

Florida Standards Assessments

Test Administrator User Guide


2014–2015

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Prepared by the American Institutes for Research®



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Introduction to the User Guide







This user guide supports Test Administrators (TAs) who manage testing for students participating in Florida Standards Assessments (FSA) training tests, field tests, and operational computer-based assessments. This introduction describes the contents of this user guide and includes a key for identifying icons and elements.

User Guide Content

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

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

Table 1. Key Symbols and Elements

Element	Description
	Alert: This symbol accompanies important information regarding a task that may cause minor errors.
	Note: This symbol accompanies additional information that may be of interest.
	Policy: This symbol accompanies important information that is guided by policy decisions.
[text]	Bold text in brackets is used to indicate a link or button that is clickable.
	Text that appears in gray outlined boxes provides instructions relevant to the task described. <ul style="list-style-type: none"> • Numbered (ordered) lists provide step-by-step instructions. • Bulleted lists provide instructions that do not need to be performed in a specific order.
	Tip: This symbol accompanies additional information that may be helpful.
	Warning: This symbol accompanies important information regarding actions that may cause fatal errors.

Additional Resources

This user guide does not provide information regarding administrative policies and procedures.

Administration manuals and other system user guides for FSA systems are available on the FSA Portal (www.FSAssessments.org).

Section I. Overview of Online Testing

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

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

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

For information about supported operating systems and browsers for the TA sites and student training tests, refer to the *System Requirements for Online Testing* document on the FSA Portal (www.FSAssessments.org).

Training Sites

- **TA Training Site**

The TA Training Site allows TAs to administer training tests. This site can be used with students who are logged in to a training test session.

- **Student Training Test Site**

The training tests allow students and guest users to practice taking tests online and become familiar with the available test tools and features. Anyone may log in as a guest and practice taking tests. Students can also log in to a training test session created by a TA. The training tests can be accessed with either the secure browser or a supported web browser. Students will access the training tests with the secure browser for required practice sessions to access all tools and accommodations.

Operational Testing Sites

- **TA Interface (Test Administration)**

TAs must use the TA Interface to create test sessions and administer the operational assessments.

- **Student Testing Site**

Students must use the Student Testing Site to take the operational assessments. The Student Testing Site can only be accessed by launching the secure browser.

FSA: Tests Available

The following training tests and operational computer-based assessments are available for the 2014-15 school year:

Training Tests

- **ELA Writing:** Grades 4–5, 6–8, and 9–11
- **ELA Reading:** Grades 3–5, 6–8, and 9–11
- **Mathematics:** Grades 3–4, 5–6, 7–8, and EOC

Operational Assessments

- **ELA Writing Component Field Test:** Grades 8–10
- **ELA Writing:** Grades 8–10
- **ELA Reading:** Grades 5–10
- **Mathematics:** Grades 5–8, Algebra 1 EOC, Geometry EOC, Algebra 2 EOC

General Rules of Online Testing

About Test Settings and Accommodations

Students' test settings and accommodations must be checked in the Test Information Distribution Engine (TIDE) prior to starting a test session. Some settings and accommodations cannot be changed after a student starts the test.

Basic Test Navigation Rules

- Students will see test items on a page or in a group. Some pages contain multiple test items.
- Students may mark items for review and use the *Questions* drop-down list to easily return to those items.
- Students must:
 - pause the test when they finish the sessions they are to take that day or when the allotted time for the session is up,
 - or submit the test after they finish all sessions and questions or when the allotted time for the session is up.

Pause Rules

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

- **If a test is paused within a session and the student resumes during the same session,** the student is
 - presented with the first unanswered test item or passage and associated items he or she left when the test was paused or shut down; and
 - permitted to review and change any previously answered test items within that test (for a one-session test) or session (for a two- or three-session test).
- **If a test is paused at the end of a session, when the student resumes the next day,** the student is
 - approved by the TA to enter into the next session; and
 - cannot view or change responses from the previous session.

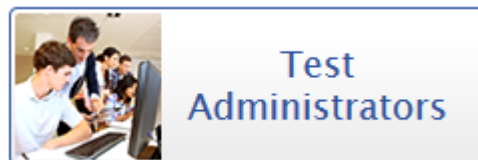
Section II. Accessing the Test Administration Sites

The FSA Portal provides authorized users with access to the Test Delivery System. To access the TA Interface via the FSA Portal:

Accessing the TA Training Site

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

Figure 1. FSA Portal User Cards



2. Select **[TA Training Site]**. You will be directed to the login screen.
3. Enter your email address and password.
4. Click **[Secure Login]**. You will be directed to the TA Training Site.

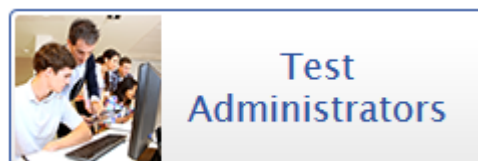
Figure 2. Portal Card and Login Page

A login page form with a light gray background. It contains two input fields: "Email Address" with a person icon and "Password" with a lock icon. Below the password field is a red link that says "Forgot Your Password?". At the bottom is a dark blue button with the text "Secure Login" in white.

Accessing the TA Interface

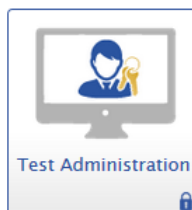
1. Select the **[Test Administrators]** card.

Figure 3. FSA Portal User Cards



2. Select **[Test Administration]**. You will be directed to the login screen.
3. Enter your email address and password.
4. Click **[Secure Login]**. You will be directed to the TA Interface.

Figure 4. Portal Card and Login Page

A login page form with a light gray background. It contains two input fields: "Email Address" with a person icon and "Password" with a lock icon. Below the password field is a red link that says "Forgot Your Password?". At the bottom is a dark blue button with the text "Secure Login" in white.

About Usernames and Passwords

- Your username is the email address associated with your account in the Test Information Distribution Engine (TIDE) website.



Alert: Important Information Regarding Your Passwords

If you are a user who has recently been added to TIDE, you should have received an e-mail from FSA-DoNotReply@airast.org that contains a temporary password and a link to sign in to FSA systems. The temporary password is valid for thirty (30) days. The first time you log in, you will be prompted to select a new password, and then select and answer a security question. *You must log in with your temporary password within thirty days of receiving the email in order to activate your account.*

Did your first temporary password expire?

If you did not log in within thirty days of receiving the first password email and activate your account, you can select the **Click here to request one** link on the *First Time User* section of the login page to request a new temporary password. Enter your email address in the *Email Address* field. The FSA Help Desk will send you a new email with a different temporary password. *You must log in with your temporary password within thirty days of receiving the email in order to activate your account.*

Did you forget your password?

If you forgot your password, you can reset it. Click the **[Forgot Your Password?]** button on the Login page and then enter your email address into the *Email Address* field. You will receive an email containing a new temporary password, which expires in thirty days. It may take up to 10 minutes to receive the new email.

Did you not receive an email containing a temporary password?

Emails come from FSA-DoNotReply@airast.org. Check your spam or junk folder to make sure your email provider did not categorize it as junk mail or spam. If you still do not have an email, contact your School Assessment Coordinator to make sure you were added to TIDE. Only users who have been added to TIDE will receive an account email with a temporary password.

Additional Help

If you are unable to log in, contact the FSA Help Desk (1-866-815-7246 or fsahelpdesk@air.org) for assistance. You must provide your name and e-mail address.

Section III. Understanding the TA Interface

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

- TAs must use the *TA Interface* to administer operational tests.
- TAs must use the *TA Training Site* to administer the training tests.



Warning: Do not use the Student Interface or TA Interface for practice. For all training test sessions, use the TA Training Site and Student Training Test sites.

TA Site Layout



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

Figure 5. TA Site Layout (TA Interface Displayed)

Essential tools and information on the TA Site:

1. Session ID
2. Test Selection table
3. Pending Approvals Notification and Preview table
4. Students In Your Test Session table

Table 2. TA Site Features Quick Reference

Sections/Buttons	Description
Alert 	FDOE is able to send statewide alert messages to all TAs. The icon will flash to indicate new messages. Click the alert icon to view new alerts and past messages that have not yet expired. (Each alert has an expiration date.)
Approvals/Pending Approvals preview section	The [Approvals Notification] button and Preview table show the TA how many students are awaiting approval to begin testing.
Expand/Collapse 	Use this button to expand or collapse a specific viewable area of the screen. This feature can be applied to the on-screen instructions and the area containing the Test Selection and Pending Approvals tables.
Help	Click [Help] to view this user guide at any time.
Log Out	Click [Log Out] to exit the TA Site and log out of all FSA applications. Any students still testing will have their tests paused and they will be logged out. The TA will not be able to resume the current session, and a new session will need to be created for students to finish testing.
Print	This feature allows the TA to print the screen as it is displayed. To print, click the [Print] button. A regular print window will appear. Select the desired settings and click [OK] . <i>Federal law (FERPA) prohibits the release of any student's personally identifiable information to unauthorized persons. Any printouts containing student information must be securely stored and then destroyed when no longer needed.</i>
Refresh Now	Use this button to manually refresh the screen while monitoring student progress. The TA Site will automatically refresh every 60 seconds.
Session ID	The Session ID is used by students to log in to a test session. Session IDs are unique to each test session and are created and displayed in the TA Interface when the TA creates the session. Students enter this ID when logging in to a test and the TA then approves or denies their requests to access the test. The Session ID is unique for each test session in the state and is an arrangement of three sections of alphanumeric characters separated by hyphens (e.g., TRAIN-A1B2-3).
Start Session	After the TA has selected the test(s) from the Test Selection table, the [Start Session] button will become active. Click this button to start the session and create the automatically generated Session ID.
Stop Session	Click the [Stop Session] button to end the session. Any students still testing will have their tests paused and they will be logged out. The TA will not be able to resume the current session, and a new session will need to be created for students to finish testing.
Student Lookup	The Student Lookup tool allows TAs to search for students. <ul style="list-style-type: none"> • Use <i>Quick Search</i> to search for students by Username. • Use <i>Advanced Search</i> to search by other parameters, including district, school, grade, and first/last name.
Test Selection	Click [Tests] to view the Test Selection table while a test session is in progress.
Students in Your Test Session table	This table displays all the students who have entered the test session, the test each student is taking, and his or her progress throughout the test.

Student Lookup: Quick Search and Advanced Search

If a student is having trouble logging in, TAs can use the “Student Lookup” feature to search for that student by Username or first or last name.



Warning: Incorrect student information can be updated by authorized users before or after students test.

Students who do not appear in Student Lookup will be unable to test during the test session that is currently open.

Figure 6. Student Lookup: Quick Search

1. Click the [**Student Lookup**] button in the top row of the TA Site.
2. Enter a student’s full SID (partial SIDs are not allowed) and click [**Submit SID**]. If the search results in a match, that student’s information will be displayed.

Figure 7. Student Lookup: Advanced Search

1. Click the [**Student Lookup**] button, and then click the [**Advanced Search**] tab.
 - a. Select a district and school from the drop-down lists.
 - b. Select a grade or “all grades.”
 - c. Optional: Enter a student’s first name and/or last name. Partial names are allowed. (For example, enter “Fi” into the last name field to search for students whose last name begins with “Fi.”)
2. Click [**Search**]. Search results that match the parameters will appear in the second column.
3. To see more information about a student, click the binoculars icon next to his or her name. A third column showing the student’s information will appear.

Alert Messages

FDOE is able to send out statewide alert messages to all TAs. These alerts will be displayed on the top right of the TA Site and the alert icon will flash to indicate a new message. To confirm that you have read these alerts, click **[OK]**.

Figure 8. Sample Alert Message



Viewing Past Alerts


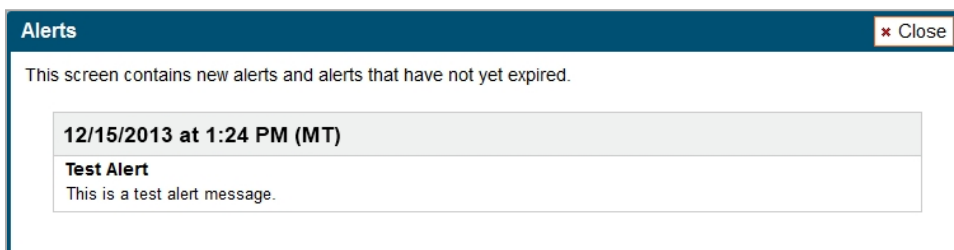
A record of alert messages that you have read and acknowledged can be viewed by clicking the Alert  icon. This appears at the top right corner of the screen, next to the **[Log Out]** button. Click the icon to open a window that contains alert messages that have not yet expired. (Each message includes an expiration date.)

Figure 9. Sample Past Alert Message



Printing Session Information

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

1. To print, click the **[Print]** button. The computer's print dialogue window will appear.
2. Verify the selected printer, select the desired print settings, and then click **[OK]**.

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



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

Section IV. Administering Online Tests

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



Policy Reminder: This document does not provide information on test administration policies, including how to prepare for online assessments. For policy information, refer to the *Test Administration Manual*, which is available on the FSA Portal.

Test Tickets

A test ticket is a hardcopy form that includes a student's username for logging in to a test. Referring to [Figure 10](#), the student's username for testing is 5VS9W. Your school assessment coordinator will provide you with test tickets prior to testing.

Figure 10. Sample Test Ticket

TEST TICKET	
DEMO DIST 99 (99)	
DEMO SCHOOL 9000 (9000)	
LASTNAME : SMITH	USERNAME : 5VS9W
FIRSTNAME : JOHN	GRADE : 05
DOB : 01011900	ID : XXXXX0000X



Alert: Test tickets are considered secure materials and should be treated as such. Test tickets will need to be collected at the end of each test session. Follow school or district procedures for collecting and returning test tickets at the end of the administration.

Starting a Test Session

You must create a test session before students can log in to test. In order for a student to take a specific test, that test *must be included* in the test session he or she is accessing. The test selection box is located in the upper left corner of the screen.



Alert: A TA can open only one test session at a time. A test session will automatically close when the TA logs out or manually stops the session. While a student can resume an individual test opportunity in a new session, test sessions cannot be reopened. Each test session will be automatically assigned a randomly generated Session ID.

Upon logging in to the TA Site, you will see a list of tests that can be included in your session. The tests can be sorted by grade or subject by clicking the corresponding radio button. Students will only be allowed to take the test(s) you select on this screen.

Figure 11. Test Selection Table from the TA Training Site

Creating a Test Session

1. Go to the test selection box in the top panel.
2. Click the checkbox next to the test name to include it in the test session.
 - Once you have selected the test, the **[Start Session]** button will become active.
3. Click the **[Start Session]** button.
 - The selected test(s) will be highlighted and grayed out.
 - The **[Stop Session]** button will replace the **[Start Session]** button.
 - The Session ID will be generated and appear below “Session ID.”
4. **Write down the Session ID.** Provide the Session ID to the students who will log in to your test session. *Students must enter the Session ID exactly as it appears on the TA Site. **Display this Session ID in a location where it is visible to students.***



Alert: It is important that Test Administrators write down their Session IDs. They will need the Session ID in case they navigate away from a test session and need to log back in.

Adding Tests to a Session

1. From the Test Selection table, click the name of the test to be added to your session. *For security purposes, tests must be individually added to an in-progress session.*
2. A pop-up window will ask you to confirm your selection. Click **[Yes]** to add the selected test to your session.

Approving Students for Testing

After the session has been started and the students have been provided with the Session ID and their test tickets, the next step is to approve students to test in the session. TAs must approve each student's test settings before the student can access his or her requested test. Refer to [Section VI, Taking Online Assessments \(Student View\)](#), in this user guide for additional information on the approval process from a student perspective.

Approvals Preview

The right side of the top panel contains the **[Approvals (#)]** button, which alerts TAs that students are awaiting approval to enter a test and displays the number of pending approvals.

The Approvals Preview table shows TAs the names of students awaiting approval. Initially, you will see a box with the following message: "No students awaiting approval" (See Figure 12).

Once students begin requesting entry into your test session, the box will change to list students who are awaiting approval. You will see each student's name and the test he or she requested (See Figure 13). You will need to verify each student's test settings before he or she can be approved and access your test session.

Approvals Notification and Preview Table

Figure 12. No Students Awaiting Approval

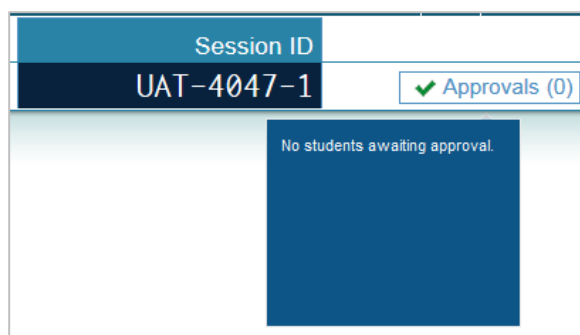
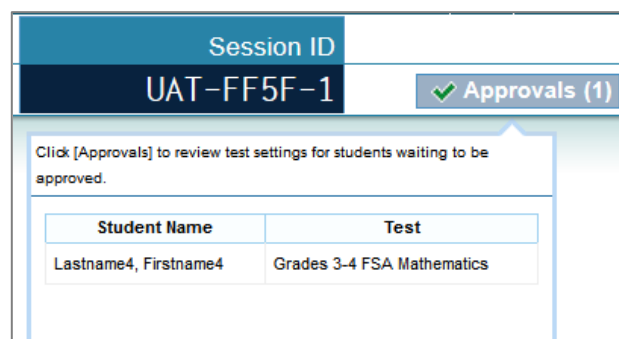


Figure 13. Students Awaiting Approval



To view students awaiting approval:

- Click the **[Approvals (#)]** button. The **Approvals and Student Test Settings** screen opens.

Approvals and Student Test Settings Screen

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



Warning: Check students' test settings and accommodations before approving them.

Students who require test settings or accommodations other than the default settings may need to have their information updated in TIDE before they can begin testing. If a student's settings are incorrect, please contact your School Assessment Coordinator before allowing the student to test.



Alert: This screen does not automatically refresh.

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

Figure 14. Sample Approvals and Student Test Settings Screen

Approvals and Student Test Settings					✓ Approve All Students	🔄 Refresh	✗ Done
Grades 3-4 FSA Mathematics							
Student Name	Username	Opp #	Test Settings	Action			
▶ Lastname4, Firstname4	5S4OY	1	Standard Settings	✎ See/Edit Details	✓ Approve	✗ Deny	

Students on this screen are organized by test subject. Each row displays the student's name, Username, opportunity number for the selected test, whether the test settings are standard or custom, and the option to approve or deny each student.



Note: About the Test Settings column

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

To view a student's test settings and accommodations:

- Click the **[See/Edit Details]** button for that student. The screen will change to show the student's information, test settings, and accommodations.

Viewing a Student's Test Accommodations

TAs cannot adjust test accommodations via the TA Interface. Test accommodations must be updated in TIDE. If a student's test accommodations must be updated, deny the student's test request and contact your School Assessment Coordinator.

[Appendix B. Student Test Settings and Accommodations](#) provides an overview of the test settings and accommodations that appear in the TA Interface.

Figure 15. Test Settings Screen (Writing ELA Training Test)

Approvals and Student Test Settings

✓ Approve All Students

↻ Refresh

✗ Done

Grades 9-11 ELA Writing Training Test

Student Name	Username
▶ GUEST	GUEST

Test Settings for: GUEST

Masking: Masking Not Available

Background Color Choices: Black Text on White

TTS Tracking: Tracking Off

Text-to-Speech: None

Print Size: No default zoom applied

✓ Set & Approve

✓ Set

✗ Cancel

You must select [Set] or [Set & Approve] to confirm these test settings. Use [Set] to confirm the settings and return to the main Approvals screen to approve this student.

Approving Students for Testing

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

Figure 16. Sample Approvals and Test Settings Screen

Approvals and Student Test Settings					✓ Approve All Students	↻ Refresh	✗ Done
Grades 3-4 FSA Mathematics							
Student Name	Username	Opp #	Test Settings	Action			
▶ Lastname4, Firstname4	5S40Y	1	Standard Settings	See/Edit Details	✓ Approve	✗ Deny	

Approving students for testing:

- To approve individual students, click the green [✓ **Approve**] button for each student. The student will be approved and will also disappear from the list.
- To approve all students currently displayed in the list, click the [✓ **Approve All Students**] button at the top right. This will approve those students for testing.



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

Approving Students to Enter a Second/Third Session

Students progressing from one session of a multiple-session test to the next will need to request approval in order to leave one session and enter another.

Students request approval by clicking the “Next” button after they have visited the review screen following the last test item in the session. They then confirm that they want to move to the next session:

Figure 17. End of Segment Screen

Items ▾ Grade 5 FSA Mathematics (21 completed out of 56) Student: Demo (username 43312) FSA33043

BACK NEXT PAUSE

You have reached the end of this session:

Click **PAUSE** after you review your answers if you have completed testing for the day. After you click **PAUSE** you will not be able to come back to this session later.

Click on a question number to review it.

Remember to click **PAUSE** if you have completed testing for the day, or click **NEXT** if you are supposed to continue to the next session today.

This symbol indicates items that you have marked for review.

This symbol indicates unanswered items.

Questions:

1	4	7	10	13	16	19
2	5	8	11	14	17	20
3	6	9	12	15	18	21

Students will then proceed to the screen shown in Figure 18 as they await approval.

Figure 18. Student Screen awaiting session approval



When students have requested approval to enter a new session of a multiple-session test, a note under “Test Settings” will indicate “Segment approval required” (see [Figure 19](#)). This differs from the note that displays when a student requests approval to enter a test session for the first time, which reads either “Standard Settings” or “Custom Settings,” depending on the settings that the student will be using for the test. TAs should carefully read the text listed below “Test Settings” for each student whenever they approve students. Students should only be approved to enter a new session if it is an appropriate time for them to do so.

Figure 19. Segment Approval Required

Approvals and Student Test Settings				
✓ Approve All Students 🔄 Refresh ✗ Done				
Grade 8 FSA ELA Writing Field Test - Grade 8 ELA Segment				
Student Name	Username	Opp #	Test Settings	Action
Demo, Student	47VQQ	1	Segment approval required	🔍 Details ✓ Approve ✗ Deny

Note that when students begin the second day of a multiple-session test, TAs will need to approve them first into the test session and then approve them to enter the next session of the test. TAs can follow the steps in the [Approving Students for Testing](#) section above to approve students to enter the next session.



Alert: Do not approve students into the next session (segment) before the appropriate time.

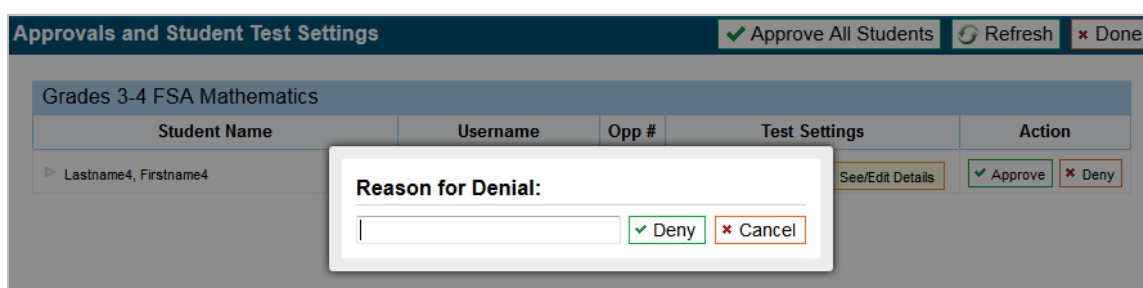
Students should only be approved to move into the next session (segment in the TA Interface) at the beginning of the next session. Students should not be approved to move into the next session (segment) before it is the appropriate time. TAs should note why students are seeking approval in the TA Interface and only approve students into the next session (segment) when instructed to do so in the script.

Denying Students Entry into the Test Session

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

- The student is not supposed to enter the session (e.g., the student does not belong to the TA or the student is not assigned to take the correct test).
- The student selected the wrong test.
- The student's test settings or accommodations are incorrect.

Figure 20. Reason for Denial Pop-Up Window



To deny a student entry into the test session:

1. On the **Approvals and Student Test Settings** screen, click [**Deny**] for that student.
2. In the pop-up window that appears, enter a brief reason for denying the student.
3. Click the green [**Deny**] button.

The student will receive a message explaining the reason he or she was denied entry into the session. The student will then be logged out and directed to the login page. Contact your school assessment coordinator for instructions.

Denying Student Entry into the Next Session of a Multiple-Session Test

Some tests will require students to take multiple sessions over the course of multiple days. At the end of multiple-day tests, students will be asked to *Pause* their tests at the end of a session, which will log them out of the Student Testing Site. If a student inadvertently requests approval to continue to the next session, and it is not the appropriate time for the student to start the next session, TAs can either ignore the request or deny entry. To deny entry, please see the [Denying Students Entry into the Test Session](#) section.

Please note that denying student's entry into the next session of the test when they have mistakenly requested entry will not prevent them from requesting and receiving approval to enter that session again later, when it is the appropriate time for them to do so. Denying students entry into a session is not a permanent action. Rather, it just denies the student the ability to move into the next session in the particular session and time in which they have requested it.

Monitoring Students' Testing Progress

After students have logged in and you have approved them to begin testing, the Students in Your Test Session table will display each student logged in to your session and their testing progress.

[Table 3](#) below provides descriptions of each column in this table.

Figure 21. Sample Students in Your Test Session Table

Student Name	Username	Opp #	Test	Test Settings	Requests	Student Status	Pause Test
Lastname: Firstname: S540Y	S540Y	1	Grades 3-4 FSA Mathematics	Custom Settings		started: 3/18	Pause



Note: If a student's row is grayed out, that indicates that the student is not actively testing. This occurs when the student's test is paused or the student has completed the test. This table automatically refreshes every 60 seconds. To manually refresh the table, click the [Refresh Now] button at the top of the page.

Table 3. Students in Your Test Session Column Descriptions

Column	Description
Student Name	The first and last name of the student in the session.
Username	The Username associated with the student's name.
Opp #	Each student's test record indicates the opportunity number for that student's test subject. The opportunity number is color-coded so TAs can easily identify this information when multiple tests are displayed on their screen. Opportunity numbers are color-coded as follows: First Opportunity – Green
Test	The name of the test the student is taking.
Test Settings	Each student's test will display one of the following settings: <ul style="list-style-type: none"> Standard Settings: Indicates that the default test settings are applied for this student's test opportunity. Custom Settings: Indicates that one or more of the student's test settings and/or accommodations are different from the default settings. The binoculars icon displayed in this column is clickable. Click the icon for a student to view his or her test settings for the current test opportunity.
Student Status	This column lists the current status for each student in the test session. The numbers (#/#) listed after the status show the student's progress. <ul style="list-style-type: none"> The first number is the number of items the student has visited. The second number is the total number of items that will be administered.
Pause Test	Click the [Pause] button to pause a student's test. The student will be logged out.

Student Statuses During Testing

The following status types are listed **chronologically** as displayed in the Students in Your Test Session table during the testing and scoring process.

Table 4. Statuses that Appear Chronologically While Testing

Status	Description
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Started (##)	The student has started testing. The numbers (##) after this status (e.g., 3/50) indicate how many items the student has answered out of the total number of items on the test. This status does not indicate which item or item page the student is actively viewing.
Review	The student has answered all items and is currently reviewing his or her answers before submitting the test for scoring. <i>Note: A test with a review status occurs only at the end of a test or session. A test is not “completed” until the student submits the test.</i>
Segment Entry	The student is requesting entry in to the next session of a test.
Completed	The student has submitted the test. No additional action can be taken by the student.
Submitted	The test has been submitted for quality assurance review and validation. No additional action can be taken by the student.

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

Table 5. Other Test Statuses

Status	Description
Denied	The TA denied the student entry into the session. If the student tries to enter the session again, this status will change to “Pending” until the TA approves or denies the student.
Paused (##)	The student’s test is currently paused. The numbers (##) after this status indicate how many items the student has answered out of the total number of items on the test. The following scenarios will result in a paused status: <ul style="list-style-type: none"> • The student pauses his or her test by clicking the [Pause] button. • The TA pauses the student’s test or stops the test session. • A technical problem with the student’s computer or browser has resulted in a loss of connection to the Test Delivery System. The time listed with this status indicates how long the student’s test has been paused.
Pending	The student is awaiting TA approval to access a test.
Suspended	The student is awaiting TA approval to resume a test.



Note: Only Test Administrators can monitor live testing through the TA Site. However, District and School Assessment Coordinators can view the status of student testing by generating Participation Reports in the Online Reporting System (ORS).

Pausing a Student's Test

You can pause an individual student's test using the Pause Test column in the Students in Your Test Session table.

Figure 22. Sample Students in Your Test Session Table

Student Name	Username	Opp.#	Test	Test Settings	Requests	Student Status	Pause Test
LastName4, FirstName4	5540Y	1	Grades 3-4 FSA Mathematics	Custom Settings		started: 3/18	Pause

Students whose tests are paused will be logged out and directed to the log-in page. When they resume testing, they will have to log in and go through the approval process again.

To pause an individual student's test:

1. In the *Pause Test* column, click the **[Pause]** button for that student.
2. Click **[Yes]** to confirm that you want the student's test to be paused.



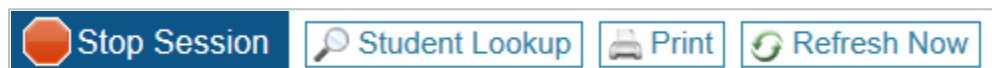
Note: When a student's test is paused, the status column will display how long the test has been paused (in minutes).

Stopping a Test Session and Logging Out

Stopping the Test Session

Although students' tests can be resumed, test sessions cannot be resumed. Stopping a session will end the session and automatically pause all active students' tests in that session. The students will be logged out automatically.

Figure 23. Stop Session Button



To stop the test session:

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



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

Exiting or Logging Out of the TA Site

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



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

Closing the Browser/Unintentional Exit

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

- If you do not return to the TA Site and re-enter the active session within 20 minutes, you will be logged out, and all your students' tests will be paused.
- In the case of an unintentional exit from the TA Site caused by a system or computer error (such as the web browser crashing or closing), a network or communication error, power loss, or other event, the 20-minute rule applies.



Warning: You must remember or write down your active Session ID. If you do not remember your Session ID, you will not be able to re-enter your active session, and you will need to contact the Help Desk for assistance.

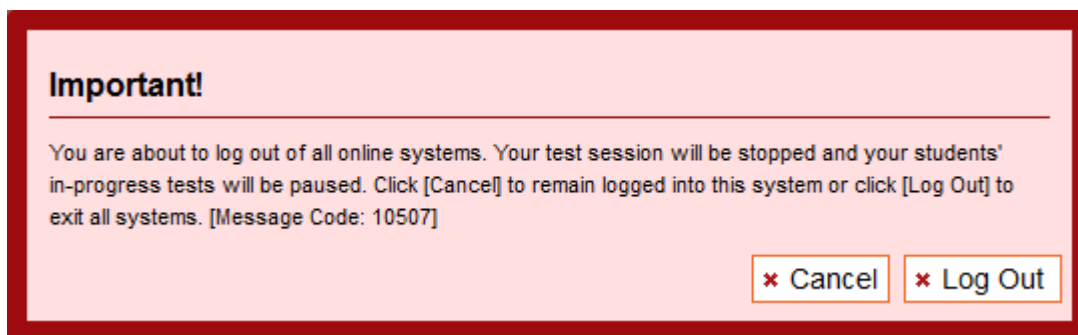
Test Session Timeout/Automatic Logout

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

Logging Out

To log out of the TA Site (and all other FSA applications), click the [**Log Out**] button in the top right corner of the screen. You will be presented with a warning message.

Figure 24. Log Out Warning Message



Click [**Log Out**] to proceed. Your session will be closed, and you will be directed to the FSA Portal after you log out. You will not be able to resume the same test session.



Alert: This scenario also occurs when the TA navigates to another site from the TA Site. If you need to access TIDE or another application, we encourage you to open it in a separate browser window. (This is also true when navigating between the TA Interface and TA Training Site.)

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

Section V. Logging in to the Student Testing Site

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



Reminder: Students must use the secure browser to access operational FSA assessments. For information about the secure browser, refer to [Appendix A. About the Secure Browser](#).

Student Login and Test Selection

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

Step 1—Logging In

When the secure browser is opened, it automatically connects to the student login page.

Figure 25. Student Testing Site Login Page

Florida
Standards Assessments

Student Training Test

Please Sign In

■ Guest User

Username:

First Name:

■ Guest Session

Session ID: - -

Sign In

Run Diagnostics

Browser: Firefox v32

Opening the secure browser and logging in:

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

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

Common Student Login Errors

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

Student's first name and Username do not match. Verify that the student has correctly entered his or her Username. If this does not work, use the Student Lookup tool to verify the first name associated with the student's Username. The Student Lookup tool allows you to verify the spelling that appears in the system. (Sometimes the student will enter a variation of his or her first name, which is not accepted [e.g., Jon/Jonathan]. Also, students do not always realize that they must enter only their legal first name. Verify that they are not entering their last name.)

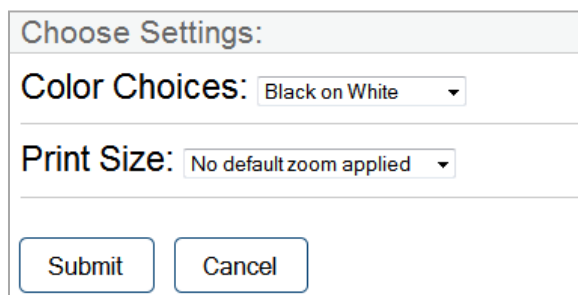
Session ID does not exist. The student entered a Session ID that does not exist. Verify that the student correctly entered the active Session ID and that it does not contain any unnecessary spaces or characters. (Also, verify that both you and the student are using the correct sites. For example, students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

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

Enabling Settings from the Login Screen

Students will choose a custom color choice and print size before they start the test. A button with a cog wheel [⚙️] icon is displayed in the upper right corner of the login page and all proceeding screens until TA approval. Clicking this button will display the following pop-up box.

Figure 26. Settings for Login Screens



A pop-up box titled "Choose Settings:". It contains two sections: "Color Choices:" with a dropdown menu showing "Black on White", and "Print Size:" with a dropdown menu showing "No default zoom applied". At the bottom are two buttons: "Submit" and "Cancel".

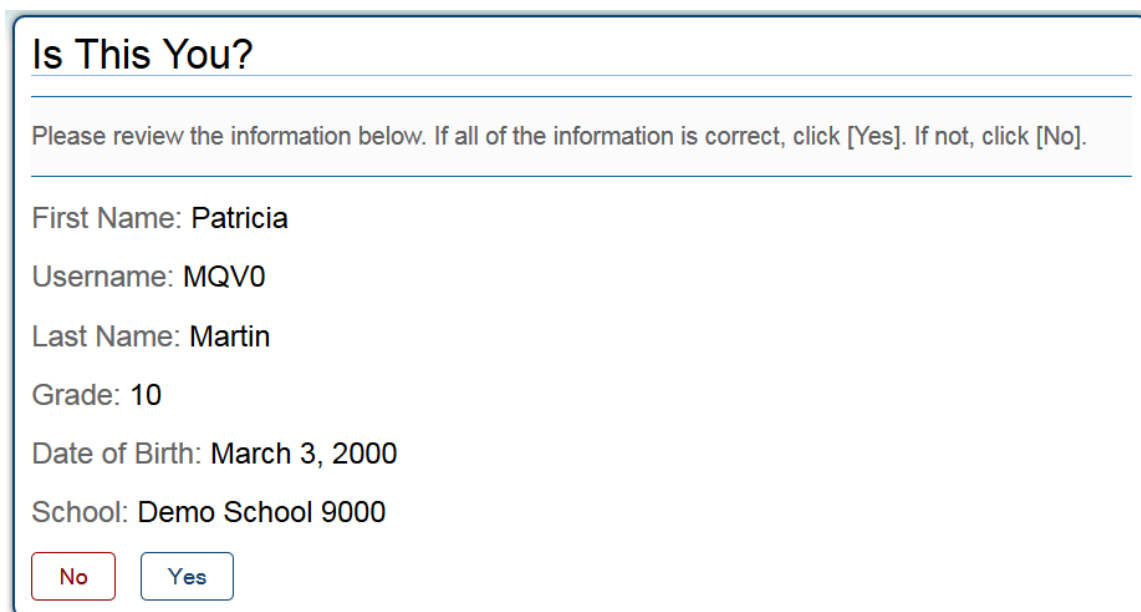
Here, students can select the color choice and print (zoom) size they want to use during test. Note: the color choice cannot be changed once the student signs into the test. Please ensure the student understands their choice will remain throughout the test.

Step 2—Verifying Student Information

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

The information presented on this screen reflects the student's information based on his or her Username.

Figure 27. Is This You? Login Screen



A login screen titled "Is This You?". Below the title is a horizontal line, followed by the instruction: "Please review the information below. If all of the information is correct, click [Yes]. If not, click [No].". Below this is another horizontal line, followed by the following information: "First Name: Patricia", "Username: MQV0", "Last Name: Martin", "Grade: 10", "Date of Birth: March 3, 2000", and "School: Demo School 9000". At the bottom are two buttons: "No" (with a red border) and "Yes" (with a blue border).

Verifying personal information:

1. Students must verify their Username, name, enrolled grade, date of birth, and school.
2. If all the information is correct, students must click **[Yes]**. The *Your Tests* screen will appear.

*If any of the information displayed is incorrect, the student should not proceed with testing. Have the student click **[No]**. He or she will be redirected to the login page.*



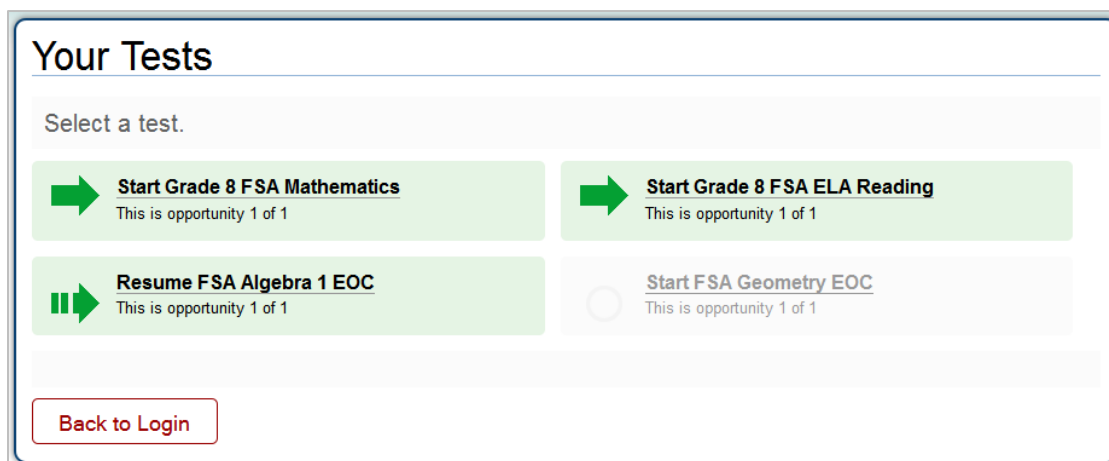
Warning: Incorrect student information can be updated before or after students test.

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

Step 3—Selecting a Test

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

Figure 28. Your Tests Login Screen



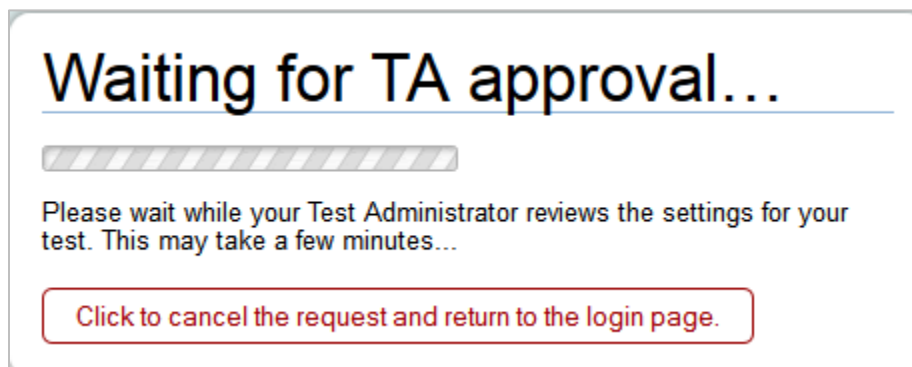
- Available tests are shaded green and indicate whether the student will be starting a new test opportunity or resuming an opportunity.
 - A *solid* arrow indicates the student will be starting the test opportunity.
 - A *striped* arrow indicates the student will be resuming the test opportunity.
- Inactive tests are shaded gray. A test is inactive if the TA did not include it in the test session, the student has already completed the test, or the student is restricted from testing in that subject.

Selecting an available test:

- Students must click the test they will take. The request will be sent to the TA for approval and students will see a “Waiting for TA Approval” screen. The screen will change once the student is approved (or denied).

*If the test the student needs to take is inactive or not displayed, the student should click [**Back to Login**]. The student will be logged out and returned to the login screen.*

Figure 29 Waiting for TA Approval



Step 4—Verifying Test Information

After the TA has approved the student for testing, the student will need to verify the test information and settings on the **Is This Your Test?** screen.

Figure 30. Is This Your Test? Screen

Is This Your Test?

Session ID: UAT-4047-1

Grades 5 FSA Mathematics

Background Color: Black Text on White

Choices:

Print Size: 1X

Is the test listed above the test you want to take? If it is, click [Yes, Start My Test]. If not, click [No].

No **Yes, Start My Test**

Verifying test information:

- If the settings are correct, students will click **[Yes, Start My Test]**. The student will proceed to one of the following screens: **Sound Check** or **Test Instructions and Help**.
- If the settings are incorrect, students should click **[No]**. They will return to the **Your Tests** screen (step 3). The students must select their test again and request approval.

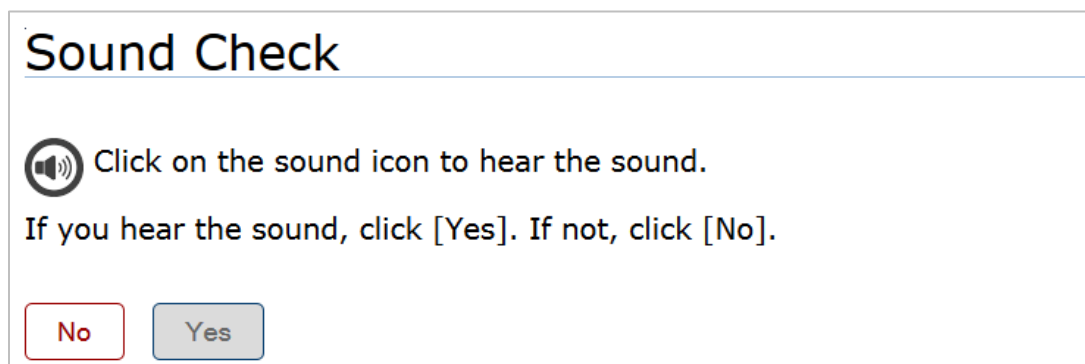


Note: Students taking an ELA Reading test will be prompted to check audio immediately after this step. Prior to testing, TAs should ensure that each computer has audio enabled (not muted) and that headphones or earbuds are plugged in and functioning correctly.


Step 5—Sound Check for Tests with Listening Items

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

Figure 31. Sound Check Page for Tests with Listening Items



Sound Check

 Click on the sound icon to hear the sound.

If you hear the sound, click [Yes]. If not, click [No].

No **Yes**

Checking audio settings:

- Students must click the black speaker icon and listen to the audio.
 - If the sound is audible, students should click **[Yes]**. The student will be directed to the **Test Instructions and Help** screen.
 - If the sound is not audible, students should click **[No]**. The **Sound Check: Audio Problem** screen will appear with a message telling students to notify their TA that they have an audio problem. Students also have two options:
 - **Option A: Try Again.** Students can click **[Try Again]**. This will direct the students to the **Sound Check** screen.
 - **Option B: Log Out.** Students can click **[Log Out]**. Troubleshoot the computer or device and headphones to see if there is a problem or move the student to another computer or device that has working audio.

Troubleshooting Audio Issues

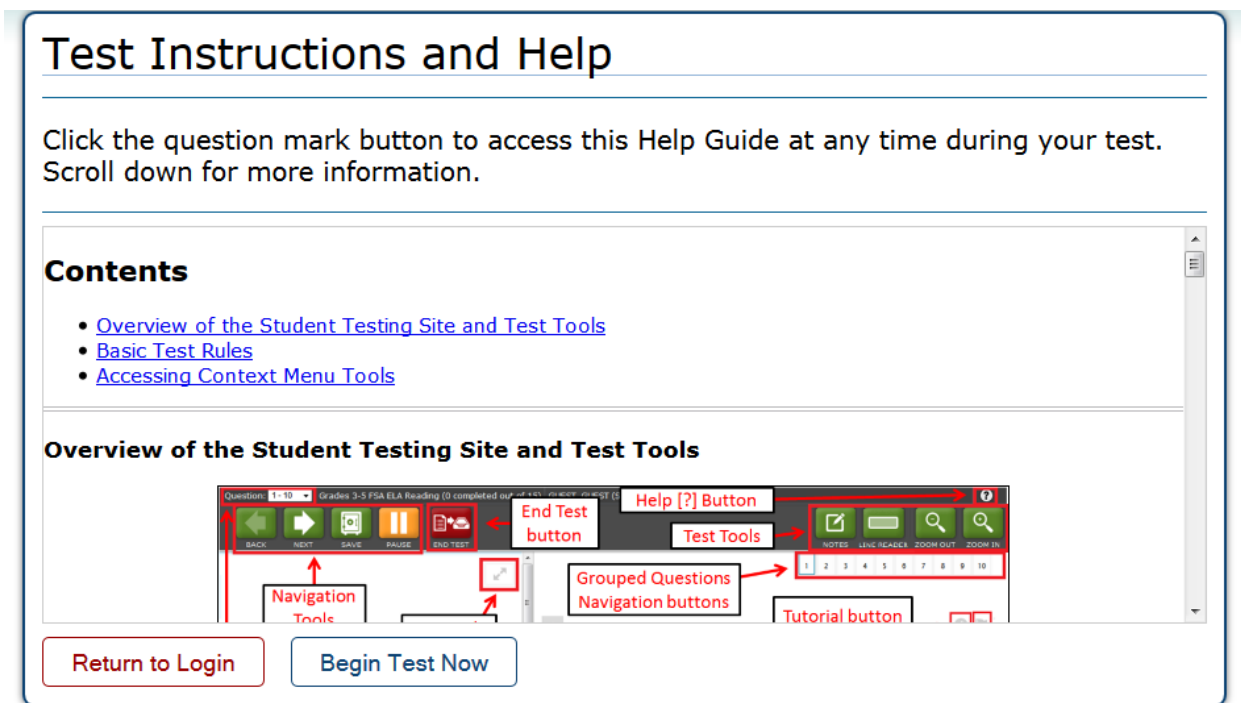
The following are common issues with audio for listening items. Before contacting a technology coordinator, ensure that students' headphones/earbuds are working correctly and are plugged in.

- Check to make sure headphones are securely plugged in and are plugged in to the correct jack or USB port before the secure browser is launched.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the computer is not muted (often via a control panel or settings window).

Step 6—Viewing Test Instructions and Help and Starting the Test

The **Test Instructions and Help** screen is the end of the login process. Students will review the information on this page.

Figure 32. Test Instructions and Help Screen



To proceed and begin the test:

1. Students may review the information on this screen to understand what test tools are available and how to navigate through the online test.
2. After the students have finished reviewing this screen, they will click [**Begin Test Now**].

*When students click the [**Begin Test Now**] button, they officially begin or resume the current test session.*

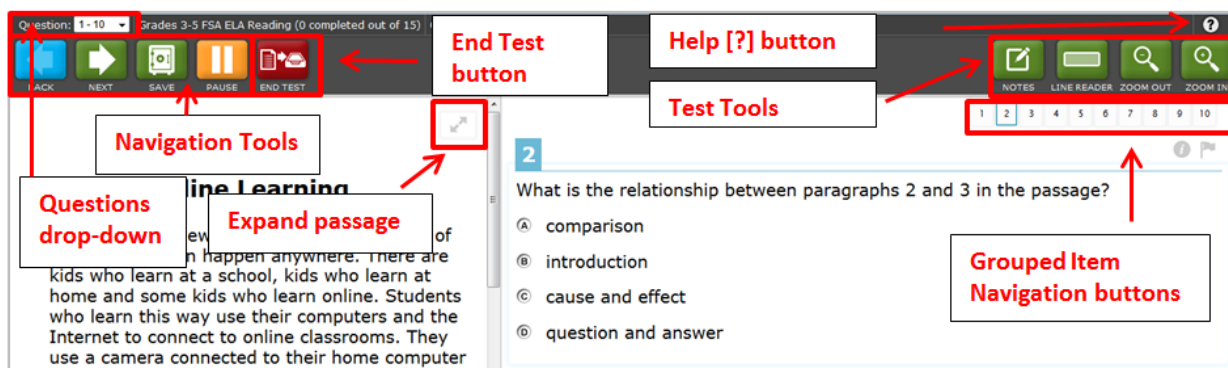
Section VI. Overview of the Student Testing Site

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

Test Layout

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

Figure 33. Sample Item Page



About Test Elements

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

- **Banner:** The banner contains two rows.
 - Test Information: This row displays the current question number(s), test name, student name and help [?] button
 - Global Menu: This row displays the navigation and global test tool buttons.
- **Stimulus/Passage:** The stimulus/passage section contains the following elements:
 - Stimulus/passage context menu
 - Expand/collapse passage button
 - Stimulus/passage content
- **Item:** Each item contains the following elements:
 - Item number
 - Item context menu
 - Item stem
 - Response area/answer options

Embedded Test Tools

The Test Delivery System contains a number of embedded test tools. This section provides an overview of the available tools and where they are located. Embedded test tools are grouped into one of three categories:

- *Universal* tools are available in all tests for all students.
- *Subject* tools are available in certain tests for all students who take those tests.
- *Accommodation* tools are available only for those students who have the related accommodation. The accommodation must be set before the student begins the test.

[Table 6](#) below provides an alphabetical list of all test tools in the Test Delivery System. The location column tells you where these tools can be found. For more information about using the global and context menus, refer to the [Marking Items for Review](#) section.

Table 6. Test Tools in the Test Delivery System

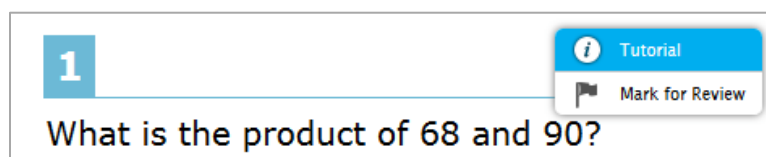
Test Tool	Category	Location	Description
[?] (Help)	Universal	Global Menu	View the on-screen <i>Test Instructions and Help</i> .
Calculator	Subject	Global Menu	View the on-screen calculator in a test.
Expand/Collapse Passage	Subject	Passage section	Expand a passage for easier readability. Expanded passages can also be collapsed.
Formula	Subject	Global Menu	View the on-screen formula sheet.
Highlighter	Universal	Context Menu	Highlight text in a passage or item. <i>Text in images cannot be highlighted. The Highlighter tool cannot be used if the Line Reader tool is being used.</i>
Line Reader	Universal	Global Menu	Highlight one line of text in a stimulus (passage) or item at a time. <i>Note: The Line Reader tool cannot be used if the Highlighter tool is being used.</i>
Masking	Accommodation (Masking)	Global Menu	Cover an area of the test page to temporarily hide information that might be distracting. <i>The Masking accommodation must be enabled.</i>
Mark (Flag) for Review	Universal	Context Menu	Mark an item for review so that it can be easily found later. <i>In the Questions drop-down list, items that are marked for review will display “(marked).”</i>
Notes	Subject	Global Menu	Open an on-screen notepad and take notes. This tool is available for FSA ELA Reading and Writing.

Test Tool	Category	Location	Description
Strikethrough	Universal	Context Menu	Cross out answer options for multiple-choice/selected-response and multi-select items.
Student Comments	Subject	Context menu	Students can click the comment icon (looks like a speech bubble) for any item they would like to take notes on. This tool is available on FSA Mathematics and EOC assessments.
System Settings	Universal	Global Menu	Adjust audio (volume) during the test.
Tutorial	Universal	Context Menu	View a short video about each item type and how to respond.
Zoom In	Universal	Global Menu	Enlarge the font and images in the test. Four levels of zoom are available.
Zoom Out	Universal	Global Menu	Undo the zooming and shrink the font and images in the test back to original levels. Four levels of zoom are available.

Marking Items for Review

Students may mark (flag) items for review if they are unsure that they selected or provided the correct answer. Marking an item for review makes it easier to find the item later.

Figure 34. Sample Item Context Menu with Mark for Review



To mark an item for review:

1. Open the context menu for an item.
2. In the context menu, select **[Mark for Review]**.
 - The item number background will change and display a dog-eared style flap (1) as well as the flag icon (🚩)
 - In the *Questions* drop-down list, “(marked)” will appear next to the item number or item group.

Stimulus Expansion Tool

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

Students will see an icon in the upper right corner of the left pane that shows a plus sign and a blue right arrow.

Figure 35. Expand/Collapse Passage Button



To expand and collapse the passage section:

To expand the section:

- Click the **double arrow** [] button. The section will expand and cover the items.

To collapse the section:

- Click the **double arrow** button again. The section will collapse to its original size and the items will be visible.

Masking Tool

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

Figure 36. Masking: Preview Area

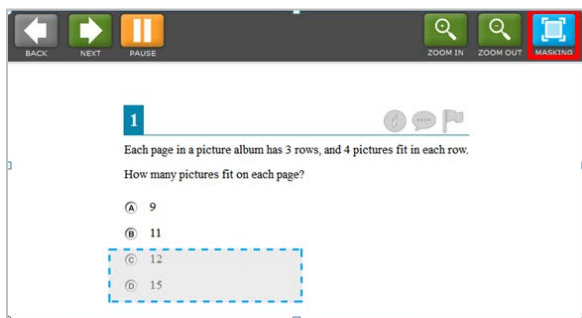
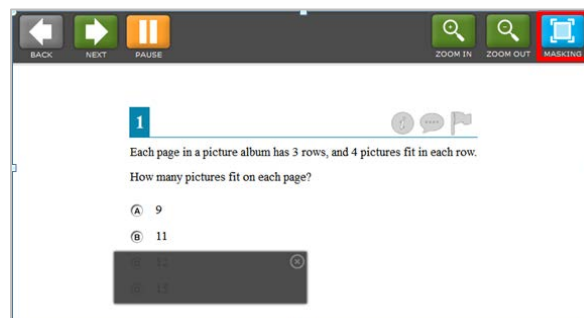


Figure 37. Masking: Masked Area



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

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

To activate the Masking tool on tablets:

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

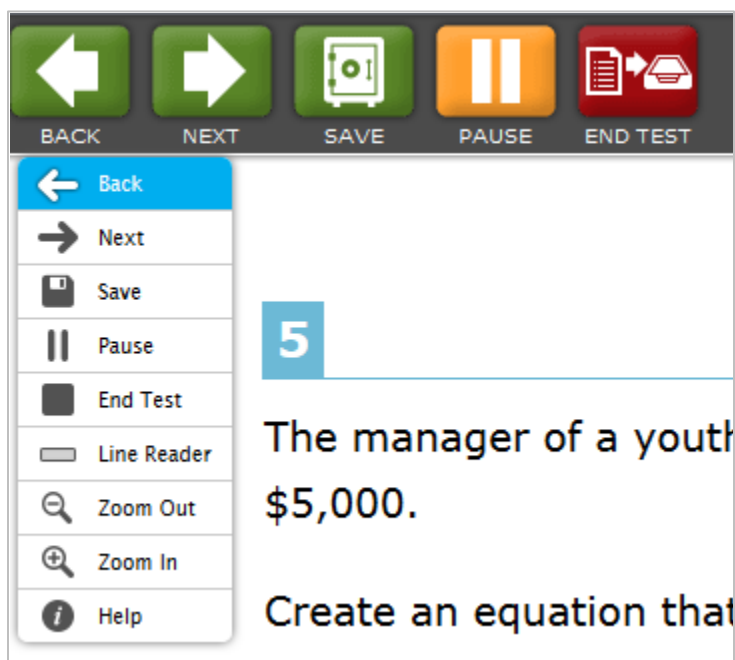
Global and Context Menus

The Global and Context menus allow students to access on-screen tools. These can be accessed using a mouse or keyboard shortcuts. For information about keyboard shortcuts, refer to [Appendix D. Keyboard Navigation for Students](#).

Global Menu

The Global Menu at the top of the screen contains all the visible tools displayed at the top of the student's test screen (pause, back, next, zoom in, zoom out, calculator, etc.). Students can also access a pop-up version of the global menu using keyboard shortcuts.

Figure 38. Sample Global Menu (Pop-up Version)



Opening the Global Menu Using Keyboard Commands

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



Note: The tools available in the Global Menu depend on the test subject.

Context Menus and Test Elements

Context Menus

Tools such as highlighter, and strikethrough, are accessed using context menus. These context menus contain the options available for each area of a test item on a page. These areas are called *elements*.

Elements include passages or prompts, test items, and answer options (A, B, C, and D). Each answer option is a single element. Each element has its own Context Menu.

The Context Menu options vary depending on the following:

- The element type (passage or stimulus, item, or multiple-choice or multi-select answer option)
- The tools available to students

Figure 39. Overview of Elements for Multiple-Choice Items

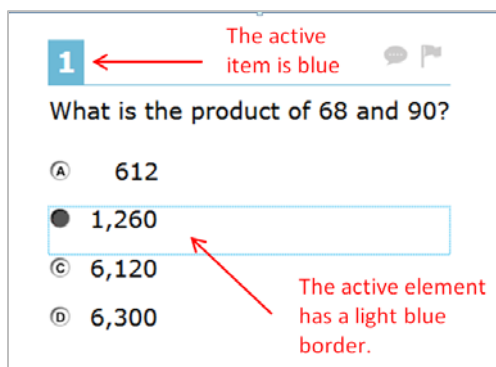


Figure 40. Sample Context Menu for Items

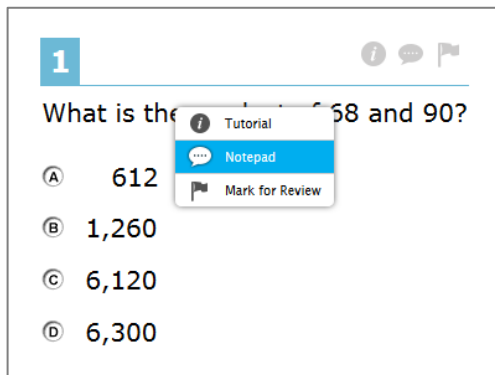
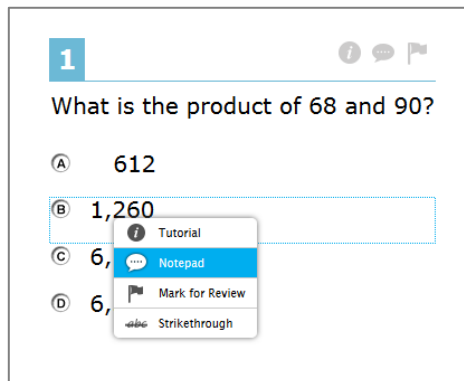


Figure 41. Sample Context Menu for Answer Options



Opening a Context Menu for Passages and Items

Accessing a Context Menu no longer depends solely on using the right-click function.



Note: The right-click functions are still available. Students who prefer to use the right-click functions may do so.

To open the context menu for a passage or item:

Opening a Context Menu for Answer Options

Students can use the context menu to view available tools for multiple-choice or multi-select answer options.

Two-Button Mouse

1. Right-click anywhere on an answer option. The Context Menu will open.
2. Select a tool to activate or open it.

Single-Button Mouse (for Use with Mac Computers)

1. Move the mouse to an answer option.
2. On the keyboard, press the **[Ctrl]** key and click the mouse button. The Context Menu will open.
3. Select a tool to activate or open it.

Chromebooks

1. Using the trackpad, move the mouse pointer to an answer option.
2. Press and hold the **[Alt]** key on the keyboard.
3. Press down on the track pad until it “clicks.” The Context Menu will open.
4. Select a tool to activate or open it.

Section VII. Proceeding Through the Test

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

Students will answer items in the test and then click the **[End Test]** button to begin the process of submitting the test.

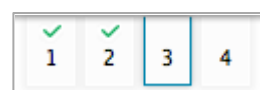
Answering Test Items

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



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

Figure 42. Item Buttons



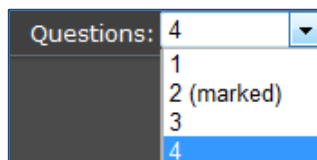
The following question types may appear on tests:

- **Multiple-choice/selected-response items:** Students must click the desired answer option so that the radio button (A, B, C, or D) darkens.
- **Multi-select items:** Students must click the checkbox for at least one answer option. The question will specify how many answer options must be selected.
- **Technology-enhanced (interactive) items:** Students must follow the instructions given.
 - Some items require students to select letters, numbers, or symbols to generate an answer.
 - Some items require students to select an object on the screen.
 - Some items require students to move objects around on the screen.
 - Some items require students to enter text into a text box.



Note: For technology-enhanced items, a **[Save]** button will appear in the top row next to the **[Pause]** button. Clicking this button is not required because students' answers are automatically saved every two minutes and when they move to the next item. The **[Save]** button allows students to manually submit their response before continuing to the next item or test page.

Reviewing Skipped or Marked Items



Students can use either the **[Back]** button or the *Questions* drop-down list to navigate to the item(s) they want to review.

Pausing Tests

Students are asked to pause their test after they have taken all test sessions scheduled for that day and have reviewed their answers. Students will click the orange **[Pause]** button in the top banner which will then log them out of the test (see [Figure 43](#)).

Students are also able to pause the test anytime by clicking the same orange **[Pause]** button. They can do so whether they are viewing a page with a single item or one with multiple items.

Figure 43. Pausing a Test on the Review Screen at the End of a Session

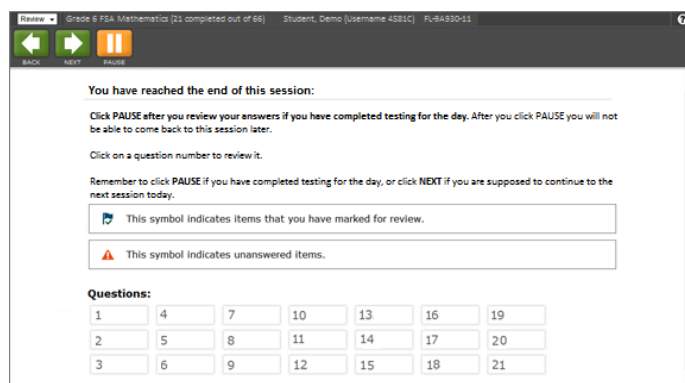
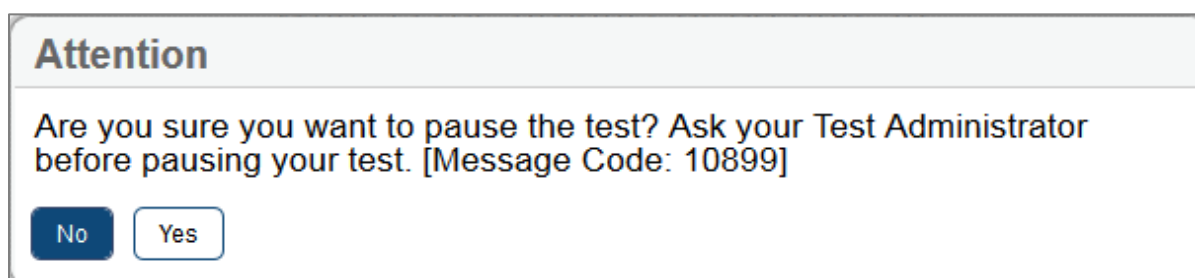


Figure 44. Pause Test Warning Message



To pause a test:

1. Click the **[Pause]** button. A confirmation message will appear.
2. Click **[Yes]** to acknowledge the message and pause the test. The student will be logged out and directed to the secure browser login page.

When the student is ready to resume testing, he or she will need to log in again and click the **[Resume]** button for the test. If the student needs to start the next session, the TA will also need to approve the student in to the next session. Please see section [Approving Students to Enter a Second/Third Session](#) for more information.

Completing and Submitting the Test

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



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

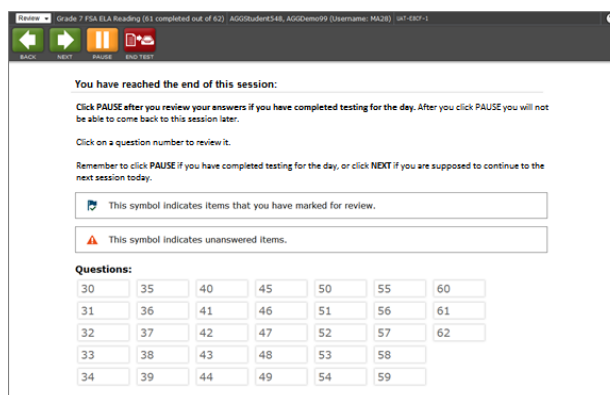
When students have finished answering all the items in the test, they must click the **[End Test]**

button and begin the process of submitting the test.

Reaching the End of the Test

When students reach the end of a test, the **Review** screen appears, and the red **[End Test]** button appears in the Global Menu next to the **[Pause]** button.

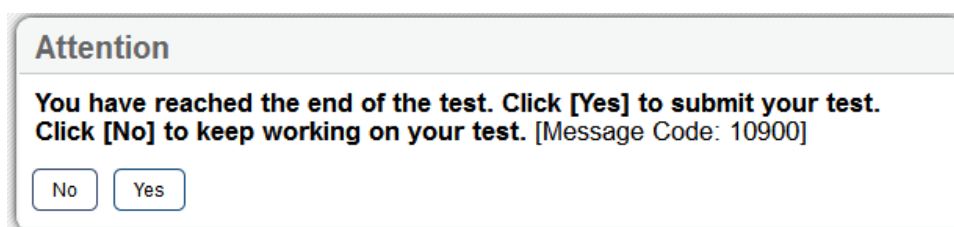
Figure 45. Review Screen with End Test Button



Reviewing and Ending a Test:

1. To review answers, students must select an item or test page from the list.
 - To return to this **Review** screen when reviewing answers, students can select "Review" from the *Questions* drop-down list.
 - While students are reviewing their answers, the **[End Test]** button remains on the screen. Students can end the test at any point by clicking this button.
2. To end the test, students must click the **[End Test]** button. An "Attention" message appears (see [Figure 46](#) below).
3. Click **[Yes]** to complete the test and continue to the next screen.

Figure 46. End Test Alert Message

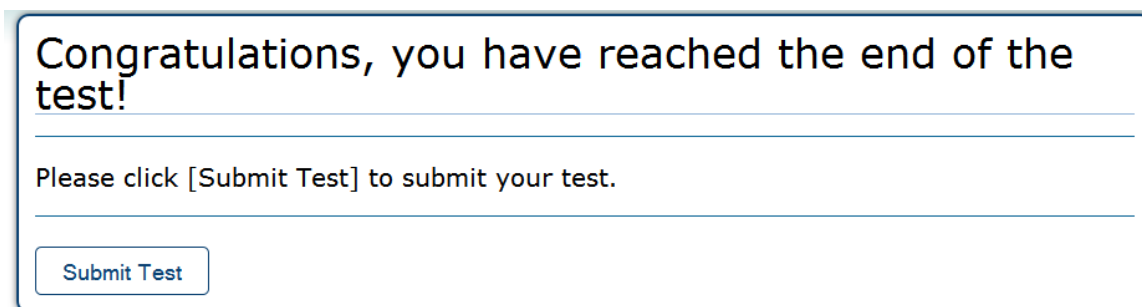


Warning: Once students click the **[Yes]** button, they cannot return to the test. The test has been completed.

End Test Submit Page

After students select **[Yes]**, a new screen will appear, allowing them to submit the test.

Figure 47. End Test Screen



Congratulations, you have reached the end of the test!

Please click [Submit Test] to submit your test.

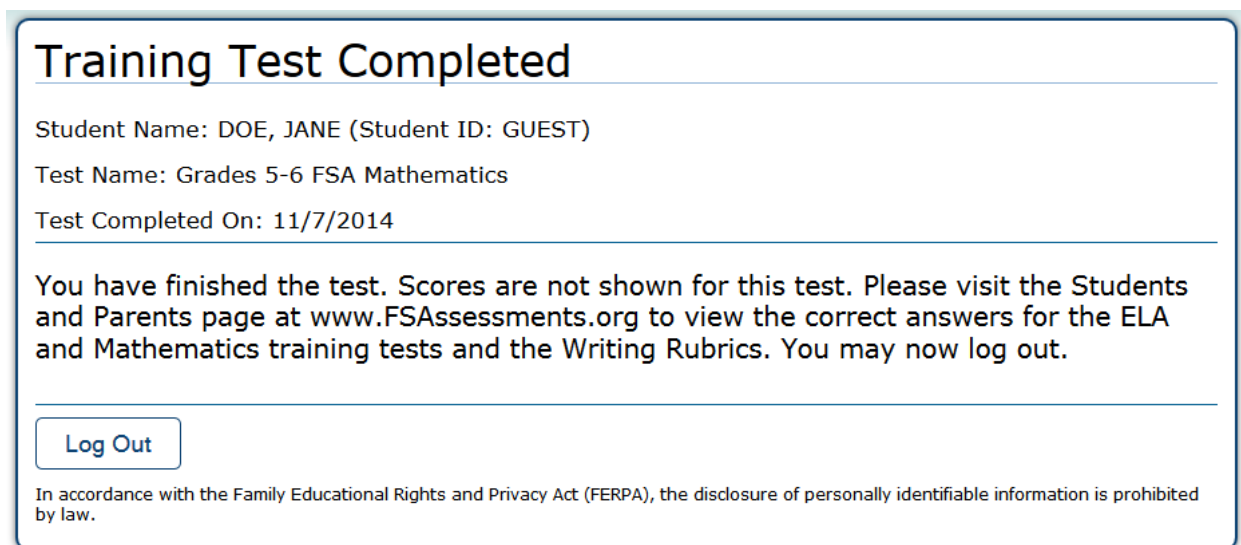
[Submit Test](#)

1. To submit the test, students must click [**Submit Test**]. The test is officially submitted for scoring.

Test Completed Screen

After students submit the test for scoring, the **Test Completed** screen appears. This screen will show the student's name, the test name, and the date the test was completed and submitted.

Figure 48. Sample Test Completed Screen for Training Tests



Training Test Completed

Student Name: DOE, JANE (Student ID: GUEST)

Test Name: Grades 5-6 FSA Mathematics

Test Completed On: 11/7/2014

You have finished the test. Scores are not shown for this test. Please visit the Students and Parents page at www.FSAssessments.org to view the correct answers for the ELA and Mathematics training tests and the Writing Rubrics. You may now log out.

[Log Out](#)

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

Appendix A. About the Secure Browser

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

The FSA Portal (<http://www.FSAssessments.org/>) contains instructions for downloading and installing the secure browsers. Your school or district's IT staff can help to ensure that the secure browsers have been installed correctly on all computers to be used for testing at your school. If you are not sure that secure browsers have been installed or if you have questions, contact your school administrator or IT staff prior to administering tests.

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

- **Close External User Applications Before Launching the Secure Browser**

Prior to administering the online tests, TAs should check all computers that will be used and close all applications except those identified as necessary by the school's Technology Coordinator. After closing these applications, the TA should open the secure browser on each computer. The secure browser will not work if the computer detects that a forbidden application is running (see below).

- **Do Not Allow Testing on Computers with Dual Monitors**

Students should not take online tests on computers that are connected to more than one monitor. Systems that use a dual-monitor setup typically display an application on one monitor screen while another application is accessible on the other screen.

Forbidden Application Detection

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



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

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

Accessing the Student Testing Site on iPads and Android Tablets

Tablets and Chromebooks should be prepared for testing **before** they are given to students. For detailed instructions on ensuring tablets and Chromebooks are ready for use, refer to the *Technical Specifications Manual for Online Testing*, which is available on the FSA Portal.

Configuring iPads



Note: If you are testing with Autonomous Single App Mode (ASAM), you do not need to activate Guided Access mode manually and may ignore these steps. Contact your technology coordinator to determine if you are testing with ASAM.

1. Tap the **AIRSecureTest** secure browser icon.
2. If the Launchpad page displays, select “Florida” and then “Florida Standards Assessments” as the test administration program. (This Launchpad page appears only once, the first time it is accessed.)

The student login page will display.
3. Press the Home button three times in quick succession. This will enable Guided Access.
4. Tap the **[Start]** button in the upper right corner. Guided Access is now activated and the student can log in.

Configuring Android Tablets

1. Tap the **AIRSecureTest** secure browser icon.
2. If the secure browser keyboard is not selected, you will need to follow the prompts on the screen. When the secure browser keyboard is selected, then the secure browser app will open.
3. If the Launchpad page displays, select “Florida” and then “Florida Standards Assessments” as the test administration program. (The Launchpad page appears once only once, the first time it is accessed.)

The student login page will display.

Configuring Chromebooks

1. From the **[Apps]** link on the Chrome OS login screen, select the **AIRSecureTest** secure browser.
2. If the Launchpad page displays, select “Florida” and then “Florida Standards Assessments” as the test administration program. (This Launchpad page appears once only once, the first time it is accessed.)

The student login page will display.

Secure Browser Error Messages

- **Secure Browser Not Detected**

The Test Delivery System automatically detects whether a computer is using the current secure browser to access the live (field) assessments. Under no conditions may a student access an operational assessment using a non-secure or out-of-date secure browser.

- **Unable to Establish a Connection with the Test Delivery System**

If a computer fails to establish a connection with the Test Delivery System, the message below will be displayed. This is most likely to occur if there is a network-related problem. The cause can be anything from a network cable not being plugged in to the firewall not allowing access to the site. Contact your technology coordinator or the FSA HelpDesk to troubleshoot the network error.

- **Environment Is Not Secure**

To resolve this issue, ensure that the latest version of the secure browser is installed on the student's computer, including Test Policy for Windows computers. If you are already running the latest version of the secure browser, then you should log the student out, restart the computer, and try again. If this message appears on an iPad, ensure that either ASAM or Guided Access mode is enabled.

Figure 49. Unable to Establish Connection Message



Force-Quit Commands for Secure Browsers

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

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

Force-quit commands do not exist for the AIRSecureTest mobile secure browser for iOS and Android tablets. To close the secure browser:

- **iOS (iPads):** Triple-click the Home button to exit Guided Access, then close the app as you would any other iOS app.
- **Android:** Tap the [Exit] button in the upper right corner to close the secure browser.

Appendix B. Student Test Settings and Accommodations

If a student's default test settings and accommodations have not been preset in TIDE, the student is automatically assigned the default for each test setting (for that respective test). It is important to note that the default settings can vary by test. Only the settings available for that test will be displayed on the *Approvals and Student Test Settings* screen for that student.

If any test setting that is non-editable is incorrect, the student should not test.

Table 7. Student Test Settings Visible in TA Interface

Test Setting	Options*	Description
Color Choice	Black Text on White Black Text on Blue Black Text on Light Blue Black Text on Magenta Yellow Text on Blue White Text on Black	Color combination applied to a student's test. This setting is designed to help students who experience difficulties that are associated with the contrast or lighting of the screen. The color combination a student chooses will remain throughout the entire test.
Masking	Masking Not Available Masking Available	Allows students to temporarily mask (hide) an area of the test screen to reduce distraction.
Print Size (Zoom level)	Level 0 = default size (X) Level 1 = 1.5X Level 2 = 1.75X Level 3 = 2.5X Level 4 = 3X	The selected print size becomes the default for all stimuli and items in that student's test. Regardless of the print size assigned, all students can use the Zoom buttons in the test to toggle between the five levels of print size for individual items. <i>Note: The default font size is 12 point for most tests. Zoom settings persist across test pages.</i>
Reading/Writing Passage Book	No Yes	A regular print or large print passage booklet may be requested for a student participating in a computer-based Reading or Writing test. The passage booklets contain the passages only and do not contain prompts, test items, or answer choices. Student eligibility information for passage booklets must be recorded in TIDE.

* The general default setting for each category is displayed in bold text. Please be aware that these identified default settings may vary by subject/content area, test grade level, or test language.

Appendix C. Formatting Toolbar in Tests

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

Understanding the Formatting Toolbar

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

Figure 50. Open Response Item with Formatting Toolbar

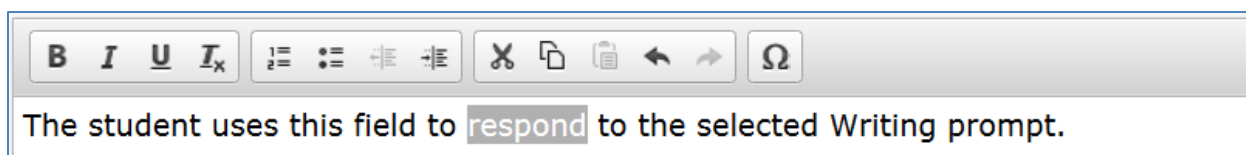


Table 8. Description of Formatting Tools

Tool	Description of Function
	BOLD , ITALICIZE , or UNDERLINE selected text
	REMOVE formatting that was applied to the selected text
	INDENT a line of selected text
	UNDO INDENT for a line of selected text
	CUT selected text
	COPY selected text
	PASTE copied or cut text
	UNDO reverses the last action in the response field. (This feature applies to previous edits to text or formatting.)
	REDO reverses the last undo action
	Add SPECIAL CHARACTERS , such as math symbols or Spanish characters, in the response field



Tip: In addition to the cut/paste options, text can also be moved manually using the mouse.

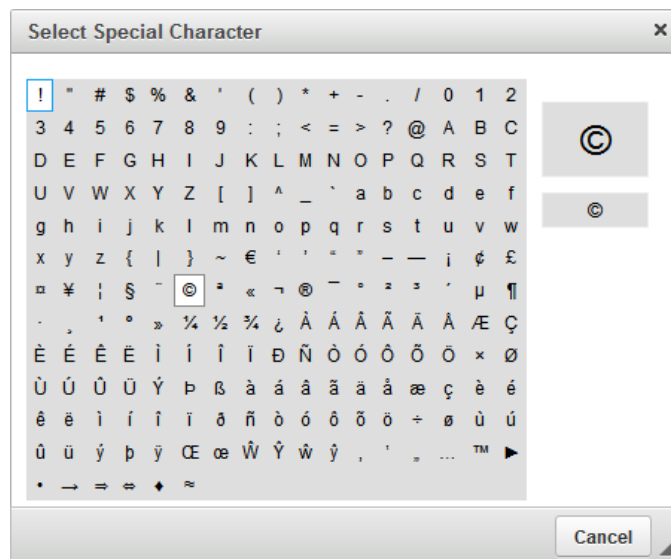
1. Click and hold the mouse button to select the text you want to move.
2. Release the button, then click and drag the highlighted text to the desired location.

Special Characters

Students can select math and Spanish characters as well as other symbols.

1. To view available special characters, click the **Omega** [Ω] button in the toolbar.
2. To select a special character, mouse over the one you want and click it. It will be inserted into the response.

Figure 51. Special Characters Window



Appendix D. Keyboard Navigation for Students

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

Login Screens and In-Test Pop-ups

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

Table 9. Keyboard Commands for Login Screens and Pop-Up Windows

Keyboard Command	Function
[Tab]	Move to the next option
[Shift] + [Tab]	Move to the previous option
[Enter]	Select the active option

Figure 52. Sample Login Screen Displaying Yes and No Buttons

Is This You?

Please review the information below. If all of the information is correct, click [Yes]. If not, click [No].

Username: 5SDZY
First Name: Anna
Last Name: Anderson
Grade: 05
Date of Birth: September 9, 2004
School: Demo School 9000

Global Menu

To access the Global Menu tools using keyboard commands:

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

Context Menus

Navigating to an Element

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

Opening a Context Menu for an Element

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

Selecting Text and Opening Context Menu Options

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

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





Keyboard Commands for Test Navigation and Test Tools

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

















Note: Keyboard commands require using the primary keyboard. If your keyboard contains a numeric keypad (often on the right side), do not use the keys in that section.

Keyboard Commands for Test Navigation

Button/ Image	Description of Function	Keyboard Commands
	Open the GLOBAL MENU	[Ctrl] + [G]
	Open a CONTEXT MENU (for the selected passage, item, or answer option)	[Ctrl] + [M]
	Go to the NEXT test page	[Ctrl] + [→] (or open the Global Menu)
	Go to the PREVIOUS test page	[Ctrl] + [←] (or open the Global Menu)
	PAUSE your test	[Ctrl] + [G] (via Global Menu)
	END TEST and submit it for scoring	[Ctrl] + [G] (via Global Menu)
	SCROLL UP in an area of the test page	[↑]
	SCROLL DOWN in an area of the test page	[↓]
	SCROLL to the RIGHT in an area of the test page	[→]
	SCROLL to the LEFT in an area of the test page	[←]
	Move to the NEXT ELEMENT (on a page containing items, answer options, and/or a passage)	[Tab]
	Move to the PREVIOUS ELEMENT (on a page containing items, answer options, and/or a passage)	[Tab] + [Shift]

Keyboard Navigation for Test Tools

Button/ Image	Description of Function	Keyboard Commands
	Open the GLOBAL MENU	[Ctrl] + [G]
	Open the CONTEXT MENU (for the selected passage, item, or answer option)	[Ctrl] + [M]
	Select OPTION A	<i>Move between answer options:</i> Press [Tab] or [Shift] + [Tab] <i>Select an active answer option:</i> Press [Space]
	Select OPTION B	
	Select OPTION C	
	Select OPTION D	
	Open the HELP GUIDE	[Ctrl] + [G] (via Global Menu)
	Open the CALCULATOR	[Ctrl] + [G] (via Global Menu)
	Open the FORMULA sheet	[Ctrl] + [G] (via Global Menu)
	HIGHLIGHTER (highlight text on the page)	[Ctrl] + [M] (via Context Menu)
	MARK/UNMARK an item for review	[Ctrl] + [M] (via Context Menu)
	Activate the MASKING tool	[Ctrl] + [G] (via Global Menu)
	STRIKE THROUGH an answer option	[Ctrl] + [M] (via Context Menu)
	Open a TUTORIAL to view a video about that item type.	[Ctrl] + [M] (via Context Menu)
	ZOOM IN (increase the size of text and graphics on a page)	[Ctrl] + [G] (via Global Menu)
	ZOOM OUT (decrease the size of text and graphics on a page)	[Ctrl] + [G] (via Global Menu)

Keyboard Commands for Items with Add Point or Add Line/Arrow Tool

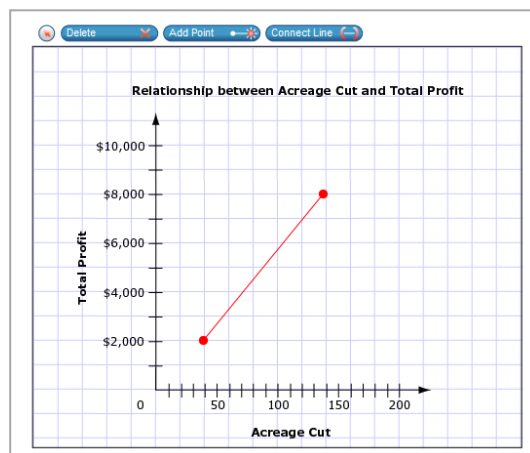
Technology-enhanced items with an Add Point, Arrow, or Line tool may have up to three main sections:

- Answer Space (the large area that takes up the most space)
- Button Row (at least one button, such as **[Add Point]**, will appear at the top). Buttons may include:
Delete, Add Point, Add Arrow, Add Line, and Connect Line
- Object Bank (a section that includes objects to move to the Answer Space)



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

Figure 53. Sample Item with Point and Line Tools



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

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

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

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

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

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

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

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

Appendix E. Transferring a Test Session Between Computers

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



Warning: If you cannot remember your Session ID, you will be unable to transfer the session. Write down your Session ID before you transfer the session. Session IDs have three sections and are separated by hyphens.

- For **Training test** sessions, the Session ID will begin with “**TRAIN.**” For example, a training Session ID might be TRAIN-A1B2-C3P0.
- For **operational** test sessions, the Session ID will begin with “**FL.**” For example, a Session ID might be FL-A1B2-C3P0.

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

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

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

1. Log in to the correct TA Site on the new machine or browser. A Session ID prompt will appear (see [Figure 53](#) below).

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

2. Enter the **active** Session ID into the text box and click [Enter].

When the Session ID is validated, you will enter the TA Site and be able to continue monitoring your students’ progress and take action on any pending print requests.

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

Figure 54. Enter Active Session ID Window

Important!

This user currently has an active test session. Enter the Session ID to continue administering the session from this computer/browser. [Message Code: 11604]

Appendix F. User Support

If this user guide does not answer your questions, please contact the FSA Help Desk.

The Help Desk is open Monday–Friday from 7:00 a.m. to 8:30 p.m. Eastern Time (except holidays or as otherwise indicated on the FSA Portal).

FSA Help Desk

Toll-Free Phone Support: 1-866-815-7246

Email Support: fsahelpdesk@air.org

In order to assist you with your issue or question, please provide the Help Desk with detailed information that may include the following:

- If the issue pertains to a student, provide the SID and associated district and school for that student. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages that appeared.
- Operating system and browser information, including version numbers.

Appendix G. Change Log

Change	Date
Removed the “Switching Between FSA Applications” section since the navigation menu is not included in the TA Interface.	1/14/15
Edited or added sections: Overview of Online Testing , Viewing a Student's Test Accommodations , Approving Students to Enter a Second/Third Session , and Denying Student Entry into the Next Session of a Multiple-Session Test	2/25/15
Edited sections related to Text-to-Speech to remove references to passages.	3/10/15
Updated login instructions with information on new appearance in Section II. Accessing the Test Administration Sites , Updated instructions and screenshots in Section VII. Proceeding Through the Test , Added note and warning message about testing with Autonomous Single App Mode (ASAM) in Appendix A. About the Secure Browser , Updated test settings table in Appendix B. Student Test Settings and Accommodations , Updated keyboard command for selecting response option in Appendix D. Keyboard Navigation for Students , and Removed references to Text-to-Speech.	4/29/2015