questions ▪ give help to another student in answering test questions ▪ have notes or scratch paper other than your work folder ▪ have any electronic or recording devices, other than the device on which you are testing, in your possession at any time, including breaks, even if you do not use them ▪ fail to follow any other instructions given <p>After the test, you may not reveal details about the test items to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram. If you are found sharing information about test items, your test will be invalidated.</p> <p>Are there any questions?</p>
-----	---

Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p>
-----	--

Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	<p>Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.</p> <p>Now, click "Yes, Start My Test," but do not select "Begin Test Now" until I instruct you to do so.</p> <p>Take a moment to review the "Test Instructions and Help." These instructions remind you how to navigate from one item to the next, and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions. Do NOT begin your test at this time.</p>
-----	--

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

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

Option A

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

OR

Option B

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “Pause” on the review screen and raise your hand. I will collect your test ticket and work folder. Then you must sit quietly until I tell you that this session has ended.</p> <p>Please raise your hand if you have any questions.</p>
------------	--

OR

Option C

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “Pause” on the review screen and raise your hand. I will collect your test ticket and work folder. Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
------------	--

Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your work folder and test ticket before you leave the room. While outside the testing room, you are NOT permitted to access any electronic devices or discuss the test with anyone.</p> <p>You have 90 minutes to complete this test session, and you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the 90-minute test session.</p> <p>Now, click “Begin Test Now” and begin working.</p>
------------	---

Complete the following:

STARTING time: _____

Add 80 minutes: + 80 minutes

Time for 10-minute reminder: _____

Add 10 minutes: +10 minutes

STOPPING time: _____

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the “Student Status” column in the Test Administrator Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from other students.

If students have moved into the second session by mistake, you will receive a request to approve them to continue to the next segment. Click "Deny" in the Test Administrator Interface when this request appears, enter a reason into the text box and click "Deny." This will automatically pause the student's test.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, or computers (except to monitor student progress, or to contact your school assessment coordinator or technology coordinator in case of a technical issue). Do not check email, grade papers, etc. Your full attention should be on students **AT ALL TIMES.**

After 80 minutes from the STARTING time,

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

After 10 more minutes,

SAY	STOP. Raise your hand if you would like additional time to work. Please wait patiently and do not continue working at this time. If you have finished working, ensure you are on the review screen and pause your test by clicking the “Pause” button and raise your hand. I will collect your work folder and test ticket.
-----	--

Students will be returned to the login screen once they pause their tests. Collect work folders and test tickets from students who are finished.

Based on instructions from your school assessment coordinator, either dismiss students who have finished, OR pause the test in the Test Administrator Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the Test Administrator Interface, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students may work for a total of half of a typical school day.**

Display the new stopping time for students. Once students are ready to continue working,

SAY	Now we will continue testing. You have until _____ to continue working, and I’ll let you know when you have 10 minutes left.
-----	--

At 10 minutes before the stopping time,

SAY	You have 10 minutes to finish Session 1.
-----	--

After 10 more minutes,

SAY	STOP. Ensure you are on the review screen and pause your test by clicking the “Pause” button. I will collect your work folder and test ticket.
-----	--

Collect work folders and test tickets.

Once all students have paused their tests, end the test session by clicking “Stop Session” in the Test Administrator Interface. This will pause any remaining tests. Then log out of the Test Administrator Interface by clicking “Log Out” in the upper right corner of the screen.

Complete the following steps:

1. Ensure you have all student work folders and test tickets and that your record of required administration information and seating chart are accurate and complete.
2. Report any test irregularities or security breaches to your school assessment coordinator immediately.
3. Return materials to your school assessment coordinator until the beginning of Session 2.

Script for Administering the Computer-Based Algebra 1 EOC Assessment

Session 2

90+ minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications. Scripts for students using paper-based accommodations are available in the portal.

Scripts for students using paper-based accommodations and computer-based accommodations are available in the portal.

This test session is 90 minutes, and students may continue working for up to half of a typical school day. Ensure you have the correct stopping time for students who use additional time, and display the stopping time as instructed in the script.

Remember the following:

- Ensure that you have a Security Log, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have completed Session 1. If any students have not completed Session 1, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test session. **No exceptions will be made once the student leaves the school’s campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed and maintain the security of the test during breaks. Students should not discuss or exchange information with anyone during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, tablets) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student is paused in TDS, the student must log back in and be approved in TDS before he or she can continue testing.
- **If a student has difficulty logging in or gets kicked out of his or her test more than once, do not have the student continue to attempt to log in until the issue is diagnosed and resolved.**

- When reading the following script, please note that optional words are italicized and in parentheses.

Follow the instructions from your school assessment coordinator for how students will access the student comment form once they have finished the test. The comment form is available at fsassessments.org/student-comment-form.

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on pages 17–18.
2. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are available in Appendix D.)
3. **If your school is allowing students to use handheld scientific calculators**, ensure every student has a scientific calculator with the allowable functionality only. References to calculators in this administration script are in italics and should only be read if students are permitted to use handheld calculators.
4. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying mathematical concepts) and that any visual aids have been removed or covered.
5. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks and resuming testing.
6. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
7. Launch the secure browser on student computers prior to beginning the test session.
8. Ensure that you have test tickets for all students you will be testing. Instructions on generating test tickets may be found in the *TIDE User Guide*, available on the FSA Portal.
9. Ensure that each student has a pen or pencil and a work folder.

Create a Test Session

- Go to the Florida Standards Assessment portal, click the “Test Administrator” icon, and then click the “Test Administration” icon.
- Log in to the Test Administrator Interface using your username and password.
- Select the test you will be administering, and then click “Start Session.”
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information on your seating chart.

Note: As a security measure, test administrators are automatically logged out after 90 minutes of test administrator and student inactivity. **If you are logged out and there is no student activity, the session will close and all in-progress tests in the session will be paused. You will need to log back in to the Test Administrator Interface, create a new session, and approve students as they log in to resume their tests.** A session will remain active if students are waiting for

approval, if students are actively taking the test, or if the Test Administrator is actively interacting with the Test Administrator Interface.

SAY	<p>Today, you are going to take Session 2 of the Florida Standards Assessments Algebra 1 End-of-Course Test. Remove all materials from your desk except your pen or pencil and your work folder (<i>and calculator</i>).</p> <p>Write your first and last name and today’s date on your work folder. Remember, you may use your work folder to take notes. You cannot use any other paper. I will collect your work folder at the end of this test session.</p> <p>You may not have any electronic or recording devices, other than the device you are using to take the test (<i>and your calculator</i>), at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. If you are found with any electronic or recording devices at any time during this test session, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
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If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic devices.

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

SAY	Now, look at the login screen. If you do not see this screen, raise your hand.
-----	--

If a computer or device is not opened to the login screen, open the secure browser on that computer or device.

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

SAY	<p>Look closely at your test ticket and make sure it has your name, date of birth, and ID number on it.</p> <p>Do NOT sign in before I instruct you to do so.</p> <p>Raise your hand if you do not have the correct ticket.</p>
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If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY	Now, log in by entering your First Name as it appears on your test ticket, your Username, and the Session ID _____. The Session ID is displayed for you. Click “Sign In.” Raise your hand if you need assistance.
-----	--

Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says “Is This You?” Verify that the information is correct. If your information is correct, select “Yes” to continue. If the information is not correct, then select “No” to return to the login page, and raise your hand.
-----	---

Assist any students who raise their hands.

SAY	Now, you will see the test you are going to take today: the Algebra 1 End-of-Course Assessment. Click the green arrow for this test to proceed. Now, sit quietly while I approve your tests.
-----	---

In the Test Administrator Interface, select the “Approvals (#)” button to review the list of students ready to begin testing. You may need to select the "Refresh" button to see all the students in your testing room on your list.

Review test settings: To view a student’s online test settings or accommodations, click the corresponding “See Details” button. Test settings and/or accommodations for individual students are displayed. If changes are required, contact your school assessment coordinator who will update the student’s test settings in TIDE.

Once you ensure that all students have logged in correctly, approve students to test by selecting “Approve All Students” and select "Yes" on the "Important!" pop-up window.

SAY	Now, you should see a screen that says “Is This Your Test?” Verify that the screen displays the correct test but do NOT click “Yes, Start My Test” until I tell you to do so. This screen also allows you to choose the print size and background color for your test. If you would like to change your print size and background color selections, do so now. If you have any questions, raise your hand.
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If a student raises his or her hand, have the student select “No” on the screen, log in again, and make adjustments, and approve that student’s test again. Ensure the correct information displays for that student on the “Is This Your Test?” screen.

SAY	Now, open your work folder to page 2 and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not <ul style="list-style-type: none"> ▪ talk to other students or make any disturbance ▪ look at another student’s computer or device screen or work folder ▪ allow another student to look at your computer or device screen or work folder ▪ ask for help answering any test questions
-----	--

SAY	<ul style="list-style-type: none"> ▪ give help to another student in answering test questions ▪ have notes or scratch paper other than your work folder ▪ have any electronic or recording devices, other than the device on which you are testing (<i>and your calculator</i>), in your possession at any time, including breaks, even if you do not use them ▪ fail to follow any other instructions given <p>After the test, you may not reveal details about the test items to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram. If you are found sharing information about test items, your test will be invalidated.</p> <p>Are there any questions?</p>
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Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p>
-----	--

Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	<p>Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.</p> <p>Now, click "Yes, Start My Test," but do not select "Begin Test Now" until I instruct you to do so.</p> <p>Take a moment to review the "Test Instructions and Help." These instructions remind you how to navigate from one item to the next, and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions. Do NOT begin your test at this time.</p>
-----	--

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

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

Option A

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

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “End Test” and raise your hand. I will collect your test ticket and work folder (<i>and calculator</i>). Then you must sit quietly until I tell you that this session has ended.</p> <p>Please raise your hand if you have any questions.</p>
------------	--

OR**Option C**

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “End Test” and raise your hand. I will collect your test ticket and work folder (<i>and calculator</i>). Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
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Answer any questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your work folder and test ticket (<i>and calculator</i>) before you leave the room. While outside the testing room, you are NOT permitted to access any electronic devices or discuss the test with anyone.</p> <p>You have 90 minutes to complete this test session, and you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the 90-minute test session.</p> <p>Now, click “Begin Test Now” and sit quietly while I approve you to move into the next segment.</p>
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In the Test Administrator Interface, select the “Approvals (#)” and approve students to move to the next segment by selecting “Approve All Students.” Click “Yes” in the “Important!” pop-up window.

SAY	Now, begin working.
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Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the “Student Status” column in the Test Administrator Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from other students.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, or computers (except to monitor student progress, or to contact your school assessment coordinator or technology coordinator in case of a technical issue). Do not check email, grade papers, etc. Your full attention should be on students AT ALL TIMES.

After 80 minutes from the STARTING time,

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

After 10 more minutes,

SAY	<p>STOP. Raise your hand if you would like additional time to work. Please wait patiently and do not continue working at this time.</p> <p>If you have finished working, submit your test by clicking “End Test” and raise your hand. I will collect your work folder and test ticket (<i>and calculator</i>) and provide you with instructions for accessing the comment form. Please complete the comment form and submit it as instructed.</p>
-----	---

Students will be returned to the login screen once they submit their tests. Collect work folders and test tickets (and calculators), and assist students with accessing the comment form available at fsassessments.org/student-comment-form.

Based on instructions from your school assessment coordinator, either dismiss students who have finished, OR pause the test in the Test Administrator Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the Test Administrator Interface, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students may work for a total of half of a typical school day.**

Display the new stopping time for students. Once students are ready to continue working,

SAY	Now we will continue testing. You have until _____ to continue working, and I'll let you know when you have 10 minutes left.
-----	--

At 10 minutes before the stopping time,

SAY	You have 10 minutes to finish Session 1.
-----	--

After 10 more minutes,

SAY	STOP. Submit your test by clicking “End Test.” I will collect your work folder and test ticket (<i>and calculator</i>) and provide you with instructions for accessing the comment form. Please complete the comment form and submit it as instructed.
-----	--

Students will be returned to the login screen once they submit their tests. Collect work folders and test tickets (and calculators), and assist students with accessing the comment form is available at fsassessments.org/student-comment-form.

Once all students have submitted their tests, end the test session by clicking “Stop Session” in the Test Administrator Interface. This will pause any remaining tests, so only select “Stop Session” all students have submitted their tests. Then log out of the Test Administrator Interface by clicking “Log Out” in the upper right corner of the screen.

Complete the following steps:

1. Ensure you have all student work folders, test tickets, and calculators and that your record of required administration information and seating chart are accurate and complete.
2. Report any test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your record of required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL students:

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

4. Return all materials to your school assessment coordinator, as described on page 191.

Script for Administering the Computer-Based Geometry EOC Assessment

Session 1

90+ minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations and computer-based accommodations are available in the portal.

Calculators are NOT permitted during this test session. Do not distribute calculators until the beginning of Session 2.

This test session is 90 minutes, and students may continue working for up to half of a typical school day. Ensure you have the correct stopping time for students who use additional time, and display the stopping time as instructed in the script.

Remember the following:

- Ensure that you have a Security Log, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have participated in a training test. If any students have not completed a training test, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test session. **No exceptions will be made once the student leaves the school’s campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed and maintain the security of the test during breaks. Students should not discuss or exchange information with anyone during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, tablets) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student is paused in TDS, the student must log back in and be approved in TDS before he or she can continue testing.

- **If a student has difficulty logging in or gets kicked out of his or her test more than once, do not have the student continue to attempt to log in until the issue is diagnosed and resolved.**

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on pages 17–18.
2. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are provided in Appendix D.)
3. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying mathematical concepts) and that any visual aids have been removed or covered.
4. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks and resuming testing.
5. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
6. Launch the secure browser on student computers prior to beginning the test session.
7. Ensure that you have test tickets for all students you will be testing. Instructions on generating test tickets may be found in the *TIDE User Guide*, available on the FSA Portal.
8. Ensure that each student has a pen or pencil and a work folder.

Create a Test Session

- Go to the Florida Standards Assessments portal, click the “Test Administrator” icon, and then click the “Test Administration” icon.
- Log in to the Test Administrator Interface using your username and password.
- Select the test you will be administering, and then click “Start Session.”
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information on your seating chart.

Note: As a security measure, test administrators are automatically logged out after 90 minutes of test administrator and student inactivity. **If you are logged out and there is no student activity, the session will close and all in-progress tests in the session will be paused. You will need to log back in to the Test Administrator Interface, create a new session, and approve students as they log in to resume their tests.** A session will remain active if students are waiting for approval, if students are actively taking the test, or if the Test Administrator is actively interacting with the Test Administrator Interface.

SAY	Today, you are going to take Session 1 of the Florida Standards Assessments Geometry End-of-Course Test. Remove all materials from your desk except your pen or pencil and your work folder.
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Write your first and last name and today’s date on your work folder. You may use your work folder to take notes. You cannot use any other paper. I will collect your work folder at the end of this test session.

You may not have any electronic or recording devices, other than the device you are using to take the test, at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. **If you are found with any electronic or recording devices at any time during this test session, including breaks, your test will not be scored.** If you have any devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic devices.

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

SAY Now, look at the login screen. If you do not see this screen, raise your hand.

If a computer or device is not opened to the login screen, open the secure browser on that computer or device.

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

Distribute the test tickets.

SAY Look closely at your test ticket and make sure it has your name, date of birth, and ID number on it.

Do NOT sign in before I instruct you to do so.

Raise your hand if you do not have the correct ticket.

If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY Now, log in by entering your First Name as it appears on your test ticket, your Username, and the Session ID _____. The Session ID is displayed for you. Click “Sign In.”
Raise your hand if you need assistance.

Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says “Is This You?” Verify that the information is correct. If your information is correct, select “Yes” to continue. If the information is not correct, then select “No” to return to the login page, and raise your hand.
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Assist any students who raise their hands.

SAY	Now, you will see the test you are going to take today: the Geometry End-of-Course Assessment. Click the green arrow for this test to proceed. Now, sit quietly while I approve your tests.
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In the Test Administrator Interface, select the “Approvals (#)” button to review the list of students ready to begin testing. You may need to select the "Refresh" button to see all the students in your testing room on your list.

Review test settings: To view a student’s online test settings or accommodations, click the corresponding “See Details” button. Test settings and/or accommodations for individual students are displayed. If changes are required, contact your school assessment coordinator who will update the student’s test settings in TIDE.

Once you ensure that all students have logged in correctly, approve students to test by selecting “Approve All Students” and select "Yes" on the "Important!" pop-up window.

SAY	Now, you should see a screen that says “Is This Your Test?” Verify that the screen displays the correct test but do NOT click “Yes, Start My Test” until I tell you to do so. This screen also allows you to choose the print size and background color for your test. If you would like to change your print size and background color selections, do so now. If you have any questions, raise your hand.
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If a student raises his or her hand, have the student select “No” on the screen and log in again and make adjustments, and approve that student’s test again. Ensure the correct information displays for that student on the “Is This Your Test?” screen.

SAY	Now, open your work folder to page 2 and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not <ul style="list-style-type: none"> ▪ talk to other students or make any disturbance ▪ look at another student’s computer or device screen or work folder ▪ allow another student to look at your computer or device screen or work folder ▪ ask for help answering any test questions ▪ give help to another student in answering test questions ▪ have notes or scratch paper other than your work folder ▪ have any electronic or recording devices, other than the device on which you are testing, in your possession at any time, including breaks, even if you do not use them ▪ fail to follow any other instructions given
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	<p>After the test, you may not reveal details about the test items to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram. If you are found sharing information about test items, your test will be invalidated.</p> <p>Are there any questions?</p>
--	--

Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p>
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Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	<p>Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.</p> <p>Now, click "Yes, Start My Test," but do not select "Begin Test Now" until I instruct you to do so.</p> <p>Take a moment to review the "Test Instructions and Help." These instructions remind you how to navigate from one item to the next, and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions. Do NOT begin your test at this time.</p>
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Pause to allow students a moment to review the instructions, and answer all student questions.

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

Option A

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

Option B

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “Pause” on the review screen and raise your hand. I will collect your test ticket and work folder. Then you must sit quietly until I tell you that this session has ended.</p> <p>Please raise your hand if you have any questions.</p>
------------	--

OR

Option C

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “Pause” on the review screen and raise your hand. I will collect your test ticket and work folder. Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
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Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your work folder and test ticket before you leave the room. While outside the testing room, you are NOT permitted to access any electronic devices or discuss the test with anyone.</p> <p>You have 90 minutes to complete this test session, and you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the 90-minute test session.</p> <p>Now, click “Begin Test Now” and begin working.</p>
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Complete the following:

STARTING time:	_____
Add 80 minutes:	+ 80 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the “Student Status” column in the Test Administrator Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from other students.

If students have moved into the second session by mistake, you will receive a request to approve them to continue to the next segment. Click "Deny" in the Test Administrator Interface when this request appears, enter a reason into the text box and click "Deny." This will automatically pause the student's test.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, or computers (except to monitor student progress, or to contact your school assessment coordinator or technology coordinator in case of a technical issue). Do not check email, grade papers, etc. Your full attention should be on students AT ALL TIMES.

After 80 minutes from the STARTING time,

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

After 10 more minutes,

SAY	<p>STOP. Raise your hand if you would like additional time to work. Please wait patiently and do not continue working at this time.</p> <p>If you have finished working, ensure you are on the review screen and pause your test by clicking the “Pause” button and raise your hand. I will collect your work folder and test ticket.</p>
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Students will be returned to the login screen once they pause their tests. Collect work folders and test tickets from students who are finished.

Based on instructions from your school assessment coordinator, either dismiss students who have finished, OR pause the test in the Test Administrator Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the Test Administrator Interface, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students may work for a total of half of a typical school day.**

Display the new stopping time for students. Once students are ready to continue working,

SAY	Now we will continue testing. You have until _____ to continue working, and I'll let you know when you have 10 minutes left.
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At 10 minutes before the stopping time,

SAY	You have 10 minutes to finish Session 1.
-----	--

After 10 more minutes,

SAY	STOP. Ensure you are on the review screen and pause your test by clicking the “Pause” button. I will collect your work folder and test ticket.
-----	--

Collect work folders and test tickets.

Once all students have paused their tests, end the test session by clicking “Stop Session” in the Test Administrator Interface. This will pause any remaining tests. Then log out of the Test Administrator Interface by clicking “Log Out” in the upper right corner of the screen.

Complete the following steps:

1. Ensure you have all student work folders and test tickets and that your record of required administration information and seating chart are accurate and complete.
2. Report any test irregularities or security breaches to your school assessment coordinator immediately.
3. Return materials to your school assessment coordinator until the beginning of Session 2.

Script for Administering the Computer-Based Geometry EOC Assessment

Session 2

90+ minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations and computer-based accommodations are available in the portal.

This test session is 90 minutes, and students may continue working for up to half of a typical school day. Ensure you have the correct stopping time for students who use additional time, and display the stopping time as instructed in the script.

Remember the following:

- Ensure that you have a Security Log, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have completed Session 1. If any students have not completed Session 1, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test session. **No exceptions will be made once the student leaves the school’s campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed and maintain the security of the test during breaks. Students should not discuss or exchange information with anyone during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, tablets) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student is paused in TDS, the student must log back in and be approved in TDS before he or she can continue testing.
- **If a student has difficulty logging in or gets kicked out of his or her test more than once, do not have the student continue to attempt to log in until the issue is diagnosed and resolved.**

- When reading the following script, please note that optional words are italicized and in parentheses.

Follow the instructions from your school assessment coordinator for how students will access the student comment form once they have finished the test. The comment form is available at fsassessments.org/student-comment-form.

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on pages 17–18.
2. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are available in Appendix D.)
3. **If your school is allowing students to use handheld scientific calculators**, ensure that every student has a scientific calculator with the allowable functionality only. References to calculators in this administration script are in italics and should only be read if students are permitted to use handheld calculators.
4. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying mathematical concepts) and that any visual aids have been removed or covered.
5. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks and resuming testing.
6. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
7. Launch the secure browser on student computers prior to beginning the test session.
8. Ensure that you have test tickets for all students you will be testing. Instructions on generating test tickets may be found in the *TIDE User Guide*, available on the FSA Portal.
9. Ensure that each student has a pen or pencil and a work folder.

Create a Test Session

- Go to the Florida Standards Assessment portal, click the “Test Administrator” icon, and then click the “Test Administration” icon.
- Log in to the Test Administrator Interface using your username and password.
- Select the test you will be administering, and then click “Start Session.”
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information on your seating chart.

Note: As a security measure, test administrators are automatically logged out after 90 minutes of test administrator and student inactivity. **If you are logged out and there is no student activity, the session will close and all in-progress tests in the session will be paused. You will need to log back in to the Test Administrator Interface, create a new session, and approve students as they log in to resume their tests.** A session will remain active if students are waiting for

approval, if students are actively taking the test, or if the Test Administrator is actively interacting with the Test Administrator Interface.

SAY	<p>Today, you are going to take Session 2 of the Florida Standards Assessments Geometry End-of-Course Test. Remove all materials from your desk except your pen or pencil and your work folder (<i>and calculator</i>).</p> <p>Write your first and last name and today’s date on your work folder. Remember, you may use your work folder to take notes. You cannot use any other paper. I will collect your work folder at the end of this test session.</p> <p>You may not have any electronic or recording devices, other than the device you are using to take the test (<i>and your calculator</i>), at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. If you are found with any electronic or recording devices at any time during this test session, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
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If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic devices.

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

SAY	Now, look at the login screen. If you do not see this screen, raise your hand.
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If a computer or device is not opened to the login screen, open the secure browser on that computer or device.

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

Distribute the test tickets.

SAY	<p>Look closely at your test ticket and make sure it has your name, date of birth, and ID number on it.</p> <p>Do NOT sign in before I instruct you to do so.</p> <p>Raise your hand if you do not have the correct ticket.</p>
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If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY	Now, log in by entering your First Name as it appears on your test ticket, your Username, and the Session ID _____. The Session ID is displayed for you. Click “Sign In.” Raise your hand if you need assistance.
-----	--

Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says “Is This You?” Verify that the information is correct. If your information is correct, select “Yes” to continue. If the information is not correct, then select “No” to return to the login page, and raise your hand.
-----	---

Assist any students who raise their hands.

SAY	Now, you will see the test you are going to take today: the Geometry End-of-Course Assessment. Click the green arrow for this test to proceed. Now, sit quietly while I approve your tests.
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Assist any students who raise their hands.

SAY	Now, sit quietly while I approve your tests.
-----	--

In the Test Administrator Interface, select the “Approvals (#)” button to review the list of students ready to begin testing. You may need to select the "Refresh" button to see all the students in your testing room on your list.

Review test settings: To view a student’s online test settings or accommodations, click the corresponding “See Details” button. Test settings and/or accommodations for individual students are displayed. If changes are required, contact your school assessment coordinator who will update the student’s test settings in TIDE.

Once you ensure that all students have logged in correctly, approve students to test by selecting “Approve All Students” and select "Yes" on the "Important!" pop-up window.

SAY	Now, you should see a screen that says “Is This Your Test?” Verify that the screen displays the correct test but do NOT click “Yes, Start My Test” until I tell you to do so. This screen also allows you to choose the print size and background color for your test. If you would like to change your print size and background color selections, do so now. If you have any questions, raise your hand.
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If a student raises his or her hand, have the student select “No” on the screen, log in again, and make adjustments, and approve that student’s test again. Ensure the correct information displays for that student on the “Is This Your Test?” screen.

SAY	Now, open your work folder to page 2 and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not
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SAY	<ul style="list-style-type: none"> ▪ talk to other students or make any disturbance ▪ look at another student’s computer or device screen or work folder ▪ allow another student to look at your computer or device screen or work folder ▪ ask for help answering any test questions ▪ give help to another student in answering test questions ▪ have notes or scratch paper other than your work folder ▪ have any electronic or recording devices, other than the device on which you are testing (<i>and your calculator</i>), in your possession at any time, including breaks, even if you do not use them ▪ fail to follow any other instructions given <p>After the test, you may not reveal details about the test items to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram. If you are found sharing information about test items, your test will be invalidated.</p> <p>Are there any questions</p>
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Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p>
-----	--

Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	<p>Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren’t sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.</p> <p>Now, click “Yes, Start My Test,” but do not select “Begin Test Now” until I instruct you to do so.</p> <p>Take a moment to review the “Test Instructions and Help.” These instructions remind you how to navigate from one item to the next, and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions. Do NOT begin your test at this time.</p>
-----	--

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

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

Option A

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

OR

Option B

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “End Test” and raise your hand. I will collect your test ticket and work folder (<i>and calculator</i>). Then you must sit quietly until I tell you that this session has ended.</p> <p>Please raise your hand if you have any questions.</p>
-----	--

OR

Option C

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “End Test” and raise your hand. I will collect your test ticket and work folder (<i>and calculator</i>). Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
-----	--

Answer any questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your work folder and test ticket (<i>and calculator</i>) before you leave the room. While outside the testing room, you are NOT permitted to access any electronic devices or discuss the test with anyone.</p> <p>You have 90 minutes to complete this test session, and you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the 90-minute test session.</p> <p>Now, click “Begin Test Now” and sit quietly while I approve you to move into the next segment.</p>
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In the Test Administrator Interface, select the “Approvals (#)” and approve students to move to the next segment by selecting “Approve All Students.” Click "Yes" in the "Important!" pop-up window.

SAY	Now, begin working.
-----	---------------------

Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the “Student Status” column in the Test Administrator Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from other students.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, or computers (except to monitor student progress, or to contact your school assessment coordinator or technology coordinator in case of a technical issue). Do not check email, grade papers, etc. Your full attention should be on students AT ALL TIMES.

After 80 minutes from the STARTING time,

SAY	There are 10 minutes left in the 90-minute test session.
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After 10 more minutes,

SAY	<p>STOP. Raise your hand if you would like additional time to work. Please wait patiently and do not continue working at this time.</p> <p>If you have finished working, submit your test by clicking “End Test” and raise your hand. I will collect your work folder and test ticket (<i>and calculator</i>) and provide you with instructions for accessing the comment form. Please complete the comment form and submit it as instructed.</p>
-----	---

Students will be returned to the login screen once they submit their tests. Collect work folders and test tickets (and calculators), and assist students with accessing the comment form available at **fsassessments.org/student-comment-form**.

Based on instructions from your school assessment coordinator, either dismiss students who have finished, OR pause the test in the Test Administrator Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the Test Administrator Interface, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students may work for a total of half of a typical school day.**

Display the new stopping time for students. Once students are ready to continue working,

SAY	Now we will continue testing. You have until _____ to continue working, and I'll let you know when you have 10 minutes left.
-----	--

At 10 minutes before the stopping time,

SAY	You have 10 minutes to finish Session 2.
-----	--

After 10 more minutes,

SAY	STOP. Submit your test by clicking “End Test.” I will collect your work folder and test ticket (<i>and calculator</i>) and provide you with instructions for accessing the comment form. Please complete the comment form and submit it as instructed.
-----	--

Students will be returned to the login screen once they submit their tests. Collect work folders and test tickets (and calculators), and assist students with accessing the comment form is available at **fsassessments.org/student-comment-form**.

Once all students have submitted their tests, end the test session by clicking “Stop Session” in the Test Administrator Interface. This will pause any remaining tests, so only select “Stop Session” all students have submitted their tests. Then log out of the Test Administrator Interface by clicking “Log Out” in the upper right corner of the screen.

Complete the following steps:

1. Ensure you have all student work folders, test tickets, and calculators and that your record of required administration information and seating chart are accurate and complete.
2. Report any test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your record of required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL students:

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

4. Return all materials to your school assessment coordinator, as described on page 191.

Script for Administering the Computer-Based Algebra 2 EOC Assessment

Session 1

90+ minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications. Scripts for students using paper-based accommodations are available in the portal.

Scripts for students using paper-based accommodations and computer-based accommodations are available in the portal.

Calculators are NOT permitted during this test session. Do not distribute calculators until the beginning of Session 2.

This test session is 90 minutes, and students may continue working for up to half of a typical school day. Ensure you have the correct stopping time for students who use additional time, and display the stopping time as instructed in the script.

Remember the following:

- Ensure that you have a Security Log, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have participated in a training test. If any students have not completed a training test, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test session. **No exceptions will be made once the student leaves the school's campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed and maintain the security of the test during breaks. Students should not discuss or exchange information with anyone during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, tablets) during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens (e.g., monitors turned off, folders taped to screens) instead of pausing students' tests. If a student is paused in TDS, the student must log back in and be approved in TDS before he or she can continue testing.

- **If a student has difficulty logging in or gets kicked out of his or her test more than once, do not have the student continue to attempt to log in until the issue is diagnosed and resolved.**

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on pages 17–18.
2. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are available in Appendix D.)
3. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying mathematical concepts) and that any visual aids have been removed or covered.
4. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks and resuming testing.
5. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
6. Launch the secure browser on student computers prior to beginning the test session.
7. Ensure that you have test tickets for all students you will be testing. Instructions on generating test tickets may be found in the *TIDE User Guide*, available on the FSA Portal.
8. Ensure that each student has a pen or pencil and a work folder.

Create a Test Session

- Go to the Florida Standards Assessments portal, click the “Test Administrator” icon, and then click the “Test Administration” icon.
- Log in to the Test Administrator Interface using your username and password.
- Select the test you will be administering, and then click “Start Session.”
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information on your seating chart.

Note: As a security measure, test administrators are automatically logged out after 20 minutes of test administrator and student inactivity. **If you are logged out and there is no student activity, the session will close and all in-progress tests in the session will be paused. You will need to log back in to the Test Administrator Interface, create a new session, and approve students as they log in to resume their tests.** A session will remain active if students are waiting for approval, if students are actively taking the test, or if the Test Administrator is actively interacting with the Test Administrator Interface.

SAY	Today, you are going to take Session 1 of the Florida Standards Assessments Algebra 2 End-of-Course Test. Remove all materials from your desk except your pen or pencil and your work folder.
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	<p>Write your first and last name and today’s date on your work folder. Remember, you may use your work folder to take notes. You cannot use any other paper. I will collect your work folder at the end of this test session.</p> <p>You may not have any electronic or recording devices, other than the device you are using to take the test, at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. If you are found with any electronic or recording devices at any time during this test session, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
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If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic devices.

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

SAY	Now, look at the login screen. If you do not see this screen, raise your hand.
-----	--

If a computer or device is not opened to the login screen, open the secure browser on that computer or device.

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

Distribute the test tickets.

SAY	<p>Look closely at your test ticket and make sure it has your name, date of birth, and ID number on it.</p> <p>Do NOT sign in before I instruct you to do so.</p> <p>Raise your hand if you do not have the correct ticket.</p>
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If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY	<p>Now, log in by entering your First Name as it appears on your test ticket, your Username, and the Session ID _____. The Session ID is displayed for you. Click “Sign In.”</p> <p>Raise your hand if you need assistance.</p>
-----	---

Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says “Is This You?” Verify that the information is correct. If your information is correct, select “Yes” to continue. If the information is not correct, then select “No” to return to the login page, and raise your hand.
-----	---

Assist any students who raise their hands.

SAY	Now, you will see the test you are going to take today: the Algebra 2 End-of-Course Assessment. Click the green arrow for this test to proceed. Now, sit quietly while I approve your tests.
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In the Test Administrator Interface, select the “Approvals (#)” button to review the list of students ready to begin testing. You may need to select the "Refresh" button to see all the students in your testing room on your list.

Review test settings: To view a student’s online test settings or accommodations, click the corresponding “See Details” button. Test settings and/or accommodations for individual students are displayed. If changes are required, contact your school assessment coordinator who will update the student’s test settings in TIDE.

Once you ensure that all students have logged in correctly, approve students to test by selecting “Approve All Students” and select "Yes" on the "Important!" pop-up window.

SAY	Now, you should see a screen that says “Is This Your Test?” Verify that the screen displays the correct test but do NOT click “Yes, Start My Test” until I tell you to do so. This screen also allows you to choose the print size and background color for your test. If you would like to change your print size and background color selections, do so now. If you have any questions, raise your hand.
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If a student raises his or her hand, have the student select “No” on the screen, log in again, and make adjustments, and approve that student’s test again. Ensure the correct information displays for that student on the “Is This Your Test?” screen.

SAY	Now, open your work folder to page 2 and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not <ul style="list-style-type: none"> ▪ talk to other students or make any disturbance ▪ look at another student’s computer or device screen or work folder ▪ allow another student to look at your computer or device screen or work folder ▪ ask for help answering any test questions ▪ give help to another student in answering test questions ▪ have notes or scratch paper other than your work folder ▪ have any electronic or recording devices, other than the device on which you are testing, in your possession at any time, including breaks, even if you do not use them ▪ fail to follow any other instructions given
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	<p>After the test, you may not reveal details about the test items to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram. If you are found sharing information about test items, your test will be invalidated.</p> <p>Are there any questions?</p>
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Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p>
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Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	<p>Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.</p> <p>Now, click “Yes, Start My Test,” but do not select “Begin Test Now” until I instruct you to do so.</p> <p>Take a moment to review the “Test Instructions and Help.” These instructions remind you how to navigate from one item to the next, and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions. Do NOT begin your test at this time.</p>
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Pause to allow students a moment to review the instructions, and answer all student questions.

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

Option A

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

OR

Option B

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “Pause” on the review screen and raise your hand. I will collect your test ticket and work folder. Then you must sit quietly until I tell you that this session has ended.</p> <p>Please raise your hand if you have any questions.</p>
------------	--

OR

Option C

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “Pause” on the review screen and raise your hand. I will collect your test ticket and work folder. Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
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Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your work folder and test ticket before you leave the room. While outside the testing room, you are NOT permitted to access any electronic devices or discuss the test with anyone.</p> <p>You have 90 minutes to complete this test session, and you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the 90-minute test session.</p> <p>Now, click “Begin Test Now” and begin working.</p>
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Complete the following:

STARTING time:	_____
Add 80 minutes:	+ 80 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the “Student Status” column in the Test Administrator Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from other students.

If students have moved into the second session by mistake, you will receive a request to approve them to continue to the next segment. Click "Deny" in the Test Administrator Interface when this request appears, enter a reason into the text box and click "Deny." This will automatically pause the student's test.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, or computers (except to monitor student progress, or to contact your school assessment coordinator or technology coordinator in case of a technical issue). Do not check email, grade papers, etc. Your full attention should be on students AT ALL TIMES.

After 80 minutes from the STARTING time,

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

After 10 more minutes,

SAY	<p>STOP. Raise your hand if you would like additional time to work. Please wait patiently and do not continue working at this time.</p> <p>If you have finished working, ensure you are on the review screen and pause your test by clicking the “Pause” button and raise your hand. I will collect your work folder and test ticket.</p>
-----	---

Students will be returned to the login screen once they pause their tests. Collect work folders and test tickets from students who are finished.

Based on instructions from your school assessment coordinator, either dismiss students who have finished, OR pause the test in the Test Administrator Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the Test Administrator Interface, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students may work for a total of half of a typical school day.**

Display the new stopping time for students. Once students are ready to continue working,

SAY	Now we will continue testing. You have until _____ to continue working, and I’ll let you know when you have 10 minutes left.
-----	--

At 10 minutes before the stopping time,

SAY	You have 10 minutes to finish Session 1.
------------	--

After 10 more minutes,

SAY	STOP. Ensure you are on the review screen and pause your test by clicking the “Pause” button. I will collect your work folder and test ticket.
------------	---

Collect work folders and test tickets.

Once all students have paused their tests, end the test session by clicking “Stop Session” in the Test Administrator Interface. This will pause any remaining tests. Then log out of the Test Administrator Interface by clicking “Log Out” in the upper right corner of the screen.

Complete the following steps:

1. Ensure you have all student work folders and test tickets and that your record of required administration information and seating chart are accurate and complete.
2. Report any test irregularities or security breaches to your school assessment coordinator immediately.
3. Return materials to your school assessment coordinator until the beginning of Session 2.

Script for Administering the Computer-Based Algebra 2 EOC Assessment

Session 2

90+ minutes

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

Scripts for students using paper-based accommodations and computer-based accommodations are available in the portal.

This test session is 90 minutes, and students may continue working for up to half of a typical school day. Ensure you have the correct stopping time for students who use additional time, and display the stopping time as instructed in the script.

Remember the following:

- Ensure that you have a Security Log, a form to collect required administration information, and a seating chart for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have completed Session 1. If any students have not completed Session 1, contact your school assessment coordinator.
- If a student starts a test session and leaves campus without finishing (due to an appointment, illness, etc.), he or she will NOT be allowed to complete that test session. **No exceptions will be made once the student leaves the school’s campus.** If you have concerns about a student, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed and maintain the security of the test during breaks. Students should not discuss or exchange information with anyone during breaks. **Students should not be given access to electronic devices (e.g., cell phones, smartphones, tablets) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student is paused in TDS, the student must log back in and be approved in TDS before he or she can continue testing.
- **If a student has difficulty logging in or gets kicked out of his or her test more than once, do not have the student continue to attempt to log in until the issue is diagnosed and resolved.**

- When reading the following script, please note that optional words are italicized and in parentheses.

Follow the instructions from your school assessment coordinator for how students will access the student comment form once they have finished the test. The comment form is available at fsassessments.org/student-comment-form.

Before Testing

1. Before students arrive, ensure that the testing room is prepared as described on pages 17–18.
2. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are available in Appendix D.)
3. **If your school is allowing students to use handheld scientific calculators**, ensure that every student has a scientific calculator with the allowable functionality only. References to calculators in this administration script are in italics and should only be read if students are permitted to use handheld calculators.
4. Ensure that all student desktops are free of any unauthorized aids (e.g., charts displaying mathematical concepts) and that any visual aids have been removed or covered.
5. Ensure that you understand your school assessment coordinator’s instructions regarding students leaving the room for breaks and resuming testing.
6. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
7. Launch the secure browser on student computers prior to beginning the test session.
8. Ensure that you have test tickets for all students you will be testing. Instructions on generating test tickets may be found in the *TIDE User Guide*, available on the FSA Portal.
9. Ensure that each student has a pen or pencil and a work folder.

Create a Test Session

- Go to the Florida Standards Assessment portal, click the “Test Administrator” icon, and then click the “Test Administration” icon.
- Log in to the Test Administrator Interface using your username and password.
- Select the test you will be administering, and then click “Start Session.”
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information on your seating chart.

Note: As a security measure, test administrators are automatically logged out after 90 minutes of test administrator and student inactivity. **If you are logged out and there is no student activity, the session will close and all in-progress tests in the session will be paused. You will need to log back in to the Test Administrator Interface, create a new session, and approve students as they log in to resume their tests.** A session will remain active if students are waiting for

approval, if students are actively taking the test, or if the Test Administrator is actively interacting with the Test Administrator Interface.

SAY	<p>Today, you are going to take Session 2 of the Florida Standards Assessments Algebra 2 End of Course Test. Remove all materials from your desk except your pen or pencil and your work folder (<i>and calculator</i>).</p> <p>Write your first and last name and today’s date on your work folder. Remember, you may use your work folder to take notes. You cannot use any other paper. I will collect your work folder at the end of this test session.</p> <p>You may not have any electronic or recording devices, other than the device you are using to take the test (<i>and your calculator</i>), at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content. If you are found with any electronic or recording devices at any time during this test session, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
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If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic devices.

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

SAY	Now, look at the login screen. If you do not see this screen, raise your hand.
-----	--

If a computer or device is not opened to the login screen, open the secure browser on that computer or device.

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

Distribute the test tickets.

SAY	<p>Look closely at your test ticket and make sure it has your name, date of birth, and ID number on it.</p> <p>Do NOT sign in before I instruct you to do so.</p> <p>Raise your hand if you do not have the correct ticket.</p>
-----	---

If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY	Now, log in by entering your First Name as it appears on your test ticket, your Username, and the Session ID _____. The Session ID is displayed for you. Click “Sign In.” Raise your hand if you need assistance.
-----	--

Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says “Is This You?” Verify that the information is correct. If your information is correct, select “Yes” to continue. If the information is not correct, then select “No” to return to the login page, and raise your hand.
-----	---

Assist any students who raise their hands.

SAY	Now, you will see the test you are going to take today: the Algebra 2 End-of-Course Assessment. Click the green arrow for this test to proceed. Now, sit quietly while I approve your tests.
-----	---

In the Test Administrator Interface, select the “Approvals (#)” button to review the list of students ready to begin testing. You may need to select the "Refresh" button to see all the students in your testing room on your list.

Review test settings: To view a student’s online test settings or accommodations, click the corresponding “See Details” button. Test settings and/or accommodations for individual students are displayed. If changes are required, contact your school assessment coordinator who will update the student’s test settings in TIDE.

Once you ensure that all students have logged in correctly, approve students to test by selecting “Approve All Students” and select "Yes" on the "Important!" pop-up window.

SAY	Now, you should see a screen that says “Is This Your Test?” Verify that the screen displays the correct test but do NOT click “Yes, Start My Test” until I tell you to do so. This screen also allows you to choose the print size and background color for your test. If you would like to change your print size and background color selections, do so now. If you have any questions, raise your hand.
-----	---

If a student raises his or her hand, have the student select “No” on the screen and log in again and make adjustments, and approve that student’s test again. Ensure the correct information displays for that student on the “Is This Your Test?” screen.

SAY	Now, open your work folder to page 2 and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not <ul style="list-style-type: none"> ▪ talk to other students or make any disturbance ▪ look at another student’s computer or device screen or work folder ▪ allow another student to look at your computer or device screen or work folder ▪ ask for help answering any test questions
-----	--

	<ul style="list-style-type: none"> ▪ give help to another student in answering test questions ▪ have notes or scratch paper other than your work folder ▪ have any electronic or recording devices, other than the device on which you are testing (<i>and your calculator</i>), in your possession at any time, including breaks, even if you do not use them ▪ fail to follow any other instructions given <p>After the test, you may not reveal details about the test items to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram. If you are found sharing information about test items, your test will be invalidated.</p> <p>Are there any questions?</p>
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Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p>
-----	--

Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

SAY	<p>Remember to read each item carefully and follow the instructions to complete each item. Try to answer every question. If you aren't sure how to answer a question, flag it for review and keep going. After you have answered all the other questions, go back and answer any questions you have skipped.</p> <p>Now, click “Yes, Start My Test,” but do not select “Begin Test Now” until I instruct you to do so.</p> <p>Take a moment to review the “Test Instructions and Help.” These instructions remind you how to navigate from one item to the next, and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions. Do NOT begin your test at this time.</p>
-----	--

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

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

Option A

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

OR**Option B**

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “End Test” and raise your hand. I will collect your test ticket and work folder (<i>and calculator</i>). Then you must sit quietly until I tell you that this session has ended.</p> <p>Please raise your hand if you have any questions.</p>
------------	--

OR**Option C**

SAY	<p>When you have finished this session, review your work carefully and make sure you have answered every question. After you have checked your work, click “End Test” and raise your hand. I will collect your test ticket and work folder (<i>and calculator</i>). Then you must sit quietly until I tell you that this session has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
------------	--

Answer any questions.

SAY	<p>If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your work folder and test ticket (<i>and calculator</i>) before you leave the room. While outside the testing room, you are NOT permitted to access any electronic devices or discuss the test with anyone.</p> <p>You have 90 minutes to complete this test session, and you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the 90-minute test session.</p> <p>Now, click “Begin Test Now” and sit quietly while I approve you to move into the next segment.</p>
------------	---

In the Test Administrator Interface, select the “Approvals (#)” and approve students to move to the next segment by selecting “Approve All Students.” Click "Yes" in the "Important!" pop-up window.

SAY Now, begin working.

Complete the following:

STARTING time:	
Add 80 minutes:	+80 minutes
Time for 10-minute reminder:	
Add 10 minutes:	+10 minutes
STOPPING time:	

Display the STARTING and STOPPING times for students.

During testing, monitor student progress by viewing the “Student Status” column in the Test Administrator Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from other students.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, or computers (except to monitor student progress, or to contact your school assessment coordinator or technology coordinator in case of a technical issue). Do not check email, grade papers, etc. Your full attention should be on students AT ALL TIMES.

After 80 minutes from the STARTING time,

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

After 10 more minutes,

SAY STOP. Raise your hand if you would like additional time to work. Please wait patiently and do not continue working at this time.

If you have finished working, submit your test by clicking “End Test” and raise your hand. I will collect your work folder and test ticket (*and calculator*) and provide you with instructions for accessing the comment form. Please complete the comment form and submit it as instructed.

Students will be returned to the login screen once they submit their tests. Collect work folders and test tickets (and calculators), and assist students with accessing the comment form available at **fsassessments.org/student-comment-form**.

Based on instructions from your school assessment coordinator, either dismiss students who have finished, OR pause the test in the Test Administrator Interface and move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, have students log in, approve students to test in the Test Administrator Interface, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students may work for a total of half of a typical school day.**

Display the new stopping time for students. Once students are ready to continue working,

SAY	Now we will continue testing. You have until _____ to continue working, and I'll let you know when you have 10 minutes left.
-----	--

At 10 minutes before the stopping time,

SAY	You have 10 minutes to finish Session 2.
-----	--

After 10 more minutes,

SAY	STOP. Submit your test by clicking “End Test.” I will collect your work folder and test ticket (<i>and calculator</i>) and provide you with instructions for accessing the comment form. Please complete the comment form and submit it as instructed.
-----	--

Students will be returned to the login screen once they submit their tests. Collect work folders and test tickets (and calculators), and assist students with accessing the comment form is available at **fsassessments.org/student-comment-form**.

Once all students have submitted their tests, end the test session by clicking “Stop Session” in the Test Administrator Interface. This will pause any remaining tests, so only select “Stop Session” all students have submitted their tests. Then log out of the Test Administrator Interface by clicking “Log Out” in the upper right corner of the screen.

Complete the following steps:

1. Ensure you have all student work folders, test tickets, and calculators and that your record of required administration information and seating chart are accurate and complete.
2. Report any test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your record of required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL students:

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

4. Return all materials to your school assessment coordinator, as described on page 191.

Test Administrator Responsibilities After Testing

Return Materials to the School Assessment Coordinator

Complete the following steps after testing:

1. Verify that you have collected all required administration information (see pages 18–19). Make a copy for your files. Notify the school assessment coordinator immediately if any materials are missing.
2. Ensure that the accommodations provided to each student and the accommodations used by each student have been recorded with other required administration information.
3. Verify that your Security Log and seating chart have been completed correctly. Make copies for your files.
4. Return the following materials to your school assessment coordinator:
 - Test administration manual
 - Security Log
 - Seating chart
 - Test tickets
 - Required administration information
 - Used work folders
 - Used worksheets
 - Calculators
 - Reading Passage Booklets
 - Paper-based test materials

Comment Form

Go to the FSA Portal and complete the appropriate comment form. Information from this form will be summarized by the test contractor for FDOE use. Please provide feedback that will be meaningful to FDOE and the test contractor. If you have comments pertaining to school/district procedures, please contact your school or district assessment coordinator.

School Assessment Coordinator Responsibilities Before Testing

Please use the *School Assessment Coordinator Checklist* before, during, and after testing. This checklist is available in the portal.

Work with your district assessment coordinator to ensure that all test administrators have active usernames and passwords to log in to TIDE. Test administrators will need to access the Test Administrator Interface in TIDE in order to administer tests.

Also, work with your district assessment coordinator to ensure that all students are uploaded into TIDE. Prior to testing, school and district assessment coordinators should verify that student eligibility is correct in TIDE, and that any accommodations or test settings are correct. In order to participate in a computer-based test, students must be listed as eligible for that test in TIDE.

After students have been added to TIDE, you will print test tickets to distribute to test administrators. Test tickets contain login information for students. Each student must have a test ticket to log in to computer-based FSA assessments. Test tickets are generated in TIDE. See the *TIDE User Guide* for instructions on generating and printing test tickets.

Receive Materials

Your district assessment coordinator will provide you with all materials prior to each test administration window. Secure materials should be delivered to or picked up by test administrators immediately before the beginning of each test session. Verify that you have all necessary materials before testing begins.

Work folders and CBT Worksheets were delivered with test administration manuals. Contact your district assessment coordinator if you need additional work folders or worksheets.

You will receive the following materials for this administration, as applicable (may not be packaged in the order indicated):

School Boxes:

- School Assessment Coordinator Box (White)
 - School Cover Memo
 - School Packing List
 - School Box Range Sheet
 - School Security Checklist
 - PreID Rosters
 - PreID Labels
 - Blank PreID Labels
 - Blue or Orange Labels (TO BE SCORED Regular Print Materials)

- White Labels (TO BE SCORED Large Print/One-Item-Per-Page Materials)
- Pink Labels (TO BE SCORED Braille Materials)
- Yellow Labels (NOT TO BE SCORED Materials)
- District/School Labels
- DO NOT PROCESS Labels
- Roll of Plastic Return Bags
- Test and Answer Books
- Reading Passage Booklets (CBT accommodation)

Special Document Boxes:

- Large Print Kits
 - Special Document Cover Memo
 - Special Document Return Envelope
 - Regular Print Test and Answer Book
 - Large Print Test and Answer Book
- Braille Kits
 - Special Document Cover Memo
 - Special Document Return Envelope
 - Regular Print Test and Answer Book
 - Braille Script
 - Braille Notes
 - Braille Test Books
- One-Item-Per-Page Kits
 - Special Document Cover Memo
 - Special Document Return Envelope
 - Regular Print Test and Answer Book
 - One-Item-Per-Page Test and Answer Book

Inventory the contents of boxes within 24 hours of receipt, and maintain an accurate *Test Materials Chain of Custody Form* at all times. Contact your district assessment coordinator immediately to report missing materials or to request additional materials.

Required Administration Information

As directed by your district assessment coordinator, communicate to test administrators the process for collecting the required administration information, which includes the following:

- Students assigned to each testing room—provide Student Names and Student ID Numbers
- Attendance information—P = Present, A = Absent, W = Withdrawn, and P/I = Present but Invalidated
- Session ID (generated in TIDE when a test session is created)

- Accommodations provided to students (see pages 18–19)
- Accommodations used by students
- Grade level
- Signatures of test administrator and school assessment coordinator

File all required administration information for future reference.

Seating Charts

Test administrators are required to maintain an accurate seating chart for each group of students in their rooms during testing, as described on page 19 of this manual. Ensure that test administrators record all information indicated on page 19 and that they create a new seating chart if the seating configuration changes during a test session. After testing, copy all seating charts, file the copies, and package the originals in the District Assessment Coordinator ONLY box.

Assign Proctors

Assign proctors to testing rooms according to the guidelines for proctors on pages 10–11, make sure that they understand their responsibilities, and explain the Security Log to them. FDOE strongly encourages use of proctors in ALL testing rooms, even those with 25 or fewer students.

Ensure Implementation of Accommodations

Appendix A provides information concerning allowable accommodations for students with disabilities and for ELLs. When testing students with accommodations, prior planning is necessary to ensure that accommodations indicated on student IEPs, Section 504 plans, or ELL plans are implemented. Arrangements for implementing accommodations must be made prior to the administration dates. Make sure that test administrators are aware of and have made provisions for the exact accommodations needed for individual students to avoid test invalidations.

Meet with Technology Coordinator

It is important that technology coordinators understand their responsibilities before, during, and after this computer-based test administration. Review the instructions and information for technology coordinators (located in the portal) as well as all test administration and security policies and procedures included in this manual, with your technology coordinator and create a plan for handling issues during testing. Technology coordinators are required to sign the *Test Administration and Security Agreement*. The technology coordinator should also be involved in all planning meetings to provide input on logistics and resolve any network issues.

Prepare Test Settings, Computers, and Devices

Tests should be administered in a room that has comfortable seating and good lighting. Make sure that testing rooms are adequately ventilated and free of distractions.

Sufficient workspace should be provided for students to use worksheets, work folders, passage booklets, and paper-based test materials, as applicable. Students must not be able to easily view other students' materials or computer or device screens. Check the configuration of the testing rooms to make sure you will be able to provide a secure environment during testing. If necessary, use visual blocks (e.g., file folders taped to the sides of computer screens). Also, check for and remove all unauthorized visual aids posted in classrooms or affixed to student desks.

For more information, see the testing room requirements on pages 17–18 and the system specifications found in the portal.

Ensure that the technology coordinator has verified that all computers and devices meet the requirements needed to administer the computer-based tests, as indicated in the *System Requirements for Online Testing* document available in the portal, and have installed the correct secure browser.

Before each test session, test administrators should launch the secure browser on each computer or device.

Preparation and Training

You are responsible for training all test administrators and proctors, including non-school-based instructors (e.g., itinerant teachers). You must train several employees to act as possible alternates. In the absence of sufficiently trained administrators, postpone testing until trained personnel are available.

Be aware of the following policies, procedures, and instructions, and emphasize this information during training at your school:

- Test Administrators
 - ALL test administrators must be certified educators. Non-certified school personnel must NOT be allowed to serve as test administrators.
 - Test administrators must be familiar with all appropriate sections of this manual.
 - Test administrators should refer to the *Test Administrator Checklist*, provided in the portal, before, during, and after testing.
- Proctors
 - Non-certified school personnel and volunteers approved by the district may serve as proctors, according to the instructions on pages 10–11.
 - While proctors are not required in rooms where 25 or fewer students are being tested, FDOE strongly encourages the use of proctors in all test administrations to help reduce testing irregularities and aid in investigations, if necessary.

- To ensure test security, FDOE discourages testing students in large groups (e.g., in a cafeteria or auditorium); however, in the event that students are tested in a large group, the appropriate number of proctors **MUST** be present during the test session (see pages 10–11).
- **Electronic Devices and Breaks**
 - Determine your school’s policy for the storage of electronic devices during testing. According to the administration script, before testing begins, test administrators ask students to raise their hands if they have any electronic devices with them. Direct test administrators on what to do if students have electronic devices in their possession before testing begins.
 - Ensure that test administrators are aware of the policy that students are not allowed to access electronic devices at any time during a test session, including breaks. If a student accesses his or her electronic device(s) during a break, his or her test must be invalidated.
 - Ensure test administrators are aware of how to secure a student’s computer or device during a break. For short breaks (e.g., restroom), it is recommended that a visual block be applied to the student’s computer screen or device. For longer breaks, it is recommended that the student pause the test. If a student pauses the test, he or she will not be able to continue testing until he or she is approved to resume testing in TDS.
- **CBT Policies and Procedures**
 - Train test administrators on how to create, start, monitor, and close test sessions.
 - Test administrators may be able to assist students with errors when logging in but should not try to resolve technical issues during testing. Determine how test administrators can get assistance during testing, if necessary.
 - Train test administrators on how to administer training tests at your school. Test administrators should access the training test to become familiar with the available tools prior to administering a training test and prior to test administration.
 - In the test administration scripts, test administrators are instructed to contact you in the circumstances listed below. Provide instructions for how to handle these circumstances:
 - A student has not participated in a training test session.
 - A student has trouble logging in the first time or gets kicked out of his or her test more than once.
 - A student refuses to acknowledge the testing rules.
 - A test administrator is concerned that a student is unable (e.g., too ill) to finish the test.
 - A disruption occurs (e.g., a technical disruption, power outage, disruptive behavior).
- **Student Comment Forms**
 - Instruct school technology coordinators to bookmark or create shortcut icons for the student comment forms, and instruct test administrators on how to locate the bookmark or shortcut. The student comment form is available at **fsassessments.org/student-comment-form/**.

- Test Security
 - Per Rule 6A-10.042, FAC, “Tests or individual test questions shall not be revealed, copied, or otherwise reproduced by persons who are involved in the administration, proctoring, or scoring of any test.” This Rule encompasses any sharing or discussing of items, either in person or via electronic communication, such as texting, emailing, or posting to blogs or social media websites (e.g., Facebook, Twitter, Instagram, etc.).
 - Ensure that test administrators, proctors, and any other personnel involved in test administration sign a *Test Administration and Security Agreement* after training is complete. Also ensure that test administrators read and sign a *Test Administrator Prohibited Activities Agreement* (these may be copied together as one double-sided form). Collect and file the signed agreements.

Arrange CBT Training Test Sessions

Schedule and arrange training tests as described in this manual. Before a student can participate in this computer-based administration, the student must complete the appropriate training test to learn how to use the computer-based system. Instruct school personnel to make students aware that they can access training tests on their own any time prior to testing. The training tests and scripts for administering the training tests are available in the portal.

Manage Student Information in TIDE

Instructions on managing student information in TIDE can be found in the *TIDE User Guide*, available on the resources page of the FSA Portal. Prior to testing, please ensure that all student information listed in TIDE is correct, including any accommodations students will be using to test. It is important that student information is correct in order to ensure that results are reported accurately.

Student Demographic Information (Paper-Based Accommodations)

For students taking paper-based tests, the student grid sheet on the front of the test and answer book captures student demographic information. The preidentification information provided by each district is used to create student labels, which are shipped with test materials or printed locally in the district (see “Preidentified Student Labels” on page 200). The demographic information described below and on the next page must be verified on PreID Labels as they are applied to documents and in TIDE before printing On-Demand PreID Labels.

For non-preidentified test and answer books, student demographic information must be accurately gridded on student grid sheets with a No. 2 pencil. For instructions for gridding, refer to the *Script for Gridding a Non-Preidentified Student Grid Sheet*, available in the portal. A District/School Label must also be applied to a hand-gridded document and the student's information must be entered into TIDE.

For students taking computer-based tests, the following student demographic information must be verified in TIDE before testing according to the instructions in the *TIDE User Guide*:

- Student name
- District/school number
- Social Security Number or Florida Student Number
- Date of birth
- Grade level
- Gender
- Ethnicity
- Race

In addition to verifying this information, the categories described below and on the following page must also be verified if applicable. If demographic information needs to be updated in TIDE, follow the instructions in the *TIDE User Guide*.

Primary Exceptionality

Primary exceptionality classifications are used to identify students with current IEPs who have been classified as exceptional according to State Board of Education Rule 6A-6.0331, FAC.

Primary Exceptionality Classifications

Description	Code on Student Grid Sheet
Orthopedically Impaired	C = OI
Speech Impaired	F = SI
Language Impaired	G = LI
Deaf/Hard of Hearing	H = DHH
Visually Impaired	I = VI
Emotional/Behavioral Disability	J = EBD
Specific Learning Disability	K = SLD
Gifted	L = GIF
Hospital/Homebound	M = HH
Dual-Sensory Impaired	O = DSI
Autism Spectrum Disorder	P = ASD
Traumatic Brain Injured	S = TBI
Other Health Impaired	V = OHI
Intellectual Disability	W = InD

Section 504

This field indicates whether a student has been identified by the district as a student with a disability according to Section 504 of the Rehabilitation Act of 1973.

ESE/504 and ELL Accommodation Types

If a student with an IEP, a student with a Section 504 plan, or a student with an ELL plan uses any accommodations during the test administration, this information should be recorded with the test administrator's required administration information. See Appendix A for a description of allowable accommodations and the categories in which they fall.

All students must be provided with the allowable statewide assessment accommodations on their plans. The accommodations provided to each student and the accommodations used by each student should be documented in the record of required administration information.

Student grid sheets do not include fields for recording this information, nor is it recorded in TIDE. Documentation must be maintained at schools, however, and may be needed for investigations of test irregularities.

ESE/504 Accommodation Types

- ESE/504 Accommodation Type – Flexible Presentation
- ESE/504 Accommodation Type – Flexible Responding
- ESE/504 Accommodation Type – Flexible Scheduling
- ESE/504 Accommodation Type – Flexible Setting
- ESE/504 Accommodation Type – Assistive device(s) other than standard calculator

ELL Accommodation Types

- ELL Accommodation Type – Flexible Scheduling
- ELL Accommodation Type – Flexible Setting
- ELL Accommodation Type – Assistance in Heritage Language
- ELL Accommodation Type – Approved Dictionary

ELL

If a student is identified as an ELL, provide the length of time the student has been enrolled in a U.S. school.

ELL—Enrolled in a U.S. school for:

- Less than 1 year
- One year or more

Preidentified Student Labels

The preidentification information provided by districts is used to print PreID labels and rosters. If the district supplied class code information, the labels are sorted by class code; otherwise, they are sorted alphabetically by grade level. School staff may verify and apply labels and/or complete grid sheets **no sooner than one week prior to testing**.

On-Demand PreID Labels

Districts and schools will receive blank labels to create On-Demand PreID Labels in TIDE for students who need them. Additional blank labels may be ordered through TIDE, if needed.

Affix PreID Labels

Please adhere to the following policies when preparing student materials:

- Affix labels in the box on the student grid sheet that states “APPLY PREID LABEL OR DISTRICT/SCHOOL LABEL HERE.” Please note that this box contains a barcode used for scanning unused documents which will be covered by the PreID Label on TO BE SCORED documents.
- Only the school assessment coordinator and other certified school personnel may open the shrink-wrapped packages and affix labels. Sealed test and answer books must not be opened.
- Do not use student labels from previous administrations.
- Students and non-certified school personnel are not permitted to assist in preparing secure materials before testing or in organizing and returning materials after testing.
- The *Test Materials Chain of Custody Form* must be maintained at all times.
- All secure materials must be returned to locked storage and remain there until testing.

Follow these steps when verifying student information and affixing a PreID Label to a student grid sheet:

1. Verify that the student is still enrolled and that the student will be tested. Labels for students not testing should be destroyed in a secure manner because they contain student information.
2. Verify the information on the PreID roster against the school’s student information database. Because the complete Social Security Number is not printed on the label, the PreID roster must be used to verify student information. It is not necessary to verify the labels against the roster because the same data file was used to create both.
3. If any information other than the student ID number (Social Security Number or Florida Student Number) is blank or incorrect on the PreID Label, the information should be entered or edited in TIDE, but the label **may** still be used. If the **student ID number** is INCORRECT, a new student record must be created in TIDE and an On-Demand PreID Label should be printed.

4. In order for a document to be scanned, carefully place the label in the box that states “APPLY PREID LABEL OR DISTRICT/SCHOOL LABEL HERE.” Ensure the label is not wrinkled or applied unevenly.
5. Do not remove labels once they have been affixed; however, if information on a label is incorrect, a new label may be printed and applied over the incorrect label. Note: if an On-Demand PreID Label cannot be used, apply a District/School label in its place and hand-grid the student demographic information. That student's information must be entered into TIDE to avoid delays in reporting.

District/School Labels

Student grid sheets do not include fields for entering district and school numbers. If a document is hand-gridded and an On-Demand PreID Label cannot be printed, then a district/school label must be applied to ensure the student's results are reported to the correct district and school.

However, PreID Labels should be used whenever possible.

Schools will receive District/School labels with their test materials. Each District/School label includes a barcode identifying the district, and school, and the appropriate FSA administration.

The District/School Label should be applied to a hand-gridded student grid sheets in the box directly below the text “APPLY PREID LABEL OR DISTRICT/SCHOOL LABEL HERE.”

District/School labels for the Spring 2015 FSA ELA Reading, Mathematics, and EOC test administration may not be used for other FSA test administrations.

DO NOT PROCESS Labels

Districts and schools will receive DO NOT PROCESS labels. The DO NOT PROCESS label must be applied to any **used** NOT TO BE SCORED test and answer book that should NOT be scanned or counted for participation (i.e., responses were transcribed into another test and answer book). The DO NOT PROCESS label should be applied in the same location as the PreID or District/School Label and should cover the label currently on the test and answer book.

Test and answer books with DO NOT PROCESS Labels should be returned with other NOT TO BE SCORED materials.

DO NOT PROCESS Labels should not be applied to unused or blank NOT TO BE SCORED materials.

School Assessment Coordinator Responsibilities During Testing

Supervise Test Administration and Maintain Test Security

Provide test administrators with paper-based test materials (test and answer books, Reading Passage Booklets, special document test materials), as applicable, and with worksheets, work folders, and test tickets for students prior to testing.

Monitor each testing room to ensure that test administration and test security policies and procedures are followed. You and the technology coordinator must be available during testing to answer questions from test administrators and to assist with technical issues. Make sure that Security Logs and seating charts are being completed properly and that all required administration information is being maintained in each testing room.

If the Internet connection is interrupted during testing, students will not be able to continue testing. If the Internet connection is not restored in time for students to complete the test, the test administrator should contact you or the technology coordinator for assistance. If a technical issue interrupts testing and is not able to be resolved quickly, you should contact the FSA Help Desk at 866-815-7246 and notify the district assessment office immediately.

The test administrator should contact you or the technology coordinator if an error message appears on a student's computer screen or device during testing.

Testing Rules Acknowledgment

Test administrators are instructed to contact you if a student does not sign below the Testing Rules Acknowledgment. Determine the appropriate course of action for handling a student who does not affirm the Testing Rules Acknowledgment. Any student who refuses to affirm the Testing Rules Acknowledgment should still be tested, but a record of the student's refusal should be retained at the school.

Monitor Student Progress

Student progress and test completion rates can be monitored via the Online Reporting System (ORS). School assessment coordinators should use the Participation Reports feature of ORS to track completion rates and determine which students still need to be tested. Further information on Participation Reports can be found in the *Online Reporting System User Guide*.

Supervise Make-Up Administrations

Ensure all test security and test administration policies and procedures are followed while conducting make-up tests. Be available to assist test administrators as needed during make-up administrations.

School Assessment Coordinator Responsibilities After Testing

Update Student Information

If student information is discovered to be incorrect during testing, update the corrected information in TIDE immediately following test administration. Instructions for updating student information can be found in the *TIDE User Guide*.

Invalidate Tests

Review policies regarding test invalidation on pages 15–16. Grid the DNS bubble on any paper-based tests that are invalidated. If a DNS bubble is gridded by mistake, erase it completely and grid the UNDO bubble. **Remember that invalidated paper-based tests should be returned with TO BE SCORED test and answer books in order to be counted for participation purposes.**

Test invalidations for computer-based tests are handled in TIDE. To invalidate a test, you will need the student's ID number and the reason for invalidation. You may also search by Session ID. Complete instructions on invalidating tests via TIDE are available in the *TIDE User Guide*.

Record Accommodations

Ensure all accommodations provided to and used by students are recorded on each record of required administration information, as applicable. This documentation may be necessary in the case of investigations regarding possible test irregularities.

Prepare Materials for Return

For instructions on preparing and packaging materials for return, please refer to the *2014–2015 FSA Paper-Based Materials Return Instructions*, available in the portal. If you have questions about preparing materials for return, please contact your district assessment coordinator.

Comment Form

Go to the FSA Portal and complete the appropriate form. Information from this form will be summarized by the contractor for FDOE use. Please provide feedback that will be meaningful to FDOE and the test contractor. If you have comments pertaining to district procedures, please contact your district assessment coordinator.

District Assessment Coordinator Responsibilities Before Testing

Please use the *District Assessment Coordinator Checklist* before, during, and after testing. This checklist is available in the portal.

Receive Materials

Do not distribute materials to schools any earlier than two weeks prior to testing. If you find it necessary to distribute materials to specific schools sooner than two weeks before testing, please contact the Bureau of K–12 Student Assessment with a list of schools for approval.

District materials will be packaged in separate boxes labeled with the district’s name. You can access your district and copies of your school packing lists in the BLUE District Assessment Coordinator box or in TIDE. After your shipment arrives, make sure that each school receives the range of boxes assigned. If boxes are missing, notify the FSA Help Desk at 866-815-7246. Instruct school assessment coordinators to inventory the contents of their boxes within 24 hours of receipt and report missing materials immediately.

Work folders and CBT Worksheets arrived in your shipment of test administration manuals.

You will receive the following materials for this administration, as applicable (may not be packaged in the order indicated):

School Boxes:

- School Assessment Coordinator Box (White)
 - School Cover Memo
 - School Packing List
 - School Box Range Sheet
 - School Security Checklist
 - PreID Rosters
 - PreID Labels
 - Blank PreID Labels
 - **Blue** or **Orange** Labels (TO BE SCORED Regular Print Materials)
 - **White** Labels (TO BE SCORED Large Print/One-Item-Per-Page Materials)
 - **Pink** Labels (TO BE SCORED braille Materials)
 - **Yellow** Labels (NOT TO BE SCORED Materials)
 - District/School Labels
 - DO NOT PROCESS Labels
 - Roll of Plastic Return Bags
- Test and Answer Books
- Reading Passage Booklets (CBT accommodation)

Special Documents Boxes:

- Large Print Kits
 - Special Document Cover Memo
 - Special Document Return Envelope
 - Regular Print Test and Answer Book
 - Large Print Test and Answer Book
- Braille Kits
 - Special Document Cover Memo
 - Special Document Return Envelope
 - Regular Print Test and Answer Book
 - Braille Script
 - Braille Notes
 - Braille Test Books
- One-Item-Per-Page Kits
 - Special Document Cover Memo
 - Special Document Return Envelope
 - Regular Print Test and Answer Book
 - One-Item-Per-Page Test and Answer Book

District Boxes:

- District Assessment Coordinator Box (Blue)
 - District Cover Memo
 - District Packing List
 - School Packing Lists
 - School Box Range Sheet
 - District Security Checklist
 - **Blue** or **Orange** Labels (TO BE SCORED Regular Print Materials)
 - **White** Labels (TO BE SCORED Large Print/One-Item-Per-Page Materials)
 - **Pink** Labels (TO BE SCORED Braille Materials)
 - **Yellow** Labels (NOT TO BE SCORED Materials)
 - UPS-RS Return Labels, if applicable
 - DO NOT PROCESS Labels
 - Blank PreID Labels
 - Roll of Plastic Return Bags

Required Administration Information

Communicate to school assessment coordinators the process for collecting the required administration information, which includes the following:

- Students assigned to the room—provide Student Names and Student ID Numbers
- Attendance information
- Grade level
- Accommodations provided to students (codes provided on pages 18–19)
- Accommodations used by students
- Test group code (PBT only) or Session ID (CBT only, generated in TDS when test administrators create test sessions)
- Signatures of test administrator and school assessment coordinator

It is your responsibility to decide how schools will collect the required administration information. You may:

- Instruct school assessment coordinators to copy and use the blank Administration Record/Security Checklist located at the portal.
- Determine your own method or allow school assessment coordinators to determine their own methods.

Seating Charts

Test administrators are required to maintain an accurate seating chart for each group of students in their rooms during testing. If students using extra time are moved to a new location to complete the test, a new seating chart must be created for this location. After testing, school assessment coordinators must make copies of all seating charts, file the copies, and return the original charts in your District Assessment Coordinator ONLY box.

Create TIDE/TDS Accounts

The Bureau of K–12 Student Assessment will provide instructions for creating new accounts in TIDE. User accounts are required for all school personnel who will be administering FSA Assessments, as well as any personnel who will be updating student records or accessing student scores. Further information regarding creating user accounts can be found in the *TIDE User Guide*, available in the FSA Portal.

Train School Assessment Coordinators and Technology Coordinators

You are responsible for training school assessment coordinators and technology coordinators, and school assessment coordinators are responsible for training test administrators and proctors. Ensure that school assessment coordinators are aware of the policy that ALL test administrators must be certified educators. Non-certified school personnel and volunteers approved by the district may serve as proctors, according to the instructions on pages 10–11. Non-certified school

personnel must NOT be allowed to serve as test administrators. Stress the importance of having staff available to assist test administrators with technical issues, if necessary.

Also, stress the importance of school assessment coordinators training both non-school-based instructors (e.g., itinerant teachers) and personnel who may serve as alternate administrators in the event of test-day emergencies. Test security requires the use of trained administrators to minimize test irregularities and possible test invalidations.

TIDE user accounts should be created for school assessment coordinators, school technology coordinators, and district technology coordinators, using the instructions you received from FDOE.

Review the following procedures when training school assessment coordinators:

- Completing the *Test Administration and Security Agreement* and the *Test Administrator Prohibited Activities Agreement* (These security agreements may be copied together as single-page, double-sided forms and must be filed at the school.)
- Verifying student information in TIDE
- Adding new student information
- Administering practice test sessions
- Scheduling and creating test sessions
- Assigning students to test sessions
- Ensuring that all test administration and test security policies and procedures outlined in this manual are followed
- Recording the required administration information
- Completing Security Logs and seating charts with the required information. (Completed Security Logs and seating charts are copied and filed at the school and district levels.)
- Starting, monitoring, and managing test sessions
- Recording the accommodations used by students in TIDE
- Packaging materials in the District Assessment Coordinator ONLY box (see page 209)

User Guides and other training resources are available in the FSA Portal.

Ensure Implementation of Accommodations

Appendix A provides information concerning allowable accommodations for students with disabilities and for ELLs. School assessment coordinators may require assistance in providing additional proctors and/or test locations, depending on the accommodations implemented.

Arrange for these accommodations prior to the test administration dates. To avoid potential test invalidations, ensure that accommodations are provided as indicated on student IEPs, Section 504 plans, and ELL plans. Documentation of accommodations provided to and used by students must be maintained at each school.

District Assessment Coordinator Responsibilities During Testing

Monitor Test Administration and Maintain Test Security

Be available during testing to answer questions from school assessment coordinators. Monitor each school to ensure that test administration and test security policies and procedures are followed.

Test Status Monitoring

Student progress and test completion rates can be monitored via the Online Reporting System (ORS). District assessment coordinators should use the Participation Reports feature of ORS to track completion rates and determine which students still need to be tested. Further information on Participation Reports can be found in the *Online Reporting System User Guide*.

Communicate with FDOE

Contact the Bureau of K–12 Student Assessment at 850-245-0513 if security breaches take place or if you need guidance when test invalidation is being considered.

If testing is interrupted due to a technical issue or technology failure, please report the issue to the Bureau of K–12 Student Assessment immediately.

District Assessment Coordinator Responsibilities After Testing

After testing, verify that school assessment coordinators have completed the following tasks:

- Filed the signed copies of the *Test Administration and Security Agreement* and *Test Administrator Prohibited Activities Agreement*
- Filed copies of the seating charts, Security Logs, and required administration information, and returned the originals in the District Assessment Coordinator ONLY boxes

Prepare Boxes for Return

For instructions on preparing boxes for return, please refer to the *2014–2015 FSA Paper-Based Materials Return Instructions*, available in the portal. If you have questions about preparing boxes for return, please contact the FSA Help Desk at 866-815-7246.

District Assessment Coordinator ONLY Boxes

1. If you instructed schools to return these boxes to you, open the boxes when you receive them, review the records of required administration information, and make sure that you have notified FDOE if any secure materials are missing. A form for reporting missing materials is available at in the portal. Complete the necessary investigation and file the records.
2. Verify that the Security Logs, *Test Materials Chain of Custody Forms*, and seating charts were completed and file them.
3. Do not recycle or destroy any ancillary materials, such as manuals, used work folders, and used worksheets **until scores for this administration have been reported.**
4. If District Assessment Coordinator ONLY boxes will be securely stored at schools, ensure that school assessment coordinators understand your policies for storing these materials.

Comment Form

Go to the FSA Portal, and complete the appropriate form. Information from this form will be summarized by the contractor for FDOE use. Please provide feedback that will be meaningful to FDOE and the test contractor.

Appendix A: Accommodations

Overview

The information in this appendix is organized into sections by category (see table below).

Accommodations for Students with Disabilities	
Test Accommodations for Students with Disabilities (General Information)	Pages 212–213
Accommodations for Students with Disabilities	Pages 213–217
Unique Accommodations	Page 218
Accommodations for English Language Learners	
Accommodations for English Language Learners (ELLs)	Pages 218–219

Test Accommodations for Students with Disabilities (General Information)

As specified in this appendix, accommodations may be provided to students with disabilities enrolled in public schools with current IEPs or Section 504 plans. Care must be taken to provide a student with only the accommodations permitted for that student. In addition, students with disabilities must be provided the opportunity to participate in practice activities for the statewide assessments with appropriate allowable accommodations.

Determination of appropriate accommodations in assessment situations for students with disabilities shall be based on the individual needs of each student. Decisions on accommodations shall be made by the IEP or Section 504 team and recorded on the IEP or Section 504 plan. Students with disabilities should be oriented to any test situation through test-taking instruction designed to familiarize them with testing format and procedures. This orientation should take place near the time of testing. Guidelines recommended for making accommodation decisions include the following:

1. Accommodations should facilitate an accurate demonstration of what the student knows or can do.
2. Accommodations should not provide the student with an unfair advantage or interfere with the validity of a test; accommodations must not change the underlying skills that are being measured by the test.
3. Accommodations must be the same or nearly the same as those needed and used by the student in completing classroom instruction and assessment activities.
4. Accommodations must be necessary for enabling the student to demonstrate knowledge, ability, skill, or mastery.

Students with disabilities who are not currently enrolled in public schools or receiving services through public school programs and require accommodations in order to participate in a test administration may have access to accommodations if the following information is provided:

- Evidence that the student has been found eligible as a student with a disability as defined by s. 1003.01(3)(a), F.S., or Rule 6A-19.001(6), FAC, and
- Documentation that the requested accommodations are regularly used for instruction.

For further information, please contact the Bureau of Exceptional Education and Student Services at 850-245-0475 or visit www.fldoe.org/ese/fcatasd.asp.

Accommodations for Students with Disabilities

Accommodations must be provided as indicated on student IEPs or Section 504 plans. Listed below are allowable accommodations for 2014-2015 Florida Standards Assessments. Not all allowable accommodations are listed.

A. Flexible Presentation

- For computer-based test administrations, paper-based test materials may be requested for a student with an IEP or Section 504 plan that clearly indicates the reason that the computer-based test is not currently accessible or appropriate. Documentation should include:
 - Whether or not the student is currently able to use a computer or mobile device to engage in instruction/assessments.
 - Accommodations/assistive technology the student needs when using a computer or mobile device.
 - Training and services the student needs to successfully use a computer or mobile device in instruction/assessments.
 - The type of media/accommodations (e.g., paper, braille) that are necessary if it is determined that the student cannot use a computer or mobile device for the foreseeable future.
- A regular print paper version of the test may be requested for a student. For computer-based test administrations, student eligibility information for regular print test materials must be submitted to FDOE.
- A large-print paper version of the test may be requested for a student. The minimum font size for large print test materials is 18 points. Student eligibility information for large print test materials must be submitted to FDOE.
- A contracted or uncontracted braille version may be requested for a student who uses braille materials. Student eligibility information for braille test materials must be submitted to FDOE. In braille versions, test items may be altered in format or deleted as authorized by FDOE.
- A one-item-per-page paper version may be requested for a student who requires one test item on a page, fewer test items on a page, increased space between test items, or true

black-and-white print. Student eligibility information for one-item-per-page test materials must be submitted to FDOE.

- A regular print or large print passage booklet may be requested for a student participating in a computer-based Reading or Writing test. The passage booklet contains the passages only and does NOT contain prompts, test items, or answer choices. Student eligibility information for passage booklets must be submitted to FDOE.
- Oral presentation may be provided for directions, prompts, items, and answer choices. Passages in Reading and Writing tests may NOT be read aloud to students. Prompts, items, and answer choices may not be reworded, summarized, or simplified. When reading answer choices, the test administrator or proctor must be very careful not to use inflection that might lead a student to the correct/incorrect responses.
- For computer-based test administrations, a student may use the text-to-speech (TTS) form for oral presentation of directions, prompts, items, and answer choices. TTS will not be enabled on passages in Reading and Writing tests.
- Signed presentation may be provided for directions, prompts, items, and answer choices. Passages in Reading and Writing tests may NOT be signed to students. The test administrator or proctor may sign directions, prompts, items, and answer choices using the same method of sign language that the student regularly uses in the classroom but must be careful not to use signs that might lead the student to a correct response. In such cases, fingerspelling may be used as an alternative.
- For oral or signed presentation, the test administrator or proctor may sign or read aloud to the student in the manner that is regularly used in the classroom. Examples of allowable oral/signed presentation include but are not limited to reading/signing to a group of students, reading/signing to a student individually, reading/signing only when a student requests.
- Test directions may be repeated, clarified, or summarized.
- A student may be provided with a copy of directions from the administration script that is read by the test administrator.
- A student may be allowed to demonstrate that he or she understands the directions (e.g., repeating or paraphrasing).
- A student may read aloud directions, passages, prompts, items, and answer choices to him/herself. This would require use of a device such as a WhisperPhone[®] or would require that the student be tested in a separate setting so that other students are not disturbed.
- Verbal encouragement (e.g., “keep working,” “make sure to answer every question”) may be used; however, it may not be used to assist a student in producing, correcting, or editing responses.
- Students may use magnification devices (e.g., CCTV/video magnifiers, reading loupes, handheld magnifiers). Devices must be used without accessing image-upload features (e.g., devices with a memory card must have the memory card removed during testing).
- A student may use a straightedge to maintain or enhance visual attention to test items.

- Portions of a test may be masked to direct attention to uncovered item(s). For computer-based test administrations, a student may use the masking form.
- Colored transparencies/overlays may be used.
- Test documents may be secured to a work area. If adhesives are used to secure scannable documents, responses must be transcribed into replacement documents.
- Positioning tools, such as a reading stand, may be used.
- A student may use a highlighter to highlight key words or phrases in directions, prompts, items, and answer choices. If a highlighter is used on a scannable document, responses must be transcribed into a replacement document.

B. Flexible Responding

- A student may use varied methods to respond to a test, including written, typed, signed, and verbal responses. A test administrator or proctor may record or transcribe student responses to the format required by the test.
- Students must be told the amount of space into which the response will be recorded or transcribed. Recorded or transcribed responses must accurately reflect the response of the student, without addition or enhancement by the test administrator or proctor. Copies must be erased or destroyed after the responses have been transcribed.
- If a student provides a verbal or signed response, the test administrator or proctor must ask the student to indicate punctuation and the spelling of words that he or she is not completely certain that the student can spell (i.e., words not on the Dolch word list for the grade level tested). The student may review the written material and direct the test administrator or proctor on editing the response.
- A student may use speech-to-text technology to record responses.
- A student may provide responses using a mouse, keyboard, or assistive technology that uses either device.
- A student may use a computer or other device to provide responses.
- A student may use a computer switch or pointing device to provide responses.
- A student may use a communication device to provide responses.
- A test administrator or proctor may check periodically to be sure that a student is entering answer choices correctly on a computer-based or paper-based test.
- A student may use special paper such as raised-line, shaded-line, or color-coded. Responses must be transcribed from the special paper to the format required by the test.

C. Flexible Scheduling

- A student may be administered a test session during several brief periods within one school day, allowing frequent breaks. Between sessions and during breaks (e.g., restroom breaks, lunch breaks), students must be closely monitored to ensure that they do not share information about the test.

- A student may use a specific time of day for test sessions.
- A student may be provided extended time to complete a test session. Extended time must be provided in accordance with the student’s IEP or Section 504 plan. **Extended time is not unlimited time**; it should align with the accommodation used regularly in the student’s classroom instruction and assessments. The student is not required to use all of the extended time that is allowed and may end the test session prior to the expiration of the extended time.
- Each test session must be completed within one school day.
- A student with a flexible scheduling accommodation that requires more than one day to complete a test session must participate in testing using paper-based test materials. The following conditions must be maintained to ensure the validity of the test administration across days:
 - The student may not be permitted to change his or her responses to items that were completed on a previous day.
 - The test administrator must closely supervise the administration of the test on an individual basis to ensure that responses from the previous day are not changed and that the student does not preview parts of the test to be answered the following day.
 - The test administrator must use a paper clip or binder clip to secure the test documents and prevent the student from reviewing his or her answers from the previous day. Staples or tape should NOT be used. Clips must be removed after testing.

D. Flexible Setting

- A student may be administered a test in a familiar place with a test proctor present, and/or a familiar person who has been appropriately trained may administer the test. Procedures for test security must be followed and precautions taken in order to ensure that the test remains secure.
- A student may be administered a test individually or in a small group setting. A small group should be of a size comparable to the normal instruction group size indicated on the student’s IEP or Section 504 plan.
- If a student requires use of an accommodation that may disturb other students, the student should be tested in a separate setting.
- A student may use special lighting.
- A student may use adaptive or special furniture.
- Special acoustics, such as FM systems, may be used to enhance sound, or special rooms may be used to decrease auditory distractions.
- The opportunity for movement may be increased or decreased.
- Stimuli may be reduced (e.g., by limiting the number of items around the student’s desk or computer station).

- White noise/sound machines or music that is approved by district/school personnel may be used to reduce auditory distractions. During testing, machines and music players must be controlled by the test administrator or proctor.

E. Assistive Devices and Tools

- A student may use software programs to ensure access to the computer and to approved assistive technology (e.g., switch scanning software, specialized on-screen keyboards, mouse emulators).
- A student may use varied assistive devices to access the computer (e.g., alternative keyboards, trackballs, joysticks, switch scanning systems, touch screens, mouth sticks, head wands, eye-gaze or head control systems).
- Visual magnification and auditory amplification devices may be used.
- Other assistive technology typically used by the student in classroom instruction may be used provided the purpose of the testing is not violated. Implementation of assistive devices must ensure that test responses are the independent work of the student.
- Students who use sign language as their primary means of communication may use an English/sign or sign/English translation dictionary. The dictionary must be similar to one used in instructional setting and may not contain definitions of words. The dictionary may contain the sign picture, the word, synonyms, and an index. Electronic sign language dictionaries that meet the same requirements without accessing the Internet may be used.
- For Sessions 2 and 3 of Grades 7–8 Mathematics and for Session 2 of EOC Mathematics tests, a regular, large key/large display, or talking scientific calculator may be used. Calculators may NOT be used during other tests or test sessions.
- Visual magnification and auditory amplification devices may be used.
- Real coins may be used to represent coins depicted in test items. Coins may not be used as counting devices.
- A student with a visual impairment may use an abacus and products such as the Graphic Aid for Mathematics, Math Window[®], and the geoboard. These devices are approved substitutes for paper-and-pencil computation.
- A student may use blank mathematics grids/guides to organize mathematical computation. Multiplication charts/tables may NOT be used.
- Other assistive technology typically used by the student in classroom instruction may be used, provided the purpose of the testing is not violated. Implementation of assistive devices must ensure that test responses are the independent work of the student.
- Devices designed to check grammar or spelling must not be used.
- Manipulative materials, including but not limited to counters, base-10 blocks, clock faces, or geometric may not be used except when approved by FDOE for use with braille test materials.

Unique Accommodations

In accordance with Rule 6A-1.0943, FAC, school districts may request unique accommodations for individual students with disabilities. Unique accommodations are specialized accommodations that require alterations to existing test materials, presentation, or administration guidelines. Requests may be submitted for such accommodations that are outside of the scope of currently available test materials and/or established test administration procedures. **Paper-based accommodations are not unique accommodations and may be provided to eligible students.**

Written requests for unique accommodations must be submitted using the *Unique Accommodations Request Form*. In order to be approved for use during testing, a unique accommodation must be documented on an IEP or Section 504 plan, must be used regularly by the student in the classroom, and must not negate the validity of the assessment. Requests should be reviewed and approved by district personnel before submission to FDOE. Each unique accommodation must be approved by the Commissioner of Education or a designee prior to its use.

Accommodations for English Language Learners (ELLs)

Districts are required to offer accommodations to students identified as ELLs. Listed below are allowable accommodations for ELLs participating in 2014–2015 Florida Standards Assessments.

A. Flexible Setting

- ELLs may be offered the opportunity to be tested in a separate room with the English for Speakers of Other Languages (ESOL) or heritage language teacher acting as test administrator. Parents/guardians must be informed of this option for students not of legal age and shall be given the opportunity to select the preferred method of test administration.

B. Flexible Scheduling

- ELLs may take a test session during several brief periods within one school day; however, each test session must be completed within one school day.
- ELLs may be provided additional time; however, each test session must be completed within one school day.

C. Assistance in Heritage Language

- ELLs may be provided limited assistance by an ESOL or heritage language teacher using the student's heritage language for directions, prompts, items, and answer choices. This should NOT be interpreted as permission to provide oral presentation of prompts, items, and answer choices in English or in the student's heritage language. Assistance may NOT be provided for passages in Reading and Writing tests.
- The ESOL or heritage language teacher may answer questions about the general test directions in the student's heritage language. If the test is administered to a group of students, the teacher may answer questions about directions for the benefit of the group. Questions of clarification from individual students must be answered on an individual basis without disturbing other students.

- The ESOL or heritage language teacher may answer specific questions about a word or phrase in a prompt, item, or answer choice that is confusing the student because of limited English proficiency but is prohibited from giving assistance that will help the student produce, correct, or edit responses. Assistance may NOT be provided for words or phrases in Reading and Writing passages.

D. Approved Dictionary

ELLs should have access to an English-to-heritage language and/or heritage language-to-English translation dictionary, such as those made available to ELLs in an instructional setting. The dictionary must provide word-to-word translations only and may not contain definitions or other information. Electronic translation dictionaries that meet the same requirements without accessing the Internet may be used.

Appendix B: FSA Help Desk

Questions related to 2014–2015 Florida Standards Assessments may be directed to the FSA Help Desk. The Help Desk will be open Monday–Friday (except holidays) from 7:00 a.m. to 8:30 p.m., ET.

FSA Help Desk Contact Information

Toll-Free Phone Support: 866-815-7246

Email Support: fsahelpdesk@air.org

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

Please provide the following information:

- Test Administrator name and IT/Network contact person and contact information
- Username(s) of affected student(s)
 - Do not send identifiable student information via email. Only the student’s Username may be emailed to the Help Desk. Student names and other student demographics may not be sent to the Help Desk via email.
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration:
 - Secure browser installation (to individual machines or network)
 - Wired or wireless Internet network setup

Supported Operating Systems

As a reminder, official technical support is provided only for the systems listed in the Systems Requirements document found at www.FSAssessments.org.

Appendix C: Florida Test Security Statute and Rule

Florida Test Security Statute

1008.24 Test Administration and Security; Public Records Exemption

1. A person may not knowingly and willfully violate test security rules adopted by the State Board of Education for mandatory tests administered by or through the State Board of Education or the Commissioner of Education to students, educators, or applicants for certification or administered by school districts pursuant to s. 1008.22, or, with respect to any such test, knowingly and willfully to:
 - (a) Give examinees access to test questions prior to testing;
 - (b) Copy, reproduce, or use in any manner inconsistent with test security rules all or any portion of any secure test booklet;
 - (c) Coach examinees during testing or alter or interfere with examinees' responses in any way;
 - (d) Make answer keys available to examinees;
 - (e) Fail to follow security rules for distribution and return of secure test as directed, or fail to account for all secure test materials before, during, and after testing;
 - (f) Fail to follow test administration directions specified in the test administration manuals; or
 - (g) Participate in, direct, aid, counsel, assist in, or encourage any of the acts prohibited in this section.
2. Any person who violates this section commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.
3. A school district may contract with qualified contractors to administer and proctor statewide standardized assessments required under s. 1008.22 or assessments associated with Florida approved courses under s. 1003.499, as approved by the Department of Education in accordance with rules of the State Board of Education. Assessments may be administered or proctored by qualified contractors at sites that meet criteria established by rules of the State Board of Education and adopted pursuant to ss. 120.536(1) and 120.54 to implement the contracting requirements of this subsection.
4.
 - (a) A district school superintendent, a president of a public postsecondary educational institution, or a president of a nonpublic postsecondary educational institution shall cooperate with the Commissioner of Education in any investigation concerning the administration of a test administered pursuant to state statute or rule.
 - (b) The identity of a school or postsecondary educational institution, personal identifying information of any personnel of any school district or postsecondary educational institution, or any specific allegations of misconduct obtained or reported pursuant to an investigation conducted by the Department of Education of a testing impropriety are confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until the conclusion of the investigation or until such time as the investigation ceases to be active. For the purpose of this paragraph, an investigation is deemed concluded upon a finding that no impropriety has occurred, upon the conclusion of any resulting preliminary investigation pursuant to s. 1012.796, upon the completion of any resulting investigation by a law enforcement agency, or upon the referral of the matter to an employer who has the authority to take disciplinary action against an individual who is suspected of a testing impropriety. For the purpose of this paragraph, an investigation is considered active so long as it is ongoing and there is a reasonable, good faith anticipation that an administrative finding will be made in the foreseeable future.
5. Exceptional students with disabilities, as defined in s. 1003.01(3), shall have access to testing sites. The Department of Education and each school district shall adopt policies that are necessary to ensure such access.

History.—s. 370, ch. 2002-387; s. 1, ch. 2009-143; s. 7, ch. 2013-225.

Florida State Board of Education Test Security Rule

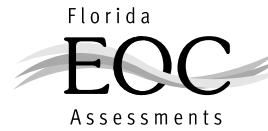
6A-10.042 Test Administration and Security

1. Tests implemented in accordance with the requirements of Sections 1004.93, 1008.22, 1008.30, 1012.55 and 1012.56, F.S., shall be maintained and administered in a secure manner such that the integrity of the tests shall be preserved.
 - (a) Test questions shall be preserved in a secure manner by individuals who are developing and validating the tests. Such individuals shall not reveal in any manner, verbally or in writing, the test questions under development.
 - (b) Tests or individual test questions shall not be revealed, copied, or otherwise reproduced by persons who are involved in the administration, proctoring, or scoring of any test.
 - (c) Examinees shall not be assisted in answering test questions by any means by persons administering or proctoring the administration of any test.
 - (d) Examinees' answers to questions shall not be interfered with in any way by persons administering, proctoring, or scoring the examinations.
 - (e) Examinees shall not be given answer keys by any person.
 - (f) Persons who are involved in administering or proctoring the tests or persons who teach or otherwise prepare examinees for the tests shall not participate in, direct, aid, counsel, assist in, or encourage any activity which could result in the inaccurate measurement or reporting of the examinees' achievement.
 - (g) Each person who has access to tests or test questions during the development, printing, administration, or scoring of the tests shall be informed of specifications for maintaining test security, the provisions in statute and rule governing test security, and a description of the penalties for breaches of test security.
 - (h) During each test administration, school district and institutional test administration coordinators and contractors employing test administrators and proctors shall ensure that required testing procedures are being followed at all test administration sites. Officials from the Department are authorized to conduct unannounced observations of test administration procedures at any test administration site to ensure that testing procedures are being correctly followed.
2. Test materials, including all test booklets and other materials containing secure test questions, answer keys, and student responses, shall be kept secure and precisely accounted for in accordance with the procedures specified in the examination program administration manuals and other communications provided by the Department. Such procedures shall include but are not limited to the following:
 - (a) All test materials shall be kept in secure, locked storage prior to and after administration of any test.
 - (b) All test materials shall be precisely accounted for and written documentation kept by test administrators and proctors for each point at which test materials are distributed and returned.
 - (c) Any discrepancies noted in the number or serial numbers of testing materials received from contractors shall be reported to the Department by designated institutional or school district personnel prior to the administration of the test.
 - (d) In the event that test materials are determined to be missing while in the possession of an institution or school district, designated institutional or school district personnel shall investigate the cause of the discrepancy and provide the Department with a report of the investigation within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or witness to the occurrence. Officials from the Department are authorized to conduct additional investigations.

- (e) In those cases where the responsibility for secure destruction of certain test materials is assigned by the Department to designated institutional or school district personnel, the responsible institutional or school district representative shall certify in writing that such destruction was accomplished in a secure manner.
 - (f) In those cases where test materials are permitted by the Department to be maintained in an institution or school district, the test materials shall be maintained in a secure manner as specified in the instructions provided by the Department. Access to the materials shall be limited to the individuals and purposes specified by the Department.
3. In those situations where an employee of the educational institution, school district, or contractor, or an employee of the Department suspects a student of cheating on a test or suspects other violations of the provisions of this rule, a report shall be made to the department or test support contractor, as specified in the test administration procedures, within ten (10) calendar days. The report shall include a description of the incident, the names of the persons involved in or witness to the incident, and other information as appropriate. Officials from the Department are authorized to conduct additional investigations.
4. Violations of test security provisions shall be subject to penalties provided in statute and State Board Rules.
5. School districts and public educational institutions under Section 1003.49, F.S., may contract with third-party contractors to administer and proctor statewide standardized assessments required under Section 1008.22, F.S., or assessments associated with Florida approved courses under Section 1003.499, F.S.
- (a) School districts and educational institutions must require the contractor to provide a safe and comfortable facility that does not interfere with a student's ability to demonstrate mastery on the tests.
 - (b) School district or educational institution use of third-party contractors (including contracted affiliates, such as franchises) shall not relieve the district or institution of its obligation to provide access to statewide testing for Florida Virtual School or virtual charter school students pursuant to Sections 1002.33(20), 1002.37 and 1002.45(6)(b), F.S.
 - (c) The contractor must adhere to all test administration and security protocols as prescribed by the Department pursuant to Section 120.81(1)(c), F.S., and shall be subject to all provisions of this rule.
 - (d) The contractor must not collect nor maintain any student's personally-identifiable information beyond that required for test administration.
 - (e) All technology used to administer computer-based tests must meet assessment technology guidelines and online test security requirements as prescribed by the Department pursuant to Section 120.81(1)(c), F.S.

Rulemaking Authority 1001.02, 1003.49, 1008.24 FS. Law Implemented 1003.49, 1008.24 FS. History—New 7-5-87, Amended 10-26-94, 11-3-13

Appendix D: Perforated Forms and Signs



Test Administration and Security Agreement

Florida Department of Education Bureau of K-12 Student Assessment

Florida State Board of Education Rule 6A-10.042, FAC, was developed to meet the requirements of the Test Security Statute, s. 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment. The Rule prohibits activities that may threaten the integrity of the test. The Florida Test Security Statute and State Board of Education Rule are located in the appendices of each test administration manual. Examples of prohibited activities are listed below:

- Reading or viewing the passages or test items
- Revealing the passages or test items
- Copying the passages or test items
- Explaining or reading passages or test items for students
- Changing or otherwise interfering with student responses to test items
- Copying or reading student responses
- Causing achievement of schools to be inaccurately measured or reported

If any of the above examples are allowable accommodations for students with current IEPs, Section 504 plans, or ELL plans, test administrators are permitted to provide the accommodation(s) as described in each test administration manual.

All personnel are prohibited from examining or copying the test items and/or the contents of the test. The security of all test materials must be maintained before, during, and after the test administration. Please remember that after ANY administration, initial OR make-up, materials must be returned immediately to the school assessment coordinator and placed in locked storage. Secure materials should not remain in classrooms or be taken out of the building overnight.

The use of untrained test administrators increases the risk of test invalidation due to test irregularities or breaches in test security. Inappropriate actions by district or school personnel will result in further investigation, possible loss of teaching certification, and possible involvement of law enforcement agencies.

I, _____, understand that I must receive adequate training regarding the administration of statewide assessments and read the information and instructions provided in all applicable sections of the relevant test administration manual(s), including the Florida Test Security Statute and State Board of Education Rule. I agree to follow all test administration and security procedures outlined in the manual(s), Statute, and Rule.

Further, I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of statewide assessments or cause student achievement to be inaccurately represented.

School Name and Number

Print Name

Date

Signature

Test Administrator Prohibited Activities Agreement

It is important for you, as a test administrator of a statewide assessment, to know that the following activities are prohibited. Engaging in such activities may result in an investigation, loss of teaching certification, and/or prosecution for violation of the law. Please read the following list of prohibited activities and sign your name on the signature line at the bottom of this page indicating that you understand these actions and their consequences.

I understand that before testing I may not:

- Leave test materials unattended
- Remove test materials from the school's campus
- Open and check through test books
- Read test items
- Copy, photocopy, or photograph test content

I understand that during testing (including during breaks) I may not:

- Read test items or student responses as I monitor the room
- Assist students in answering test items
- Give students verbal cues ("you may want to re-check number 7") or non-verbal cues (pointing at a specific item)
- Give students more time than is allotted for the session (unless a student has an extended time accommodation)
- Encourage students to finish early
- Display or fail to cover visual aids (e.g., word lists, multiplication tables) that may help students
- Use my cell phone, check email, grade papers, or engage in other activities that will result in my attention not being on students at all times
- Leave the room unattended for any period of time
- Allow students to talk or cause disturbances
- Allow students to use cell phones or other electronic devices, even if they have already submitted their tests
- Instruct students to test in a session other than the one designated for that day/allotted testing time (going on to Session 2 during Session 1, reviewing work in Session 1 during Session 2)
- Coach students during testing regarding test-taking strategies
- Administer the assessment to my family members

I understand that after testing I may not:

- Leave test materials unattended
- Remove test materials from the school's campus
- Read through student test documents
- Change student answers
- Discuss the content of the test with anyone, including students or other school personnel
- Reveal the content of the test via electronic communication, including but not limited to email, text, or post to social media sites (Facebook, Twitter, Instagram, etc.)

If you are administering a test to students with flexible responding or flexible presentation accommodations that require you to read test items, you may not reveal, copy, or share the items, or use the test content during instruction after testing.

I acknowledge the information above and will not engage in any of the prohibited activities on this page.

Signature: _____ Date: _____ Certification Number: _____

Return this agreement to your school assessment coordinator.



Test Materials Chain of Custody Form

The following information must be collected for each test administration at your school. This form may be duplicated for use by grade level and/or maintained as an electronic file (blank form available at FSAssessments.org on the Resources page), but the content of this form may NOT be altered.

Contact your district assessment coordinator if you have any questions.

Your name (school assessment coordinator): _____

District name: _____

School name: _____

School number: _____

Location of locked storage room: _____

Names of people with access to locked storage room/location:

1. _____

2. _____

3. _____

Date and time materials arrived at the school: _____

Date and time shrink-wrapped test material packages are opened: _____

Packages opened by: _____

Date and time materials are prepared (PreID labels applied, etc.): _____

Materials prepared by: _____

Date and time materials are packaged for return: _____

Materials packaged by: _____

Date and time materials are returned to the district: _____

ADMINISTRATION RECORD/SECURITY CHECKLIST

Spring 2015 Assessments

- Algebra 1 EOC ELA Reading Mathematics
 Algebra 2 EOC Geometry EOC

SCHOOL NUMBER: _____ SCHOOL NAME: _____

Security Number	Student Last Name	Student First Name	Grade Level	Student ID Number	Attendance*	Accommodations Provided**	Accommodations Used**	Session ID	Test Administrator Signature	School Assessment Coordinator Signature	Date/Time Received	Date/Time Returned

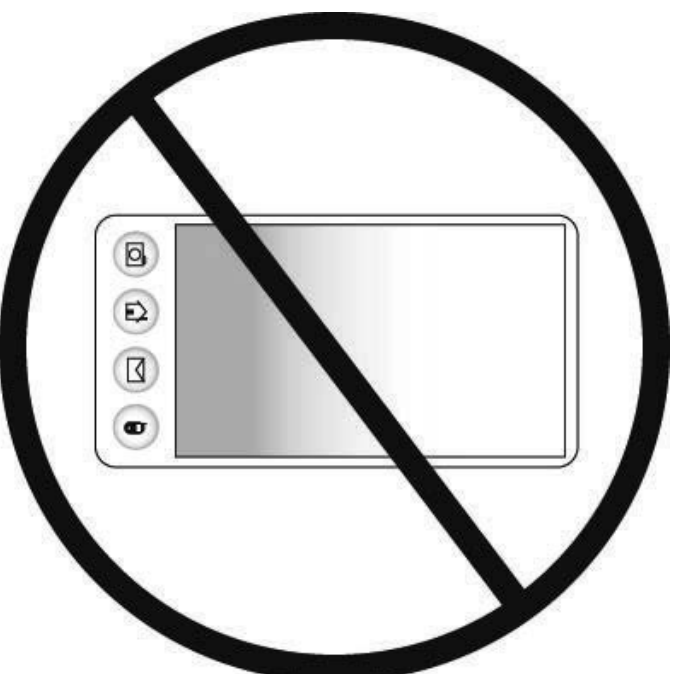
* Attendance Codes: P = Present A = Absent W = Withdrawn P/I = Present but Invalidated
 ** Accommodations Codes for ESE/504: 1-FP=Flexible Presentation; 1-FR=Flexible Responding; 1-FSC=Flexible Scheduling; 1-FSE=Flexible Setting; 1-AD=Assistive Devices
 For ELL: 2-FSC=Flexible Scheduling; 2-FSE=Flexible Setting; 2-AHL=Assistance in Heritage Language; 2-ADI=Approved Dictionary

TESTING

Please

Do Not Disturb

Electronic devices of any kind are NOT permitted during testing. Possession of such devices is cause for invalidation.



Notes

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