



Test Administrator Interface & Student Interface

Florida Standards Assessments

Updated Spring 2018



Test Administrator Interface and Student Interface (Secure Browser)

TA

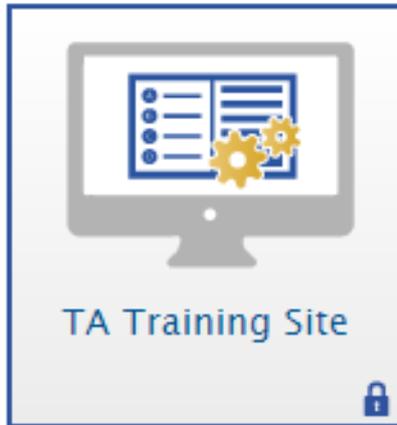
Identifies a slide where activity occurs in the Test Administrator Interface (Practice and/or Operational).

SB

Identifies a slide where activity occurs in the Student Interface (Secure Browser).



Test Administrator Interface for Computer-Based Testing





TA

Test Administrator Preparation for Computer-Based Practice Tests

To administer computer-based practice tests, you will need to:

- Install the **secure browser** on student workstations or devices.
- Create a **Test Session** through the **TA Training Site** and provide the Session ID to students.



TA Test Administrator Preparation for Computer-Based Testing Overview

To administer computer-based operational tests, you will need to:

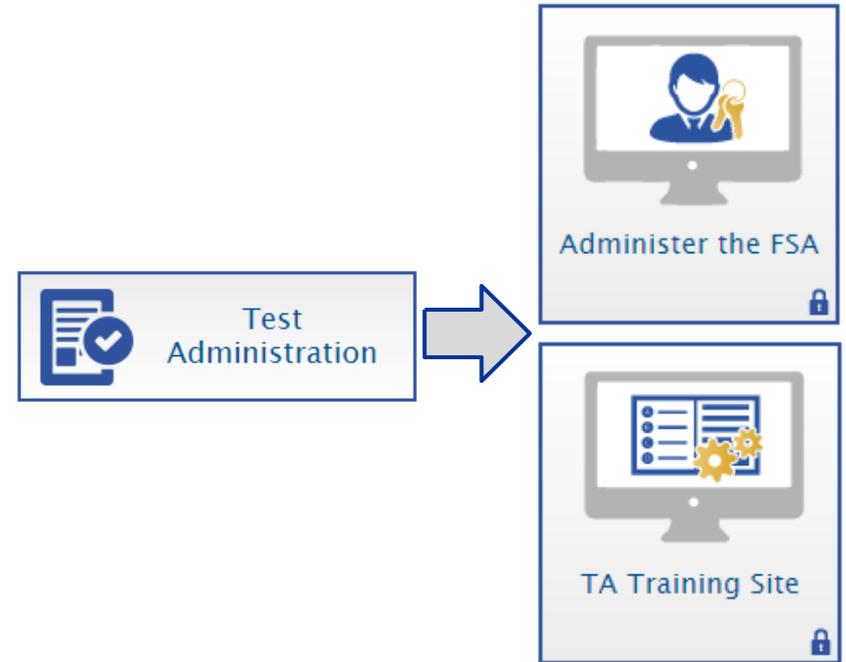
- Install the **secure browser** on student workstations or devices.
- Ensure that students who will be participating in computer-based testing are entered in TIDE.
- Create a **Test Session** through the TA Interface and provide the Session ID to students.
- Provide students with a **test ticket**. When students log in, ensure they enter their username and first name as they appear on the test ticket.



Accessing the Test Administrator Interface

The **Test Administrator Interface** is accessed from the Test Administration icon on the FSA Portal.

1. Access the FSA Portal at www.FSAssessments.org
2. Click **Test Administration**
3. Click **Administer the FSA** or **TA Training Site**
4. Sign in using your username (email address) and password





About Test Sessions

Session IDs:

- Generated dynamically on the day of testing
- Linked to the Test Administrator
- Operational (Live) test Session IDs begin with “FL”
- Practice test Session IDs begin with “TRAIN”

Students:

- Data travels with the student
- Can move from one TA to another and start where they left off
- Request admission to the session as part of the login process, and do not need to be added to sessions in advance



TA

Create a Test Session – Select Test(s)

Operational Test Selection
Expand All

Choose which tests to add to your session from the tree, and then start your session.

- + ELA – Reading
- + ELA – Writing
- Mathematics
 - + Grades 3-5
 - + Grades 6-8
- + End-of-Course (EOC)
- Retake
 - FSA ELA Reading Retake
 - FSA ELA Writing Retake
 - FSA Algebra 1 EOC Retake

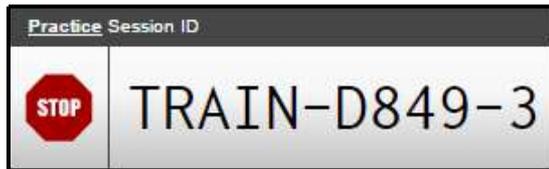
Start **Operational** Session

Close



TA Provide Session ID to Students

- The Session ID is generated automatically.
- Provide the Session ID to students.
- Write down the Session ID in case you need to refer to it later.



Sample Practice Test
Session ID



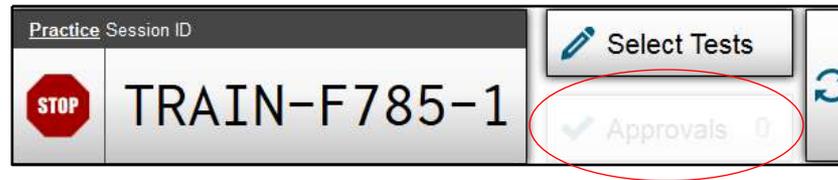
Sample Operational
Session ID



TA Approving Students to Test – Approvals Button

Before students log in:

- The **Approvals** button is not clickable and displays “Approvals (0).”



After students log in and request approval:

- The **Approvals** button is clickable and displays “Approvals (#).”





TA Approving Students to Test – Approvals Screen

- After you have clicked the Approvals button, the **Approvals and Student Test Settings** screen appears:
 - Click the **See Details** icon [] to view student test settings.
 - Click the **Approve** icon [] to allow a student to begin testing.
 - Click the **Deny** icon [] to reject a student request to take a test.
- Use the **Approve All Students** button to approve all students listed.
- The **Refresh** button updates the list of students awaiting approval.

Approvals and Student Test Settings
Refresh
Done

1 students awaiting approval
● = ELA – Writing

Grade 10 FSA ELA Writing
Approve All Students

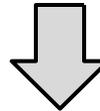
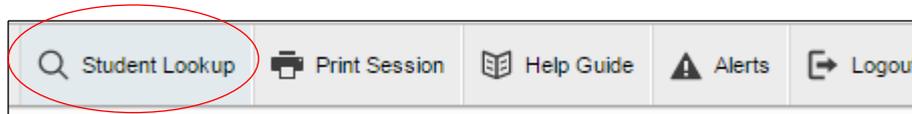
Student Name	Username	See Details	Action
FSAUAT, FDOEUAT	1BF19	Standard	<div style="display: flex; gap: 10px;">    </div>



TA

Student Lookup Feature

- Click **Student Lookup**.



Advanced Search Close

Use the drop-down menus to select the District, School, and Grade for your search. The District and School are required. If you would like to search All Grades then a First or Last Name is required. If you would like to search a Specific Grade then a First or Last name is not required.

District/School Demo Dist: 99	School Demo School: 9009
Grade Grade: 10	First Name PMUAT
Last Name 	Search



SB

Student Login

After the secure browser is opened, students will use the information from their test ticket to log in.

1. Students will be shown a screen to confirm their demographic information.
2. Students will be asked to select a test. The first time the student signs in, the arrow will be solid. When a student is resumed or signs in for a subsequent session, the arrow will be around a clock.
3. A test confirmation page will appear, and students will then await approval from the Test Administrator to enter the test.

Please Sign In

First Name:

Username:

Session ID: - -

Browser: Secure vll

Your Tests

Select the test you need to take.

ELA – Reading

 Resume Grade 10 ELA Reading Practice Test

ELA – Writing

 Start Grade 10 ELA Writing Practice Test



TA

Monitor Student Progress

After students have logged in and the Test Administrator has approved them to begin testing, the test session table at the bottom of the screen will display each student currently logged in to the session.

🔍 Student Lookup
🖨️ Print Session
📖 Help Guide
🚨 Alerts
👤 Logout as Last Name1, State-FN1

Operational Session ID
FL-672E-3

✎ Select Tests

✓ Approvals 1

Students in your Operational Test Session

1 students awaiting approval
1 active tests

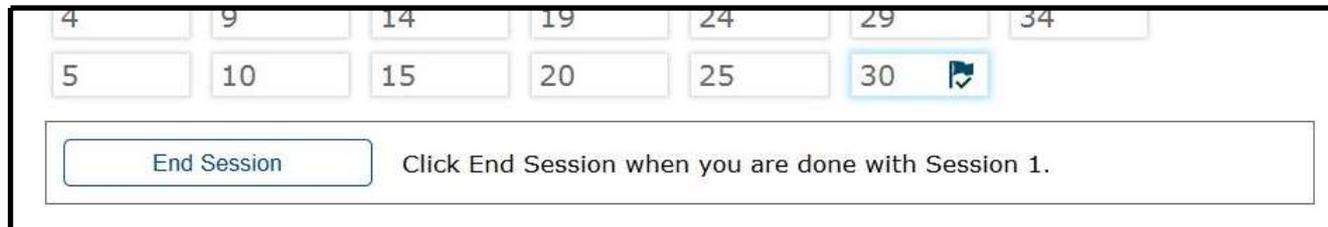
↕ Student Name	↕ Username	↕ Test	↕ Student Status	↕ Test Settings	Pause Test
FSAUAT, PMUAT-A	162K1	FSA ELA Reading Retake	paused: 0/64, 1 min	Custom	<div style="display: flex; justify-content: space-around; width: 100px;"> 👁️ ℹ️ </div>
FSAUAT, PMUAT	1LQ1F	FSA Algebra 1 EOC	started: 0/68	Standard	<div style="display: flex; justify-content: space-around; width: 100px;"> 👁️ ⏸️ </div>



SB

Exiting a Test Session

- Students will click the **End Session** button to log out after finishing Session 1.
- Students taking two sessions on Day 2 will request approval to enter the next session after clicking the **End Session** button.
- Students will not be able to move into Session 2 of any test until Day 2 of testing.



4 9 14 19 24 29 34

5 10 15 20 25 30 

Click End Session when you are done with Session 1.



SB

Submitting a Test

- After reviewing items in the last session of the test, students will select **End Test** to begin submitting their test.

38	43  	48 	53	58	63	68
39 	44	49	54	59  	64	

End Test

Click **End Test** when you have finished to submit your test. **You will not be able to return to this session once you click End Test.**

- It is important for students to select **End Test** instead of **Pause** so they will show as **Completed/Reported** in the TA Interface and in Participation Reports.



TA

Stopping a Test Session

- When students have completed testing for the day, click the stop icon to end the test session.
- When you stop a test session, any student tests that are still active are automatically paused.
- A test session cannot be re-opened once it has been stopped.





Timing Out/Network Interruption

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.

Note:

- The test administrator should set up the session no more than 90 minutes before students begin to test.
- Test administrators will not be logged out as long as students are actively testing.



TA Training Site and Student Practice Test

Test administrators and students should use the TA Training Site and the Student Practice Test to familiarize themselves with the FSA testing interfaces.

- **Test administrators** can set up a practice session and practice approving tests with accommodations, approving students to test, monitoring students, and ending a test session.
- **Students** can practice signing in using their username, first name, and TRAIN session ID; familiarize themselves with the different types of questions; and practice reviewing their responses and submitting their test.



FSA Resources and Help Desk

FSA Portal:	www.FSAssessments.org
Email Support:	fsahelpdesk@air.org
Toll-Free Phone Support:	1-866-815-7246
Hours:	Monday–Friday (except holidays) 7:00 a.m.–8:30 p.m. ET