



2025–2026 Grades 3–10 FAST Test Administration Manual PM1/PM2

**Grades 3–10 FAST ELA Reading
Grades 3–8 FAST Mathematics**

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Florida Help Desk

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About This Manual

This administration manual contains general information about the Florida Assessment of Student Thinking (FAST) for grades 3–10 English Language Arts (ELA) Reading and grades 3–8 Mathematics aligned to the Benchmarks for Excellent Student Thinking (B.E.S.T.) standards for the first two test administrations of the 2025–2026 school year (PM1 and PM2). There will be a separate manual for the Spring 2026 administration (PM3). School assessment coordinators and test administrators should carefully read and review the contents of this manual prior to testing.

For information about statewide end-of-course assessments, FAST ELA Reading Retake and the Florida Civic Literacy Exam, please see the *Fall/Winter 2025 Test Administration Manual* available on the [Florida Statewide Assessments Portal](#).

Scripts and instructions for administering accommodated computer-based forms (masking, text-to-speech) and paper-based accommodations (regular print, large print, braille, one-item-per-page) are available on the [portal](#). Scripts and instructions for administering braille accommodations are included with braille test materials and are also available on the [portal](#).

Information about materials policies and procedures for students testing with paper-based accommodations is available in the [2025–2026 Statewide Assessments Accommodations Guide](#).

Test administrators should read and become familiar with all information in this manual, and school assessment coordinators must ensure that anyone else involved in test administration (e.g., proctors, technology coordinators) is familiar with the appropriate scripts and instructions. In addition, district and school assessment coordinators must be familiar with the Test Administrator Responsibilities sections so they understand testing procedures and can make determinations for local policies.

School personnel will also need to read and have access to the following user guides prior to and during test administration:

- [Test Administrator User Guide](#)
- [2025–2026 Statewide Assessments Accommodations Guide](#)
- [Sample Items User Guide](#)
- [TIDE User Guide](#)
- [Response Entry Interface \(REI\) User Guide](#)

For a complete list of user guides, see the [User Guide Matrix](#).

Test Administration Policies and Procedures

Because the PM1 and PM2 FAST administrations are for informational purposes only, some of the testing policies and procedures are different from those that will be in place for PM3. However, all tests must be administered with fidelity to ensure that student scores are valid and reliable, and test security must be maintained at all times for all three PM administrations.

Scheduling Students for Testing

Grades 3–10 FAST ELA Reading and Grades 3–8 FAST Mathematics will be administered during three windows in the 2025–2026 school year:

- PM1: August 11–September 26, 2025
- PM2: December 1, 2025–January 23, 2026
- PM3: May 1–May 29, 2026

These windows are designed to allow for maximum scheduling flexibility for schools; they do not represent the length of time a school will be administering assessments.

All FAST assessments are administered in one session in one day, and it is recommended that students only take one subject test per day and begin testing in the morning to allow enough time to complete the test in one school day.

Grades/Subject	Session Length
Grades 3–10 ELA Reading	90+ minutes
Grades 3–5 Mathematics	80+ minutes
Grades 6–8 Mathematics	100+ minutes

Students are not required to remain in the testing room for the length of the session. Districts and schools may determine local dismissal policies, and **any students still working at the end of the scheduled testing time must be provided the time needed to complete the test, up to the end of the school day.**

Student Accommodations

The [2025–2026 Statewide Assessments Accommodations Guide](#) provides information concerning allowable accommodations for students with disabilities and for students who are identified as English Language Learners (ELLs) or recently exited ELLs. The test administrator and the school assessment coordinator are responsible for ensuring that arrangements for accommodations have been made prior to the test administration dates.

Refer to the [2025–2026 Statewide Assessments Accommodations Guide](#) for information and instructions about accommodated paper-based assessments.

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

Computer-Based Accommodations

- Masking
- Text-to-speech
- ZoomText

Paper-based accommodations (regular print, large print, braille, one-item-per-page) may be provided to eligible students if indicated as an accommodation on Individual Educational Plans (IEPs) or Section 504 Plans. Districts must submit confirmation of student eligibility for all paper-based accommodations to FDOE. Scripts for students using paper-based accommodations and computer-based accommodations can be found on the [portal](#). Scripts and instructions for administering braille accommodations are provided with the braille test materials.

Students who are identified as ELLs or recently exited ELLs must be provided with the allowable accommodations. For a list of the allowable accommodations for ELLs participating in the Florida Statewide Assessments, please refer to the [2025–2026 Statewide Assessments Accommodations Guide](#).

Technical Support During Testing

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

The Florida Help Desk may be contacted by phone at 866-815-7246 or by email at FloridaHelpDesk@CambiumAssessment.com. The Help Desk is open 7:00 a.m.–8:30 p.m. ET, Monday–Friday (except holidays). Test administrators are encouraged to refer to the [Test Administrator User Guide](#) and other CBT resources available on the [portal](#). Additional Help Desk information is available in [Appendix A](#).

Test Security Policies and Procedures

Maintaining test security before, during, and after testing is vital to ensuring the validity of student results. When test administrators consistently follow the procedures presented in this manual, they help ensure test results that are true representations of student achievement.

While PM1 and PM2 are for informational purposes only, the following test security protocols must be followed:

- School personnel may not view, copy, or reveal any test items. All FAST test items are secure and protected under the Test Security Statutes, s. 1008.23, F.S. and s. 1008.24, F.S.
- Test administrators and proctors may not assist students in answering test items.
- Test administrators and proctors may not discuss specific test items with students during or after testing.
- All school personnel involved in test administration must be trained and sign a [2025–2026 Test Administration and Security Agreement](#) acknowledging test security policies and agreeing to administer tests with fidelity.

Examples of prohibited activities include the following:

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

School personnel and proctors must read and familiarize themselves with the Statutes and Rule in [Appendix B](#).

If ELLs, recently exited ELLs, or students with current IEPs or Section 504 Plans have allowable accommodations documented, test administrators may provide accommodations as described in the [2025–2026 Statewide Assessments Accommodations Guide](#) and may modify the scripts as necessary to reflect the allowable accommodations.

The security of all test materials must be maintained before, during, and after test administration. Under no circumstances are students to:

- **Assist in preparing secure materials before testing**
- **Participate in test administration duties during testing**
- **Aid with organizing and returning materials after testing**

After **any** administration, initial or make-up, secure test materials (e.g., test and response books, test tickets, used scratch paper) must be returned to the school assessment coordinator immediately and placed in locked storage. The [Test Materials Chain of Custody Form](#) must be maintained at all times to track test materials with security barcodes (e.g., test and response books). **No more than three people should have access to the locked storage room.** Secure materials must never be left unsecured and must not remain in classrooms or be taken off the school's campus overnight.

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

District assessment coordinators must ensure that all school administrators, school assessment coordinators, technology coordinators, test administrators, and proctors receive adequate training prior to this administration, and that all personnel sign and return a [2025–2026 Test Administration and Security Agreement](#), located in [Appendix C](#), stating that they have read and agreed to abide by all test administration and test security policies and procedures. Additionally, any other person who assists a school assessment coordinator, technology coordinator, or test administrator must sign and return an agreement, as well as any district personnel involved in test administration activities.

Test administrators must **not** administer tests to their family members. Students related to their assigned test administrator should be reassigned to an alternate test administrator. In addition, a student's parent/guardian should not be present in that student's testing room.

Proctors

Proctors are recommended for rooms where groups of 25 or more students are tested. School personnel and non-school personnel may be trained as proctors. Prior to testing, proctors must be informed of their duties and of the appropriate test security policies and procedures. School personnel proctor duties may include providing accommodations. Non-school personnel may assist test administrators during test administration; however, non-school personnel may not participate in any of the test administration procedures (e.g., distributing and collecting secure materials, providing accommodations). Volunteers (e.g., parents, retired teachers) may be trained as proctors and may perform non-school personnel duties.

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

Proctors and anyone who assists with any aspect of test preparation or administration must be informed of the test security laws and rules prohibiting any activities that may threaten the integrity of the test. Each proctor who enters a testing room for any length of time must sign a [2025–2026 Test Administration and Security Agreement](#).

Dismissal/After Testing

Local policies must be determined and communicated regarding students who have completed testing while others are still working. Students should submit their tests as they finish, and not be required to wait to submit until the entire session time has expired. You may create local policy, such as dismissing students as they finish or allowing them to read once they have finished. Care should be taken to not disrupt students who are still working. Any student still working at the end of the allotted time for the session should be provided extra time, up to the end of a typical school day, to complete the test. However, according to directions from the district, students who are not actively working (e.g., sleeping) at the end of regular time may be dismissed rather than being provided with extra time.

District/school assessment coordinators must communicate these protocols to test administrators.

Test Irregularities and Security Breaches

Test Irregularities

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

Security Breaches

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

Submit a Written Report

For test irregularities requiring further investigation by the district and for security breaches, **a written report must be submitted within 10 calendar days after the irregularity or security breach was identified**. District assessment coordinators should submit the initial report using the following links:

- [2025–2026 FDOE Test Incident Report Form](#)

Any supplemental information or additional documentation may be uploaded to the district's Test Administration > Investigations folder in ShareFile. Please send an email to notify FDOE that a document has been uploaded to ShareFile.

Make-Up Administration Procedures

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

Test Invalidation Policies and Procedures

PM1 and PM2 are for informational purposes only, but it is important that each student's results are valid and reliable so that his or her progress may be accurately captured and tracked across the three PM administrations. For PM1 and PM2, please use the following guidance to determine if a student's test score should be invalidated even after the results have been made available. Then, discuss the concern with your school or district assessment coordinator.

Circumstances that **likely** threaten the validity of a student's test results include:

- A student is cheating during testing.
- A student is given unauthorized assistance during testing (e.g., a test administrator helped the student answer a test item).
- A student has access to an electronic device (e.g., cell phone) and used it during testing.

Circumstances that **may** threaten the validity of a student's test results include:

- **Unauthorized accommodation:** The accommodation provided should be considered in terms of its likely impact on the validity of results. For instance, if a test administrator plays calm music during a test session, it is unlikely to affect a student's results. However, if a student is provided with a dictionary and uses it during an ELA Reading session, it is very likely that test should be invalidated.
- **Unauthorized aid:** The aid in question should be considered in terms of its likely impact on the validity of results. For instance, if a mathematics chart is left uncovered, but it is located behind the students and would be difficult for them to read, it is unlikely to affect student results. However, if a student accesses a calculator during a Mathematics test that does not allow its use, it is very likely that test should be invalidated.
- **Accommodation not provided:** The situation should be discussed with the student and his or her parents/guardians to determine if the lack of the accommodation significantly affected the student's performance and if the test should be invalidated.
- **Illness:** If a student reports after testing that he or she was ill during testing and that the illness significantly affected his or her ability to complete the test or impacted performance in a way that compromises the validity of results, the test may be invalidated. However, if a student becomes ill during testing and is unable to complete the session, the student may return to the test on a subsequent day to complete the session. The test administrator must note the occurrence and record the amount of time left in the session.
- **Disruptions:** If students are disrupted during testing due to a circumstance out of their control (e.g., severe weather), test invalidation may be considered if a student feels his or her performance was significantly affected by the disruption.

Test administrators should always discuss invalidation decisions with their school assessment coordinator, and alert him or her if any of the circumstances above occur in their testing rooms. Similarly, school assessment coordinators should discuss invalidation decisions or test irregularities with their district assessment coordinators.

Test Administrator Responsibilities Before Testing

It is important that, prior to testing, you read, sign, and return a [2025–2026 Test Administration and Security Agreement](#) verifying that you have read the appropriate sections of the test administration manual, are familiar with the test security statutes and security policies, and have received adequate training.

Sample Items

Online sample items sessions for FAST assessments are not required for students. However, students may benefit from interacting with the [testing platform](#) and FAST sample items prior to testing.

If test administrators wish to practice creating and starting a test session, they may do so on the [portal](#) using the TA Training Site.

Calculators

For Grade 6 Mathematics an online four-function calculator is provided, and for Grades 7–8 Mathematics, an online scientific calculator is provided. It is highly recommended that students become familiar with the online calculator prior to testing.

- **Four-function (Grade 6):**
<https://flfast.org/resource-item/en/4-function-calculator>
- **Scientific (Grades 7–8):**
<https://flfast.org/resource-item/en/scientific-calculator>

Handheld calculators are permitted for these grade levels, per local district or school policies. Please see the [Calculator and Reference Sheet Policies for Statewide Assessments](#) document for handheld calculator guidance.

Prepare the Room for Testing

Test administrators must complete the following tasks prior to testing for PM1 and PM2:

- Cover or remove any materials on the walls, whiteboard, and other areas that might help students answer test items.
- Make sure there is enough light and ventilation in the test area.
- Ensure all testing devices are working properly. If you are administering the test with a tablet or laptop, make sure the battery is adequately charged before testing.
- Arrange the desks or computer workstations so that students cannot easily see each others' devices and have enough room to work on the test. This should include enough space for scratch paper so that students can perform the necessary calculations for the mathematics test items.

Additional testing protocols, such as creating seating charts and posting “Do Not Disturb” signs are recommended and may be required by your school assessment coordinator.

Assemble Materials

Test Administration Manual and Scripts

Administration scripts are available in this manual. You are responsible for reading this manual, including appropriate appendices, and the administration scripts **before** testing.

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

Scripts for students using paper-based accommodations (regular print, large print, braille, one-item-per-page) and computer-based accommodations (masking, text-to-speech) can be found on the portal. Scripts and instructions for administering braille accommodations are provided with the braille test materials and are also available on the [portal](#).

Pens/Pencils/Scratch Paper

Each student taking the computer-based **FAST Mathematics** must be provided with a pen or pencil and blank scratch paper to work the problems. Grid/graph paper may be provided as scratch paper for FAST Mathematics. [FAST Mathematics Scratch Paper](#) templates are located on the portal. Scratch paper may be provided for FAST ELA Reading, but it is not required.

Computer or Mobile Device

Test administrators will need a computer or mobile device with access to the Internet to create a test session, approve students for testing, and monitor the session. It is also recommended that test administrators have access to the [Test Administrator User Guide](#) to help troubleshoot issues during testing.

Test Tickets

For each computer-based test session, your school assessment coordinator will provide you with test tickets for the students testing in your room. Each test ticket includes the student's first name and username for logging in to a computer-based test. Test tickets are generated in TIDE. All test tickets must be collected immediately after testing and returned to your school assessment coordinator. Test tickets are secure materials.

Reference Sheets

An electronic version of the reference sheet is available for Grades 4–8 FAST Mathematics in the secure browser. If your school will provide paper copies of the reference sheets to students, distribute copies as indicated in the administration script. All reference sheets must be collected immediately after testing and returned to your school assessment coordinator. Used reference sheets are secure materials.

Watch or Clock

You will need a watch or clock to ensure that students are allowed the correct amount of time indicated for each test. Countdown clocks or timers are not permitted. Students may be provided additional time to complete the test, but tests must be completed within the same school day.

Paper-Based Test Materials

If you will administer a test to students with paper-based accommodations (regular print, large print, braille, one-item-per-page), your school assessment coordinator will provide you with the test materials for the appropriate subject. See the appropriate scripts and instructions posted on the [portal](#).

Secure materials should be delivered or picked up immediately before the beginning of each test session. Verify that you have all necessary materials before testing begins.

Your school assessment coordinator will provide you with the following materials, as appropriate for the test(s) you are administering:

- Regular print test and response books
- Large print test and response books
- Braille test books and materials
- One-Item-Per-Page test and response books
- Four-function calculators (only required for paper-based administrations of Grade 6 FAST Mathematics)
- Scientific calculators (only required for paper-based administrations of Grades 7–8 FAST Mathematics)

Test Administrator Responsibilities During Testing

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

Prepare Student Computers and Devices

Before the test session begins, launch the secure browser on each student computer or device in the testing room as indicated in the script, but do not log in for students. Ensure that you have a way to contact your school assessment coordinator or technology coordinator without leaving the room unattended. If administering a test with text-to-speech accommodations, ensure that students' headphones/earbuds are plugged in prior to starting the secure browser.

Read Script

For FAST test administrations, use the scripts in this manual (see table below). For computer-based or paper-based accommodated testing, access the appropriate scripts on the [portal](#).

Assessment	Pages
Grades 3-10 ELA Reading	15–21
Grades 3-5 Mathematics	22–29
Grades 6-8 Mathematics	30–37

Read the administration script **verbatim** to all students. Note that optional words and phrases appear in italics and parentheses and may be read at your discretion. Please read the important information and adhere to the instructions between the SAY boxes as you read the script to students. During a stretch break, you may repeat portions of the script to students as a reminder (e.g., “You may not have any electronic or recording devices.”).

For information about accommodations (masking, text-to-speech), refer to the [2025–2026 Statewide Assessments Accommodations Guide](#).

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

Distribute Materials

After students are seated, ensure that each student has a pen or pencil and scratch paper for use during the mathematics test and, if applicable, during the reading test. Distribute calculators, if applicable, and reference sheets, if your school is providing printed copies, **before** testing begins. Read the administration script and distribute test tickets and test documents when instructed to do so.

Create, Start, Monitor, and Stop the Test Session

In the Test Administrator (TA) Interface, you will create, start, monitor, and stop the test session you are administering for all computer-based tests. These instructions are included in the test administration script and the [Test Administrator User Guide](#). Ensure that you understand how to complete these steps **before** administering a test, and discuss any questions or concerns with your school assessment coordinator or technology coordinator.

Ensure that you have test tickets, which contain student login information for all students in your testing room.

Read Testing Rules Acknowledgment

After you read the testing rules in the script, students will click a checkbox beside the Testing Rules Acknowledgment on the test screen. The acknowledgment reads, “I understand these testing rules. If I do not follow these rules, my test score may be invalidated.” As you read the portion of the script regarding the Testing Rules Acknowledgment, walk around the room and ensure that all students check the box next to the acknowledgment. Students testing with paper-based accommodations will sign below the Testing Rules Acknowledgment in their test documents.

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

Keep Time

Keep accurate time when administering a test session.

Refer to the session lengths on page 2. Students who are still working at the end of that time should be allowed to continue working until they complete or up to the end of the school day. According to directions from the district, students who are not actively working (e.g., sleeping) at the end of regular time may be dismissed rather than being provided with extra time.

If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.

Maintain Test Security

Maintain test security at all times, and report violations or concerns to your school assessment coordinator immediately. Adhere to the *Test Security Policies and Procedures* described on pages 4–6 and the Statutes and Rule in [Appendix B](#), and abide by the [2025–2026 Test Administration and Security Agreement](#) that you signed prior to testing.

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

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

For paper-based administrations, maintain your required administration information to track secure test documents.

Supervise Test Administration

Your full attention should be on students at all times as you actively monitor during testing, and a testing room must never be left unattended. Actively monitoring the testing room includes moving around the room to look carefully for any suspicious behavior. If issues arise during testing, you may need to use your computer or phone to contact your school assessment coordinator; however, it is not appropriate to use a computer, device, or phone for unrelated activities (such as grading or personal communication) during a test session. While students are working, actively monitor the testing room to ensure the following:

- students have cleared their desks or workstations of all materials except for the appropriate test materials (pens or pencils, scratch paper, test tickets, reference sheets, test and response books, as applicable)
- students do not have books, notes, or electronic devices of any kind during testing, even if they do not use them (Allowing students to have access to electronic devices during testing is a testing violation that is cause for test invalidation and may result in disciplinary action.)
- students do not talk to other students or make any disturbance
- students are working independently

Carefully review the following information regarding guidance and policies that must be observed during and after testing.

Discussing Test Content with Students

You may not talk with students about test items or passages or help them with their answers. Any desktop-viewing programs or similar software that would enable you to view or record test content and student responses must be turned off during testing. You may not provide students with any information or cues that would allow them to infer the correct answer, such as suggesting that they might want to check their work on specific items. You may not read or comment on student responses or help students answer items.

Further, you may not read scratch paper notes, review test and response books, or discuss test content, even after all test materials have been returned and testing has been completed.

Technical Issues

If a student's computer or device is disconnected from his or her test, contact the technology coordinator to help diagnose any technical issues. Then assist the student with logging in again. Once a student logs back in to his or her test, you will need to approve the student in the secure browser again and provide the correct amount of remaining time. **If a student still has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.** Additional troubleshooting information is available in the [Test Administrator User Guide](#).

Student Reports a Defective Item

If a student reports a test item that he or she thinks is defective, note the student's name, subject, item number, and basic student concern (e.g., two possible answers, no correct answer); however, do not review the item on your own. Most concerns result from a student not reading an item carefully; therefore, encourage the student to reread the item and access the item tutorial in the context menu, if needed. If the student still thinks that the item is defective, reassure the student that a flawed item will not be used to calculate student scores. The student should answer the item to the best of his or her ability and continue with the test. Once testing has ended, inform your school assessment coordinator of the concern.

After Testing Is Complete

For PM1 and PM2, districts may develop their own room protocol/dismissal policies for testing rooms. Students may submit their tests as they finish, and are not required to wait to submit until the entire session time has expired. Your school assessment coordinator will provide you with instructions.

Script for Administering Grades 3–10 FAST ELA Reading PM1/PM2

90+ Minutes

The session length for FAST ELA Reading PM1/PM2 is **90 minutes**. Students who need additional time after the session may continue working; however, testing must be completed within the same school day. Provide stretch breaks as needed.

During this test, remember the following:

- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students' tests. If a student's test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.

Before Reading This Script

1. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**
2. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., word lists, dictionaries). Do not provide any non-testing materials to students, such as graphic organizers or study sheets.
3. Ensure that students' personal electronic devices are put away or collected, depending on your school's procedures.
4. Ensure that you understand your school assessment coordinator's instructions regarding the dismissal of students as they finish or at the end of the test session. **Contact your school assessment coordinator if you have not already received dismissal information for this test.**
5. If your school is allowing their use, ensure that students have a pen or pencil and scratch paper prior to testing.
6. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.

7. Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the student ***Please Sign In*** screen is displayed as shown below. The computer or device is now ready for the student to begin.

Create a Test Session

1. Go to the [Florida Statewide Assessments Portal](#) and click **Teachers & Test Administrators**.
2. Select **Administer Statewide Assessments** and then log in to the TA Interface with your username and password.
3. Select the test you will be administering and whether you will be administering tests in person or remotely, and then start the session.
4. Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart, if required by your school assessment coordinator. The Session ID will begin with “FL.” If the Session ID does not begin with FL, stop the session and repeat steps 1–3 of this section.

Note: As a security measure, test administrators are automatically logged out of the TA Interface after 90 minutes of test administrator **and** student inactivity. Do not create your session until immediately prior to testing.

SAY	<p>Today, you will take the Grade ____ FAST (PM1) (PM2) ELA Reading test. <i>(The only materials on your desk should be your pen or pencil and your scratch paper.)</i></p> <p>You may not have any electronic or recording devices, including cell phones, during this test. If you have any devices with you right now, please turn them off and put them away.</p>
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Pause while students put away electronic devices.

If your school provided scratch paper for students to use,

SAY	<p>Now, look at your scratch paper. Print your name and today’s date in the upper-right corner. You may use the front and back of this scratch paper to take notes during the test. Do not write anything on your scratch paper before testing begins.</p>
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Ensure that the Session ID is displayed where all students can see it.

SAY	<p>Now, look at the <i>Please Sign In</i> screen. If you do not see this screen, raise your hand.</p>
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If a computer or device is not opened to the ***Please Sign In*** screen, open the secure browser on that computer or device.

SAY	Please sit quietly while I distribute the test tickets. Do not type anything yet.
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Distribute the test tickets.

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

SAY	Now, log in by typing your First Name and Username as they appear on your test ticket. Click Sign In . Raise your hand if you need assistance.
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Pause and assist students with logging in as needed.

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

SAY	Now, you will see a screen that says <i>Login Session</i> . Log in by typing the Session ID FL - ____ - _____. The Session ID is displayed for you. Click Join Session . Raise your hand if you need assistance.
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Assist any students who raise their hands.

SAY	<p>You will now see a screen that says <i>Your Tests</i>. Click the arrow to the left of Start Grade ____ FAST PM1/PM2 ELA Reading to proceed.</p> <p>While you are waiting for your test to be approved, you will see a <i>Waiting for Approval</i> screen. This screen includes your first and last names, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand.</p> <p>Otherwise, please sit quietly while I approve your tests.</p>
-----	--

Assist any students who raise their hands.

In the TA Interface, select the Approvals tab to review the list of students ready to begin testing. You may need to select **Refresh Page** to see all the students in your testing room on your list.

Review test settings: To view a student’s online accessibility settings or accommodations, click the corresponding Test Settings icon [⦿]. Accessibility settings and/or accommodations for individual students are displayed. If changes to accommodations are required, deny the student’s approval request and contact your school assessment coordinator who will update the student’s test settings in TIDE.

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

SAY	<p>Now, you should see a screen that says <i>Before You Begin</i>.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>Remember these testing rules today:</p> <ul style="list-style-type: none"> • 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. <p>Do not discuss specific test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
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Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p>I understand these testing rules. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, click the box next to the acknowledgment to indicate that you understand the testing rules.</p>
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Pause while students click the box. If a student does not check the box, contact your school assessment coordinator.

SAY	<p>Now, on the <i>Before You Begin</i> screen, click View Test Settings. You should see a screen that says <i>Review Test Settings</i>.</p> <p>This screen shows you the accessibility settings. To adjust these, click the System Settings icon in the top right-hand corner. It allows you to adjust the print size, font, background color, and mouse pointer for your test. You must click Apply to see your changes. You can reset to the default settings by clicking Reset All. These settings can be adjusted at any point during the test. If you have any questions, raise your hand.</p>
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If a student raises his or her hand, help the student make adjustments to his or her accessibility settings. Ensure that the correct information displays for that student in their ***System Settings*** panel.

SAY	<p>Click OK to return to the <i>Before You Begin</i> screen. Do not begin your test yet.</p> <p>Below Test Settings, click View Help Guide. These instructions remind you how to navigate in the test and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions.</p>
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Pause to allow students a moment to review the instructions and answer all student questions.

SAY	<p>Click Back to return to the <i>Before You Begin</i> screen.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>Read each item carefully and follow the instructions to complete each item. You must select an answer for each item in a passage set to keep moving forward in the test. If you come across something you haven't learned yet on today's test, try your best and choose what you think is the best answer for that item so you can move on to the next item. Once you choose your best answer, if you think you'd like to re-check your work on an item later, you may flag it for review. When you reach the end of the test, you will see a review screen that shows any flagged items, and you will have the opportunity to return to those items if you choose.</p>
-----	--

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

Option A

SAY	<p>When you have finished this test, click Next in the upper-left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your (<i>scratch paper and</i>) test ticket and provide you with further instructions.</p> <p>Please raise your hand if you have any questions.</p>
-----	---

OR

Option B

SAY	<p>When you have finished this test, click Next in the upper-left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your (<i>scratch paper and</i>) test ticket. Sit quietly until I tell you that the test has ended. Do not use your computer or device once you have submitted your test.</p> <p>Please raise your hand if you have any questions.</p>
-----	---

OR

Option C

SAY	<p>When you have finished this test, click Next in the upper-left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your (<i>scratch paper and</i>) test ticket. Sit quietly until I tell you that the test has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
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Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. You must turn in your (<i>scratch paper and</i>) test ticket before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>This test session is 90 minutes, but you may have additional time if you are not finished at the end of the session.</p>
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SAY	Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. <i>(Pause. Collect any devices.)</i> Now, click Next in the upper-left corner of the screen. This will take you to the first question of the test. You may now begin working.
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During testing, monitor student progress by viewing the Progress column in the TA Interface, which lists the student’s progress through the test as well as the student’s test status. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses and progress through the test are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from students at any time during the test.

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

Do not use cell phones, classroom phones, computers, or other devices (except to monitor student progress or to contact your school assessment coordinator or technology coordinator in case of a technical issue or emergency). Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room.

If your school has decided to provide a short stretch break,

SAY	Stop. You may stand and stretch, but do not talk or look at another student’s <i>(scratch paper,)</i> computer screen or device.
-----	---

After a short break,

SAY	Now, be seated. Remember, if you finish early, go back and check your work. Make sure you are on the screen where you left off. You may now continue working.
-----	--

After 80 minutes,

SAY	There are 10 minutes left in this test session.
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After 10 more minutes if students are still working,

SAY	<p>We have reached the end of the session. If you are not finished, please raise your hand and wait for further instructions.</p> <p>If you have finished working and have not submitted your test, click Next in the upper-left corner until you see the review screen. <i>(Pause.)</i></p> <p>On the review screen, click End Test. A Warning message will appear. Click Yes on this message. <i>(Pause.)</i></p> <p>On the Test Completed screen, click Log Out. You will be taken to the Please Sign In screen. I will collect your <i>(scratch paper and)</i> test ticket.</p>
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Students who are finished will be returned to the **Please Sign In** screen once they submit their tests. Collect test materials.

Based on instructions from your school assessment coordinator, if all students will not remain in the same testing room, you may either dismiss students who have finished and allow students who have not finished to continue working or pause the test in the TA Interface and move students who require additional time to an alternate testing location. **Students may not have electronic devices while moving to a new location. If a student accesses his or her electronic device(s) while moving to a new location, that student's test may be invalidated.** If students are moved to a new location, return the test materials that the students used in the previous testing location, and have students log in, approve students to test in the TA Interface, and ensure that students using additional time are allowed the correct amount of time to complete the test. **Students who need additional time after 90 minutes may continue working; however, testing must be completed within the same school day.**

Once students are ready to continue working,

SAY	<p>Now, we will continue testing. Remember, if you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>Please raise your hand after you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly.</p>
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If an extended break such as lunch occurs, direct all students to pause their tests by clicking the **Pause** button. Collect the test tickets and, if applicable, scratch paper before the students leave the room. **Students may not have electronic devices during breaks. If a student accesses his or her electronic device(s) during a break, that student's test may be invalidated.** Place all testing materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times. If the session is stopped in the TA Interface, the TA will need to create a new session for students to sign into and approve students to continue testing. Return the test materials that the students used prior to the extended break.

If the school day is ending and students are still working,

SAY	<p>Stop. If you have answered all questions in the test, click Next in the upper-left corner until you see the review screen. <i>(Pause.)</i></p> <p>On the review screen, click End Test. A Warning message will appear. Click Yes on this message. <i>(Pause.)</i></p> <p>On the Test Completed screen, click Log Out.</p> <p>If you have not answered all the questions in the test, click Pause in the upper-left corner of the screen. Click Yes on the pop-up message.</p> <p>After submitting or pausing your test, you will be taken to the Please Sign In screen. I will collect your <i>(scratch paper and)</i> test ticket.</p>
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Once all students have paused or submitted their tests, end the test session by clicking **Stop Session** in the TA Interface. Then log out of the TA Interface by clicking the **Account** drop-down menu and selecting **Logout** in the upper-right corner of the screen.

Ensure that you have all (scratch paper and) test tickets and return these materials to your school assessment coordinator. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.

Script for Administering Grades 3–5 FAST Mathematics PM1/PM2

80+ Minutes



Calculators are not permitted during this test. The session length for Grades 3–5 FAST Mathematics PM1/PM2 is **80 minutes**. Students who need additional time after the session may continue working; however, testing must be completed within the same school day. Provide stretch breaks as needed.

During this test, remember the following:

- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students' tests. If a student's test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.

Before Reading This Script

1. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**
2. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying mathematical concepts). Do not provide any non-testing materials to students, such as graphic organizers or study sheets.
3. Ensure that students' personal electronic devices are put away or collected, depending on your school's procedures.
4. Ensure that you understand your school assessment coordinator's instructions regarding the dismissal of students as they finish or at the end of the test session. **Contact your school assessment coordinator if you have not already received dismissal information for this test.**
5. Distribute the following materials to each student:
 - A pen or pencil
 - Scratch paper

- If your school is providing paper reference sheets for all students, *Grade 4 FAST Mathematics Reference Sheet* or *Grade 5 FAST Mathematics Reference Sheet* (There is no reference sheet for the Grade 3 FAST Mathematics test.)
6. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
 7. Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the student ***Please Sign In*** screen is displayed as shown below. The computer or device is now ready for the student to begin.

Create a Test Session

1. Go to the [Florida Statewide Assessments Portal](#) and click **Teachers & Test Administrators**.
2. Select **Administer Statewide Assessments** and then log in to the TA Interface with your username and password.
3. Select the test you will be administering and whether you will be administering tests in person or remotely, and then start the session.
4. Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart, if required by your school assessment coordinator. The Session ID will begin with “FL.” If the Session ID does not begin with FL, stop the session and repeat steps 1–3 of this section.

Note: As a security measure, test administrators are automatically logged out of the TA Interface after 90 minutes of test administrator **and** student inactivity. Do not create your session until immediately prior to testing.

SAY	<p>Today, you will take the Grade ____ FAST (PM1) (PM2) Mathematics test. The only materials on your desk should be your (<i>Grade 4 FAST Mathematics Reference Sheet,</i>) (<i>Grade 5 FAST Mathematics Reference Sheet,</i>) pen or pencil and your scratch paper.</p> <p>You may not have any electronic or recording devices, including cell phones, during this test. If you have any devices with you right now, please turn them off and put them away.</p>
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Pause while students put away electronic devices.

SAY	<p>Now, look at your scratch paper. Print your name and today’s date in the upper-right corner. You may use the front and back of this scratch paper to help you work out problems on the test. Do not write anything on your scratch paper before testing begins.</p>
-----	--

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

SAY	Now, look at the <i>Please Sign In</i> screen. If you do not see this screen, raise your hand.
-----	---

If a computer or device is not opened to the ***Please Sign In*** screen, open the secure browser on that computer or device.

SAY	Please sit quietly while I distribute the test tickets. Do not type anything yet.
-----	---

Distribute the test tickets.

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

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

SAY	Now, log in by typing your First Name and Username as they appear on your test ticket. Click Sign In . Raise your hand if you need assistance.
-----	---

Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says <i>Is This You?</i> . Verify that the information is correct. If your information is correct, select Yes to continue. If the information is not correct, then select No and raise your hand.
-----	--

Assist any students who raise their hands.

SAY	Now, you will see a screen that says <i>Login Session</i> . Log in by typing the Session ID FL - ____ - _____. The Session ID is displayed for you. Click Join Session . Raise your hand if you need assistance.
-----	--

Assist any students who raise their hands.

SAY	<p>You will now see a screen that says <i>Your Tests</i>. Click the arrow to the left of Start Grade ____ FAST PM1/PM2 Mathematics to proceed.</p> <p>While you are waiting for your test to be approved, you will see a <i>Waiting for Approval</i> screen. This screen includes your first and last names, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand.</p> <p>Otherwise, please sit quietly while I approve your tests.</p>
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Assist any students who raise their hands.

In the TA Interface, select the Approvals tab to review the list of students ready to begin testing. You may need to select **Refresh Page** to see all the students in your testing room on your list.

Review test settings: To view a student’s online accessibility settings or accommodations, click the corresponding Test Settings icon [⦿]. Accessibility settings and/or accommodations for individual students are displayed. If changes to accommodations are required, deny the student’s approval request and contact your school assessment coordinator who will update the student’s test settings in TIDE.

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

SAY	<p>Now, you should see a screen that says <i>Before You Begin</i>.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>Remember these testing rules today:</p> <ul style="list-style-type: none"> • 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. <p>Do not discuss specific test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
-----	---

Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p>I understand these testing rules. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, click the box next to the acknowledgment to indicate that you understand the testing rules.</p>
-----	--

Pause while students click the box. If a student does not check the box, contact your school assessment coordinator.

SAY	<p>Now, on the <i>Before You Begin</i> screen, click View Test Settings. You should see a screen that says <i>Review Test Settings</i>.</p> <p>This screen shows you the accessibility settings. To adjust these, click the System Settings icon in the top right-hand corner. It allows you to adjust the print size, font, background color, and mouse pointer for your test. You must click Apply to see your changes. You can reset to the default settings by clicking Reset All. These settings can be adjusted at any point during the test. If you have any questions, raise your hand.</p>
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If a student raises his or her hand, help the student make adjustments to his or her accessibility settings. Ensure that the correct information displays for that student in their ***System Settings*** panel.

SAY	<p>Click OK to return to the <i>Before You Begin</i> screen. Do not begin your test yet.</p> <p>Below Test Settings, click View Help Guide. These instructions remind you how to navigate in the test and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions.</p>
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Pause to allow students a moment to review the instructions and answer all student questions.

SAY	<p>Click Back to return to the <i>Before You Begin</i> screen.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>Read each item carefully and follow the instructions to complete each item. You must select or enter an answer for each item to keep moving forward in the test. If you come across something you haven't learned yet on today's test, try your best and choose what you think is the best answer for that item so you can move on to the next item. Once you choose your best answer, if you think you'd like to re-check your work on an item later, you may flag it for review. When you reach the end of the test, you will see a review screen that shows any flagged items, and you will have the opportunity to return to those items if you choose.</p> <p><i>(For Grades 4–5 SAY: As a reminder, you may access a pop-up window displaying an electronic version of the reference sheet by clicking the Formulas button in the top right corner of the test.)</i></p>
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Read Option A, B, or C based on instructions from your school assessment coordinator.

Option A

SAY	<p>When you have finished this test, click Next in the upper-left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your (<i>reference sheet,</i>) test ticket and scratch paper and provide you with further instructions.</p> <p>Please raise your hand if you have any questions.</p>
-----	--

OR

Option B

SAY	<p>When you have finished this test, click Next in the upper-left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your (<i>reference sheet,</i>) test ticket and scratch paper. Sit quietly until I tell you that the test has ended. Do not use your computer or device once you have submitted your test.</p> <p>Please raise your hand if you have any questions.</p>
-----	--

OR

Option C

SAY	<p>When you have finished this test, click Next in the upper-left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your (<i>reference sheet,</i>) test ticket and scratch paper. Sit quietly until I tell you that the test has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
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Answer all questions.

If your school provided paper copies of the *Grade 4 FAST Mathematics Reference Sheet* or *Grade 5 FAST Mathematics Reference Sheet* for students to use,

SAY	Now, look at the top of your paper reference sheet. It should say <i>Grade ____ FAST Mathematics Reference Sheet</i> . Examine the page carefully to ensure that content near the edge of the reference sheet has not been cut off. Please raise your hand if there are problems with your reference sheet.
-----	---

Pause, then collect any defective reference sheets and return them to the school assessment coordinator. Distribute new reference sheets to these students and instruct them to check the sheets carefully.

SAY	Write your first and last names in the upper-right corner of the reference sheet now. <i>(Pause.)</i>
	This is considered a secure document and must be returned at the end of the test.
	Please raise your hand if you have any questions.

Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. You must turn in your <i>(reference sheet,)</i> test ticket and scratch paper before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>This test session is 80 minutes, but you may have additional time if you are not finished at the end of the session.</p> <p>Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. <i>(Pause. Collect any devices.)</i> Now, click Next in the upper-left corner of the screen. This will take you to the first question of the test. You may now begin working.</p>
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During testing, monitor student progress by viewing the Progress column in the TA Interface, which lists the student’s progress through the test as well as the student’s test status. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses and progress through the test are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from students at any time during the test.

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

Do not use cell phones, classroom phones, computers, or other devices (except to monitor student progress or to contact your school assessment coordinator or technology coordinator in case of a technical issue or emergency). Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room.

If your school has decided to provide a short stretch break,

SAY	Stop. You may stand and stretch, but do not talk or look at another student’s <i>(reference sheet,)</i> computer screen, device, or scratch paper.
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After a short break,

SAY	Now, be seated. Remember, if you finish early, go back and check your work. Make sure you are on the screen where you left off. You may now continue working.
-----	--

After 70 minutes,

SAY	There are 10 minutes left in this test session.
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After 10 more minutes if students are still working,

SAY	<p>We have reached the end of the session. If you are not finished, please raise your hand and wait for further instructions.</p> <p>If you have finished working and have not submitted your test, click Next in the upper-left corner until you see the review screen. <i>(Pause.)</i></p> <p>On the review screen, click End Test. A Warning message will appear. Click Yes on this message. <i>(Pause.)</i></p> <p>On the Test Completed screen, click Log Out. You will be taken to the Please Sign In screen. I will collect your (reference sheet,) test ticket and scratch paper.</p>
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Students who are finished will be returned to the **Please Sign In** screen once they submit their tests. Collect test materials.

Based on instructions from your school assessment coordinator, if all students will not remain in the same testing room, you may either dismiss students who have finished and allow students who have not finished to continue working or pause the test in the TA Interface and move students who require additional time to an alternate testing location. **Students may not have electronic devices while moving to a new location. If a student accesses his or her electronic device(s) while moving to a new location, that student's test may be invalidated.** If students are moved to a new location, return the test materials that the students used in the previous testing location, and have students log in, approve students to test in the TA Interface, and ensure that students using additional time are allowed the correct amount of time to complete the test. **Students who need additional time after 80 minutes may continue working; however, testing must be completed within the same school day.**

Once students are ready to continue working,

SAY	<p>Now, we will continue testing. Remember, if you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>Please raise your hand after you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly.</p>
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If an extended break such as lunch occurs, direct all students to pause their tests by clicking the **Pause** button. Collect the test tickets, scratch paper, and, if applicable, reference sheets before the students leave the room. **Students may not have electronic devices during breaks. If a student accesses his or her electronic device(s) during a break, that student's test may be invalidated.** Place all testing materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times. If the session is stopped in the TA Interface, the TA will need to create a new session for students to sign into and approve students to continue testing. Return the test materials that the students used prior to the extended break.

If the school day is ending and students are still working,

SAY	<p>Stop. If you have answered all questions in the test, click Next in the upper-left corner until you see the review screen. <i>(Pause.)</i></p> <p>On the review screen, click End Test. A Warning message will appear. Click Yes on this message. <i>(Pause.)</i></p> <p>On the Test Completed screen, click Log Out.</p> <p>If you have not answered all the questions in the test, click Pause in the upper-left corner of the screen. Click Yes on the pop-up message.</p> <p>After submitting or pausing your test, you will be taken to the Please Sign In screen. I will collect your <i>(reference sheet,)</i> test ticket and scratch paper.</p>
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Once all students have paused or submitted their tests, end the test session by clicking **Stop Session** in the TA Interface. Then log out of the TA Interface by clicking the **Account** drop-down menu and selecting *Logout* in the upper-right corner of the screen.

Ensure that you have all (reference sheets,) test tickets and scratch paper and return these materials to your school assessment coordinator. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.

Script for Administering Grades 6–8 FAST Mathematics PM1/PM2

100+ Minutes

The session length for Grades 6–8 FAST Mathematics PM1/PM2 is **100 minutes**. Students who need additional time after the session may continue working; however, testing must be completed within the same school day. Provide stretch breaks as needed.

During this test, remember the following:

- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students' tests. If a student's test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.

Before Reading This Script

1. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until instructed to do so in the script.**
2. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying mathematical concepts). Do not provide any non-testing materials to students, such as graphic organizers or study sheets.
3. Ensure that students' personal electronic devices are put away or collected, depending on your school's procedures.
4. Ensure that you understand your school assessment coordinator's instructions regarding the dismissal of students as they finish or at the end of the test session. **Contact your school assessment coordinator if you have not already received dismissal information for this test.**
5. Distribute the following materials to each student:
 - A pen or pencil
 - Scratch paper
 - If your school is providing paper reference sheets for all students, *Grade ____ FAST Mathematics Reference Sheet*
 - For Grade 6, a handheld four-function calculator (if your school is allowing their use)
 - For Grades 7–8, a handheld scientific calculator with only allowable functionalities (if your school is allowing their use)

6. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
7. Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the student **Please Sign In** screen is displayed as shown below. The computer or device is now ready for the student to begin.

Create a Test Session

1. Go to the [Florida Statewide Assessments Portal](#) and click **Teachers & Test Administrators**.
2. Select **Administer Statewide Assessments** and then log in to the TA Interface with your username and password.
3. Select the test you will be administering and whether you will be administering tests in person or remotely, and then start the session.
4. Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart, if required by your school assessment coordinator. The Session ID will begin with “FL.” If the Session ID does not begin with FL, stop the session and repeat steps 1–3 of this section.

Note: As a security measure, test administrators are automatically logged out of the TA Interface after 90 minutes of test administrator **and** student inactivity. Do not create your session until immediately prior to testing.

SAY Today, you will take the Grade ____ FAST (PM1) (PM2) Mathematics test. The only materials on your desk should be your (Grade ____ FAST Mathematics Reference Sheet,) (calculator,) pen or pencil and your scratch paper.

You may not have any electronic or recording devices, including cell phones, during this test. If you have any devices with you right now, please turn them off and put them away.

Pause while students put away electronic devices.

SAY Now, look at your scratch paper. Print your name and today’s date in the upper-right corner. You may use the front and back of this scratch paper to help you work out problems on the test. Do not write anything on your scratch paper before testing begins.

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

SAY Now, look at the **Please Sign In** screen. If you do not see this screen, raise your hand.

If a computer or device is not opened to the **Please Sign In** screen, open the secure browser on that computer or device.

SAY	Please sit quietly while I distribute the test tickets. Do not type anything yet.
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Distribute the test tickets.

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

SAY	Now, log in by typing your First Name and Username as they appear on your test ticket. Click Sign In . Raise your hand if you need assistance.
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Pause and assist students with logging in as needed.

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

SAY	Now, you will see a screen that says <i>Login Session</i> . Log in by typing the Session ID FL - ____ - _____. The Session ID is displayed for you. Click Join Session . Raise your hand if you need assistance.
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Assist any students who raise their hands.

SAY	<p>You will now see a screen that says <i>Your Tests</i>. Click the arrow to the left of Start Grade ____ FAST PM1/PM2 Mathematics to proceed.</p> <p>While you are waiting for your test to be approved, you will see a <i>Waiting for Approval</i> screen. This screen includes your first and last names, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand.</p> <p>Otherwise, please sit quietly while I approve your tests.</p>
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Assist any students who raise their hands.

In the TA Interface, select the Approvals tab to review the list of students ready to begin testing. You may need to select **Refresh Page** to see all the students in your testing room on your list.

Review test settings: To view a student’s online accessibility settings or accommodations, click the corresponding Test Settings icon [⦿]. Accessibility settings and/or accommodations for individual students are displayed. If changes to accommodations are required, deny the student’s approval request and contact your school assessment coordinator who will update the student’s test settings in TIDE.

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

SAY	<p>Now, you should see a screen that says <i>Before You Begin</i>.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>Remember these testing rules today:</p> <ul style="list-style-type: none"> • 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. <p>Do not discuss specific test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
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Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p>I understand these testing rules. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, click the box next to the acknowledgment to indicate that you understand the testing rules.</p>
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Pause while students click the box. If a student does not check the box, contact your school assessment coordinator.

SAY	<p>Now, on the <i>Before You Begin</i> screen, click View Test Settings. You should see a screen that says <i>Review Test Settings</i>.</p> <p>This screen shows you the accessibility settings. To adjust these, click the System Settings icon in the top right-hand corner. It allows you to adjust the print size, font, background color, and mouse pointer for your test. You must click Apply to see your changes. You can reset to the default settings by clicking Reset All. These settings can be adjusted at any point during the test. If you have any questions, raise your hand.</p>
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If a student raises his or her hand, help the student make adjustments to his or her accessibility settings. Ensure that the correct information displays for that student in their ***System Settings*** panel.

SAY	<p>Click OK to return to the <i>Before You Begin</i> screen. Do not begin your test yet.</p> <p>Below <i>Test Settings</i>, click View Help Guide. These instructions remind you how to navigate in the test and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions.</p>
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Pause to allow students a moment to review the instructions and answer all student questions.

SAY	<p>Click Back to return to the <i>Before You Begin</i> screen.</p> <p>Do not click Begin Test Now until I tell you to do so.</p>
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SAY	<p>Read each item carefully and follow the instructions to complete each item. You must select or enter an answer for each item to keep moving forward in the test. If you come across something you haven't learned yet on today's test, try your best and choose what you think is the best answer for that item so you can move on to the next item. Once you choose your best answer, if you think you'd like to re-check your work on an item later, you may flag it for review. When you reach the end of the test, you will see a review screen that shows any flagged items, and you will have the opportunity to return to those items if you choose.</p> <p>As a reminder, you may access a pop-up window displaying a calculator by clicking the Calculator button in the top right corner of the test. You may also access a pop-up window displaying an electronic version of the reference sheet by clicking the Formulas button in the top right corner of the test.</p>
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Read Option A, B, or C based on instructions from your school assessment coordinator.

Option A

SAY	<p>When you have finished this test, click Next in the upper-left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your (<i>reference sheet,</i>) (<i>calculator,</i>) test ticket and scratch paper and provide you with further instructions.</p> <p>Please raise your hand if you have any questions.</p>
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OR

Option B

SAY	<p>When you have finished this test, click Next in the upper-left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your (<i>reference sheet,</i>) (<i>calculator,</i>) test ticket and scratch paper. Sit quietly until I tell you that the test has ended. Do not use your computer or device once you have submitted your test.</p> <p>Please raise your hand if you have any questions.</p>
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OR

Option C

SAY	<p>When you have finished this test, click Next in the upper-left corner until you see the review screen. When you have finished reviewing your test, please raise your hand. I will collect your (<i>reference sheet,</i>) (<i>calculator,</i>) test ticket and scratch paper. Sit quietly until I tell you that the test has ended. You may read, but you may not write or use your testing computer or device.</p> <p>Please raise your hand if you have any questions.</p>
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Answer all questions.

If your school provided paper copies of the Grade ____ *FAST Mathematics Reference Sheet* for students to use,

SAY	Now, look at the top of your paper reference sheet. It should say <i>Grade ____ FAST Mathematics Reference Sheet</i> . Examine the page carefully to ensure that content near the edge of the reference sheet has not been cut off. Please raise your hand if there are problems with your reference sheet.
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Pause, then collect any defective reference sheets and return them to the school assessment coordinator. Distribute new reference sheets to these students and instruct them to check the sheets carefully.

SAY	Write your first and last names in the upper-right corner of the reference sheet now. <i>(Pause.)</i>
	This is considered a secure document and must be returned at the end of the test.
	Please raise your hand if you have any questions.

Answer all questions.

SAY	<p>If at any time you need to leave the room, raise your hand. You must turn in your <i>(reference sheet,)</i> <i>(calculator,)</i> test ticket and scratch paper before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>This test session is 100 minutes, but you may have additional time if you are not finished at the end of the session.</p> <p>Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. <i>(Pause. Collect any devices.)</i> Now, click Next in the upper-left corner of the screen. This will take you to the first question of the test. You may now begin working.</p>
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During testing, monitor student progress by viewing the Progress column in the TA Interface, which lists the student’s progress through the test as well as the student’s test status. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses and progress through the test are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from students at any time during the test.

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

Do not use cell phones, classroom phones, computers, or other devices (except to monitor student progress or to contact your school assessment coordinator or technology coordinator in case of a technical issue or emergency). Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room.

If your school has decided to provide a short stretch break,

SAY	Stop. You may stand and stretch, but do not talk or look at another student’s <i>(reference sheet,)</i> <i>(calculator,)</i> computer screen, device, or scratch paper.
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After a short break,

SAY	Now, be seated. Remember, if you finish early, go back and check your work. Make sure you are on the screen where you left off. You may now continue working.
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After 90 minutes,

SAY	There are 10 minutes left in this test session.
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After 10 more minutes if students are still working,

SAY	<p>We have reached the end of the session. If you are not finished, please raise your hand and wait for further instructions.</p> <p>If you have finished working and have not submitted your test, click Next in the upper-left corner until you see the review screen. <i>(Pause.)</i></p> <p>On the review screen, click End Test. A Warning message will appear. Click Yes on this message. <i>(Pause.)</i></p> <p>On the Test Completed screen, click Log Out. You will be taken to the Please Sign In screen. I will collect your <i>(reference sheet,)</i> <i>(calculator,)</i> test ticket and scratch paper.</p>
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Students who are finished will be returned to the **Please Sign In** screen once they submit their tests. Collect test materials.

Based on instructions from your school assessment coordinator, if all students will not remain in the same testing room, you may either dismiss students who have finished and allow students who have not finished to continue working or pause the test in the TA Interface and move students who require additional time to an alternate testing location. **Students may not have electronic devices while moving to a new location. If a student accesses his or her electronic device(s) while moving to a new location, that student's test may be invalidated.** If students are moved to a new location, return the test materials that the students used in the previous testing location, and have students log in, approve students to test in the TA Interface, and ensure that students using additional time are allowed the correct amount of time to complete the test. **Students who need additional time after 100 minutes may continue working; however, testing must be completed within the same school day.**

Once students are ready to continue working,

SAY	<p>Now, we will continue testing. Remember, if you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.</p> <p>Please raise your hand after you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly.</p>
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If an extended break such as lunch occurs, direct all students to pause their tests by clicking the **Pause** button. Collect the test tickets, scratch paper, and, if applicable, reference sheets and calculators before the students leave the room. **Students may not have electronic devices during breaks. If a student accesses his or her electronic device(s) during a break, that student's test may be invalidated.** Place all testing materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times. If the session is stopped in the TA Interface, the TA will need to create a new session for students to sign into and approve students to continue testing. Return the test materials that the students used prior to the extended break.

If the school day is ending and students are still working,

SAY	<p>Stop. If you have answered all questions in the test, click Next in the upper-left corner until you see the review screen. <i>(Pause.)</i></p> <p>On the review screen, click End Test. A Warning message will appear. Click Yes on this message. <i>(Pause.)</i></p> <p>On the Test Completed screen, click Log Out.</p> <p>If you have not answered all the questions in the test, click Pause in the upper-left corner of the screen. Click Yes on the pop-up message.</p> <p>After submitting or pausing your test, you will be taken to the Please Sign In screen. I will collect your <i>(reference sheet,)</i> <i>(calculator,)</i> test ticket and scratch paper.</p>
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Once all students have paused or submitted their tests, end the test session by clicking **Stop Session** in the TA Interface. Then log out of the TA Interface by clicking the **Account** drop-down menu and selecting *Logout* in the upper-right corner of the screen.

Ensure that you have all (reference sheets,) (calculators,) test tickets and scratch paper and return these materials to your school assessment coordinator. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.

Test Administrator Responsibilities After Testing

Return Materials to the School Assessment Coordinator

Complete the following steps after testing:

1. Ensure that the accommodations provided to each student and the accommodations used by each student have been recorded.
2. Return the following used and unused materials to your school assessment coordinator, as applicable:
 - Test tickets
 - Reference sheets
 - Scratch paper
 - Calculators
 - Paper-based test documents
 - Administration Record/Security Checklist for paper-based tests

Notify the school assessment coordinator immediately if any of these items are missing.

School Assessment Coordinator Responsibilities Before Testing

Work with your district assessment coordinator to ensure that all computer-based test administrators have active usernames and passwords to log in to TIDE. Test administrators will need to access the TA Interface with their TIDE accounts to administer tests. In addition, ensure that test administrators become familiar with the [Test Administrator User Guide](#) prior to testing and have access to it during testing.

Also, work with your district assessment coordinator to ensure that all students are uploaded or added to TIDE for computer-based tests. Prior to testing, you should verify that student eligibility is correct in TIDE and that any accommodations or test settings are correct. In order to participate in a computer-based test, students must be listed as eligible for that test and paper-based test eligibility must also be marked in TIDE to allow for the entry of student responses after testing.

Receive Materials

Your district assessment coordinator will provide you with all materials prior to each test administration window. If you receive paper-based test materials (regular print, large print, one-item-per-page, braille) for eligible students at your school, verify that you have all necessary materials before testing begins, and report any missing materials to your district assessment coordinator within 24 hours. Remember to maintain your [Test Materials Chain of Custody Form](#) at all times to track secure test materials. Contact your district assessment coordinator to request additional materials if necessary.

Secure materials should be delivered to or picked up by test administrators immediately before the beginning of each test session. Consult the scripts to ensure you have provided all necessary materials before the beginning of each test session.

Maintain Test Materials Chain of Custody Form

You are required to maintain a [Test Materials Chain of Custody Form](#), located in [Appendix C](#). The purpose of this form is to track test materials with security barcodes at all times, including their location, the dates and times they are handled, and the names of the people performing various activities involving the materials. Schools must retain electronic or hard copies of completed forms for their files after materials are packaged for return and provide the originals to the district assessment coordinator according to his or her instructions (e.g., via email or in the District Assessment Coordinator ONLY boxes).

Create Seating Charts and Security Logs (Optional)

If your district will require their use for PM1/PM2, instruct test administrators to maintain a Security Log and an accurate seating chart for each group of students in their rooms during testing.

Assign Proctors

Assign proctors to testing rooms according to the guidelines for proctors on page 5, make sure that they understand their responsibilities, and explain the Security Log to them, if required by the district assessment coordinator. FDOE strongly recommends that proctors be assigned to rooms with 25 or fewer students whenever possible.

Arrange Testing of Special Programs Students

Your district assessment coordinator may contact you to make arrangements for students in special programs (e.g., virtual instruction programs) to test at your school. Adhere to the information and instructions from your district assessment coordinator, and contact your district office if you have questions about testing special programs students.

Ensure Implementation of Accommodations

The [*2025–2026 Statewide Assessments Accommodations Guide*](#) provides information concerning allowable accommodations for students with disabilities and for ELLs and recently exited ELLs. When testing ELLs, recently exited ELLs, or students with accommodations, prior planning is necessary to ensure that accommodations indicated on student IEPs or Section 504 Plans are implemented correctly. Arrangements for implementing accommodations must be made prior to the administration dates. Make sure that test administrators have been properly trained regarding accommodations and have made provisions for the exact accommodations needed for individual students to avoid test invalidations. If students will receive an oral presentation accommodation and will not use text-to-speech in the secure browser, ensure that test administrators are familiar with the “Instructions for Oral Presentation Accommodations” section in the guide.

In TIDE, ensure that the appropriate accommodations are marked, as applicable:

- Masking
- Text-to-Speech

Refer to the [*2025–2026 Statewide Assessments Accommodations Guide*](#) for instructions regarding accommodated paper-based assessments.

Oversee Preparation and Training

You are responsible for training all test administrators and proctors, including non-school-based instructors (e.g., itinerant teachers). You must train several employees to act as possible alternates. In the absence of sufficiently trained administrators, postpone testing until trained personnel are available.

Be aware of the following policies, procedures, and instructions, and emphasize this information during training at your school:

- Test Administrators
 - Test administrators must read and be familiar with all appropriate sections of this manual.
 - Test administrators who will be administering a test to students using CBT accommodations (masking, text-to-speech), PBT accommodations (regular print, large print, one-item-per-page, braille), or other allowable accommodations (e.g., flexible presentation) must be trained in the use of those accommodations and must be familiar with the “Instructions for Oral Presentation Accommodations” section available in the [*2025–2026 Statewide Assessments Accommodations Guide*](#), as necessary.
 - Test administrators must be familiar with all policies related to the use of calculators.
 - Test administrators must be aware of all prohibited activities.
 - Based on instructions from your district assessment coordinator, train test administrators on how to administer sample items sessions at your school. Test administrators should access the sample items to become familiar with the item types and format of the test and available tools prior to administering a sample items session and prior to test administration.

- Proctors
 - School personnel and volunteers approved by the district may serve as proctors, according to the instructions on page 5.
 - Proctors must be trained and sign security agreements.
 - Proctors who will administer accommodations must be trained to provide accommodations appropriately.
 - While proctors are not required in rooms where 25 or fewer students are being tested, FDOE strongly encourages the use of proctors in all test administrations to help reduce testing irregularities and aid in investigations, if necessary.
 - To ensure test security, FDOE discourages testing students in large groups (e.g., in a cafeteria or auditorium); however, in the event that students are tested in a large group, the appropriate number of proctors **must** be present during the test session (see page 5).
- Electronic Devices and Breaks
 - Determine your school's policy for the storage of electronic devices during testing. According to the test administration script, before testing begins, test administrators ask students to raise their hands if they have any electronic devices with them. Direct test administrators on what to do if students have electronic devices in their possession before testing begins.
 - Ensure that test administrators are aware of the policy that students are not allowed to access electronic devices at any time during a test session, including breaks. If a student accesses his or her electronic device(s) during a break, his or her test may be invalidated.
 - Ensure that test administrators are aware of how to secure a student's computer or device during a break. For short breaks (e.g., restroom), it is recommended that a visual block be applied to the student's computer screen or device. For longer breaks, it is recommended that the student pause the test. If a student pauses the test, he or she will not be able to continue testing until he or she is approved to resume testing in the TA Interface.
- CBT Policies and Procedures
 - Train test administrators on how to create, monitor, and stop test sessions.
 - Test administrators may be able to assist students with errors when logging in but should not try to resolve technical issues during testing. Determine how test administrators can get assistance during testing, if necessary.
 - Ensure that test administrators know they must contact you immediately when a test irregularity occurs.
 - In the test administration scripts, test administrators are instructed to contact you in the following circumstances. Provide instructions for how to handle these circumstances:
 - A student has trouble logging in the first time or is logged out of his or her test more than once.
 - A test administrator does not have a test ticket for a student.
 - A First Name, Last Name, or ID is not correct (e.g., misspelled) on the test ticket.
 - A student is in the wrong test or the wrong accommodated form.
 - A student refuses to acknowledge the testing rules.
 - A test administrator is concerned that a student is unable (e.g., too ill) to begin or finish the test.
 - A disruption occurs (e.g., a technical disruption, power outage, disruptive behavior).
 - A student has not completed the test at the end of the allotted time and will need additional time to continue working.

- A student begins testing without accommodations or begins testing with the wrong accommodations assigned.
- Test Security
 - Per Rule 6A-10.042, F.A.C., “Tests or individual test questions shall not be revealed, copied, or otherwise reproduced by persons who are involved in the administration, proctoring, or scoring of any test.” This Rule encompasses any sharing or discussing of items, either in person or via electronic communication, such as texting, emailing, or posting to social media (e.g., Facebook, Twitter/X, Snapchat, Instagram).
 - Ensure that test administrators, proctors, and any other personnel involved in test administration sign a [2025–2026 Test Administration and Security Agreement](#) after training is complete. Collect and file the signed agreements.

Manage Student Information in TIDE

Instructions on managing student information in TIDE can be found in the [TIDE User Guide](#). Prior to testing, ensure that all students have been added to TIDE and all information listed in TIDE is correct, including any accommodations students will use for testing. It is important that student information is correct to ensure that results are reported accurately.

Also see the [TIDE User Guide](#) for instructions on how to perform the following tasks prior to testing:

- Adding Students
- Assigning Accommodations
- Editing Student Demographic Information
- Printing Test Tickets

Print Test Tickets

Prior to computer-based test administrations, print test tickets to distribute to test administrators. Test tickets contain login information for students. Each student must have a test ticket to log in to computer-based assessments. Test tickets are generated in TIDE. See the [TIDE User Guide](#) for instructions on generating and printing test tickets.

Meet with Technology Coordinator

It is important that technology coordinators understand their responsibilities before, during, and after a computer-based test administration. Review the instructions and information for technology coordinators (located on the [portal](#)), as well as all test administration and security policies and procedures included in this manual, with your technology coordinator and create a plan for handling issues during testing. Technology coordinators are required to sign the [2025–2026 Test Administration and Security Agreement](#). The technology coordinator should also be involved in all planning meetings to provide input on logistics and resolve any network issues.

Prepare Test Settings, Computers, and Devices

Tests should be administered in a room that has comfortable seating, good lighting, and an appropriate temperature. Make sure that testing rooms are adequately ventilated and free of distractions.

Sufficient work space should be provided for students to use scratch paper, reference sheets, and calculators, as applicable. Students must not be able to easily view other students' test materials, computer screens, or devices. Check the configuration of the testing rooms to make sure you will be able to provide a secure environment during testing. If necessary, use visual blocks (e.g., file folders taped to the sides of computer screens). Also, check for and remove all unauthorized visual aids posted in classrooms or affixed to student desks.

For more information, see the testing room requirements on page 8.

Ensure that the technology coordinator has verified that all computers and devices meet the requirements needed to administer the computer-based tests, as indicated on the [Supported Devices](#) page, on the [Technology Guide](#) page, and on the [Secure Browsers](#) page.

Before each test session, test administrators should launch the secure browser on each computer or device.

Arrange CBT Sample Items Sessions

Schedule and arrange sample items sessions as directed by your district. Students are encouraged to complete the appropriate sample items to learn how to use the computer-based system. Instruct school personnel to make students aware that they can access sample items on their own at any time prior to testing. The [sample items](#) are available on the [portal](#). Students who require CBT accommodations (masking, text-to-speech) are encouraged to complete an appropriate accommodated sample items session.

Prepare for Paper-Based Testing

Specific instructions for paper-based test administrations can be found in the [2025–2026 Statewide Assessments Accommodations Guide](#).

School Assessment Coordinator Responsibilities During Testing

Distribute Test Materials

On each day of testing, you are responsible for providing each test administrator with the following materials before testing begins, as applicable:

- Test tickets
- Scratch paper
- Reference Sheets
- Four-function Calculators (Grade 6 FAST Mathematics only)
- Scientific Calculators (Grades 7–8 FAST Mathematics only)
- Test and Response Books (paper-based accommodations)

Supervise Test Administration and Maintain Test Security

Provide test administrators with additional materials during testing, as necessary.

Monitor testing rooms to ensure that test administration and test security policies and procedures are followed and accommodations are being administered correctly. School staff (e.g., principal, assistant principal, testing coordinator) must enter testing rooms to observe testing procedures, especially the administration of accommodations, to ensure that test administrators are providing instructions and support, as appropriate. You and the technology coordinator must be available during testing to answer questions from test administrators and to assist with technical issues. Make sure that Security Logs and seating charts are being completed properly, if required by your district assessment coordinator, and that all required administration information is being maintained in each testing room where paper-based administrations are occurring and as otherwise required by your district assessment coordinator.

Test administrators will contact you if a student is found with an electronic device during testing. Follow your district assessment coordinator's instructions for these situations to ensure that no secure test content was posted, shared, or distributed from the student's device.

If the Internet connection is interrupted during computer-based testing, students will not be able to continue testing. If the Internet connection is not restored in time for students to complete the test, the test administrator should contact you or the technology coordinator for assistance. If a technical issue interrupts testing and is not able to be resolved quickly, you should contact the Florida Help Desk at 866-815-7246 and notify the district assessment office **immediately**.

Test administrators should contact you or the technology coordinator if an error message appears on a student's computer screen or device during testing and he or she cannot resolve the issue.

Submit re-open a test requests in TIDE for students who need to return to a test after mistakenly submitting it (same day only). Contact your district assessment coordinator for assistance with processing these requests, as TIDE does not send him or her a notification when a request is submitted.

Review Testing Rules Acknowledgment

Test administrators are instructed to contact you if a student does not check the box or sign to affirm the Testing Rules Acknowledgment. Determine the appropriate course of action for handling a student who does not affirm the Testing Rules Acknowledgment. **Any student who refuses to affirm the Testing Rules Acknowledgment should still be tested, but a record of the student's refusal should be retained at the school.**

Student Reports a Defective Item

Test administrators should contact you if a student reports a test item that he or she thinks is defective. Inform your district assessment coordinator of the concern, including the student's name, subject, item number, and basic student concern (e.g., two possible answers, no correct answer).

Monitor Student Progress

Student progress and test completion rates for computer-based tests can be monitored in TIDE. You should use Participation Reports in TIDE to track completion rates and determine which students still need to be tested. Further information on Participation Reports can be found in the [TIDE User Guide](#).

Supervise Make-Up Test Administrations

Ensure that all test security and test administration policies and procedures are followed while conducting make-up tests. Be available to assist test administrators as needed during make-up test administrations.

Please remind test administrators that after **any** administration, initial or make-up, materials must be returned to you immediately. Secure materials should never remain in classrooms or be taken from the school's campus overnight.

School Assessment Coordinator Responsibilities After Testing

Receive Materials from Test Administrators

Follow these steps as you receive materials from test administrators:

1. Verify that all secure materials have been returned. Notify the district assessment coordinator immediately if any secure materials are missing and complete the necessary investigation.
2. Make copies of the following completed documents and file the copies:
 - Required administration information (for PBT administrations and as otherwise required by your district assessment coordinator)
 - Security Logs (if required by your district assessment coordinator)
 - Seating charts (if required by your district assessment coordinator)
 - Chain of Custody forms

Return the originals in your District Assessment Coordinator ONLY boxes according to the instructions on the following page.

3. If authorized by your district assessment coordinator, enter paper-based student responses into the Response Entry Interface (REI) as described in the [2025–2026 Statewide Assessments Accommodations Guide](#).
4. Prepare materials for return using the Paper-Based Materials Return Instructions in the [2025–2026 Statewide Assessments Accommodations Guide](#).
5. File the signed copies of the [2025–2026 Test Administration and Security Agreement](#) for test administrators and proctors.

Update Student Information

If student information is discovered to be incorrect during testing, update the information in TIDE immediately following test administration. Instructions for updating student information can be found in the [TIDE User Guide](#). Notify the district assessment coordinator if the student tested on an incorrect FLEID.

Invalidate Tests

Review policies regarding test invalidation on page 7. Test invalidations for computer-based tests are processed in TIDE. If you need to invalidate a paper-based test, first enter it into the REI, and then it can be invalidated in TIDE. To invalidate a test, you will need the student's FLEID and the reason for invalidation. You may also search for the test you wish to invalidate by Session ID or Result ID. Complete instructions on invalidating tests in TIDE are available in the [TIDE User Guide](#). Invalidations must be entered in TIDE by the last day of the test administration window.

Record Accommodations

Ensure that each test administrator includes accommodations provided to and used by students with his or her required administration information, as applicable. This documentation may be necessary in the case of investigations regarding possible test irregularities.

Prepare District Assessment Coordinator ONLY Boxes

If your district is requiring any paperwork, place the required administration information (e.g., Security Logs, seating charts, [Administration Record/Security Checklist](#), [Test Materials Chain of Custody Forms](#)) along with any other ancillary materials, such as test tickets, that your district assessment coordinator has asked you to retain in the District Assessment Coordinator ONLY boxes.

Prepare Materials for Return

Follow instructions from your district assessment coordinator regarding the return of secure materials. Reference the [2025–2026 Statewide Assessments Accommodations Guide](#) as needed.

District Assessment Coordinator Responsibilities Before Testing

Order and Receive Materials

You will place additional orders in TIDE for any paper-based accommodations needed for your schools.

Do not distribute secure materials to schools any earlier than two weeks prior to testing. If you find it necessary to distribute materials to specific schools sooner than two weeks before testing, please contact the Bureau of K–12 Student Assessment with a list of schools for approval.

District materials will be packaged in separate boxes labeled with the district's name. You can access copies of your district and school packing lists in TIDE. After your shipment arrives, make sure that each school receives the correct materials. If boxes are missing, notify the Florida Help Desk at 866-815-7246. Instruct school assessment coordinators to inventory the contents of their boxes within 24 hours of receipt and report missing materials immediately.

Maintain an accurate [Test Materials Chain of Custody Form](#) at all times to track secure test materials. Instruct school assessment coordinators to save original boxes for returning materials.

For a detailed list of special document test materials, see the [2025–2026 Statewide Assessments Accommodations Guide](#). Detailed instructions for the packaging and return of these materials are provided in the [2025–2026 Statewide Assessments Accommodations Guide](#).

Additional materials, including blank PreID labels, can be ordered in TIDE.

Communicate Required Administration Information for Paper-Based Test Administrations

Communicate the process for collecting the required administration information to school assessment coordinators, which includes the following:

- Students assigned to each testing room—provide student names and FLEIDs
- Attendance information—**P**=Present, **A**=Absent, **W**=Withdrawn, and **P/I**=Present but Invalidated
- Grade level
- Accommodations provided to students
- Accommodations used by students
- Signatures of test administrator and school assessment coordinator
- Unique security numbers of secure documents assigned to each student
- Dates and times when secure materials (e.g., test tickets, test documents) are received and returned

It is your responsibility to decide how schools will collect the required administration information. You may:

- Instruct school assessment coordinators to copy and use the blank [Administration Record/Security Checklist](#) located in [Appendix C](#).
- Schools may use the online security checklist and manipulate the columns to best fit their needs.

- Determine your own method or allow school assessment coordinators to determine their own methods.

After the returned materials are inventoried, you may receive a memo notifying you of your district's status of "Missing Materials" or "No Missing Materials" for the administration. If a district has any missing secure materials, the administration records will be an important part of the missing materials investigation process.

Prepare for Sample Items Sessions

At your discretion, instruct school assessment coordinators to schedule and arrange sample items sessions as described on page 43.

If any of the students in your district require braille sample test materials, you may place an order for those materials in TIDE. To order these materials, select "Accommodated Sample Test Materials" from the test administration drop-down when you log in to TIDE. You can then place your order for these materials under the *Place Additional Orders* page.

Request Seating Charts and Security Logs (Optional)

At your discretion, instruct school assessment coordinators to require that test administrators use security logs and seating charts for each group of students in their rooms during testing. If the seating configuration changes during testing or if students using extra time are moved to a new location to complete the test, a new seating chart should be created. After testing, school assessment coordinators should make copies of all seating charts and security logs, file the copies, and store the original charts in your District Assessment Coordinator ONLY boxes.

Create TIDE Accounts

User accounts are required for all school personnel who will be administering assessments, as well as any personnel who will be updating student records or accessing student scores. If you will assign school staff to enter responses into the REI, you must assign them the School Data Entry (SDE) role in TIDE. Further information regarding creating and maintaining user accounts can be found in the [TIDE User Guide](#).

Train School Assessment Coordinators and Technology Coordinators

You are responsible for training school assessment coordinators and technology coordinators, and school assessment coordinators are responsible for training test administrators and proctors. School personnel and volunteers approved by the district may serve as proctors, according to the instructions on page 5. Stress the importance of having staff available to assist test administrators with technical issues, if necessary.

Also, stress the importance of school assessment coordinators training both non-school-based instructors (e.g., itinerant teachers) and personnel who may serve as alternate administrators in the event of test-day emergencies. State law requires the use of trained administrators to minimize test irregularities and possible test invalidations.

Review the following procedures when training school assessment coordinators:

- Completing the [2025–2026 Test Administration and Security Agreement](#)
- Completing the Test Materials Chain of Custody Form
- Verifying student information in TIDE
- Marking accommodations for students in TIDE, including paper-based eligibility (if not entered through the PreID file or Upload Additional Student Information file)
- Adding new student information
- Administering sample items sessions
- Scheduling test sessions, emphasizing the scheduling of sessions for students testing with accommodations
- Ensuring that all test administration and test security policies and procedures outlined in this manual are followed
- Familiarizing all test administrators with prohibited activities before, during, and after testing
- Recording the required administration information for paper-based administrations
- Completing Security Logs and seating charts with the required information (if required by the district)
- Printing test tickets and On-Demand PreID Labels
- Preparing testing room(s)
- Distributing test tickets
- Distributing scratch paper and reference sheets to test administrators, as applicable
- Distributing calculators, if applicable
- Distributing paper-based test materials (test documents) to test administrators, as applicable
- Verifying that handheld calculators, if provided, comply with the guidelines found in the [Calculator and Reference Sheet Policies for Florida Statewide Assessments](#)
- Monitoring testing
- Creating requests in TIDE to re-open tests
- Providing correct accommodations to students
- Recording the accommodations provided to students and the accommodations used by students
- Storing, returning, or otherwise handling other materials, including scratch paper, reference sheets, and test tickets according to your instructions
- Entering responses into the REI if school staff will be responsible for this task
- Packaging materials in the District Assessment Coordinator ONLY boxes (see page 54)
- Packaging and returning secure paper-based test materials

Prior to testing, ensure that your school assessment coordinators are aware of your district's policies regarding the following:

- How to handle the collection of electronic devices prior to testing
- Whether students should be allowed to read after their test materials have been collected
- Dismissal policies and how to manage students who require additional time to complete their tests or students who are not actively working at the end of regular time
- How to contact you **immediately** if a technical disruption or misadministration occurs

User guides and other training resources are available on the [portal](#).

Arrange to Test Special Programs Students

Communicate with your school assessment coordinators how to make arrangements for students in special programs to test at their schools.

Ensure Implementation of Accommodations

The [2025–2026 Statewide Assessments Accommodations Guide](#) provides information concerning allowable accommodations for students with disabilities and for ELLs and recently exited ELLs. School assessment coordinators may require assistance in providing additional proctors and/or test locations, depending on the accommodations implemented. Arrange for these accommodations prior to the test administration dates. To avoid potential test invalidations, ensure that accommodations are provided as indicated on student IEPs or Section 504 Plans and ensure that no students receive accommodations that they are not permitted to. Documentation of accommodations provided to and used by students must be maintained at each school.

The [2025–2026 Statewide Assessments Accommodations Guide](#) contains instructions for administering accommodated paper-based assessments. Scripts for administering accommodated computer-based and paper-based assessments are available on the [portal](#).

Student Demographic Information

Schools must verify the following student demographic information before testing:

- District/school number
- Enrolled Grade
- Student first and last name
- FLEID
- Birth Date
- Gender
- Ethnicity
- Race

Student information must also be verified for Primary Exceptionality classifications, ELL status, and testing accommodations listed on IEP or Section 504 Plans.

Managing Student Information in TIDE

Instructions on managing student information in TIDE can be found in the [TIDE User Guide](#). Prior to testing, schools should ensure that all students have been added to TIDE and all information listed in TIDE is correct, including any accommodations students will use for testing. It is important that student information is correct to ensure that results are reported accurately.

Also see the [TIDE User Guide](#) for instructions on how to perform the following tasks prior to testing and discuss with school coordinators who will be responsible for these tasks:

- Adding Students
- Assigning Accommodations
- Editing Student Demographic Information

- Printing Test Tickets
- Printing On-Demand PreID Labels

Entering Student Responses

Determine whether school or district staff will be responsible for entering responses for regular print, large print, and one-item-per-page test and response books into the REI. If school-based staff will enter responses, you must assign them the SDE role in TIDE. One staff member should transcribe the responses and another staff member should confirm the transcription.

Braille materials can be entered into the REI locally or returned to DRC for transcription and REI entry. See instructions for the REI in the [Response Entry Interface \(REI\) User Guide](#) and instructions for returning materials in the [2025–2026 Statewide Assessments Accommodations Guide](#).

District Assessment Coordinator Responsibilities During Testing

Monitor Test Administration and Maintain Test Security

Be available during testing to answer questions from school assessment coordinators and to supply additional materials as needed. If possible, district personnel should perform on-site monitoring of test administration activities in schools to ensure that test administration and test security policies and procedures are followed. District personnel should monitor the implementation of accommodations during testing to ensure they are being administered appropriately.

Schools will submit re-open a test requests in TIDE for students who are locked out of a session and need to return to testing on the same day, and the district will be responsible for approving these requests. Contact FDOE or the Florida Help Desk for assistance with processing these requests.

Test Status Monitoring

Student progress and test completion rates can be monitored in TIDE for computer-based assessments and paper-based assessments entered into the REI. You should use Session Monitoring reports, Participation Reports, the Test Status Report, and Test Completion Rates in TIDE to track completion rates and determine which students still need to be tested. Further information on these reports can be found in the [*TIDE User Guide*](#).

Communicate with FDOE

Contact the Bureau of K–12 Student Assessment at 850-245-0513 if security breaches are reported or if you need guidance when test invalidation is being considered.

School assessment coordinators should contact you if a student reports a test item that he or she thinks is defective. Inform the Bureau of K–12 Student Assessment of the concern, including the student's name, grade level, subject, item number, and basic student concern (e.g., two possible answers, no correct answer).

If school- or district-wide testing is interrupted due to a technical issue, technology failure, or other unforeseen event, please report the issue to the Bureau of K–12 Student Assessment immediately.

District Assessment Coordinator Responsibilities After Testing

After testing, verify that school assessment coordinators have completed the following tasks:

- Filed the signed copies of the [2025–2026 Test Administration and Security Agreement](#)
- Filed copies of the seating charts, Security Logs, [Test Materials Chain of Custody Forms](#), and required administration information, as applicable, and stored the originals, along with used ancillary materials in the District Assessment Coordinator ONLY boxes
- Packaged, stored, and returned all materials, according to your instructions and the instructions in this manual

Invalidate Tests

Review policies regarding test invalidation on page 7. Remember that invalidations must be recorded in TIDE **by 4:00 p.m. (Eastern time) on the final day of testing for the administration**. After that date, you must contact FDOE to report any test invalidations. Refer to the [TIDE User Guide](#) for instructions on how to invalidate tests.

Enter Student Responses

If it has been determined that district staff will be responsible for entering responses for regular print, large print, and one-item-per-page test and response books into the REI, one staff member should transcribe the response and another staff member should confirm the transcription. Braille materials can be entered into the REI locally or returned to DRC for transcription and REI entry.

Prepare Boxes for Return

For detailed instructions on preparing boxes for return, please refer to the Paper-Based Materials Return Instructions in Appendix A of the [2025–2026 Statewide Assessments Accommodations Guide](#).

Securely Store District Assessment Coordinator ONLY Boxes

If your district is requiring any paperwork and you instructed schools to return these boxes to you, open the boxes when you receive them, review the required administration information, and make sure that you have notified FDOE if any secure materials are missing. A form for reporting missing materials is available on the [Florida Statewide Assessments Portal](#). Complete the necessary investigation and file the records.

If District Assessment Coordinator ONLY boxes will be securely stored at schools, ensure that school assessment coordinators understand your policies for storing these materials.

Appendix A: Florida Help Desk

Florida Help Desk

Questions related to 2025–2026 Florida Assessment of Student Thinking (FAST) may be directed to the Florida Help Desk. The Help Desk will be open Monday–Friday (except holidays) from 7:00 a.m. to 8:30 p.m., ET.

Florida Help Desk Contact Information

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

For questions about materials shipments and returns, select option 2.

Email Support: FloridaHelpDesk@CambiumAssessment.com

Emails to the Help Desk will be automatically logged and responded to within one working day (typically sooner). Urgent requests will be given priority. If you need immediate assistance, you may leave your cell phone number with the Help Desk for a return call as soon as possible. If you contact the Help Desk, you will be asked to provide as much detail as possible about the problem you encountered. If a technical disruption occurs, test administrators should contact their school assessment coordinator or technology coordinator.

Do not send secure student information to the Help Desk via email.

Appendix B: Florida Test Security Statutes and Rule

Florida Test Security Statutes

1008.23 Confidentiality of assessment instruments.

- (1) All examination and assessment instruments, including developmental materials and workpapers directly related thereto, which are prepared, prescribed, or administered pursuant to ss. 1002.69, 1003.52, 1003.56, 1007.25, 1007.35, 1008.22, 1008.25, and 1012.56 shall be confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. Provisions governing access, maintenance, and destruction of such instruments and related materials shall be prescribed by rules of the State Board of Education.
- (2)
 - (a) All examination and assessment instruments, including developmental materials and workpapers directly related thereto, which are prepared, prescribed, or administered by a Florida College System institution, a state university, or the Department of Education shall be confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.
 - (b) Provisions governing access, maintenance, and destruction of the instruments and related materials identified under paragraph (a) shall be prescribed by rules of the State Board of Education and regulations of the Board of Governors, respectively.
- (3) This section is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2026, unless reviewed and saved from repeal through reenactment by the Legislature.

History.—s. 369, ch. 2002-387; s. 56, ch. 2013-35; s. 1, ch. 2021-81.

1008.24 Test administration and security; public records exemption.

- (1) A person may not knowingly and willfully violate test security rules adopted by the State Board of Education for mandatory tests administered by or through the State Board of Education or the Commissioner of Education to students, educators, or applicants for certification or administered by school districts pursuant to ss. 1002.69, 1003.52, 1003.56, 1007.25, 1007.35, 1008.22, 1008.25, and 1012.56, or, with respect to any such test, knowingly and willfully to:
 - (a) Give examinees access to test questions prior to testing;
 - (b) Copy, reproduce, or use in any manner inconsistent with test security rules all or any portion of any secure test booklet;
 - (c) Coach examinees during testing or alter or interfere with examinees' responses in any way;
 - (d) Make answer keys available to examinees;
 - (e) Fail to follow security rules for distribution and return of secure test as directed, or fail to account for all secure test materials before, during, and after testing;
 - (f) Fail to follow test administration directions specified in the test administration manuals; or
 - (g) Participate in, direct, aid, counsel, assist in, or encourage any of the acts prohibited in this section.
- (2) Any person who violates this section commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.
- (3)
 - (a) A school district may contract with qualified contractors to administer and proctor statewide, standardized assessments required under s. 1008.22 or assessments associated with Florida approved courses under s. 1003.499, as approved by the Department of Education in accordance with rules of the State Board of Education. Assessments may be administered or proctored by qualified contractors at sites that meet criteria established by rules of the State Board of Education and adopted pursuant to ss. 120.536(1) and 120.54 to implement the contracting requirements of this subsection.

- (b) A school district may use district employees, such as education paraprofessionals as described in s. 1012.37, to administer and proctor statewide, standardized assessments required under s. 1008.22 or assessments associated with Florida approved courses under s. 1003.499, in accordance with this section and related rules adopted by the State Board of Education. The rules must establish training requirements that must be successfully completed by district employees prior to the employees performing duties pursuant this paragraph.
- (4)
 - (a) A district school superintendent, a president of a public postsecondary educational institution, or a president of a nonpublic postsecondary educational institution shall cooperate with the Commissioner of Education in any investigation concerning the administration of a test administered pursuant to state statute or rule.
 - (b) The identity of a school or postsecondary educational institution, personal identifying information of any personnel of any school district or postsecondary educational institution, or any specific allegations of misconduct obtained or reported pursuant to an investigation conducted by the Department of Education of a testing impropriety are confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until the conclusion of the investigation or until such time as the investigation ceases to be active. For the purpose of this paragraph, an investigation is deemed concluded upon a finding that no impropriety has occurred, upon the conclusion of any resulting preliminary investigation pursuant to s. 1012.796, upon the completion of any resulting investigation by a law enforcement agency, or upon the referral of the matter to an employer who has the authority to take disciplinary action against an individual who is suspected of a testing impropriety. For the purpose of this paragraph, an investigation is considered active so long as it is ongoing and there is a reasonable, good faith anticipation that an administrative finding will be made in the foreseeable future.
- (5) Exceptional students with disabilities, as defined in s. 1003.01(9), shall have access to testing sites. The Department of Education and each school district shall adopt policies that are necessary to ensure such access.

History.—s. 370, ch. 2002-387; s. 1, ch. 2009-143; s. 7, ch. 2013-225; s. 1, ch. 2014-13; s. 8, ch. 2015-6; s. 10, ch. 2021-157; s. 170, ch. 2023-8.

Florida State Board of Education Test Security Rule

6A-10.042 Test Administration and Security.

- (1) Tests implemented in accordance with the requirements of Sections 1003.52, 1003.56, 1007.25, 1007.35, 1008.22, 1008.25, 1008.30, 1012.55 and 1012.56, F.S., shall be maintained and administered in a secure manner such that the integrity of the tests shall be preserved.
 - (a) Test questions shall be preserved in a secure manner by individuals who are developing and validating the tests. Such individuals shall not reveal in any manner, verbally or in writing, the test questions under development.
 - (b) Tests or individual test questions shall not be revealed, copied, or otherwise reproduced by persons who are involved in the administration, proctoring, or scoring of any test.
 - (c) Examinees shall not be assisted in answering test questions by any means by persons administering or proctoring the administration of any test.
 - (d) Examinees' answers to questions shall not be interfered with in any way by persons administering, proctoring, or scoring the examinations.
 - (e) Examinees shall not be given answers to items by any person.
 - (f) Persons who are involved in administering or proctoring the tests or persons who teach or otherwise prepare examinees for the tests, whether they be associated with a school district or educational institution under Section 1003.49, F.S., shall not participate in, direct, aid, counsel, assist in, or encourage any activity which could result in the inaccurate measurement or reporting of the examinees' achievement.
 - (g) Each person who has access to tests or test questions during the development, printing, administration, or scoring of the tests shall be informed of specifications for maintaining test security, the provisions in statute and rule governing test security, and a description of the penalties for breaches of test security.
 - (h) During each test administration, school district, charter school sponsor, and institutional test administration coordinators and contractors employing test administrators and proctors shall ensure that required testing procedures are being followed at all test administration sites. Officials from the Department are authorized to conduct unannounced observations of test administration procedures at any test administration site to ensure that testing procedures are being correctly followed.
 - (i) In accordance with Section 1008.24, F.S., a school district may use district employees, such as education paraprofessionals as described in Section 1012.37, F.S.; a licensed, certified instructor; or an education services officer test administrator as described in Section 1008.213(2), F.S., to administer and proctor statewide, standardized assessments required under Section 1008.22, F.S. All test administrators and proctors for the statewide assessments administered pursuant to Rule 6A-1.09422, F.A.C., must complete training requirements outlined in *Training Requirements for Administering and Proctoring the Statewide Assessments*, 2023, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-16042>) incorporated herein by reference. A copy may be obtained by contacting the Division of Accountability, Research and Measurement, Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399-0400.
- (2) Test materials, in computer-based or paper-based formats, including all test booklets and other materials containing secure test questions, answer keys, and examinee responses, shall be kept secure and precisely accounted for in accordance with the procedures specified in the test administration manuals and other communications provided by the Department. Such procedures shall include but are not limited to the following:
 - (a) All test materials shall be kept in secure, locked storage prior to and after administration of any test.

- (b) All test materials shall be precisely accounted for and written documentation kept by test administrators and proctors for each point at which test materials are distributed and returned.
 - (c) Any discrepancies noted in the number or serial numbers of testing materials received from contractors shall be reported to the Department by designated institutional or school district personnel prior to the administration of the test.
 - (d) In the event that test materials are determined to be missing while in the possession of an institution or school district, designated institutional or school district personnel shall investigate the cause of the discrepancy and provide the Department with a report of the investigation within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or witness to the occurrence. Officials from the Department are authorized to conduct additional investigations.
 - (e) In those cases where the responsibility for secure destruction of certain test materials is assigned by the Department to designated institutional or school district personnel, the responsible institutional or school district representative shall certify in writing that such destruction was accomplished in a secure manner.
 - (f) In those cases where test materials are permitted by the Department to be maintained in an institution or school district, the test materials shall be maintained in a secure manner as specified in the instructions provided by the Department. Access to the materials shall be limited to the individuals and purposes specified by the Department.
 - (g) Materials for computer-based testing must be kept in a secure manner. Such materials include but are not limited to test tickets, ancillaries, and scratch paper or planning sheets.
- (3) In those situations where an employee of the educational institution, school district, contractor, or an education services officer, or an employee of the Department suspects an examinee of cheating on a test or suspects other violations of the provisions of this rule, a report shall be made to the department or test support contractor, as specified in the test administration procedures, within ten (10) calendar days. The report shall include a description of the incident, the names of the persons involved in or witness to the incident, and other information as appropriate. Officials from the Department are authorized to conduct additional investigations.
- (4) Violations of test security provisions shall be subject to penalties provided in statute and State Board Rules.
- (5) School districts and public educational institutions, may contract with third-party contractors to administer and proctor statewide standardized assessments required under Section 1008.22, F.S., or assessments associated with Florida approved courses under Section 1003.499, F.S.
- (a) School districts and educational institutions must require the contractor to provide a safe and comfortable facility that does not interfere with an examinee's ability to demonstrate mastery on the tests.
 - (b) School district or educational institution use of third-party contractors (including contracted affiliates, such as franchises) shall not relieve the district or institution of its obligation to provide access to statewide testing for Florida Virtual School or virtual charter school students pursuant to Sections 1002.33(20), 1002.37 and 1002.45(6)(b), F.S.
 - (c) The contractor must adhere to all test administration and security protocols as prescribed by the Department pursuant to Section 120.81(1)(c), F.S., and shall be subject to all provisions of this rule.
 - (d) The contractor must not collect nor maintain any examinee's personally-identifiable information beyond that required for test administration.
 - (e) All technology used to administer computer-based tests must meet assessment technology guidelines and online test security requirements as prescribed by the Department pursuant to Section 120.81(1)(c), F.S.

- (6)(a) A Florida Virtual School full-time student of a military family residing outside of Florida who is prevented by his or her parent's or guardian's out-of-state military duty station's location from participating in statewide assessment in Florida must be offered flexibility with respect to remote administration of the statewide, standardized assessments set forth in Section 1008.22(3)(a), (b), and (d), F.S. In order to grant this flexibility, the student's parent or guardian must submit to Florida Virtual School a written request for flexibility in the assessment administration(s) no later than ninety (90) days before the current school year's assessment administration(s) for which the request is made. The request must include written, official documentation of the family's current out-of-state military duty stationing.
- (b) As soon as practicable upon receipt of the parent or guardian's request, Florida Virtual School must verify the student's parent or guardian's military stationing through documentation of official orders issued by the military and submit to the Department a recommendation of approval or denial of the request. The recommendation must be submitted in a secure manner as directed by the Department and must contain the following information:
1. Student name, date of birth, and Florida Education Identifier (FLEID) Number;
 2. Subject test(s) to be administered;
 3. Proposed date(s) of the administration(s);
 4. Description of the secure location where testing will take place;
 5. Name and position of the test administrator who will give the assessment;
 6. Details of when training for the test administrator will or has taken place; and
 7. Confirmation by Florida Virtual School of military order.
- (c) Within fourteen (14) days of Florida Virtual School's recommendation, the Department must verify the documented information from the Florida Virtual School and notify Florida Virtual School of the grant or denial of the request.
- (d) Upon receipt of the Department's determination, Florida Virtual School must notify the parent or guardian whether the request is granted or denied.
- (e) If the request is granted, the assessment(s) must be administered securely as set forth in this rule, at the student's parent or guardian's current military duty station in accordance with Sections 1008.213 and 1008.22, F.S. The assessment(s) must be administered by a licensed, certified instructor or an education services officer test administrator who meets the criteria specified in Section 1008.24(3)(a), F.S. Florida Virtual School is responsible for the following:
1. Ensuring that the test administration takes place in a secure location, with a device that has the secure browser installed;
 2. Training the test administrator according to the requirements listed in paragraph (1)(i);
 3. Providing or securing the testing device and a device for the test administrator to use during testing;
 4. Ensuring that the testing device is prepared according to the contractor's technical specifications;
 5. Overseeing the administration, including providing any needed test materials, as outlined in the test administration manual; and
 6. Collecting required administration information, as outlined in the test administration manual.

Rulemaking Authority 1001.02, 1003.49, 1008.23, 1008.24, F.S. Law Implemented 1003.49, 1008.213, 1008.22, 1008.23, 1008.24, F.S. History—New 7-5-87, Amended 10-26-94, 11-3-13, 1-7-16, 3-15-22, 11-21-23.

Appendix C: Forms

2025–2026 Test Administration and Security Agreement

[Florida State Board of Education Rule 6A-10.042](#), Florida Administrative Code, Test Administration and Security, was developed to meet the requirements of the Test Security Statutes, section [1008.23](#), Florida Statutes, Confidentiality of assessment instruments, and section [1008.24](#), Florida Statutes, Test administration and security; public records exemption, and applies to anyone involved in the administration of a statewide assessment. The Rule prohibits activities that may threaten the integrity of any assessment required by Florida law, as described in the Rule. The Florida Test Security Statutes and State Board of Education Rule are located in the appendices of each test administration manual. Examples of prohibited activities are listed below:

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

Some allowable accommodations for ELLs, recently exited ELLs, or students with current IEPs or Section 504 Plans require test administrators to view test content or transcribe student responses. Test administrators are permitted to provide the accommodation(s) following the instructions provided by the department.

All personnel are prohibited from examining or copying the test items and/or the contents of the test. The security of all test content must be maintained before, during, and after each test administration.

Inappropriate actions by district or school personnel will result in further investigation, possible loss of teaching certification, and possible involvement of law enforcement agencies.

I understand that I must receive appropriate training regarding the administration of statewide assessments and must read the information and instructions provided in all applicable sections of the relevant test administration manual, including the Florida Test Security Statutes and State Board of Education Rule. I agree to follow all test administration and security procedures, applicable to my role, outlined in the manual, Statutes, and Rule.

Further, I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of statewide assessments or cause student achievement to be inaccurately represented.

School Name and Number

Print Name

Date

Signature

Test Materials Chain of Custody Form

The following information must be collected for each test administration at your school to track secure materials with security barcodes. This form may be duplicated for use by grade level and/or maintained as an electronic file, but the content of this form may **not** be altered.

Contact your district assessment coordinator if you have any questions.

Your name (school assessment coordinator): _____

District name: _____

School name: _____

School number: _____

Location of locked storage room: _____

Names of people with access to locked storage room/location:

1. _____

2. _____

3. _____

Assessment(s) (e.g., Grade 3 FAST Mathematics, Biology 1 EOC, FCLE): _____

Date and time materials arrived at the school: _____

Date and time shrink-wrapped test material packages are opened: _____

Packages opened by: _____

Date and time materials are prepared (e.g., PreID labels applied): _____

Materials prepared by: _____

Date and time materials are packaged for return: _____

Materials packaged by: _____

Date and time materials are returned/shipped: _____



ADMINISTRATION RECORD/SECURITY CHECKLIST

Fall/Winter 2025 Florida Statewide Assessments

Subject: _____

School Name/Number: _____

Total # of Students: _____

Test Administrator: _____ Date: _____ Session ID (CBT): _____

[illegible]

* **Attendance Codes:** P = Present A = Absent W = Withdrawn P/I = Present but Invalidated

**** Accommodations Codes for ESE/504:** 1-FP = Flexible Presentation; 1-FR = Flexible Responding; 1-FSC = Flexible Scheduling; 1-FSE = Flexible Setting; 1-AD = Assistive Devices
Accommodations Codes for ELL: 2-FSC = Flexible Scheduling; 2-FSE = Flexible Setting; 2-AHL = Assistance in Heritage Language; 2-ADl = Approved Dictionary

Appendix D: Change Log

Location	Change	Date
Supervise Test Administration and Maintain Test Security	Added language about school staff entering testing rooms and electronic devices found during testing (pg. 44)	July 31, 2025

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