

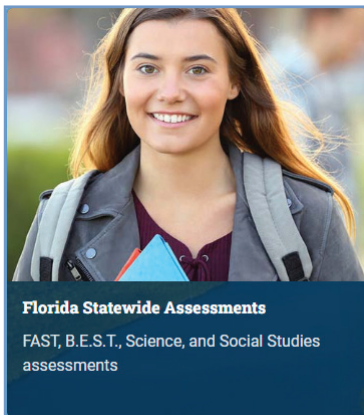
The Test Delivery System (TDS) has two components; the Test Administrator (TA) Interface and the Student Interface. Test administrators use the TA Interface to create and manage test sessions. Students use the Student Interface in the secure browser to access the testing site. Please refer to the [Test Administrator User Guide](#) on the portal for more information about TDS. This quick guide focuses on operational/live testing. For more information about administering sample test items, please refer to the [Sample Items User Guide](#).

# TEST ADMINISTRATOR INTERFACE

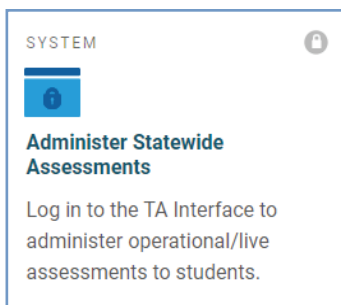
TA Login, Start Test Session, Approve Students for Testing, Monitor Students, Stop Test Session

## Test Administrator Login (For Operational/Live Testing)

1. Open the portal at <https://flfast.org/> and click the **Florida Statewide Assessments** card.
2. Click the **Teachers and Test Administrators** card.



3. Click the **Administer Statewide Assessments** card.
4. Enter your email address and password and click the **Secure Login** button.



**Secure Login**

Email Address

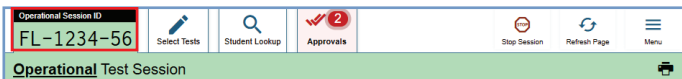
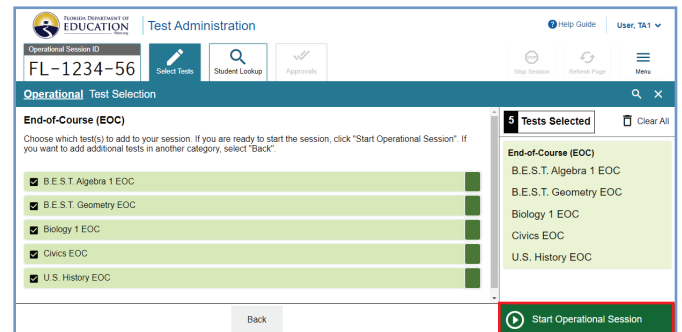
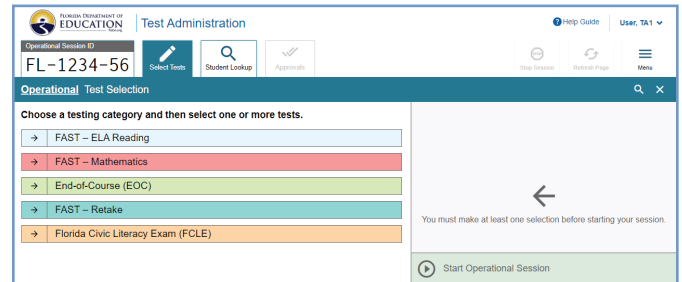
Password

[Reset Password](#)

**Log In**

## Starting a Test Session

1. On the Active Sessions tab, click either **Start a New In Person Session Now** to start an in-person session, or **Start a New Remote Session Now** to start a remote session.
2. Select the test(s) you will administer in the session on the **Operational Test Selection** page.
3. Click **Start Operational Session**.
4. Display the Session ID (found at the top left of the page) where all students in your room can see it.

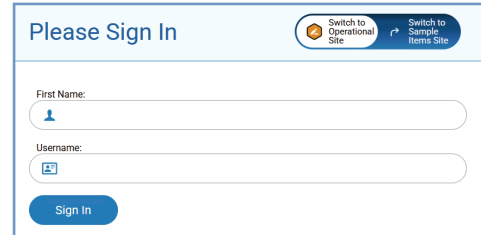


**Students must have the Session ID to log in to your test session. Record the Session ID in case of technical issues.**

Operational Session ID  
**FL-1234-56**

## Starting a Test Session (continued)

5. Have students sign in to the Student Interface through the secure browser using their first names and usernames, which are found on their test tickets. Once those have been entered, the students should select **Sign In**, which will open the **Is This You?** page, where the students will verify the information and select **Yes**. Once done, the **Login Session** screen appears where the students will enter the Session ID, which you have displayed where all students can see it and select **Join Session** to begin the test.



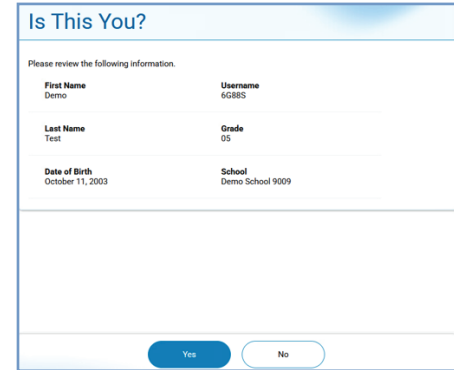
**Please Sign In**

Switch to Operational Site | Switch to Sample Items Site

First Name:

Username:

**Sign In**

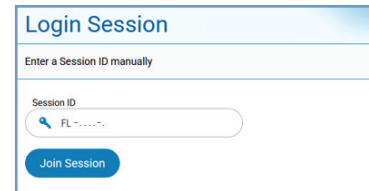


**Is This You?**

Please review the following information.

<b>First Name</b> Demo	<b>Username</b> 6688S
<b>Last Name</b> Test	<b>Grade</b> 05
<b>Date of Birth</b> October 11, 2003	<b>School</b> Demo School 9009

**Yes** **No**



**Login Session**

Enter a Session ID manually

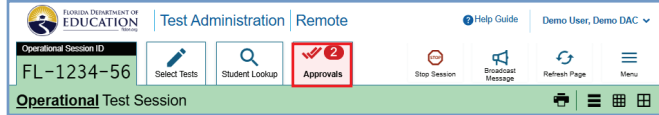
Session ID:



**Join Session**

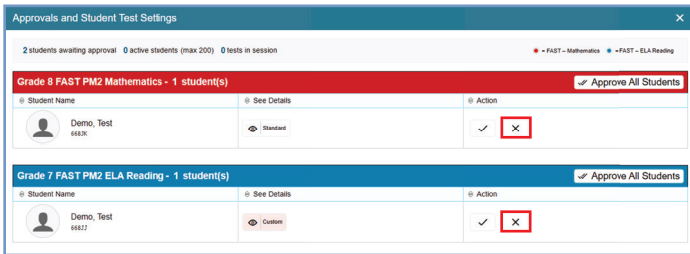
- Test administrators should create a test session immediately prior to testing.
- Test administrators are automatically logged out after 90 minutes of TA and student inactivity in a test session. This will close the test session and pause all in-progress tests.
- Test administrators will not be logged out due to inactivity as long as students are actively testing. Other network connectivity issues may cause the TA's session to close.


## Approving Students for Testing


1. After students select their tests, click the **Approvals** tab to view the list of students awaiting approval. The number of students waiting for approval will pulse on the **Approvals** tab.



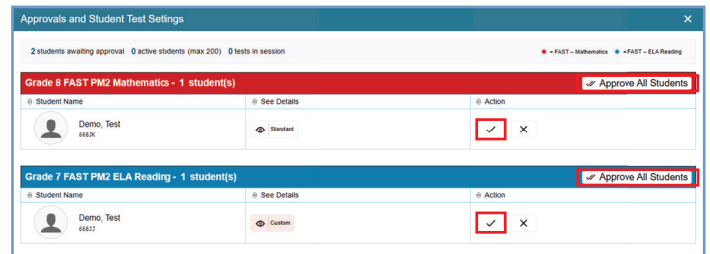
2. To review a student's test settings, click the test settings icon [  ] in that student's row. If there is an issue with the student's test settings, contact your school assessment coordinator.
3. To deny a student admission to the test session, click the deny icon [  ] and type the reason in the box.



The **Approvals and Student Test Settings** page does not automatically refresh. Click the refresh page icon [  ] to update the table.

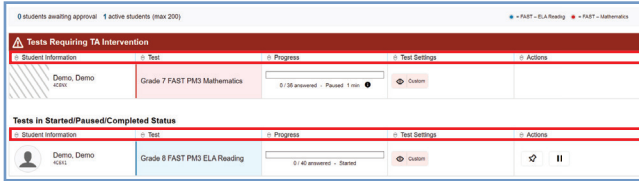
4. To approve individual students for testing, click the approve icon [  ] in the Action column for each student.

To approve all students currently displayed for each subject, click the **Approve All Students** button, located at right in each subject row of the table.



## Monitoring Students





During testing TAs can monitor each student's progress by clicking the **Operational** Session ID tab.




Tests Requiring TA Intervention			
Student Information	Test	Progress	Test Settings
Demo, Demo 12345	Grade 7 FAST PMS Mathematics	0/38 answered - Paused, 1 min	Custom

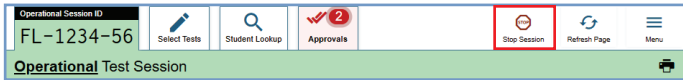
  

Tests in Started/Paused/Completed Status			
Student Information	Test	Progress	Test Settings
Demo, Demo 12345	Grade 8 FAST PMS ELA Reading	0/40 answered - Started	Custom

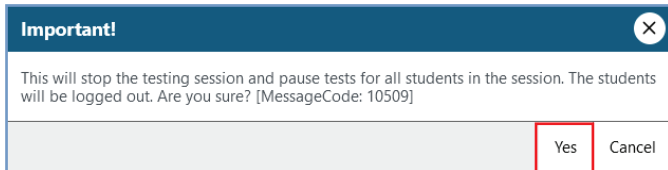
- The Student Information column displays student name and username.
- The Test column displays the test name and which session (If applicable) the student is in.
- The Progress column displays the student's progress and status in the test. The fraction represents the number of items answered out of the total items in the test. The status shows either Approved, Started, Review, Completed, Submitted, or Pause. The "i" icon [  ] will appear when students need TA intervention. This icon will show why the student is no longer in the test.
- The Test Settings column shows whether the student is using standard or custom test settings. For more information, click the test settings icon [  ].
- The Actions column includes a pin icon [  ] to pay close attention to the progress of a particular student and a pause icon [  ] that allows you to pause an individual student's test.

## Stopping a Test Session

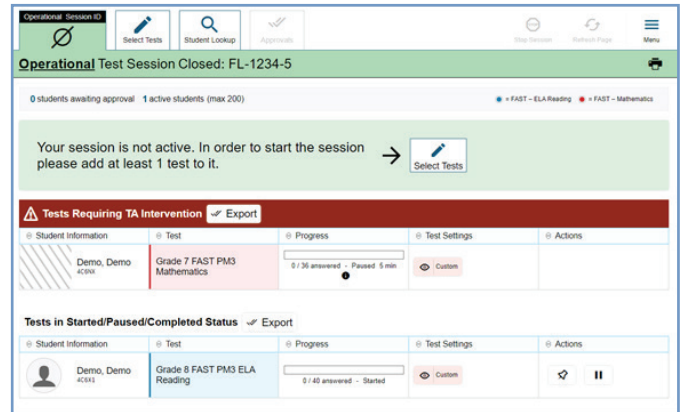
- When the session has ended, click the Stop Session icon [  ]. This will automatically log out all the students in the session and pause their tests.



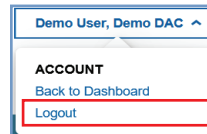
- In the confirmation message that appears, select **Yes**. The test session stops. **Export** buttons appear next to the heading of each progress table on the **Session ID** tab.



- Click **Export** button and the information in the progress table is downloaded. You'll need to select **Export** for each progress table.



- Click your name on the top right of the page and select **Logout**.



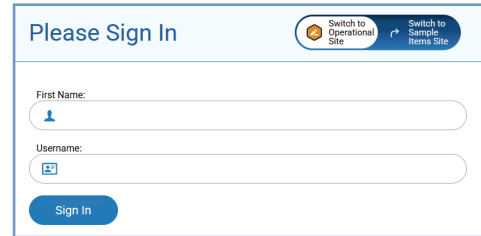
Once you stop a session, you cannot restart it. If you stop a session and students need to continue testing, you must start a new session.

# STUDENT INTERFACE

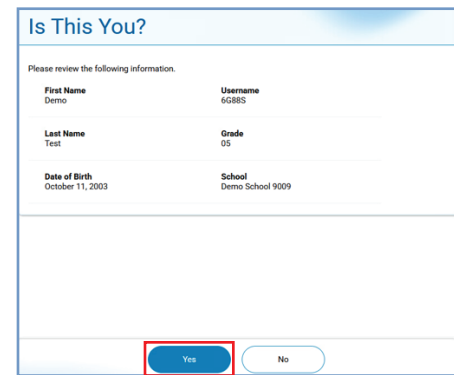
Sign In, Verify Student Information, Select Test, Verify Test Information, and Complete Test

## Signing In and Verifying Student Information

1. On each student computer or device, you will open the secure browser to the **Please Sign In** screen.
2. You will instruct students to enter their first names and usernames, which are found on their test tickets. Once the students enter their first names and user names, they will click **Sign In**.
3. After students sign in, the **Is This You?** screen displays. Students will verify that the information on this screen is correct.
4. Students must click **Yes** to continue or click **No** if the information is incorrect.
5. The **Login Session** page appears. The students will enter the Session ID, which you have displayed where all students can see it, in the **Session ID** field.
6. Students must select **Join Session** to enter the session.

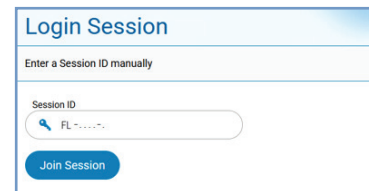


The 'Please Sign In' screen features a title bar with two links: 'Switch to Operational Site' and 'Switch to Sample Items Site'. Below the title bar, there are two input fields: 'First Name:' with a person icon and 'Username:' with a key icon. A blue 'Sign In' button is located at the bottom left.



The 'Is This You?' screen displays a table of student information for verification. The table has two columns and four rows of data. At the bottom, there are two buttons: 'Yes' (highlighted with a red box) and 'No'.

Please review the following information.	
<b>First Name</b> Demo	<b>Username</b> 66885
<b>Last Name</b> Test	<b>Grade</b> 05
<b>Date of Birth</b> October 11, 2003	<b>School</b> Demo School 9009



The 'Login Session' screen has a title bar and a section titled 'Enter a Session ID manually'. It contains a 'Session ID' input field with a magnifying glass icon and a blue 'Join Session' button at the bottom.

### Common Login Errors:

- **The student's username or first name is entered incorrectly.** This indicates that the username and/or first name do not match the information in TIDE. Verify that students have the right test ticket and are entering the information correctly, or use the Student Lookup feature in the TA Interface to confirm the student's information.
- **The Session ID is not available.** This indicates that the Session ID entered is not an available test session. Verify that the Session ID was entered correctly or that the session did not close due to inactivity.


## Selecting a Test

1. On the **Your Tests** page, students must click on the name of the test they will take during this session.
2. You will approve students into the session. The students will see a **Waiting for Approval** screen.

### Your Tests


Select the test you need to take.

FAST – ELA Reading



Start Grade 5 FAST PM1 ELA Reading

FAST – Mathematics



Start Grade 5 FAST PM1 Mathematics

### Waiting for Approval

Your Test Administrator needs to review your requested test and your test settings. This may take a few minutes.

<b>Student Name</b> Test, Demo	<b>Session ID</b> FL-1234-56
<b>Test</b> Grade 7 FAST PM1 Mathematics	

If students need to resume a paused test, **Resume** will appear next to the test name, as shown in the **Your Tests** image above.

Students using the text-to-speech and/or speech-to-text accommodations will see an **Audio Checks** screen after they are approved by the TA. On this screen, they will verify that they can hear the sample audio before continuing the login process.



## Verifying Test Information

1. On the **Before You Begin** page, students will have the opportunity to complete the Testing Rules Acknowledgment and review the Test Settings and Help Guide.
2. You will then instruct students to click **View Test Settings**. Students will review the information displayed on the **Review Test Settings** page to verify that their accommodations are correct.

Students can adjust their accessibility settings, such as print size, font type, background color, and mouse pointer settings by accessing the **System Settings Panel** by selecting the System Settings button in the upper right-hand corner of the interface.

### Before You Begin

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#### Testing Rules Acknowledgment

Remember:

- You may not have a cell phone during testing.
- Do not talk to other students or make any disturbance.
- Do not look at another student's test materials.
- Do not ask for or provide help in answering any test questions.
- Use only approved materials for taking notes.
- Do not have access to or use any electronic or recording devices at any time during this session, including during breaks.

☐ I understand these testing rules. If I do not follow these rules, my test score may be invalidated.

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#### Test Settings

Click **View Test Settings** to review your test settings.

[View Test Settings](#)

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#### Help Guide

Click **View Help Guide** to review the Test Instructions and Help. You may view this information at any time during your test by selecting the question mark button on the top right corner of the page.

[View Help Guide](#)

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[Begin Test Now](#) [Back](#)

3. After verifying their test settings, students click **OK** to return to the **Before You Begin** page.

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Operational Test Site

Test, Stop (Open Item: 62485) | Unit: 0053-41 | Grade: 5 FAST PM1 ELA Reading

### Review Test Settings

Please review the accommodation settings for your test.

Grade 5 FAST PM1 ELA Reading

**Accommodations**

Masking: Off

Text-to-Speech: On

ZoomText: Off

**Accessibility Settings**

Background Color Choices: Black Text on White

Mouse Pointer: System Default

Print Size: 1X

[OK](#)

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Operational Test Site

Test, Stop (Open Item: 62485) | Unit: 0053-41 | Grade: 5 FAST PM1 ELA Reading

### Review Test Settings

Please review the accommodation settings for your test.

Grade 5 FAST PM1 ELA Reading

**Accommodations**

Masking: Off

Text-to-Speech: On

ZoomText: Off

**Accessibility Settings**

Background Color Choices: Black Text on White

Mouse Pointer: System Default

Print Size: 1X

[OK](#)

#### System Settings

**Text-to-Speech**

TTS Volume: 10

Pitch: 10

Rate: 10

**Dyslexia Friendly Font**

On Off

**Background Color Choices**

Background Only Colors: ABC ABC ABC ABC

Text and Background Colors: ABC ABC ABC ABC

**Mouse Pointer**

Size: System Default Large Extra Large

Color: Apply Reset All Close

## Verifying Test Information (continued)

4. To view the Help Guide, students will click **View Help Guide**.
5. After viewing the Help Guide, students click **Back** to return to the **Before You Begin** page.
6. To start testing, students will click the **Begin Test Now** button located at the bottom of the **Before You Begin** page.

### Help Guide

Select the text you want to hear and click on the TTS icon to have it played.

**Contents**

- [Overview of the Test Site](#)
- [Test Rules](#)
- [Accessing Context Menu Tools](#)
- [Helpful Hints for Using the Desmos Four-Function/Scientific Calculator](#)

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**Overview of the Test Site**

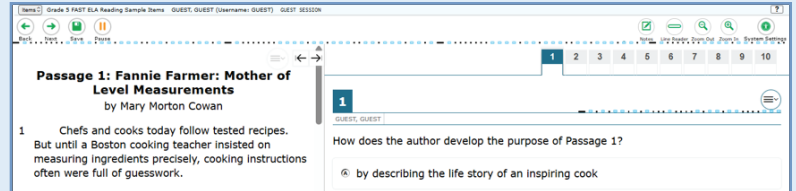
Sample Test Pages

The screenshot shows a sample test page interface. At the top, there's a header with 'Grade 3 FLA Reading Sample Pages' and user information. Below this, a navigation bar includes an 'Item Summary Dropdown List', 'Navigation Tools' (back, forward, search, etc.), 'Test Tools' (calculator, ruler, etc.), and a 'Help (?) Button'. The main content area displays 'Passage 1: The Wild Side of Pet Cats' by Jo Waters. A red box highlights the 'Expand Passage' button. Below the passage title, there's a question 'Was Your Pet Once Wild?' with a list of options. To the right, a 'Context Menu' is visible. At the bottom of the page, a 'Back' button is highlighted with a red box.

## Completing a Test

The layout of the Student Interface will differ depending on the subject. Passages, questions, answer options, and/or response panels may appear on the screen.

Students may use the tools at the top of the page or in the context menu(s) as they proceed through the items until reaching the **Review** page.



1. On the last item of every test when students click the **Next** button in the upper left corner of the page they will be taken to the **End Test** screen.
2. Students will then have the opportunity to review their responses. When students finish reviewing, they must click **End Test**. Select **Yes** on the pop-up.
3. The **Test Completed** page appears to instruct students they have finished their test. Select **Log Out** to return to the **Please Sign In** page.

