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).

FSASecure...

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.

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.

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** buttons can be used to move to the previous question or the next question.
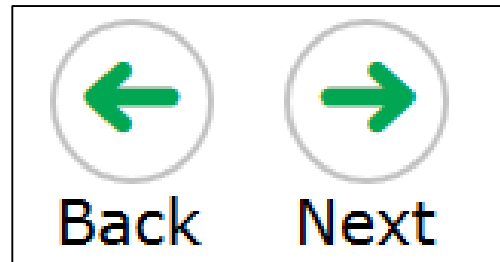
Computer-Based Tools

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.

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.

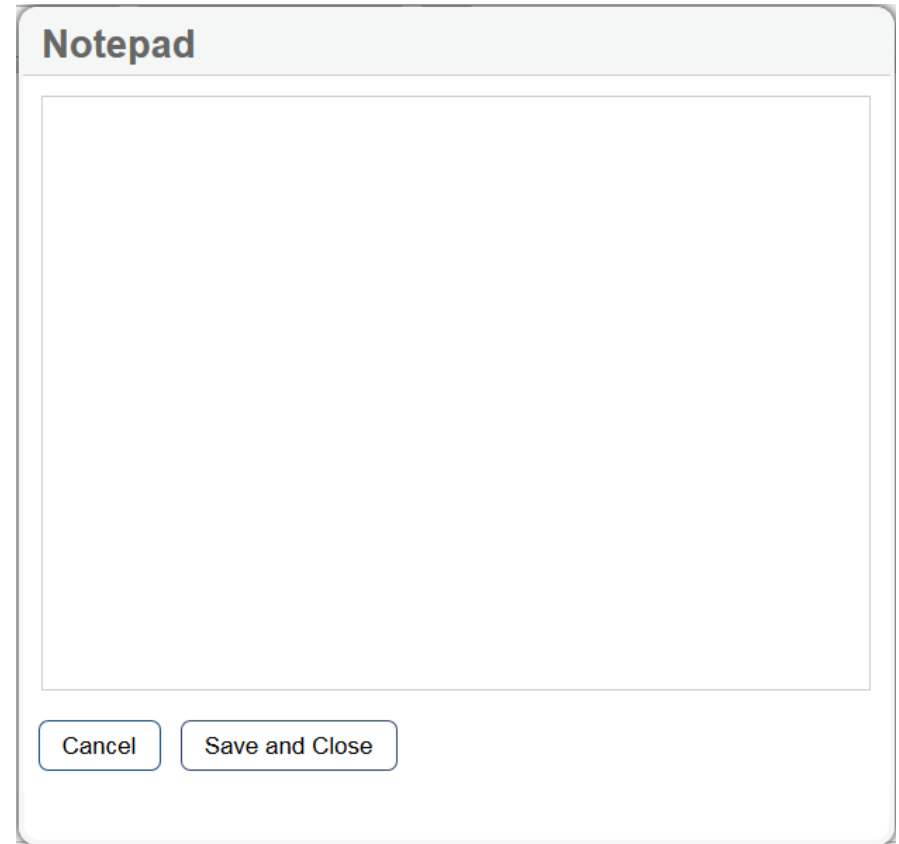- Remember, you can also make notes on your Planning Sheet or CBT Worksheet.
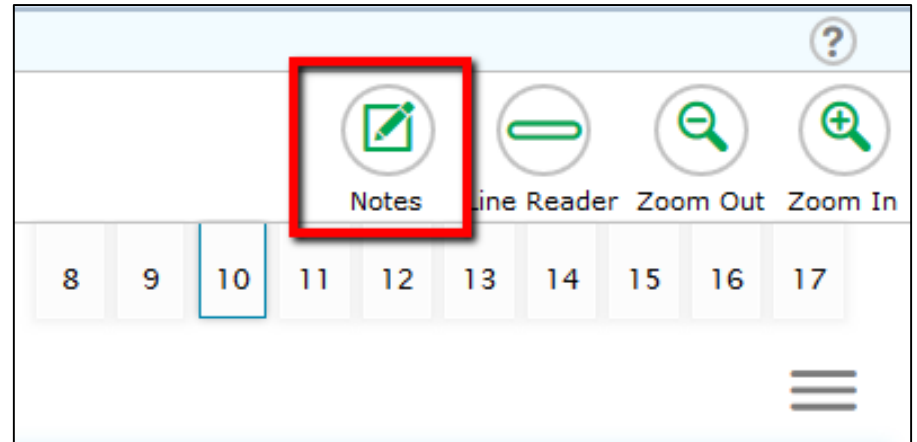
Computer-Based Tools

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.

Notepad

Cancel   Save and Close

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.

Line Reader

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.

Zoom Out   Zoom In

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.
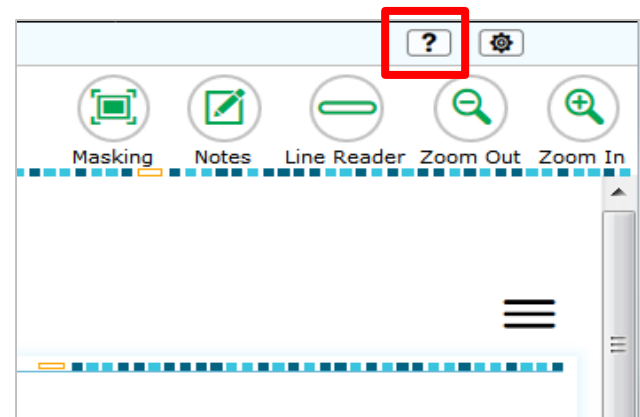
Computer-Based Tools

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.
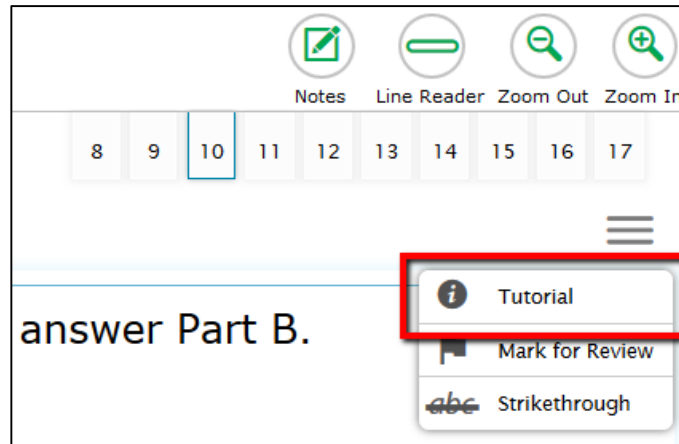
Computer-Based Tools

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.
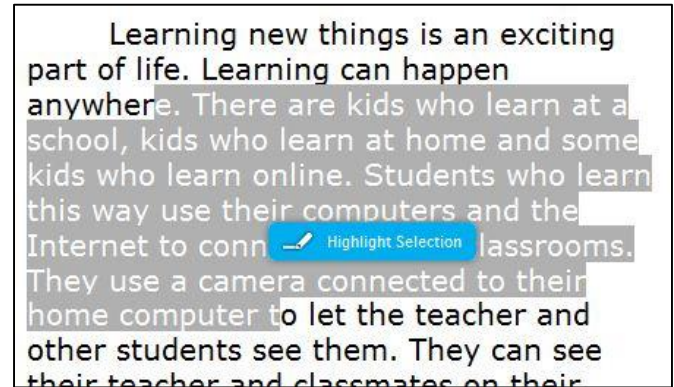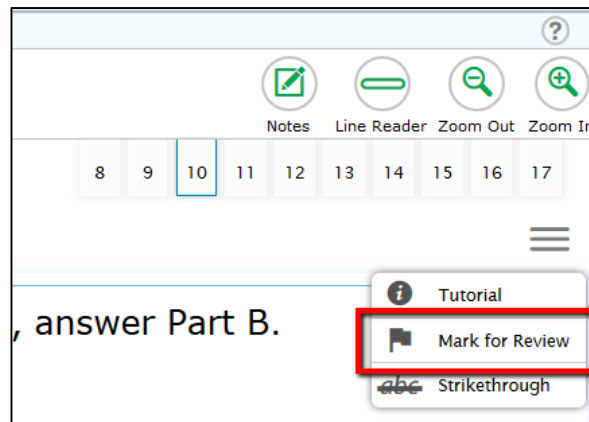
Computer-Based
Grades 7–10 ELA READING

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.
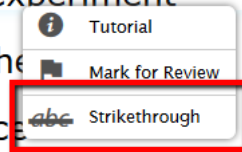
Skipping Items

- 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.

Warning

You have not entered a response to one or more items on this page or passage. Click **Yes** to proceed to the next page without answering the item(s) at this time. Click **No** to remain on this page. [Message Code: 11743]

| Yes | No |
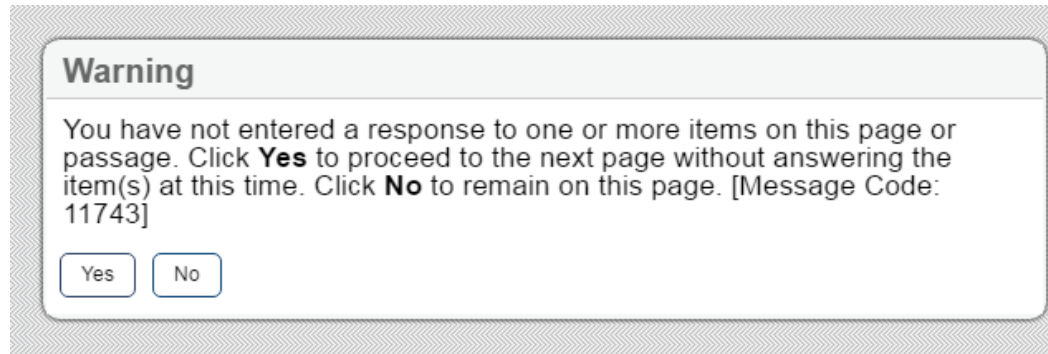
- If you meant to skip an item, select **Yes**. If you thought you answered all items, select **No** and make sure you have responded to all parts of each item.

- 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.

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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.

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.

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!