2023–24 Florida Test Administrator Certification Course Addendum
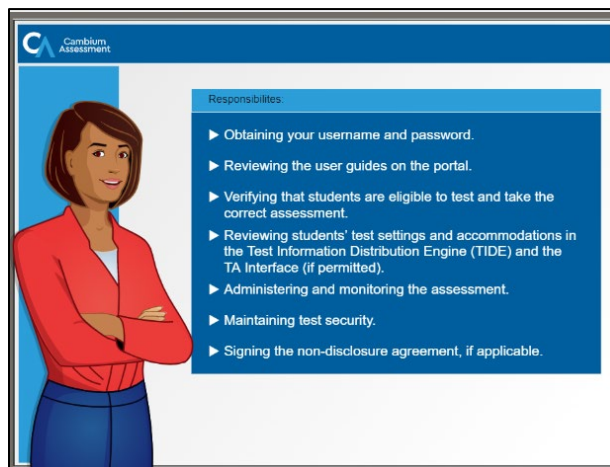
The Test Administrator (TA) Certification Course is designed to provide general information to all state programs that use the Cambium Assessments, Inc. (CAI) Test Delivery System (TDS). This document describes the areas in which the Florida Statewide Assessment program differs from the general practices discussed in the training course.

TA Features – TA User Guide:

Throughout the TA Certification Course, test administrators are referred to the Test Administration Manual or user guides for more information.

Florida TAs should familiarize themselves with the relevant Test Administration Manual prior to testing and must review the Test Administrator User Guide, found on the Florida Statewide Assessments Portal, for additional information.

Slide 4: Test Administrator Responsibilities

The TA Certification Course states that TAs are responsible for reading and signing the *Non-Disclosure Agreement,* if applicable*.*

Prior to administering statewide assessments, Florida TAs are responsible for reading and signing the *Test Administration and Security Agreement* and the *Test Administrator Prohibited Activities Agreement*, both of which can be found on the Florida Statewide Assessments Portal.

Slide 5: Preparing for Online Administration
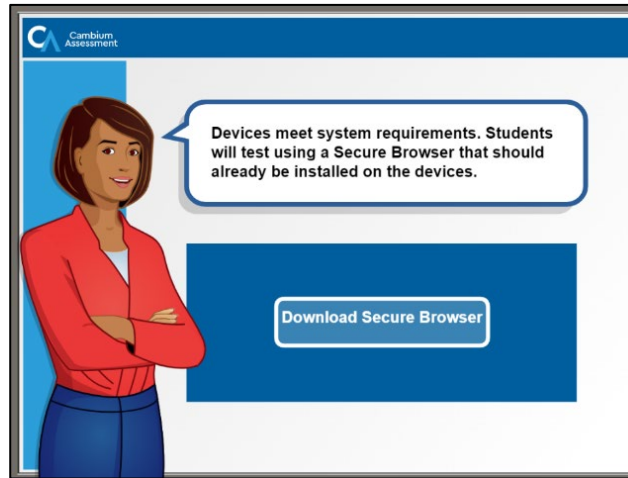
The TA Certification Course states that TAs are responsible for making sure that devices meet system requirements and that the Secure Browser is installed on student devices prior to testing.

Ensuring that devices meet system requirements is the responsibility of the technology coordinator.

Technology coordinators can find user guides and detailed information on supported operating systems, network bandwidth and Internet requirements, hardware and software specifications, and Text-to-Speech (TTS) technologies at the "Supported Systems & Requirements" link on the Technology Guide page of the **Florida Statewide Assessments Portal**.

Slide 5 (cont.): Preparing for Online Administration

The TA Certification Course reminds TAs to consult a list of the students in their test session, which would include student names and identification numbers or usernames.

Florida students are required to have test tickets to take a computer-based assessment, and the tickets will be distributed by the TA at the start of the test session.

Test tickets will be printed by the school assessment coordinator and distributed to the test administrator prior to testing. When indicated in the administration script, the TA will distribute the test tickets to students. Each test ticket has a five-digit alphanumeric username, which students will use to log in to the test, along with their first name as it appears in TIDE. Test tickets are considered secure materials and must be collected at the end of each test session. An example of a test ticket is shown below.

```
                        School Year 2023-2024

        DEMO DISTRICT 99 (99)

        DEMO SCHOOL 9009 (99-9009)

        LAST NAME: Demo            USERNAME: 46V1T

        FIRST NAME: Demo           ENROLLED GRADE: 10

        DOB: 01/01/2007            ID: FL123456789001
```

Slide 6: Accessing the Online Testing System

The TA Certification Course states that TAs should select the Test Administration card from the assessment portal to administer an assessment.

After navigating to the Teachers & Test Administrators page, Florida TAs should click the Administer Statewide Assessments card to administer operational (live) assessments.

Slide 7 and 8: Starting a Test Session and TA Selects Tests
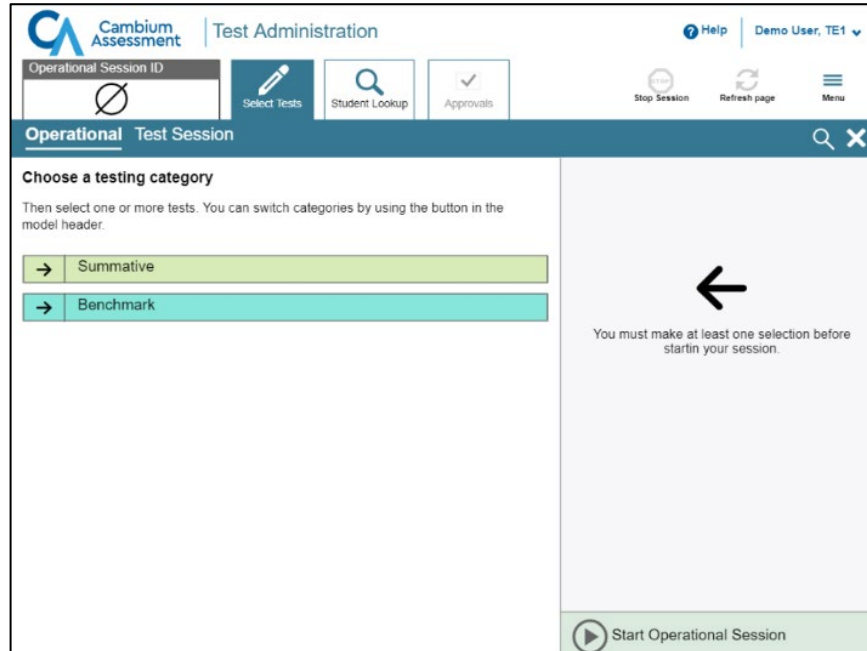
The TA Certification course shows Summative and Benchmark assessments.

Florida TAs will see all assessments available at that time when starting a session. The available tests will differ depending on the time of year. Summative and Benchmark test categories will not be options for Florida.
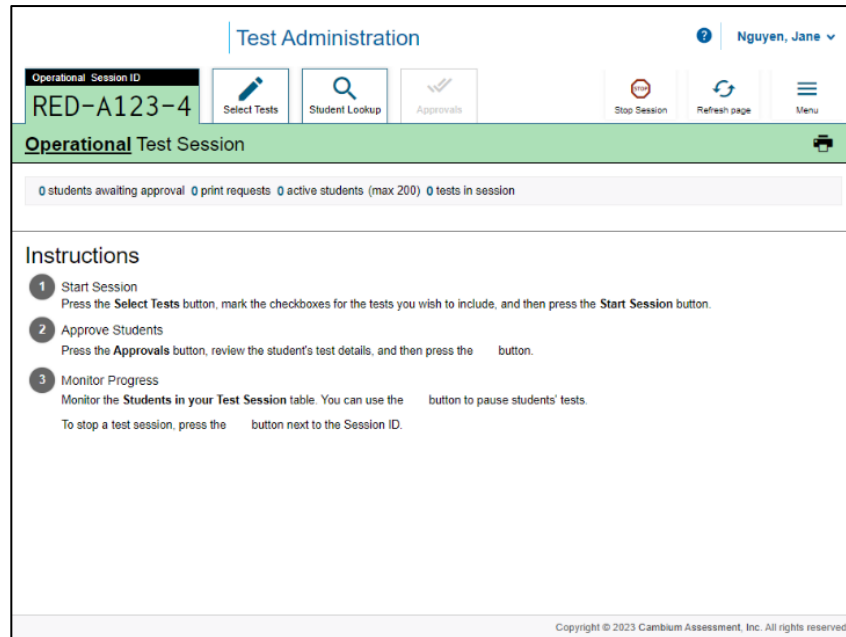
For a list of the assessments administered to Florida students through CAI's TDS, see the statewide assessment schedule posted on the Florida Statewide Assessments Portal.
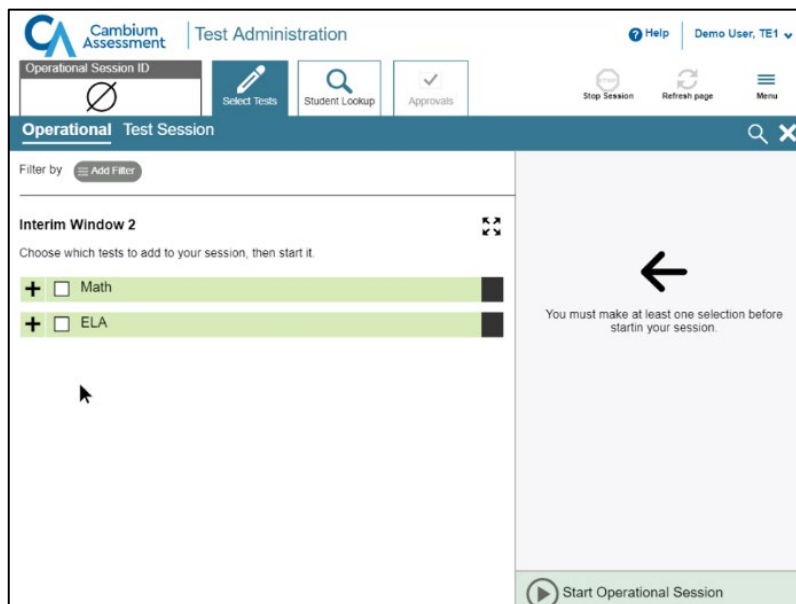
The TA Certification course shows sub-categories that TAs can expand by selecting the "plus" sign or collapse by selecting the "Minus" sign.

Florida TAs will no longer see any sub-categories when selecting tests to add to a session and will not see a filter option.

Slide 9: Session ID

The TA Certification Course mentions that the Session ID will need to be provided to the students. It indicates that TAs can use the Session ID screensaver for this purpose. The TA Certification Course also states that you should keep a record of the Session ID for your own reference.

Florida TAs must *always* display the Session ID in the testing room for students to see. TAs must also record the Session ID as a part of the required administration information. Students must use the Session ID to access a test session.

Slides 10 and 11: Student Look Up to Find Student Information and Student Quick Search and Advanced Search

The TA Certification Course refers to using Quick Search to look up student information.

Florida TAs can look up student information using Advanced Search only. The search will return the student's full name, username, grade, date of birth, gender, and district/school.

Slide 13: Student Login

The TA Certification Course states that students log in using their Student ID or Username. The TA Certification Course also refers to the Text-to-Speech (TTS) functionality on the login screen.

Florida students will log in using their first name and the username found on their test ticket. TTS on the login screen is not an applicable feature.

Slide 13 (cont.): Student Login

The TA Certification Course shows that students will press "Correct" or "That's Not Me!" on the "Is This You?" page.

Florida students must select "Yes" or "No" after verifying their information on the "Is This You?" page.

Slide 14: Student Selects Tests

The TA Certification Course shows that students will see the opportunity number under each test card.

Florida students will not see the opportunity number on the Your Tests screen. Florida students will not see the Summative card at the top of their Your Tests page.

Slide 15: Waiting for Approval
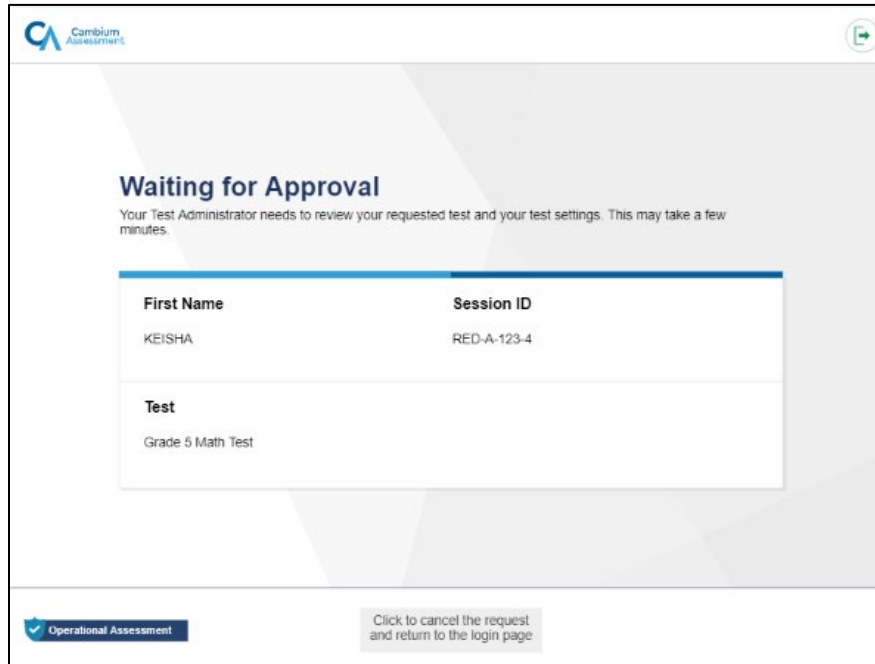
The TA Certification Course shows that students will see the button "Click to cancel the request and return to the login page."

Florida students will not see this button on the Waiting for Approval screen.

Slide 17: Reviewing Student Test Settings

The TA Certification Course states that TAs will see student ID and the test opportunity number on the Approvals and Student Test Settings screen.

Florida TAs will see students' usernames instead of student IDs and will not see the test opportunity number. Please refer to the *Test Administrator User Guide* on the [Florida Statewide Assessments Portal](#) to review the TA Interface screen layout.

Slides 19/20: Reviewing Student Test Settings and Approve Buttons
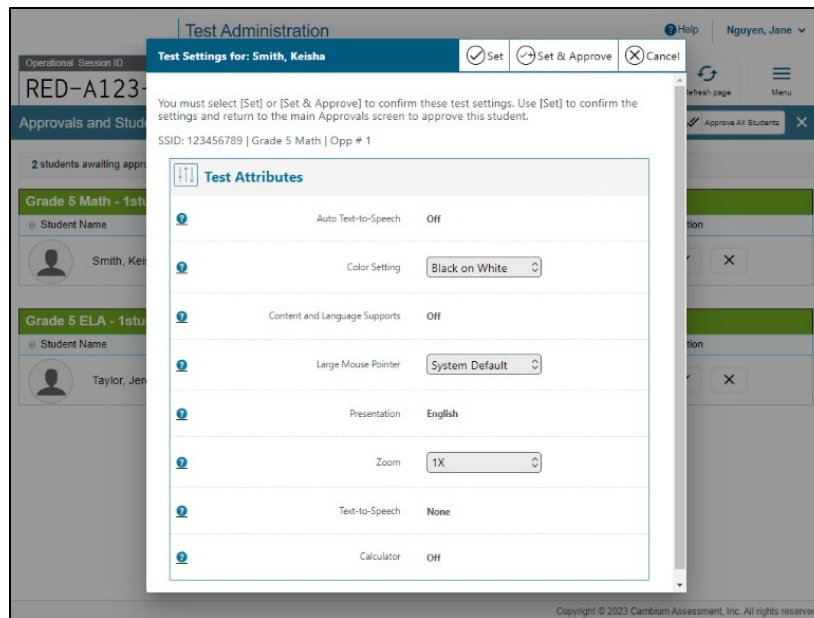
The TA Certification Course states that TAs may need to set student test settings or accommodations within the TA Interface.

Florida TAs cannot change accommodations.

Student accommodations are set in TIDE through the PreID process or updated in TIDE by the school assessment coordinator. Should a student not have the correct accommodations on the day of testing, the student should not test at that time. The TA should contact the school assessment coordinator, who can update the information in TIDE. Prior to testing, student accommodations can be checked in TIDE using the View/Edit/Export Students task. The accommodation fields on this page will vary by the test the student is taking. For the Postsecondary FCLE, test proctors will be able to turn on accommodations when approving students.

TAs will also see a section labeled Accessibility Settings, where they can view and edit a student's print size, background color choice, and mouse pointer.

Slide 24: Students Needing Assistance Table

The TA Certification Course shows the titles as **Test with potential issues** and **These are your current/active testing sessions**.

In Florida, the test category titles that are shown during a session on the TA Interface are "Tests in Started/Paused/Completed Status" and "Tests Requiring TA Intervention."

Slide 32/33: Audio/Video Checks and Complete Audio/Video Checks

The TA Certification Course states that students should select the "Works" button after each Audio/Video check and select the "Everything Works" button after all checks are completed.

Florida students will select "Yes" after the Sound Check, "I heard my recording" after the Recording Device check, and "I heard the voice" after the Text-to-Speech (TTS) check. The *Before You Begin* page will appear once all checks are completed.

Note: The Sound Check is available only on the FSA ELA Reading Retake test. The Recording Device check will be available on Writing tests only when the Speech-to-Text accommodation is turned on. The TTS check will be available on any test that has the TTS accommodation turned on.

Slide 34: Instructions and Help
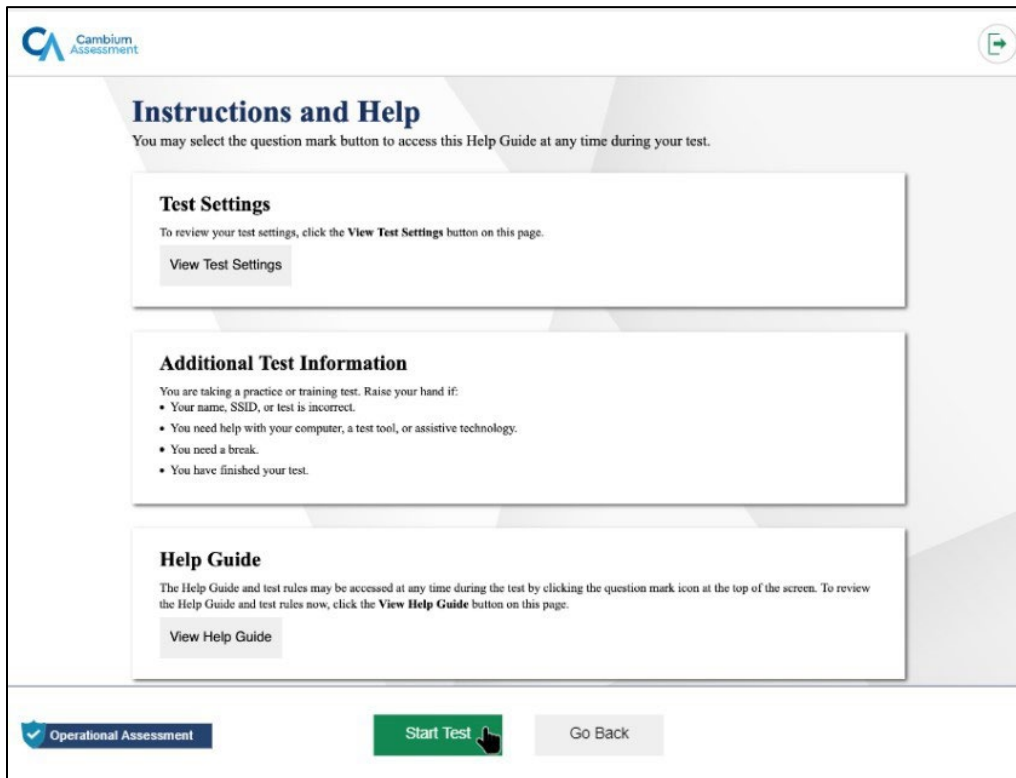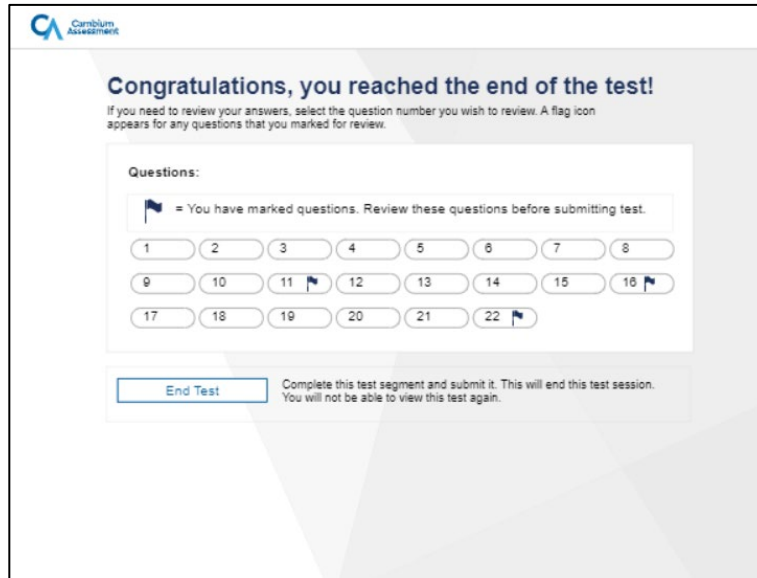

The TA Certification Course states that students have the option to view test settings, Additional Test Information and the Help Guide.

Florida students will be required to click on the Test Settings button and confirm they are being provided the correct accommodations (TTS, masking, American Sign Language, closed captioning, passage booklet, Speech-to-Text and/or TTS on writing response), and to choose any additional accessibility settings (print size, background color, and mouse pointer).

Florida students will also see a Testing Rules Acknowledgment on this screen. They will be required to check a box indicating that they understand the testing rules before proceeding to the test.

In Florida, this page will be labeled "Before You Begin" and students will see the buttons labeled "Begin Test Now" and "Back."

Slide 36: Ending a Test

The TA Certification Course states that when students have finished the test, they will be prompted to review their answers.

In Florida, students may mark an item for review during the test to make it easier to find the item on the review screen.

To mark items, students can right-click on the item to open the context menu and select **Mark for Review**.

If students have left any items unanswered in tests that do not require students to answer items to progress through the test, they will also have the opportunity to review those items at the end of a session/segment or test.
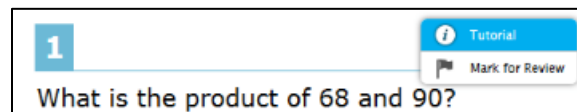
Slide 38: Pausing the Test
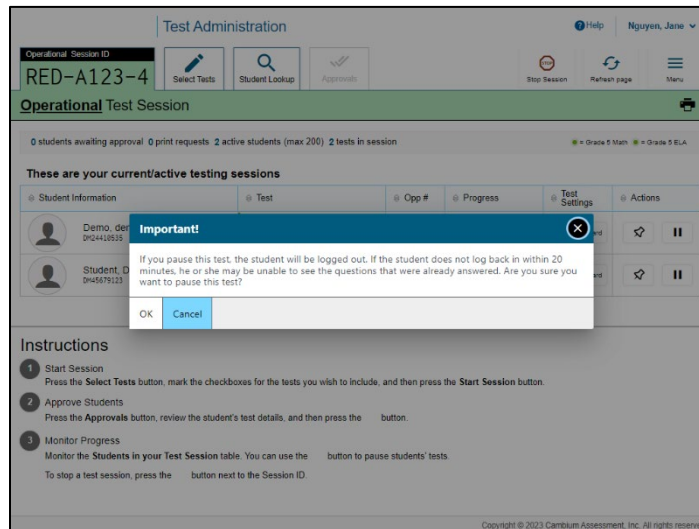
The TA Certification Course states that for some tests, if the student pauses their test for more than the allowable pause time, the student will not be able to review previously completed items.

In Florida, students who sign back into their tests on the same day it was started will be able to review all of their responses in the session they were working in before submitting the test or moving on to the next session.

After returning to a paused test, the student will be presented with the first unanswered item and will be permitted to review and change any previously answered items within that test or session. When a student resumes a test that was paused at the end of the previous session, the student will not be able to view or change responses from the previous session.