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

TEST ADMINISTRATOR INTERFACE

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

Test Administrator Login (For Operational/Live Testing)

1. Open the portal at https://flfast.org/ and click the **Florida Statewide Assessments** card.

Florida Statewide Assessments

FAST, B.E.S.T., Science, and Social Studies assessments

2. Click the **Teachers and Test Administrators** card.

Teachers & Test Administrators

3. Click the **Administer Statewide Assessments** card.

SYSTEM

Administer Statewide Assessments

Log in to the TA Interface to administer operational/live assessments to students.

4. Enter your email address and password and click the **Secure Login** button.
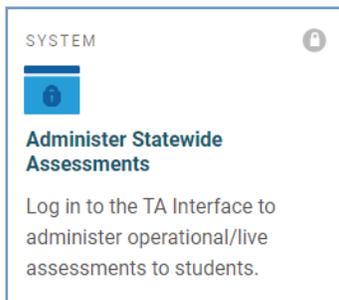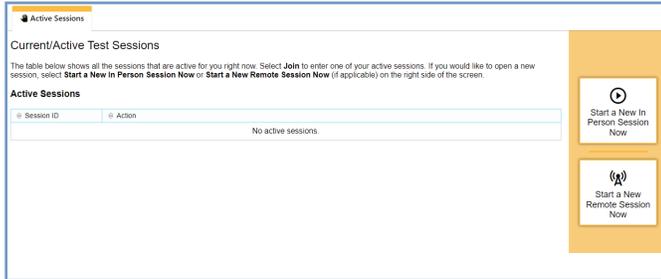
Secure Login

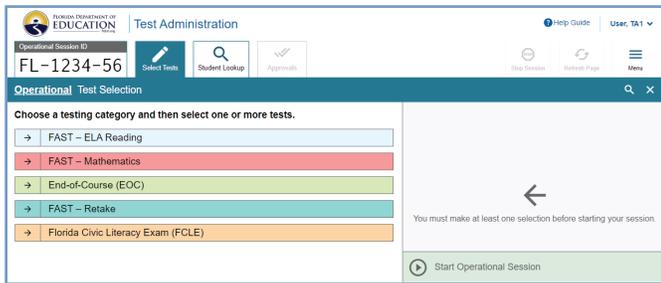Email Address

Email Address

Password

Password

Reset Password
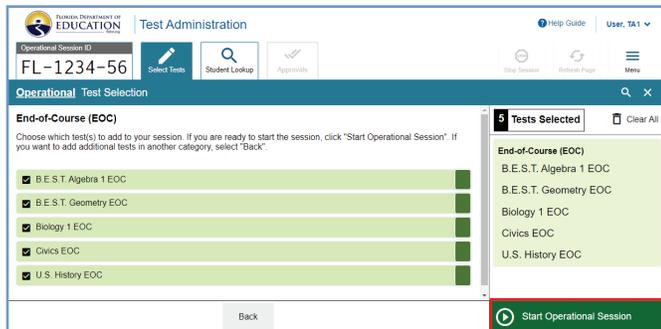
Log In

Starting a Test Session

1. On the Active Sessions tab, click either Start a New in Person Session Now to start an in-person session, or Start a New Remote Session Now to start a remote session.

2. Select the test(s) you will administer in the session on the **Operational** Test Selection page.

3. Click **Start Operational Session**.

4. Display the Session ID (found at the top left of the page) where all students in your room can see it.

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

5. Have students sign in to the Student Interface through the secure browser using their first names and usernames, which are found on their test tickets, and the Session ID, which you have displayed where all students can see it.


- Test administrators should create a test session immediately prior to testing.

- Test administrators are automatically logged out after 90 minutes of TA and student inactivity in a test session. This will close the test session and pause all in-progress tests.

- Test administrators will not be logged out due to inactivity as long as students are actively testing. Other network connectivity issues may cause the TA's session to close.

Approving Students for Testing

1. After students select their tests, click the **Approvals** tab to view the list of students awaiting approval.

2. To review a student's test settings, click the test settings icon [👁] in that student's row. If there is an issue with the student's test settings, contact your school assessment coordinator.

3. To deny a student admission to the test session, click the deny icon [✕] and type the reason in the box.
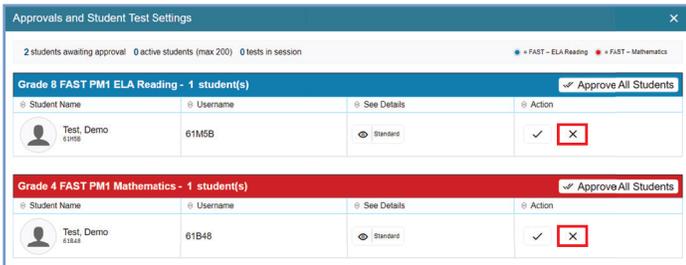
The ***Approvals and Student Test Settings*** page does not automatically refresh. Click the refresh page icon [🔄 Refresh Page] to update the table.

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

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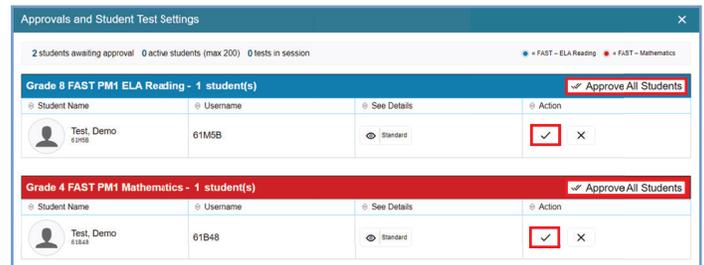
Monitoring Students

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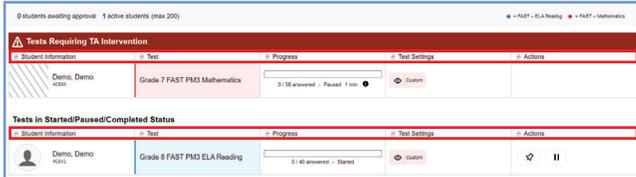

- The Student Information column displays student name and username.

- The Test column displays the test name and which session (If applicable) the student is in.

- The Progress column displays the student's progress and status in the test. The fraction represents the number of items answered out of the total items in the test. The status shows either Approved, Started, Review, Completed, Submitted, or Pause. The "i" icon [🛈] will appear when students need TA intervention. This icon will show why the student is no longer in the test.

- The Test Settings column shows whether the student is using standard or custom test settings. For more information, click the test settings icon [👁].

- The Actions column includes a pin icon [📌] to pay close attention to the progress of a particular student and a pause icon [II] that allows you to pause an individual student's test.

Stopping a Test Session

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

2. In the confirmation message that appears, select **Yes**. The test session stops. **Export** buttons appear next to the heading of each progress table on the **Session ID** tab.
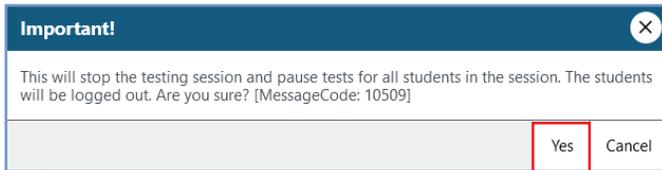
3. Click **Export** button and the information in the progress table is downloaded. You'll need to select **Export** for each progress table.
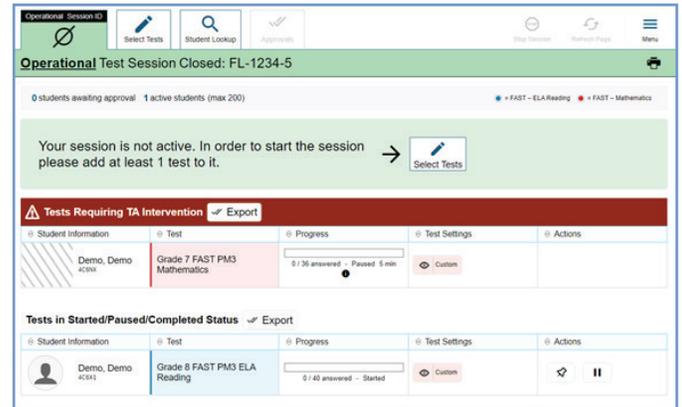
4. Click your name on the top right of the page and select **Log out**.

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

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

Signing In

1. On each student computer or device, you will open the secure browser to the ***Sign In*** screen.

2. You will instruct students to enter their first names and usernames, which are found on their test tickets, and the Session ID, which you have displayed where all students can see it.

Common Login Errors:

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

- **The Session ID is not available.** This indicates that the Session ID entered is not an available test session. Verify that the Session ID was entered correctly or that the session did not close due to inactivity.

Verifying Student Information

1. After students log in, the ***Is This You?*** screen displays. Students will verify that the information on this screen is correct.

2. Students must click **Yes** to continue or click **No** if the information is incorrect.
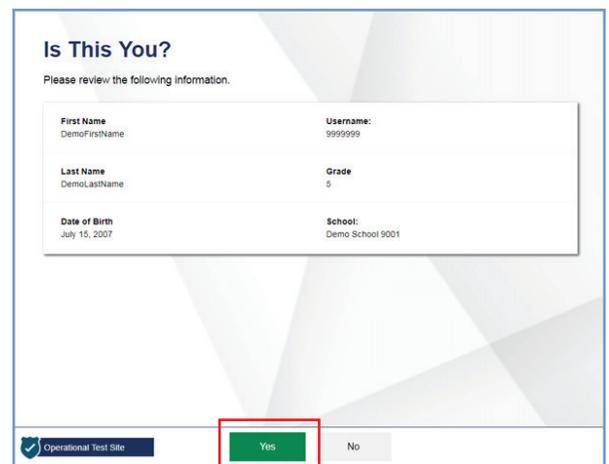
Selecting a Test

1. On the *Your Tests* page, students must click on the name of the test they will take during this session.

2. You will approve students into the session. The students will see a *Waiting for Approval* screen.

Your Tests

Select the grade and test you need to take.

FAST – ELA Reading

Resume Grade 3 FAST PM1 ELA Reading

FAST – Mathematics

Start Grade 3 FAST PM1 Mathematics

Waiting for Approval

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

Student Name	Session ID
Test, Demo	FL-1234-56

Test
Grade 3 FAST PM1 ELA Reading

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

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

Verifying Test Information

1. On the ***Before You Begin*** page, students will have the opportunity to complete the Testing Rules Acknowledgment and review the Test Settings and Help Guide.

2. You will then instruct students to click **View Test Settings**. Students will review the information displayed on the ***Review Test Settings*** page to verify that their accommodations are correct.

   Students can also adjust their accessibility settings, such as background color, print size, and mouse pointer settings on this screen.

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

4. To view the Help Guide, students will click **View Help Guide**.

5. After viewing the Help Guide, students click **Back** to return to the ***Before You Begin*** page.


6. To start testing, students will click the **Begin Test Now** button located at the bottom of the ***Before You Begin*** page.

Completing a Test

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

Students may use the tools at the top of the page or in the context menu(s) as they proceed through the items until reaching the *Review* page.
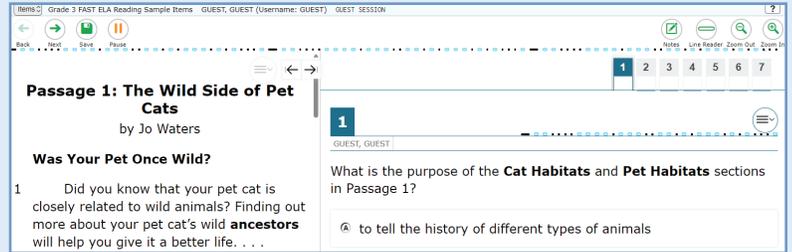
1. On the last item of every test when students click the **Next** button in the upper left corner of the page they will be taken to the *Review* screen.

2. Students will then have the opportunity to review their responses. When students finish reviewing, they must click **End Test**. Select **Yes** on the pop-up.

3. The *Test Completed* page appears to instruct students they have finished their test. Select **Log Out** to return to the *Please Sign In* page.