



Tips for Taking the Computer-Based FSA ELA Assessments

Grades 7–10 Reading
Grades 7–10 Writing

Updated Spring 2019



It's almost time to take the computer-based FSA ELA Reading and FSA ELA Writing Test!

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



FSA ELA Writing

- Students in Grades 7–10 will take the computer-based Florida Standards Assessments (FSA) English Language Arts (ELA) Writing test.
- There is **one 120-minute session** for FSA ELA Writing; you will complete the session in one school day.



FSA ELA Reading

- Students in Grades 7–10 will take the FSA ELA Reading test on the computer.
- There are **two sessions** for FSA ELA Reading; you will complete the sessions over **two days**.
- Grades 7–8 students will have **85 minutes** for each session.
- Grades 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 during this window.



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
- Smartwatches
- Handheld video games
- Cameras



Electronic Devices

Your teacher may collect electronic devices 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 or planning sheet
- Allow another student to look at your computer or device screen or worksheet or planning sheet
- Ask for help answering any test questions
- Give help to another student in answering test questions
- Have notes or scratch paper other than your worksheet or planning sheet
- 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 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).



ELA Writing - Planning Sheets

- Before you begin, your test administrator will give you a **planning sheet** that you may use to take notes and plan your writing.
- Your test administrator will collect your planning sheet at the end of the test session.
- While testing, make sure that your planning sheet is not easily visible to other students.

STUDENT NAME _____

PLANNING SHEET

Use this sheet to plan what you will write. The writing on this sheet will NOT be scored.


SAMPLE

This sheet will NOT be scored.



ELA Reading - 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.



ELA Reading - Headphones/Earbuds

- You will need to have a pair of headphones or earbuds for audio content on 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 or earbuds are working prior to beginning the test.



Test Tickets

- Prior to testing, your test administrator will give you a **test ticket** listing your First Name and Username, 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. Tell your test administrator if you have any issues with your ticket.
- When logging in to your test, it is important that you enter your First Name and Username exactly as they appear on your test ticket.

Spring 2019	
DEMO DIST 99 (99)	
DEMO SCHOOL 9009 (99-9009)	
LASTNAME: Student	USERNAME: 5AIF0
FIRSTNAME: Demo	GRADE: 10
DOB: 07/15/2003	ID: FL012345678901





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.

The screenshot shows a login interface with the title "Please Sign In". It contains three main input sections: "First Name:" with a person icon, "Username:" with a person icon and a small "FL" label, and "Session ID:" with a key icon and a pre-filled "FL" followed by two empty boxes separated by dashes. A dark blue sidebar on the left contains the text "This is the Operational Test Site. If you wish to take a practice test, please click the button below" and a "Take a Practice Test" button. At the bottom left is a "Sign In" button, and at the bottom right is a "Browser: Secure v10.3" label.

Please Sign In

First Name:


Username:


Session ID:
 FL - -

This is the
Operational Test Site
If you wish to take a
practice test, please
click the button below

Take a Practice Test

Browser: Secure v10.3

Operational Test Site

Sign In




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.

Is This You?

Please review the following information.

First Name Demo	Username 2AL25
Last Name Student	Grade 10
Date of Birth January 1, 2002	School: Demo School 9009

 Operational Test Site

Yes

No



Computer-Based Tools

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

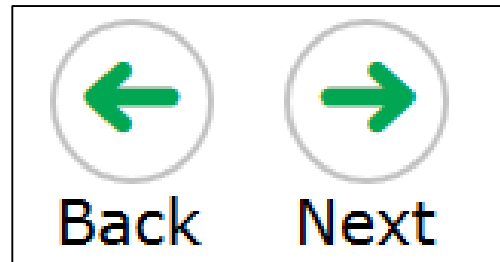
The screenshot displays the Florida Standards Assessments computer-based test interface. At the top, a header bar shows the session information: "1 - 8", "Grade 10 ELA Session 1", "GUEST, GUEST (Username: GUEST)", and "GUEST SESSION". Below the header, a row of navigation icons includes "Back", "Next", "Save", and "Pause". To the right of these icons are "Notes", "Line Reader", "Zoom Out", and "Zoom In" icons. A horizontal progress bar is visible below the navigation icons. In the center of the screen, a menu icon (three horizontal lines) is next to a left and right arrow icon. To the right of these icons is a row of numbered tabs from 1 to 8, with tab 2 selected. Below the tabs, the main content area displays "Passage 1: from *The Metamorphoses* by Ovid". To the right of the passage, a question is displayed with the text: "This question has two parts. First, answer Part A. Then, answer Part B." Below the question text, "Part A" is visible. A context menu is open on the right side of the question, showing options: "Tutorial", "Mark for Review", "Highlight Selection", and "Strikethrough".



Computer-Based Tools

Back and Next

The **Back** and **Next** buttons 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 responses will automatically be saved every time you move to the next item regardless of whether you select the Save button. For ELA Writing, your response is saved automatically every two minutes.**
- 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

- You will only select the **End Test** button when you are completely finished with your test and ready to submit.
- The **End Test** button will only be available during **Session 2** of the ELA Reading test.



End Test

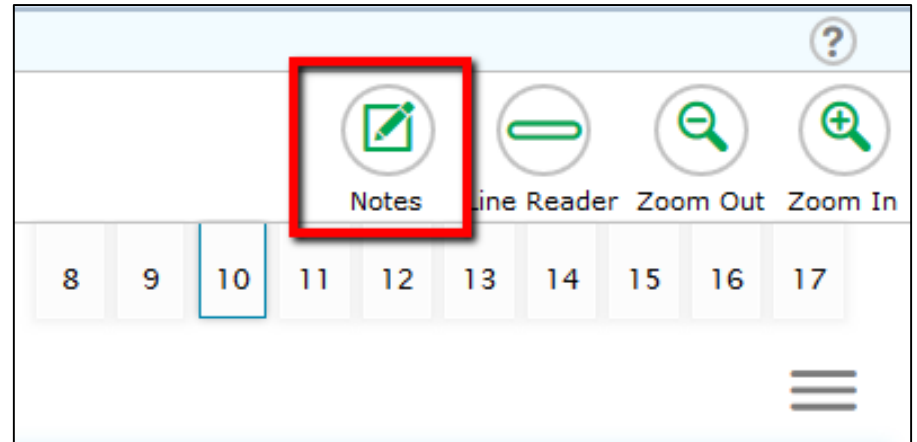
Click End Test when you have finished to submit your test. **You will not be able to return to this session once you click End Test.**



Computer-Based Tools

Notes

- The **Notes** 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 Planning Sheet or CBT Worksheet.

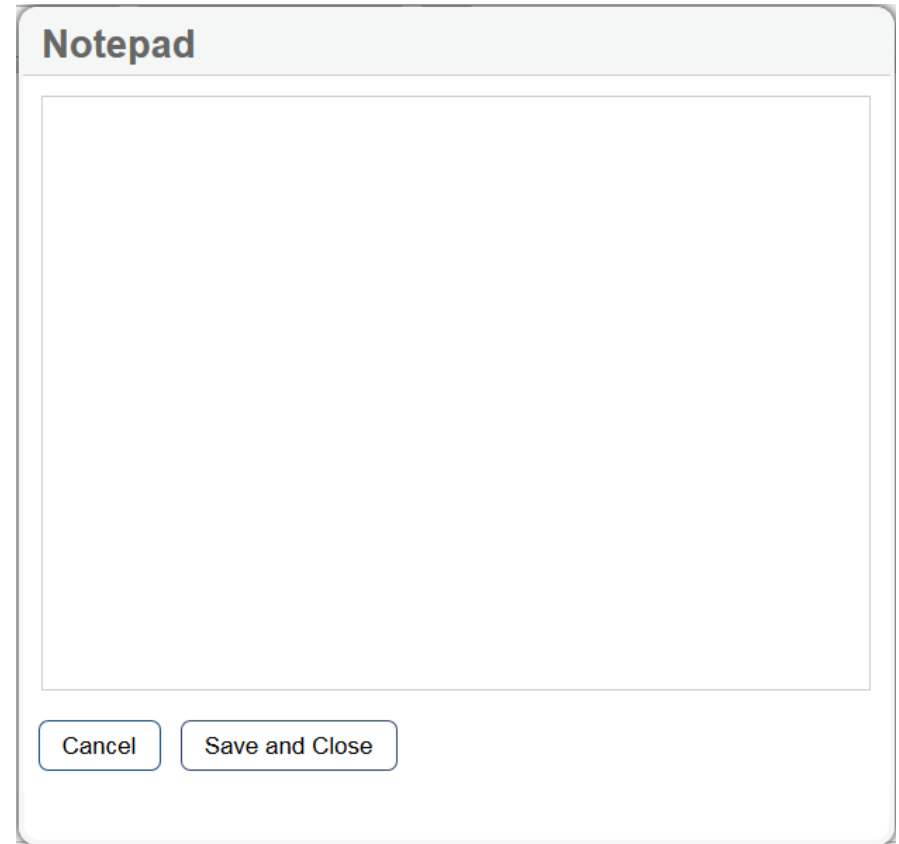




Computer-Based Tools

Notepad

- You can move the notepad around the screen by clicking the top of the window and dragging it to another part of the screen.
- The notes you type are not scored as a part of your test, but they are monitored by the testing contractor.





Computer-Based Tools

Line Reader

The **Line Reader** tool allows you to emphasize a specific line of text in the question or passage to make it easier to read.



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 decrease and increase the size of text within the test page.
- Four levels of magnification are available.

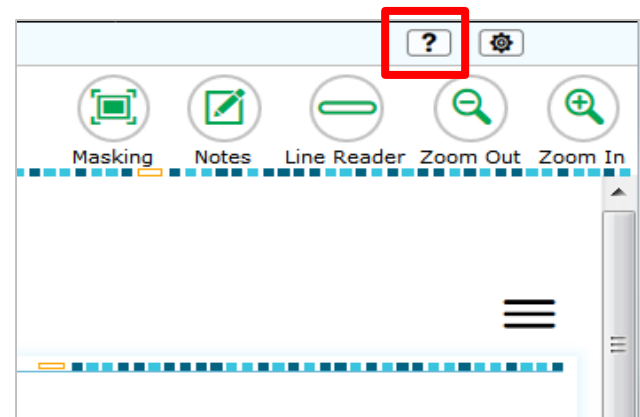




Computer-Based Tools

Help Tool

- The **Help** tool opens a pop-up window with the Help Guide, which includes an Overview of the Test Site, Test Rules, and Accessing Context Menu Tools.
- These instructions, which you will also see before logging in to the test, remind you how to navigate from one item to the next and how to use the tools and features in the testing platform.





Computer-Based Tools

Expand Passage/Item Tool

- The **Expand Passage/Item** tool allows you to expand the reading passage or item panel so that it takes up most of the screen.

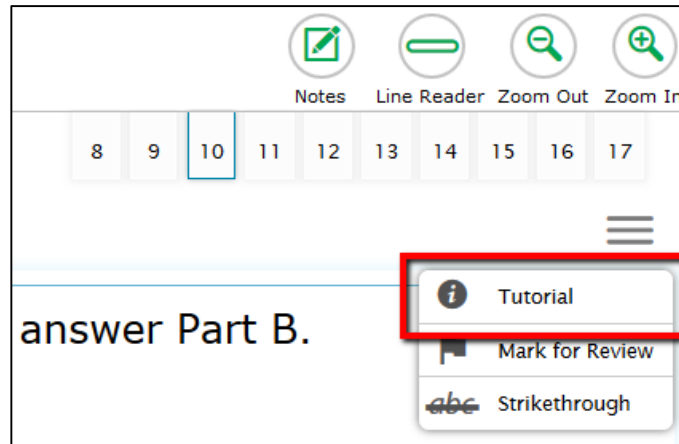




Computer-Based Tools

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.

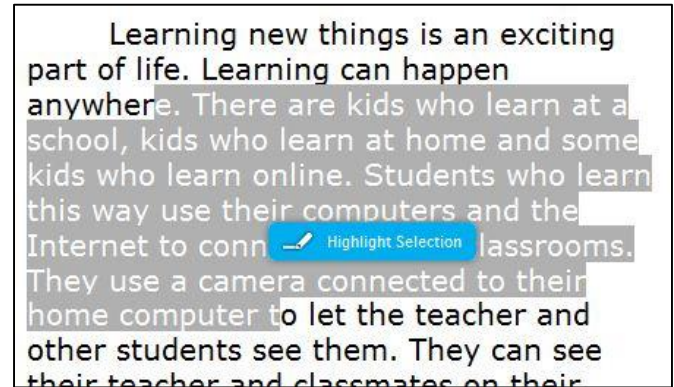




Computer-Based Tools

Highlighter

- You can highlight sections of the passages and items.
- First, click 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 the selected section and choose **Highlight Selection**.
- To remove highlighting, click the highlighted section and select Reset or Remove Highlighting.





Computer-Based Grades 7–10 ELA READING

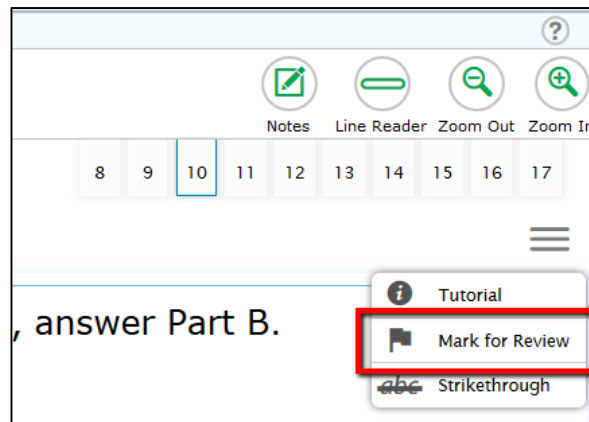
Slides 35 through 44 discuss CBT Tools
and procedures for the
ELA Reading tests ONLY.



Computer-Based Tools

Context Menu: Mark for Review

- The **Mark for Review** tool allows you to mark an item to review later.
- 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 those items.





Computer-Based Tools

Strikethrough

- You can use the **Strikethrough** tool on multiple-choice and multiselect items to cross out options you think are incorrect.
- Right-click the option you wish to cross out and choose Strikethrough; or select Strikethrough in the Context menu and click on the option.

Part A

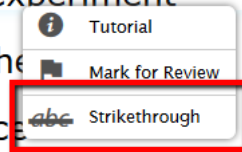
How does Passage 1 introduce the importance of the “Moon Trees”?

☒ ~~A by discussing the challenges faced by the scientists after returning~~

☐ B by listing the types of seeds that were chosen for this experiment

☐ C by presenting how rare experiments in space were at the time

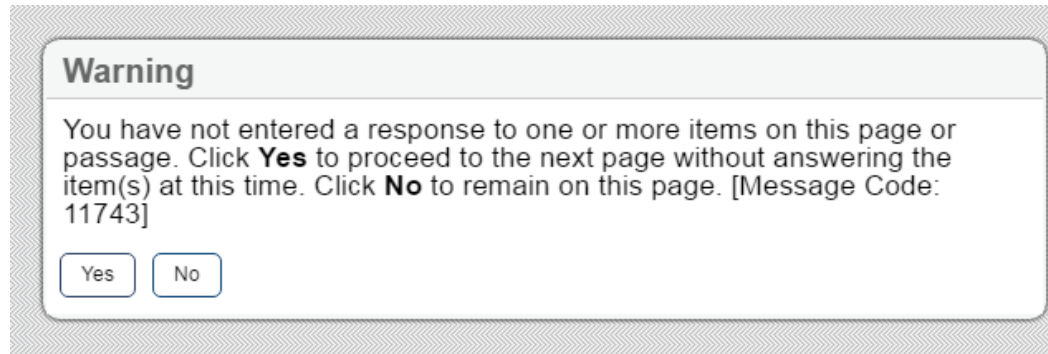
☐ D by describing the process of getting the seeds into space





Skipping Items

- If you want to skip an item and return to it later, the following pop-up window will appear when you move to a new passage set.



- If you meant to skip an item, select **Yes**. If you thought you answered all items, select **No** and make sure you have responded to all parts of each item.
- Remember to use the Mark for Review tool for these items.



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 this session: Algebra 1 EOC Session 1

Click on a question number to review it.

After completing this session, raise your hand for instructions from your test administrator.

 This symbol indicates items that you have marked for review.

 This symbol indicates unanswered items.

Questions for review:

1	6	11	▲	16	21	26	31
2	7	12		17	22	27	32
3	8	13		18	23	28	33
4	9	14		19	24	29	34
5	10	15	▲	20	25	30	

End Session

Click **End Session** when you are done with Session 1.

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.

Unanswered items will have an orange triangle next to the item number. Click the number to return to that item.



Finishing Session 1

- Once you have reviewed any items, select the **End Session** 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.

End Session

Click **End Session** when you are done with Session 1.



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 next 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**.



Practice Test

- Before taking the “live” test, you will take a practice test.
- The practice 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 practice test any time at <http://www.fsassessments.org/students-and-families/practice-tests/>.



Computer-Based Grades 7–10 ELA Writing

Slides 46 through 50 discuss CBT Tools
and procedures for the
ELA Writing tests ONLY.



Testing Screen

- Your computer-based test contains reading passages, a writing prompt, and a text box where you will type your response.

Grade 8 ELA Writing Practice Test (0 completed out of 1) GUEST, GUEST (Username: GUEST) GUEST SESSION

Back Next Save Pause End Test

Notes Line Reader Zoom Out Zoom In

Pen Names in Literature

Source 1: What's in a Name?
by E. Bennet

1 Names are useful. Sometimes they're even more useful when they're fake—especially if you're a writer. Pen names, aliases, or pseudonyms—as they're variously called—allow authors freedom, flexibility, and opportunity. Eric Blair, author of *Animal Farm* and *Nineteen Eighty-Four*, adopted the name George Orwell because he feared his early work would embarrass his family. C. S. Lewis, concerned about his status as a professor at Oxford, used the name Clive Hamilton to publish a collection of poems. Charles Dodgson, a noted mathematician, used the name Lewis Carroll to write fantasy works such as *Alice in Wonderland*.

2 For many writers, turning to a pen name is the only way to get published. When a local newspaper refused him publication, sixteen-year-old Benjamin Franklin started writing letters to the editor under the persona of the middle-aged widow Silence Dogood. Likewise, many female authors have had to conceal their gender in order to overcome discrimination and get publishers to take them seriously. The Brontë sisters (Charlotte, Emily, and Anne) wrote poetry and novels under male pseudonyms. Charlotte wrote under the name of Currer Bell, while Emily and Anne used the names Ellis and Acton Bell.

3 Even today some authors adopt a pen name in order to stem biases and preconceived notions. Perhaps the best-known example of this is J. K. Rowling. Rowling's publishers feared that young boys—the presumed audience of the *Harry Potter* series—wouldn't take the book seriously if they knew it was written by a woman. So Joanne Rowling became J. K. Rowling. In hindsight, though, the change was hardly necessary. Rowling's books enjoyed unprecedented success, gaining millions of fans among boys and girls of all ages, and adults as well.

4 In fact, Rowling became so famous that she later turned to another pen name, Robert Galbraith, in order to write detective novels. For Rowling, a new pen name meant a fresh start and a chance to explore a new genre without the

1

Your town's public library is hosting an exhibit on pen names throughout history. You have been asked to write an informational article for the exhibit's display explaining why some authors choose to use pen names. Your essay should be based on the ideas and concepts found in the "Pen Names in Literature" passage set.

Manage your time carefully so that you can

- read the passages;
- plan your response;
- write your response; and
- revise and edit your response.

Be sure to

- use evidence from multiple sources; and
- avoid overly relying on one source.

Your response should be in the form of a multiparagraph essay. Write your response in the space provided.

B I U L Text Color Background Color Link Unlink Bold Italic Underline Bulleted List Numbered List Indent Outdent Undo Redo Spell Check



Formatting Toolbar

- Above the response area is a formatting toolbar. This toolbar allows you to:
 - apply different styles to your response, such as bold, underline, or bullets
 - use functions such as cut, copy, and paste
 - enter special characters
- To see what each button does, hover your mouse over the button for a description.





Taking the Test

- Read each passage carefully and respond completely to the writing prompt.
- Your writing should show that you can organize and express your thoughts clearly.
- You are required to write your response in English.
- Manage your time carefully so that you have time to read the passages, plan your response, write your response on your computer or device, and proofread, revise, and edit your response.



Computer-Based Tools

Select Response Version

The Select Response Version tool allows you to view and restore responses you previously entered. For example, if you type a response, click Save, delete the text, and enter new text, you can use this tool to recover the original response.

The screenshot shows a dialog box titled "Select Response Version". On the left side, there is a list of three versions: "Version 3", "Version 2", and "Version 1", each with a corresponding empty text box for selection. On the right side, there is instructional text: "You may select a previously saved version of your writing from the list on the left. If you wish to restore one of these versions, select it and click the **Select** button at the bottom of this window. If you wish to return to your current response, click the **Cancel** button below." At the bottom of the dialog box, there are two buttons: "Cancel" and "Select".



Submitting Your Test

- Review your response carefully and ensure you are ready to submit.
- 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.



Remember...

During the test you may not:

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



Remember...

- **You may not ask for help in answering any test questions or planning your responses.**
- 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 or respond completely.



Remember...

Once you submit a test,
you cannot go back into the test.

Be sure to read and revise your response or 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 or
passages**

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!