



# Data Entry Interface (DEI) User Guide

**Spring 2025**

**FAA—Performance Task**



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## Introduction

This user guide describes the features and functions of the Data Entry Interface (DEI) for users who have students participating in the FAA—Performance Task. The DEI is a component of the Online Testing System that allows authorized users to enter student assessment data.

## Testing Policies and Procedures

For detailed information about the policies and procedures that govern secure and valid test administration, please refer to the [FAA—Performance Task Test Administration Manual \(TAM\)](#), available on the FAA Portal.

## Important Dates for the FAA—Performance Task

Elementary and Middle School (Grades 3–8) and Civics EOC	
Student Testing Window	February 24–April 11, 2025
Student Responses Entered into the DEI	No later than 11:59 p.m. (ET) on April 11, 2025
High School (ELA 1 and ELA 2) and Algebra 1, Geometry, Biology 1, and U.S. History EOC	
Student Testing Window	March 10–April 25, 2025
Student Responses Entered into the DEI	No later than 11:59 p.m. (ET) on April 25, 2025
Grade 10 ELA 2 and Algebra 1 Fall Makeup	
Student Testing Window	September 22–October 10, 2025
Student Responses Entered into the DEI	No later than 11:59 p.m. (ET) on October 24, 2025

## Organization of the User Guide

This user guide includes the following sections:

[Login Information](#): This section explains how to log in to the DEI.

[How to Access Student Tests in the DEI](#): This section explains how to enter student information and select appropriate tests and forms.

[How to Use the Test Tools in the DEI](#): This section describes the tools available to support users' needs in the DEI.

[DEI Navigation Guidelines for the FAA—Performance Task](#): This section explains how to navigate the DEI and submit student tests.

[FAA—Performance Task Response Layouts](#): This section describes the various response layouts that are included in FAA—Performance Task tests in the DEI.

[Appendix A: FAA—Performance Task Administration Procedures](#): This appendix includes an overview of the administration procedures for the FAA—Performance Task.

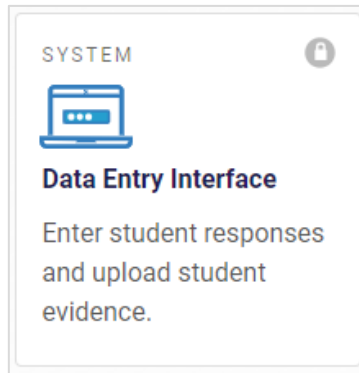
[Appendix B: User Support and Troubleshooting Information](#): This appendix includes information on what to do if a user has difficulties entering and submitting student tests in the DEI.

## Login Information

Teachers can access the DEI through the FAA Portal (<https://faa.fsassessments.org>).

1. Navigate to the [FAA Portal](#).
2. In the Quick Access section of the home page, select the system card for the DEI (see [Figure 1](#)).

Figure 1. Card for Data Entry Interface




3. On the **Secure Login** page (see [Figure 2](#)), enter your email address and password. Select **Log in**.

Figure 2. Secure Login Page

- If you have not logged in using this browser before, or if you have cleared your browser cache, the **Confirm Account** page appears (see [Figure 3](#)). An authentication code has been sent to the email address associated with your TIDE account.

Figure 3. Confirm Account Page

☑ A confirmation code has been sent to your email address. The code will expire in 15 minutes.

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### Confirm Account

One-time code received via email

**Emailed Code**

**Submit**

[Resend code](#)  
[Cancel](#)

**Support**

- [Need more help?](#)

- In the *Enter Emailed Code* field, enter the emailed code. If the code has expired, select **Resend Code**.
- Select **Submit**.



**Note:** If this is your first year administering the assessment, or if you recently have a new email address, ensure that your system administrator has created an account for you in the Test Information Distribution Engine (TIDE). Information on how to activate your account is located in the [TIDE Quick Guide for AATs](#).

## How to Access Student Tests in the DEI

This section explains how to select the appropriate student and test form.

1. On the **Enter Student Information** page (see [Figure 4](#)), enter the student's first name as it appears in TIDE and their FLEID. Then select **Sign In**.



**Note:** Your system administrator will provide you with a roster of students participating in the FAA—Performance Task from TIDE. The roster will include the login information for the student being assessed.

Figure 4. Enter Student Information Page



**Note:** The DEI generates an error message if there is an issue with the login information for the student. The most common error message is *Student Name and FLEID Do Not Match*. If this error appears, verify that you correctly entered the first name and FLEID. If this does not resolve the error, contact your system administrator so that he or she can review the student's record in TIDE to verify the first name associated with the student's FLEID.

2. On the **Is This the Student?** Page (see [Figure 5](#)), verify that the correct student is selected.
  - If all the information is correct, select **Next**.
  - If any of the information is incorrect, do not proceed with response entry for this student. Select **Log Out**. You must submit a TIDE Correction Request in TIDE before continuing. The entry of student responses cannot begin until this information is corrected. Refer to the [TIDE Quick Guide for AATs](#) for more information on how to submit a TIDE Correction Request.

Figure 5. Is This the Student? Page

<b>First Name</b> PMUAT	<b>FLEID</b> DM987556123059
<b>Last Name</b> Demo	<b>Grade</b> 08
<b>Date of Birth</b> February 2, 2011	<b>School</b> Demo School 9004

3. The **Available Tests** page appears (see [Figure 6](#)). On the **Available Tests** page, select the appropriate test name.

Figure 6. Available Tests Page

**FAA—Performance Task**

Start Performance Task Grade 8 ELA

Resume Performance Task Grade 8 Math

Inactive Performance Task Grade 8 Science  
You have submitted this test.

Back to Login



**Note:** If the tests available for the student are not correct, select **Back to Login**. Verify that the grade associated with the student is correct. The list of tests is determined by the grade, participation in EOCs, and participation in ELA 1 and ELA 2 as indicated in TIDE. If the grade or ELA 1, ELA 2, or EOC participation associated with the student needs to be corrected, you will need to log in to TIDE and submit a TIDE Correction Request. Refer to the [TIDE Quick Guide for AATs](#) for more information on how to submit a TIDE Correction Request.



**Note:** If there are no **tests** available for the student, contact your AAC to ensure that you have the Spring Performance Task training completion flag in TIDE.



Tests on the **Available Tests** page (see [Figure 6](#)) will include either an arrow icon or a clock face icon.

- An arrow icon indicates that the test has not been started or that the test has been submitted. Once a test has been submitted, the box is grayed out with a message indicating that the test has been submitted.
  - A clock face indicates that the test has been started but is paused and still needs to be completed.
4. On the **Select Test Form** page (see [Figure 7](#)), select the appropriate form from the drop-down list. Then select **Next**.
- On this page, select the form that corresponds with the student's test booklet. For example, if your student was administered Form A of the Grade 8 ELA test booklet, you would select **ELA Grade 8 Form A** in the drop-down menu.

Figure 7. Select Test Form

**Select Test Form**

Select the form that matches the form that was used during the paper test administration. The form will be clearly labeled on the cover of the paper test booklet.

Test Forms: ELA Grade 8 Form A

- Select form
- ✓ ELA Grade 8 Form A
- ELA Grade 8 Form B
- ELA Grade 8 Form C

Next Back

5. After selecting **Next**, the **Instructions and Help** page appears (see [Figure 8](#)).
- To review the test settings, select **View Test Settings**. The **Review Test Settings** window appears, displaying the test settings. Select **OK** to return to the **Instructions and Help** page.
  - Review the Additional Information section for an important reminder related to the Spring 2025 Performance Task.
  - To review the Help Guide, an online version of the *DEI User Guide*, select **View Help Guide**. Select **Back** to return to the **Instructions and Help** page.

Figure 8. Instructions and Help Page

The screenshot shows a page titled "Instructions and Help" with a sub-header "Instructions and Help". Below the title is a paragraph: "You may select the question mark button to access this Help Guide at any time during data entry." The page is divided into three main sections, each with a title and a button:

- Test Settings**: A button labeled "View Test Settings".
- Additional Test Information**: A paragraph stating "The DEI will no longer adapt as student responses are entered for Session 1 items. Use the **Next** button to skip any task that was not administered to the student." followed by "Prior to submitting the test, please review all student responses and make any necessary changes."
- Help Guide**: A paragraph stating "The Help Guide and test rules can be accessed at any time by using the button on the top part of the test page." followed by a button labeled "View Help Guide".

At the bottom of the page, there is a navigation bar containing a shield icon with a checkmark, a green button labeled "Begin Test Now", and a white button labeled "Back".

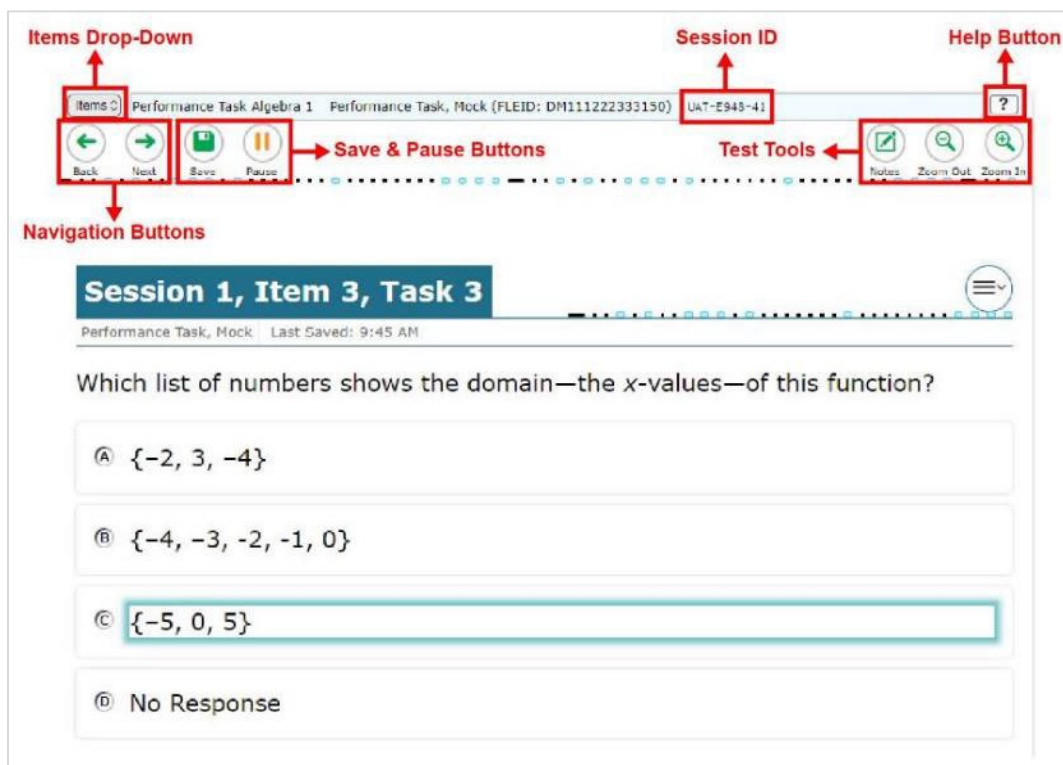
6. To officially begin or resume the test selected at Step [3](#), select **Begin Test Now**.

## How to Use the Test Tools in the DEI

The DEI has several on-screen tools that support users' needs. Teachers entering data for the FAA—Performance Task will have access to the global tools in the top banner of every page in the DEI.

[Figure 9](#) displays a sample DEI test page. While the content is different for each FAA—Performance Task student test, the headers and tools are the same. You must select the appropriate response option for each item. The DEI automatically captures and saves the responses when entered.

Figure 9. Sample Test Page in the DEI



### Global Tools

- The **Items** drop-down list enables you to return to a specific test item.
- The **Session ID** is a unique identifier to the current test. You should take note of this ID if you need to contact the FAA Service Center for technical assistance.
- The **Navigation** buttons in the upper-left corner allow you to move between test pages.
- The **Save** button allows you to save the test. Please note, the information entered in the DEI is saved automatically.
- The **Pause** button allows you to pause the test. Pausing a test gives you the option to either return to the **Available Tests** page or log out of the DEI. When you return to the test, you are directed to the first page with an unanswered question.
- The **Zoom** buttons allow you to magnify font size. Multiple zoom levels are available.
- The **Help** button in the upper-right corner opens an online version of this user guide.

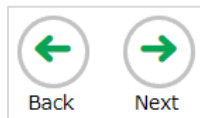
## DEI Navigation Guidelines for the FAA—Performance Task

Beginning with the Spring 2025 administration, the DEI *will no longer* adapt as the teacher enters student responses in Session 1. The test in the DEI will now mirror the test booklet, and all item sets and tasks included in the test booklet will be displayed in the DEI. The teacher will enter student responses exactly as they have been recorded in the test booklet, skipping any tasks in Session 1 that were not administered to the student.

### Proceeding Through the Test

To navigate page-by-page, select the **Next** or **Back** button at the top of the screen. Use the **Next** button to skip any tasks in Session 1 that were not administered to the student. See [FAA—Performance Task Response Layouts](#) for specific information on how to enter responses for each type of layout included in the FAA—Performance Task tests.

Figure 10. Navigation Buttons




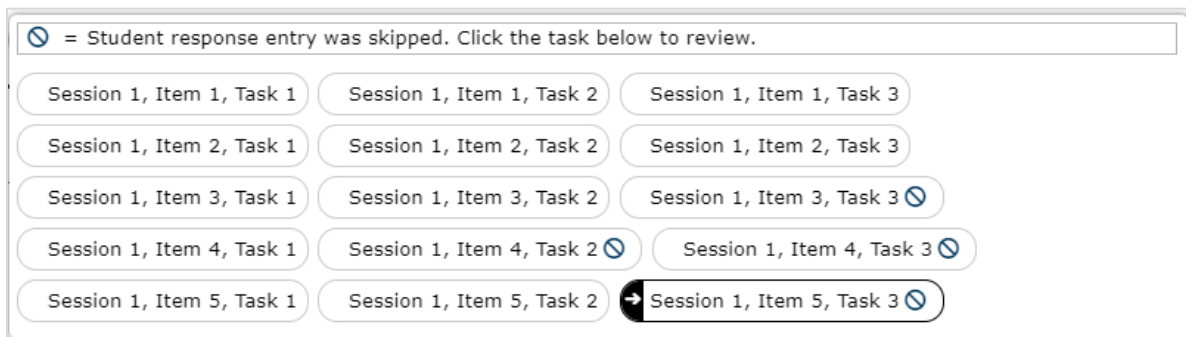
To jump directly to a task, Writing Prompt 1 question, or Writing Prompt 2, select the appropriate number in the **Items** drop-down list in the top-left corner. Any task or question that was skipped will be marked in the **Items** drop-down list with the skipped icon .

Figure 11. Items Drop-Down




### Pausing the Test

You may pause response entry at any time. When you are ready to resume entering responses for the test, you must log in and select the student and test form again. The DEI opens to the first page with an unanswered question. After resuming a test, you may go back to review or change previously entered responses. Pausing the test does not impact previously entered responses.

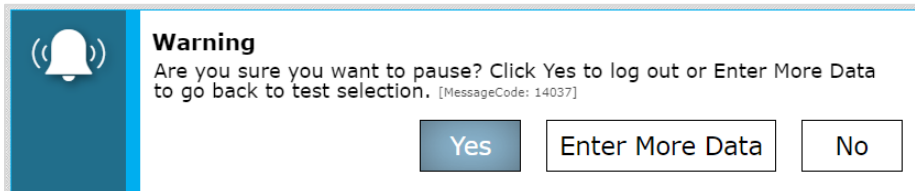


**Note:** You can now review the responses you've entered in the DEI and make any necessary changes. You *no longer* need to create a request in TIDE to reset the test.

To pause response entry, select  in the upper-right corner. A warning message appears (see [Figure 12](#)).

- Select **Yes** to pause the test and log out.
- Select **Enter More Data** to pause the test and return to the **Available Tests** page.
- Select **No** to continue the test.

Figure 12. Warning Message to Pause Response Entry



## Test Timeout Due to Inactivity

As a security measure, you are automatically logged out after 20 minutes of inactivity. This pauses the test. Before the system logs you out, a warning message appears on the screen. If you do not click **OK** within 30 seconds, you are logged out.

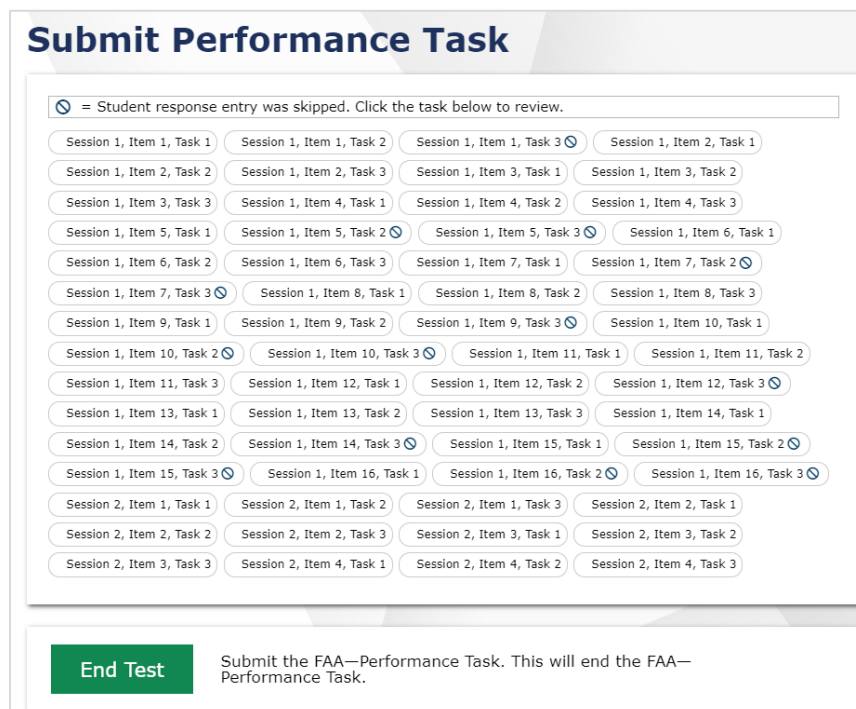
All responses that you have entered are automatically saved.


## Reviewing Entered Responses and Submitting the Test

When you are done entering responses for the student, you must submit the test for processing.

1. To finish entering responses for the test, select **Next** on the last page of the test. The **Review Screen** appears (see [Figure 13](#)).

Figure 13. Review Screen



- Using the **Review Screen**, ensure that all student responses for Session 1, Session 2, and Session 3 (if applicable) have been entered exactly as they were recorded during administration. Any task or question that was skipped will be marked on the **Review Screen** with the skipped icon .

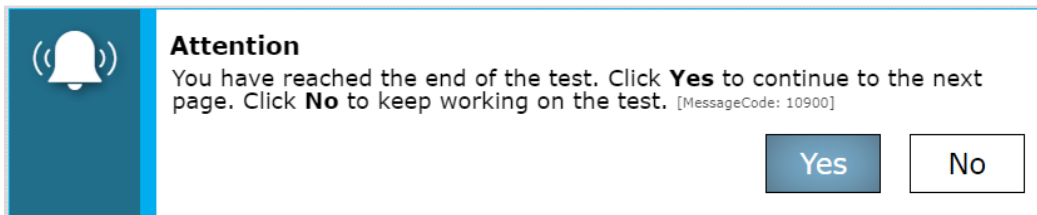
- To review responses, select a task or question number listed on this page.



**Note:** When reviewing responses, you can now make any necessary changes. You *no longer* need to create a request in TIDE to reset the test.

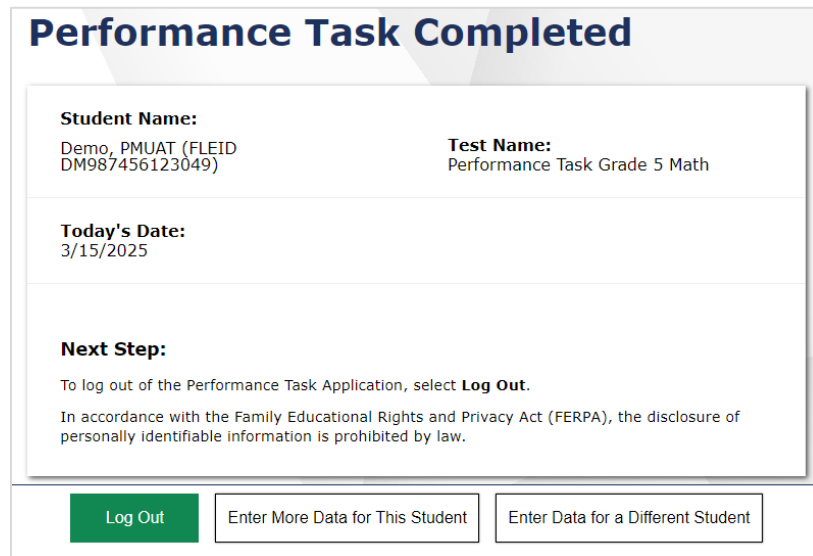
- To complete the testing process, select **End Test**. An attention message pops up, advising that you have reached the end of the test (see [Figure 14](#)). Select **Yes** to go to the next page or **No** to return to the test. When you select **Yes**, you can no longer review or make any changes to the test.

Figure 14. End Test Attention Message



- The **Performance Task Completed** page appears (see [Figure 15](#)), displaying the student's name, the test name, and the response entry completion date.

Figure 15. Performance Task Completed Page



Do one of the following:

- To enter responses for another student, select **Enter Data for Different Student**. The **Enter Student Information** login page appears.
- To enter responses for another test for the same student, select **Enter More Data for This Student**. The **Available Tests** page appears. From there, you can proceed through the test selection and verification process.
- If you are done entering student responses, select **Log Out**.

## FAA—Performance Task Response Layouts

This section outlines how the different item types will render in the DEI.

The items in the DEI render similarly to the items in the test booklet for Tasks 1, 2, and 3 and the questions in Writing Prompt 1 for ELA assessments. First, the task includes the stimulus question from the “Teacher Script” row of the test booklet. Then, the student response options are listed as selected-response options, with the correct response indicated with a light green border, in a similar way in which they are presented in the “Student Response” row of the test booklet.

### Response Layout for Task 1

[Figure 16](#) illustrates the available responses in the DEI for Task 1 ONLY in Sessions 1 and 2. Because Task 1 includes scaffolding options, the response options are repeated. The correct response is indicated with a light green border.

Figure 16. Response Layout for Task 1

**Session 1, Item 2, Task 1** ☰

Performance Task, Mock | Last Saved: 9:42 AM

At which point do the two lines cross?

A number 10

B point C

C angle 7

D No Response

**Scaffolded Response (when applicable)**

A number 10

B point C

C angle 7

D No Response

## Response Layout for Task 2, Task 3, and Writing Prompt 1: Selected-Response Questions

Figure 17 illustrates the available response options in the DEI for Task 2 and Task 3 in Sessions 1 and 2, and for Writing Prompt 1 selected-response questions in Session 3 for ELA.

Figure 17. Response Layout for Task 2, Task 3, and Writing Prompt 1

**Session 1, Item 3, Task 3**

Performance Task, Mock | Last Saved: 9:47 AM

Which list of numbers shows the domain—the  $x$ -values—of this function?

(A)  $\{-2, 3, -4\}$

(B)  $\{-4, -3, -2, -1, 0\}$

(C)  $\{-5, 0, 5\}$

(D) No Response

## Response Layout for Multi-Select Tasks

Figure 18 illustrates the available response options in the DEI for a multi-select task that requires **two** responses. Both correct responses are indicated with a light green border.

Figure 18. Response Layout for Multi-Select Task

**Session 1, Item 6, Task 3**

Demo, PMUAT | Last Saved: 9:29 AM

Which two words from the passage let the reader know how the author feels about leaf-cutting ants?

luckily

amazing

different

fascinating

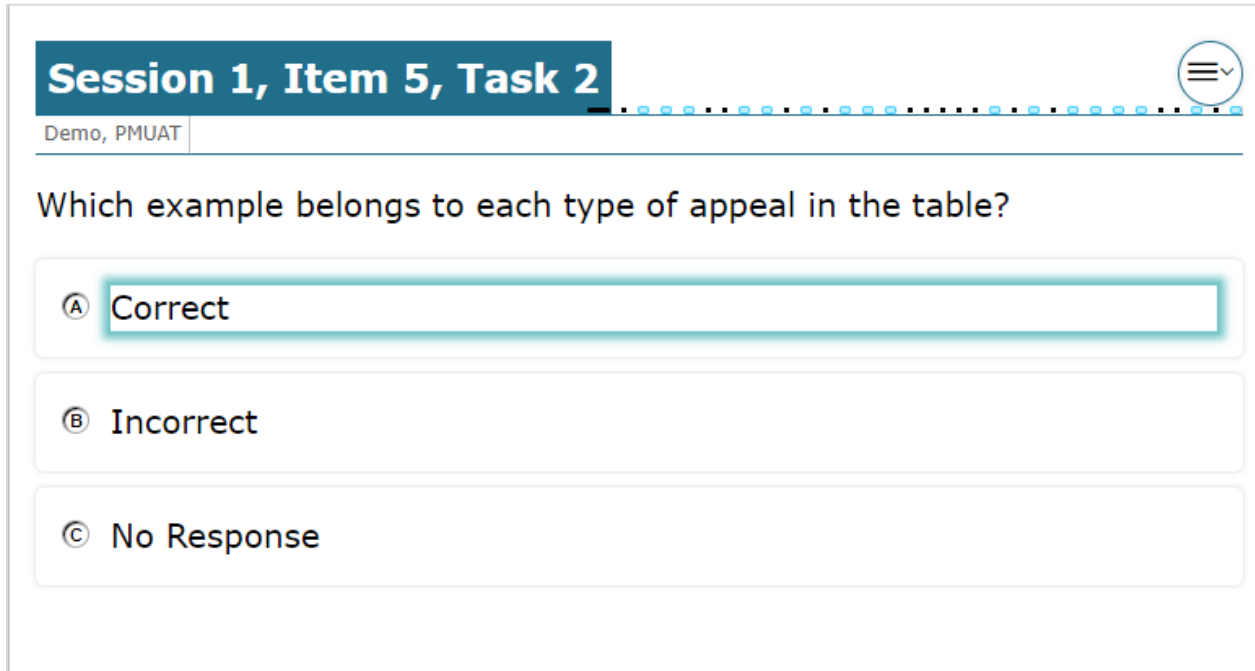
No Response



## Response Layout for Sorting Tasks

Figure 19 illustrates the available response options in the DEI for a sorting task. The correct response will be described in the “Student Response” row of the test booklet. The teacher will then select whether the student responded correctly, incorrectly, or with no response. The correct response will be indicated with a light green border.

Figure 19. Response Layout for Sorting Task



**Session 1, Item 5, Task 2**

Demo, PMUAT

Which example belongs to each type of appeal in the table?

Ⓐ Correct

Ⓑ Incorrect

Ⓒ No Response

## Response Layout for Writing Prompt 2: Open Response

Figure 20 illustrates a sample ELA open-response Writing Prompt 2. Teachers will have the option of submitting the student’s response either by uploading a digital copy of the completed student response template or by typing the student’s response directly into the text box provided on the screen.

Figure 20. Response Layout for Writing Prompt 2.

**Session 3, Writing Prompt 2, Question 6**

Demo, PMUAT

**Submit Digital Copy of Responses**

To submit the student’s response by uploading a digital copy, select Add Files below.

Upload a file

+ Add Files

**Submit Direct Entry of Responses**

To submit the student’s response by using the direct-entry option, type into the text boxes below.

1. What new title will you use for your essay about small gardens?
2. What is the introduction for your essay about small gardens?
3. Which detail will you include from the passage in your essay about small gardens?
4. Which detail from the fact sheet will you include in your essay about small gardens?
5. What is your conclusion for your essay about small gardens?

## Uploading a Digital Copy

If you choose to upload a digital copy of the completed student response template, please keep in mind that the file size must be below 5 MB, and the file type must be a supported file type included in [Table 1](#).

Table 1. Supported File Types

Supported File Types	
File Category	File Type
Image Files	GIF, JPG, JPEG, PNG, SVG
Text Files	TXT
PDF (see Note)	PDF

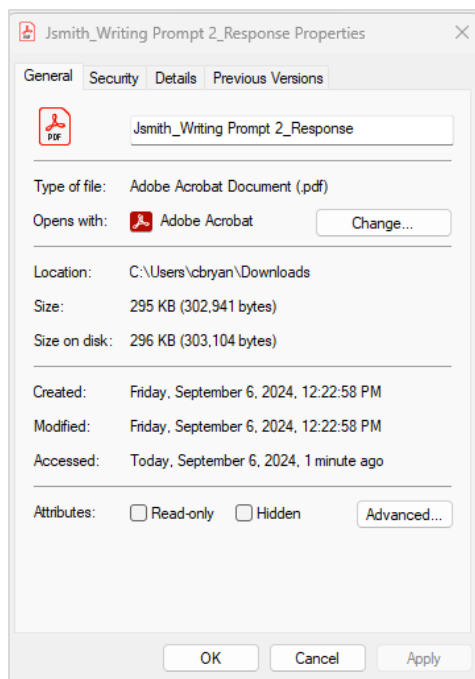


**Note:** Please convert any Microsoft Office files (i.e., .docx, .xlsx, .pptx) into a PDF file before uploading.

You can review the file size through the **Properties** window.

1. Right-click on the file name and select *Properties*.
2. A pop-up window with information on the file, including file size, appears (see [Figure 21](#)).

Figure 21. Properties Pop-Up Window



**Important:** The student response template is a *secure document*. Once the digital copy of the completed student response template has been uploaded in the DEI, the teacher must delete all electronic versions from the district-provided device or computer. Use of personal recording devices (e.g., cell phone, tablet, camera, digital recorder) to capture a student’s writing product is strictly prohibited. Student evidence may be recorded using only district-provided equipment (e.g., scanner, tablet, laptop) and submitted through a secure data upload process.

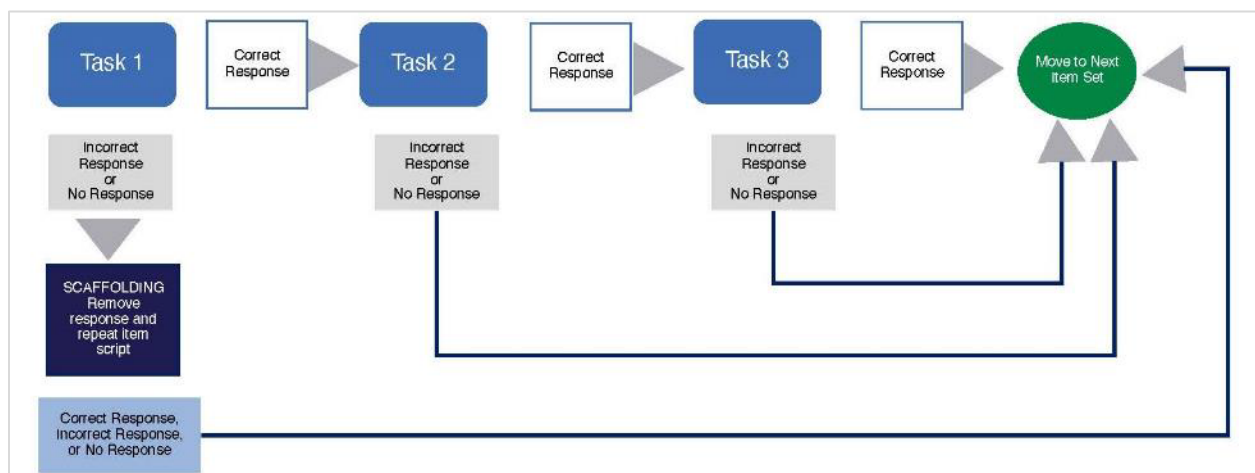
## Appendix A: FAA—Performance Task Administration Procedures

For your reference, this section includes flowcharts that visually illustrate these administration procedures. Please refer to the [TAM](#) for in-depth information on how to administer the FAA—Performance Task.

### Session 1

Session 1 includes 16 item sets comprised of three tasks each. It is administered in an adaptive format. This adaptive administration process is illustrated in [Figure 22](#) and is outlined below.

Figure 22. Session 1 Administration Flowchart



- Each student starts at Task 1. A student who responds correctly moves on to Task 2. A student who responds incorrectly to Task 1 will be readministered the task with scaffolding (refer to page 28 of the [TAM](#) for more information). After the task is readministered with scaffolding, the student moves on to the next item set.
- Each student who responds correctly at the Task 2 level moves on to the Task 3 level. A student who responds incorrectly or provides no response at the Task 2 level will move on to the next item set.
- Following the administration of Task 3, regardless of whether the student responds correctly, incorrectly, or with no response, he or she will move on to the next item set.



**Note:** The teacher will enter responses into the DEI, skipping any tasks in Session 1 that were not administered to the student.

The following example illustrates how a teacher would enter responses into the DEI for a task that was readministered with scaffolding.

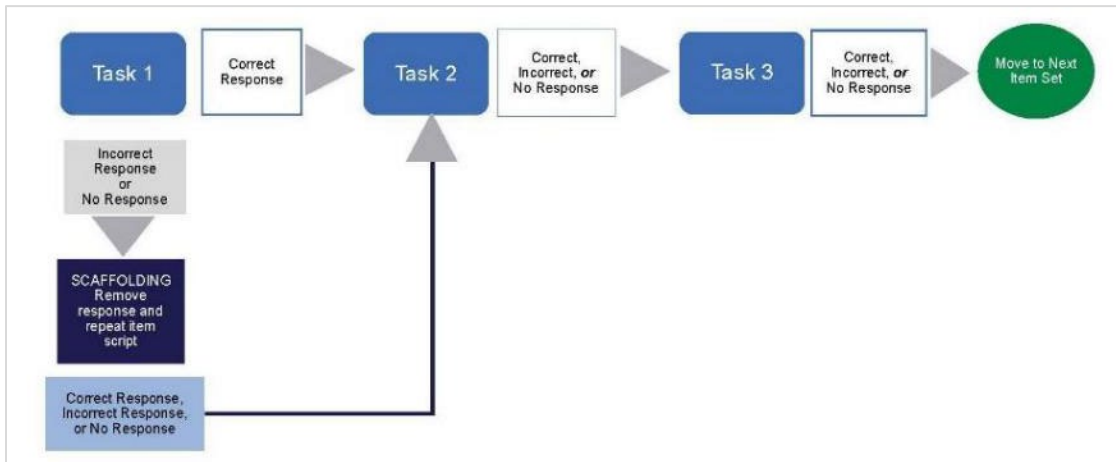
- *The student responded incorrectly to Item 1, Task 1, but then answered correctly when the task was readministered with scaffolding.*

In this case, the teacher would select the incorrect answer initially chosen by the student for Item 1, Task 1 in the “Student Response” row. Then the teacher would select the correct answer chosen by the student in the “Scaffolded Response” section. The teacher would select **Next** to skip Item 1, Task 2. The teacher would then select **Next** to skip Item 1, Task 3.

## Session 2

Session 2 includes three or four item sets comprised of three tasks each. Session 2 is *not* administered in an adaptive format. Each student starts at Task 1, then moves on to Task 2 and Task 3 regardless of whether they answer each task correctly, incorrectly, or with no response. Scaffolding procedures apply at Task 1 for Session 2 administration. The administration process for Session 2 is illustrated in [Figure 23](#).

Figure 23. Session 2 Administration Flowchart



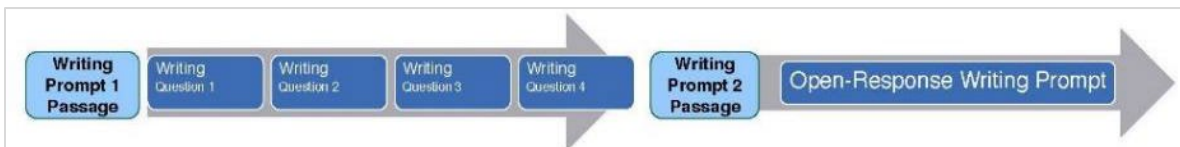
**Note:** Because the teacher is **required** to administer all tasks in Session 2, a response should be entered for every task in the DEI for Session 2.

## Session 3 (ELA Grades 4–10 Only)

Students in grades 4–10 participating in ELA assessments will be administered Writing Prompts 1 and 2 in Session 3. The administration process for Session 3 is illustrated in [Figure 24](#).

- Writing Prompt 1: Writing Prompt 1 includes four selected-response questions. These questions are not administered in an adaptive format, and there are no scaffolding procedures.
- Writing Prompt 2: Students will also create a writing product. See [Response Layout for Writing Prompt 2: Open Response](#) for information on how to submit a response for Writing Prompt 2.

Figure 24. Session 3 Administration (ELA Only)



**Note:** Because the teacher is **required** to administer Writing Prompts 1 and 2 in Session 3, a response should be entered for every question in the DEI for Session 3.

## Appendix B: User Support and Troubleshooting Information

### User Support

For information and assistance in using the DEI, contact the FAA Service Center. The Service Center is open Monday through Friday, from 7:00 a.m. to 8:30 p.m. eastern time (except holidays or as otherwise indicated on the FAA Portal).

<p style="text-align: center;"><b>FAA Service Center</b> Phone: 1-877-655-3001 Email Support: <a href="mailto:FAAServiceCenter@cambiumassessment.com">FAAServiceCenter@cambiumassessment.com</a> Chat: <a href="https://faa.fsassessments.org/contact.html">https://faa.fsassessments.org/contact.html</a></p>
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To assist with your issue or question, please provide the FAA Service Center with detailed information that may include the following:

- The district and school name
- The FLEID of the student whose test was affected by the issue
- The teacher's name and contact information
- The test name and item number
- Any error messages and codes that appeared
- Operating system and browser information

### Username and Password Issues

Your username for logging in to the Data Entry Interface is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the **Reset Your Password** page. To activate your account, you must set up your password within 15 minutes of the email being sent.

- **If your first temporary link expired:**  
In the activation email, click the second link provided and proceed to request a new link.
- **If you forgot your password:**  
On the **Secure Login** page, click **Reset Password** and then enter your email address in the **Email Address** field. You will receive an email with a new temporary link to reset your password.
- **If you did not receive an email containing a temporary link or authentication code:**  
Check your spam folder. If you still do not have an email, contact your district's alternate assessment coordinator (AAC) to make sure you are listed in TIDE.
- **Additional help:**  
If you are unable to log in, contact the FAA Service Center for assistance. You must provide your name and email address.