

Tips for Taking the Computer-Based FSA ELA Reading Assessments

For Grades 5–10



**It's almost time to take the
computer-based
FSA ELA Reading test!**

Here are some important explanations and reminders to help you do your very best.

FSA ELA Reading

- Students in Grades 5–10 will take the **Florida Standards Assessments (FSA) English Language Arts (ELA) Reading test** on the computer.
- There are **two sessions** for FSA ELA Reading; you will complete the sessions over two days.
- Grade 5 students will have **80 minutes** for each session.
- Grades 6–8 students will have **85 minutes** for each session.
- Grade 9–10 students will have **90 minutes** for each session.

Test Invalidation

Let's talk about the term
test invalidation.

It's important for you to
understand what it means so it
won't happen to you!

Test Invalidation

If your test is invalidated, it means that your test **will not be scored**, and you will not be able to retake the same test.

To make sure your test is scored...

Remove all electronic devices.

If you have an electronic device at your desk, in your pocket, or ANYWHERE you can reach it during testing or while on a break, **your test will not be scored.**

Electronic Devices

Some examples of electronic devices are:

- Cell phones or smartphones
- Tablets
- Handheld video games
- MP3 players
- Cameras

Electronic Devices

- **All electronic devices must be turned off before the test.** Your teacher may collect them or instruct you to put them away (in a locker or backpack away from your desk).
- If you aren't sure if something is an electronic device, please ask your teacher before the test.

To make sure your test is scored...

Do your own work.

If you are caught looking at another student's answers, allowing another student to look at your answers, or using any kind of unauthorized aid during the test, **your test will not be scored.**

To make sure your test is scored...

Don't be disruptive.

If you are disruptive during a test, you may be dismissed from the room and your test may not be scored. It is very important for you to remain quiet, respect other students, and pay attention to and follow the instructions.

To make sure your test is scored...

Don't leave school during a session.

If you leave the school's campus for lunch or an appointment before you complete a test session, **you will not be allowed to finish taking the test when you return.**

Testing Rules

During the test, you must not:

- Talk to other students or make any disturbance
- Look at another student's computer or device screen or worksheet
- Allow another student to look at your computer or device screen or worksheet
- Ask for help answering any test questions
- Give help to another student in answering test questions
- Have any electronic or recording devices, other than the device on which you are testing, in your possession at any time, including breaks, even if you do not use them
- Fail to follow any other instructions given

Testing Rules

Before the test, your test administrator will read the testing rules aloud and ask you to read the **Testing Rules Acknowledgment**. You will be asked to sign your name below the Testing Rules Acknowledgment to show that you understand the rules.

Testing Rules Acknowledgment

I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.

Signature _____

Taking the Test

Let's talk about the materials
you will use to take the test
and the process you will follow
when taking the test.

Test Delivery System (TDS)

You will take the test in the
FSA Secure Browser
using the **Test Delivery System (TDS)**.

CBT Worksheets

- Before you begin, your test administrator will give you a **CBT Worksheet** that you may use to take notes.
- When you complete a test session, the test administrator will collect your worksheet.
- While testing, make sure that your worksheet is not easily visible to other students.

Florida
Standards Assessments

CBT Worksheet

Student Name: _____

Date: _____

For use with computer-based FSA ELA Reading tests.

Florida Department of Education
2014-2015

Headphones/Earbuds

- You will need to have a pair of headphones or earbuds for the listening portion of the FSA ELA Reading test.
- When you log in to take your test, you will listen to a sound check to ensure that your headphones and earbuds are working prior to beginning the test.

Test Tickets

- Prior to testing, your test administrator will give you a **test ticket** listing your Username and First Name, which you will need to log in to your computer-based test.
- Be sure that your test ticket has the correct name and date of birth on it.
- When logging in to your test, it is important that you enter your Username and First Name exactly as they appear on your test ticket.

Logging In to the Test

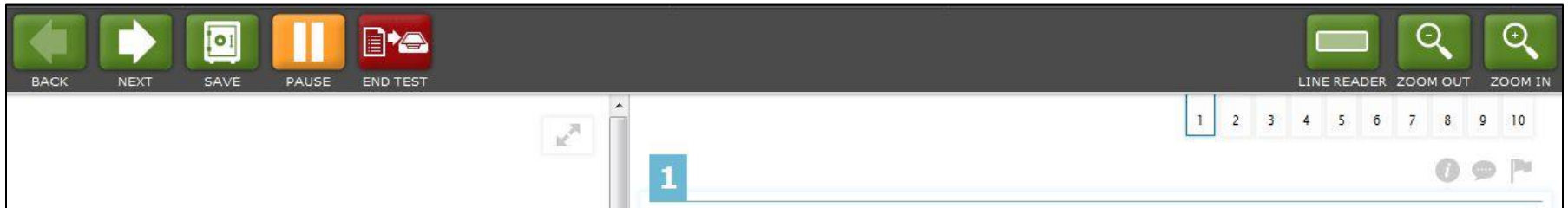
When your test administrator tells you to do so, you will enter your **First Name** and **Username** (as printed on your test ticket) as well as the **Session ID**, which your test administrator will display for you.

“Is This You?” Screen

- After you log in, you will see a screen that says “**Is This You?**”
- You will verify that the information listed on the screen is correct and select “Yes” to continue.

Computer-Based Tools

You may use any of the tools on the screen to help you with your test.



Computer-Based Tools

Back and Next

The **Back** and **Next** tools can be used to move to the previous question or the next question.



Computer-Based Tools

Save and Pause

- The **Save** button allows you to manually save your work. However, this feature is optional. **Your answers will automatically be saved every time you move to the next item regardless of whether you select the Save button.**
- The **Pause** button allows you to pause and exit the test. If you pause your test, you will have to log back in to the testing system to resume testing.



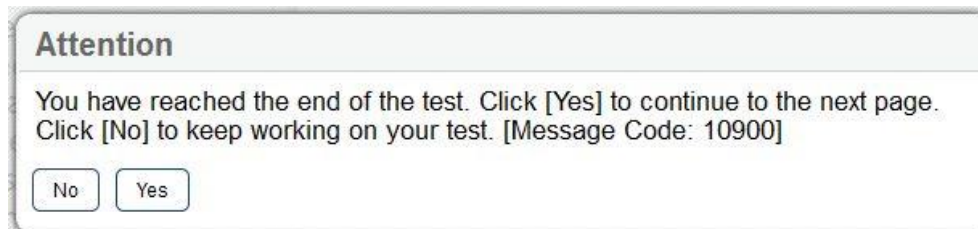
Computer-Based Tools

End Test

- The **End Test** button will only be available during Session 2 of the test. During Session 1, it will be greyed and you will not be able to select it.
- You will only select the **End Test** button when you are completely finished with your test and ready to submit at the end of Session 2.



- After you select **End Test**, you will see a pop-up message letting your know that you have reached the end of the test.



Computer-Based Tools

Line Reader

The **Line Reader** tool allows you to highlight a specific line in the passage or prompt.



Kids who learn online. Students who learn this way use their computers and the Internet to connect to online classrooms. They use a camera connected to their home computer to let the teacher and other students see them. They can see

Computer-Based Tools

Zoom Out and Zoom In

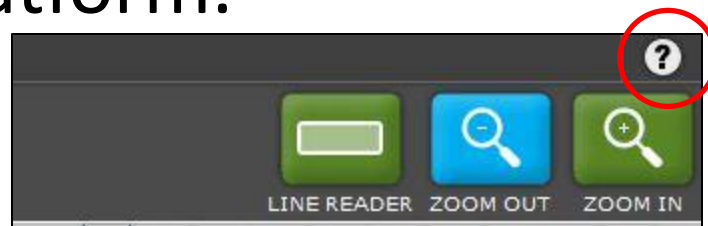
- Use the **Zoom Out** and **Zoom In** buttons to increase and decrease the size of text within the test page.
- Four levels of magnification are available.



Computer-Based Tools

Help Button

- The **Help** button opens a pop-up window with the Help Guide, which includes an Overview of the Student Testing Site and Test Tools, Basic Test Rules, and Accessing Context Menu Tools.
- These instructions remind you how to navigate from one item or passage to the next and how to use the tools and features in the testing platform.



Computer-Based Tools

Expand Passage

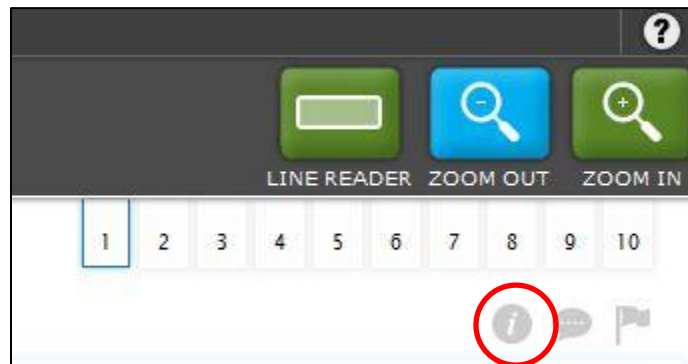
- The **Expand Passage** tool allows you to expand the reading passage panel so that it takes up most of the screen.
- Selecting Expand Passage a second time collapses the expanded reading passage panel.



Computer-Based Tools

Context Menu: Tutorial

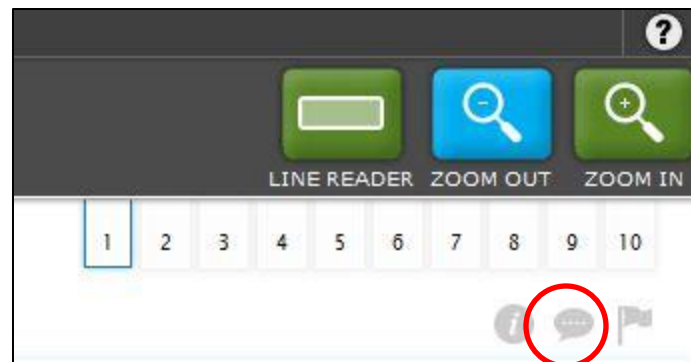
- The **Tutorial** tool opens a pop-up window that will display a video tutorial of how to respond to that particular item type.
- Note that there is **no sound** for the tutorial.



Computer-Based Tools

Context Menu: Notepad

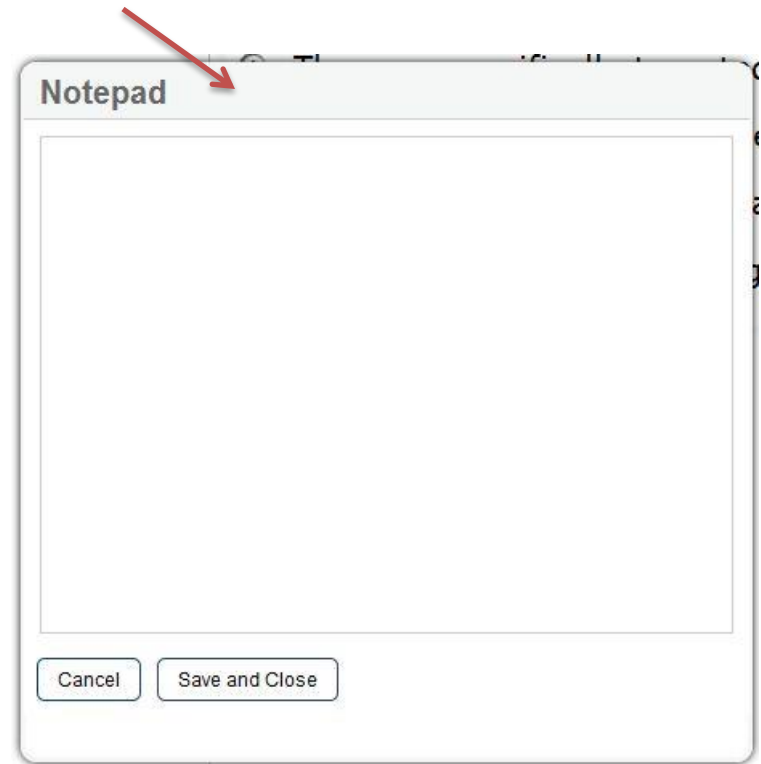
- The **Notepad** tool opens a pop-up window in which you can type notes for later reference.
- There is one notepad for the entire test. The notes you type will remain each time you open the tool unless you delete them.
- Remember, you can also make notes on your CBT Worksheet.



Computer-Based Tools

Context Menu: Notepad

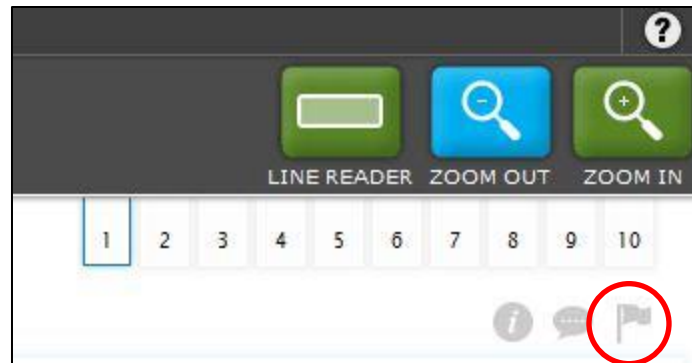
- You can move the notepad around the screen by clicking or tapping the top of the window and dragging it to another part of the screen.
- You can also click and drag the **Help** screen.



Computer-Based Tools

Context Menu: Mark for Review

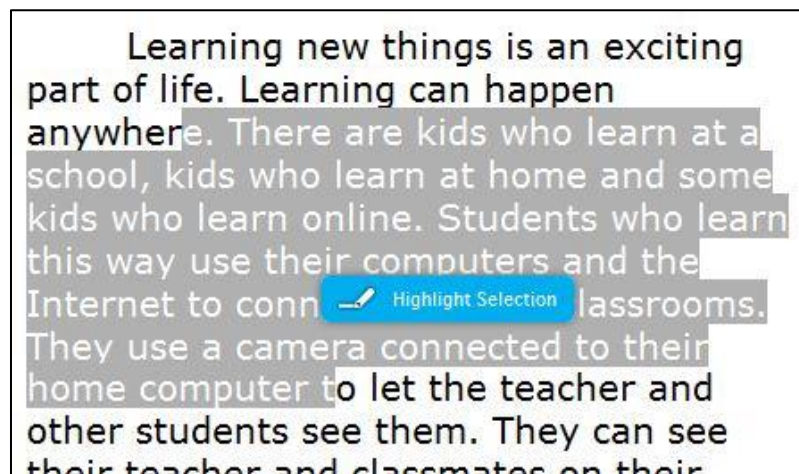
- The **Mark for Review** tool allows you to mark and item review.
- The Review screen at the end of the test will alert you to any items that you have marked for review so that you can go back and check your work for that item.



Computer-Based Tools

Highlighter

- You can highlight sections of the passage and items.
- First, click or tap at the beginning of the section you would like to highlight. Then, drag to the end of the section you want to highlight.
- Right-click or tap in the selected section and choose “Highlight Selection.”



Finishing Session 1

- When you have completed Session 1, review your work carefully and ensure you have answered every question.
- On the last item, select the **Next** button, which will take you to the **Review** screen.

Item Review Screen

You have reached the end of the test.

You may review your answers. If you have finished reviewing your answers, click [Submit Test]. You cannot change your answers after you submit the test.



This symbol indicates items that you have marked for review.



This symbol indicates unanswered items.

Questions:

1	4	7	10	13	16
2	5	8	11	14	17
3	6	9	12	15	18

Items marked for review will have a flag with a checkmark next to that item number. Click the item number to return to that item to review it.

Items that you did not provide a response to will have an orange triangle with an exclamation point next to the item number. Click the number to return to that item.

Finishing Session 1

- Once you have reviewed any items, select the **Pause** button on the Review screen.
- Follow your test administrator's instructions regarding what to do if you finish your test before the session has ended.

Starting Session 2

- You will log into Session 2 using your test ticket and a new Session ID.
- You will not be able to return to Session 1.

Submitting Your Test

- When you have completed Session 2, review your work carefully and ensure you have answered every question.
- After you have checked your work, select **End Test**.
- You will see a pop-up window saying that you have reached the end of the test. If you are ready to submit your test, select **Yes** to continue to the Review screen.

Submitting Your Test

- After you have verified that you have answered all questions, select **Submit Test** on the review screen.
- A pop-up window will ask you to confirm that you want to submit the test. **Once you select “Yes,” you cannot return to the test.**
- If you are ready to submit your test, select **Yes**.

Comment Form

- When you have finished your test, your test administrator will instruct you how to access and submit the student comment form.
- Please provide your honest, thoughtful feedback!

Training Test

- Before taking the “live” test, you should take a training test.
- The training test will allow you to practice using the Test Delivery System and help you learn how to respond to the different types of questions and use the tools.
- You can take a training test any time at www.FSAssessments.org/training-tests.

Remember...

During the test you may not:

- Look at another student's answers
- Allow another student to look at your answers
- Have notes, scratch paper (other than your worksheet), or electronic devices (other than those on which you are testing)

Remember...

- **You may not ask for help in answering any test questions.**
 - Your teacher or test administrator is not allowed to discuss the test or help you read, understand, or answer test questions.
- Try to answer every question.

Remember...

Once you submit a test, **you cannot go back into the test.** Be sure to check your answers and try to answer every question before submitting your test.

Remember...

During breaks and after testing, it's important that you **don't talk about the specific test questions** with friends, classmates, teachers, or other students.

Most importantly:

- **Get a good night's sleep and eat a good breakfast before the test.**
- **Relax and do your best!**