



Practice Tests Guide

2020–2021

Updated February 11, 2021



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Introduction to this Guide

This user guide provides information for individuals accessing the Florida Statewide Assessments practice tests. This introduction describes the contents of this user guide and includes a key for identifying icons and elements used.

Guide Sections



Each section and appendix begins on a new page, which allows for easy printing.

1. [Signing In to the Practice Test Site](#) provides information on how to log in and select a practice test.
2. [Overview of Practice Test Features](#) includes information about a sample test layout, global and context menus, and the test tools that are available.
3. [Item Types on Tests](#) gives an overview of the item types that students may see on the practice tests and general guidelines on how to respond to items.
4. [Keyboard Navigation](#) provides keyboard commands for general test navigation as well as for specific features.

Document Conventions

The following table describes the typographical conventions appearing in this user guide.

Table 1. Key Icons and Elements

| Icon | Description |
|---|---|
|  | Caution: This symbol accompanies important information regarding a task that may cause minor errors. |
|  | Note: This symbol accompanies helpful information or reminders. |
| <i>bold italic</i> | Boldface italic indicates a page name. |
| bold | Boldface indicates an item you click or a drop-down list name. |
| <i>italic</i> | Italic indicates a field name or a drop-down list selection. |

Signing In to the Practice Test Site

Students must use a supported web browser or the secure browser to access the Practice Test site. The supported web browsers for the practice tests are listed on the [Supported Systems & Requirements](#) page found on the Florida Statewide Assessments Portal. Text-to-Speech is only available through the secure browser. Students who will require this accommodation must access the Practice Test through the secure browser.

Using the Secure Browser

1. Ensure that all software applications, including internet browsers, are closed on your computer or device.
2. Launch the Secure Browser on your computer or mobile device.
3. Select **Go to the Practice Test Site** to access the Student Practice Test site.
4. Continue to [step 3](#) below.

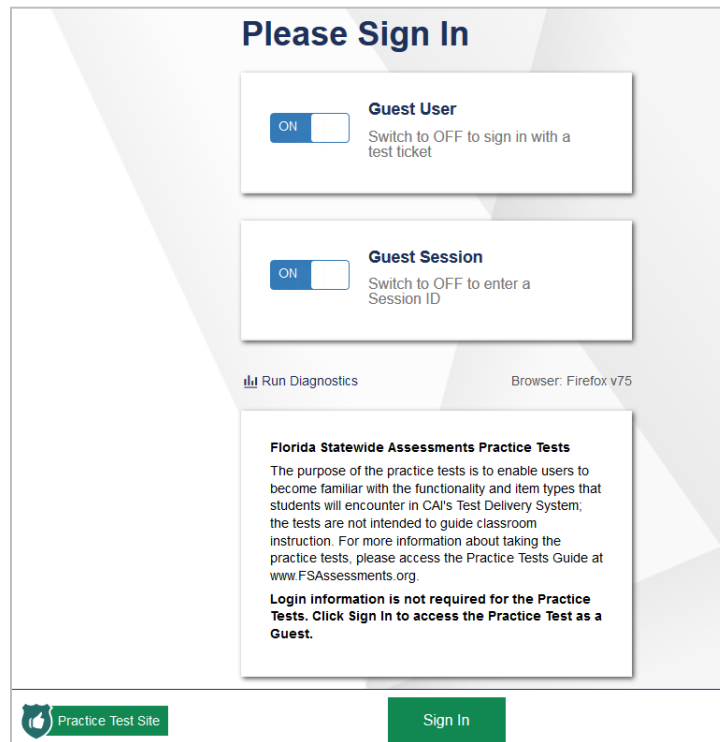
Using a Web-Browser

1. Open a supported web browser on your computer or tablet.
2. Navigate to the portal (www.FSAssessments.org).
 - a. In the right-hand panel, click the **Practice Tests** card. The **Practice Tests** page appears.
 - b. Click the **Computer-Based Practice Test Materials** card, and then click the **Take the Computer-Based Practice Tests** card. The student practice test **Please Sign In** page appears.
3. You will sign in as a guest user under a guest session. Make sure Guest User and Guest session are both switched to ON. Click **Sign In**.



Note: The login process will be different if Guest User and Guest Session are not both switched to ON. This guide is intended for users logging into the Practice Test as a guest user with a guest session.

Figure 1. Student Practice Test Login Page



The login page features a 'Please Sign In' header. Below it are two toggle switches: 'Guest User' (ON) and 'Guest Session' (ON). A 'Run Diagnostics' link and 'Browser: Firefox v75' text are present. A large text box explains the purpose of the practice tests and provides a link to the Practice Tests Guide. At the bottom, there is a 'Practice Test Site' logo and a 'Sign In' button.


Please Sign In

Guest User
ON ☐ Switch to OFF to sign in with a test ticket

Guest Session
ON ☐ Switch to OFF to enter a Session ID

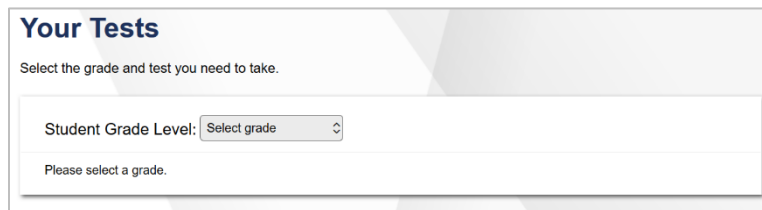
[Run Diagnostics](#) Browser: Firefox v75

Florida Statewide Assessments Practice Tests
The purpose of the practice tests is to enable users to become familiar with the functionality and item types that students will encounter in CAI's Test Delivery System; the tests are not intended to guide classroom instruction. For more information about taking the practice tests, please access the Practice Tests Guide at www.FSAssessments.org.
Login information is not required for the Practice Tests. Click Sign In to access the Practice Test as a Guest.

 Practice Test Site [Sign In](#)

4. The **Your Tests** page appears. From the **Student Grade Level** drop-down list, select a grade.

Figure 2. Your Tests Page



The 'Your Tests' page has a title and a prompt to select a grade and test. It features a 'Student Grade Level' drop-down menu with 'Select grade' as the current selection. Below the menu is a message: 'Please select a grade.'

Your Tests

Select the grade and test you need to take.

Student Grade Level:

Please select a grade.

5. The **Your Tests** page will update with available practice tests.

Figure 3. Your Tests Page

Your Tests

Select the grade and test you need to take.

Student Grade Level: 10

ELA – Reading

Start Grade 10 ELA Reading Practice Test

ELA – Writing

Start Grade 10 ELA Writing Practice Test

End-of-Course

Start Algebra 1 EOC Practice Test Start Biology 1 EOC Practice Test

Start Civics EOC Practice Test Start Geometry EOC Practice Test

Start U.S. History EOC Practice Test

Infrastructure Trial Test

Inactive FSA Infrastructure Trial Test
You cannot take this test with this browser.

Practice Test Site Back to Login

Select an available practice test by clicking the text next to the arrow. The list of available tests depends on the grade level selected.



Note: If the test you want to take is not displayed, click **Back to Login**. You will be logged out. Sign in again and select the grade level for the practice test you wish to take. EOCs are available for all grade levels in the Practice Test site when signed in as a Guest User.

- The **Choose Settings** page appears. Select your accessibility settings and/or accommodations.



Note: When signing into a Practice Session with a ticket or session ID, the **Choose Settings** page will not appear. This page only appears if signing in as a guest user with a guest session.

Figure 4. Choose Settings Page

Choose Settings:

Review the following test settings. You can change the options, if necessary.

Grade 10 ELA Reading Practice Test

Accommodations

- Text-to-Speech: OFF
- Masking: OFF
- American Sign Language: OFF
- Closed Captioning: OFF

Accessibility Settings

- Print Size: 1X
- Background Color Choices: Black Text on White
- Mouse Pointer: System Default

Practice Test Site | Select | Undo Changes | Back

- a. If necessary, change the default settings for the test. You can change the print size, background color, and mouse pointer color and size, or set an accommodation (e.g., masking, text-to-speech, closed captioning, speech-to-text), as needed. Text-to-speech is only available when using the secure browser. Your selections will be applied immediately once selected.
 - b. When you have made your selections, click **Select**.
7. The **Audio Checks** page appears for students taking the ELA Reading test and for students using the text-to-speech and/or speech-to-text accommodations. If students will use the speech-to-text accommodation, they will first see the Recording Device Check portion of the Audio Checks screen.

Figure 5. Audio Checks Page

Audio Checks
Your test uses multi-media features. Please perform the following checks before continuing.

Recording Device Check
Make sure your recording device is working.

1. To start recording, press the Microphone button.
2. Say your name into your recording device.
3. When you are done, press the Stop button.
4. To listen to your recording, press the Play button.

Next Step:
If you heard your recording, choose **I heard my recording**. If not, choose **I did not hear my recording**.




- Students must click the microphone icon [] and begin recording their voice.
- Students speak into their recording device, and then select the stop icon [] to stop recording.
- Next, students select the play icon [] to listen to their recorded audio.
 - If the sound is audible, students will click **I heard my recording**. A green checkmark will appear in the upper-right corner of the Sound Check section. The student will then continue to Step [8](#).

Figure 6. Audio Checks Page

Audio Checks
Your test uses multi-media features. Please perform the following checks before continuing.

Recording Device Check
Make sure your recording device is working.

1. To start recording, press the Microphone button.
2. Say your name into your recording device.
3. When you are done, press the Stop button.
4. To listen to your recording, press the Play button.

Next Step:
If you heard your recording, choose **I heard my recording**. If not, choose **I did not hear my recording**.

- If the sound is not audible, students will click **I did not hear my recording**. The Audio Checks: Problem Recording Audio section will appear with a message telling students to notify their TA that they have a recording problem. Students also have two options:
 - Option A: Try Again.** Students can click **Try Again**. This will direct the students back to the Recording Device Check section.


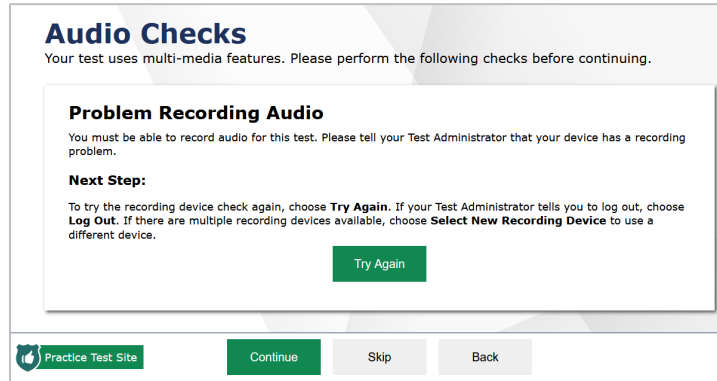
- **Option B: Log Out.** Students can click the logout button in the upper-right corner of the screen []. Troubleshoot the computer or device and headphones to see if there is a problem or move the student to another computer or device that has working audio.

Figure 7. Problem Recording Audio Page




Audio Checks
Your test uses multi-media features. Please perform the following checks before continuing.

Problem Recording Audio
You must be able to record audio for this test. Please tell your Test Administrator that your device has a recording problem.

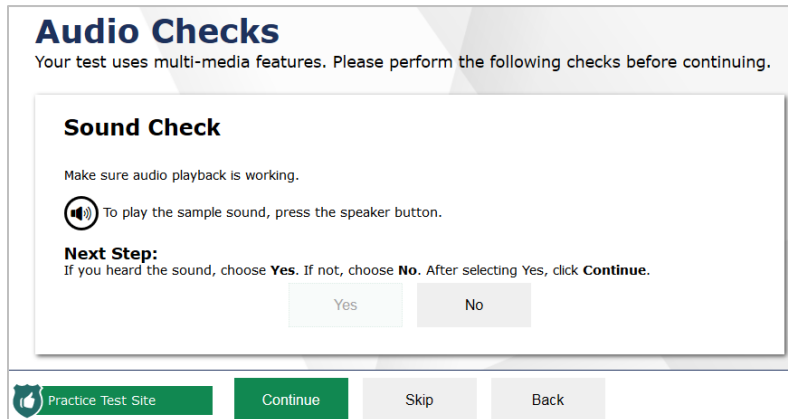
Next Step:
To try the recording device check again, choose **Try Again**. If your Test Administrator tells you to log out, choose **Log Out**. If there are multiple recording devices available, choose **Select New Recording Device** to use a different device.

[Try Again](#)

 Practice Test Site [Continue](#) [Skip](#) [Back](#)


8. Students taking the ELA Reading test will see the sound check portion of the Audio Checks screen. Students must verify that they can hear the sample audio before continuing the login process.

Figure 8. Audio Checks Page




Audio Checks
Your test uses multi-media features. Please perform the following checks before continuing.

Sound Check
Make sure audio playback is working.

 To play the sample sound, press the speaker button.

Next Step:
If you heard the sound, choose **Yes**. If not, choose **No**. After selecting Yes, click **Continue**.

[Yes](#) [No](#)

 Practice Test Site [Continue](#) [Skip](#) [Back](#)


- a. Students must click the speaker icon [] and listen to the audio.
 - If the sound is audible, students will click **Yes**. A green checkmark will appear in the upper-right corner of the Sound Check section. The student will then click **Continue** and be directed to the **Before You Begin** screen.

Figure 9. Audio Checks Page

Audio Checks
Your test uses multi-media features. Please perform the following checks before continuing.

Sound Check ✓

Make sure audio playback is working.

To play the sample sound, press the speaker button.

Next Step:
If you heard the sound, choose **Yes**. If not, choose **No**. After selecting Yes, click **Continue**.

Practice Test Site

- If the sound is not audible, students will click **No**. The Sound Check: Audio Problem section will appear with a message telling students to notify their TA that they have an audio problem. Students also have two options:
 - **Option A: Try Again.** Students can click **Try Again**. This will direct the students back to the Sound Check section.
 - **Option B: Log Out.** Students can click the logout button in the upper-right corner of the screen []. Troubleshoot the computer or device and headphones to see if there is a problem or move the student to another computer or device that has working audio.

Figure 10. Audio Checks Page

Audio Checks
Your test uses multi-media features. Please perform the following checks before continuing.

Sound Check: Audio Problem

Tell the Test Administrator/Proctor that you have an audio problem. Playing sound is required for this test.

Next Step:
To try the audio playback check again, choose **Try Again**. If your Test Administrator tells you to log out, choose **Log Out**.

Practice Test Site

9. The Text-to-Speech Sound Check section appears if a student has the text-to-speech (TTS) accommodation selected. On this page, students verify that TTS is working properly on their device. Students can only use TTS within the secure browser.



Note: Text-to-Speech is only available in the secure browser. If the Practice Test is accessed in an internet browser, there will be a message indicating Text-to-Speech is not available.

Figure 11. Text-to-Speech Sound Check Page

Text-to-Speech Sound Check
Make sure text-to-speech is working.

Press the speaker button. You should hear a voice speak the following sentence: "This text is being read aloud."

Sound Settings
Current Voice Pack: Microsoft David Desktop - English (United States) ▾

Use the sliders to adjust the volume, pitch, and rate of the voice. Click the green speaker button to hear your changes.

Volume
10

Pitch
10

Rate
10

Next Step:
If you heard the voice clearly, choose **I heard the voice**. If not, choose **I did not hear the voice**. To continue testing without checking text-to-speech, choose **Skip TTS Check**.

I heard the voice **I did not hear the voice** **Skip TTS Check**

- a. Students click the speaker icon [] and listen to the audio.
- If the voice is clearly audible, students will click **I heard the voice**. A green tab with a checkmark will appear in the upper-right corner of the section. The student will then click **Continue** and be directed to the **Before You Begin** screen.

Figure 12. Text-to-Speech Sound Check Page

Text-to-Speech Sound Check
Make sure text-to-speech is working.

Press the speaker button. You should hear a voice speak the following sentence: "This text is being read aloud."

Sound Settings
Current Voice Pack: Microsoft David Desktop - English (United States) ▾

Use the sliders to adjust the volume, pitch, and rate of the voice. Click the green speaker button to hear your changes.


Volume
10

Pitch
10

Rate
10

Next Step:
If you heard the voice clearly, choose **I heard the voice**. If not, choose **I did not hear the voice**. To continue testing without checking text-to-speech, choose **Skip TTS Check**.

I heard the voice **I did not hear the voice** **Skip TTS Check**

- If the voice is not clearly audible, students can adjust the settings using the sliders for Volume, Pitch, and Rate and click [] again.
- If students still cannot hear the voice clearly, they should click **I did not hear the voice** and close the secure browser. You can work with students to adjust their audio or headset. The student can sign in again when the issue is resolved.


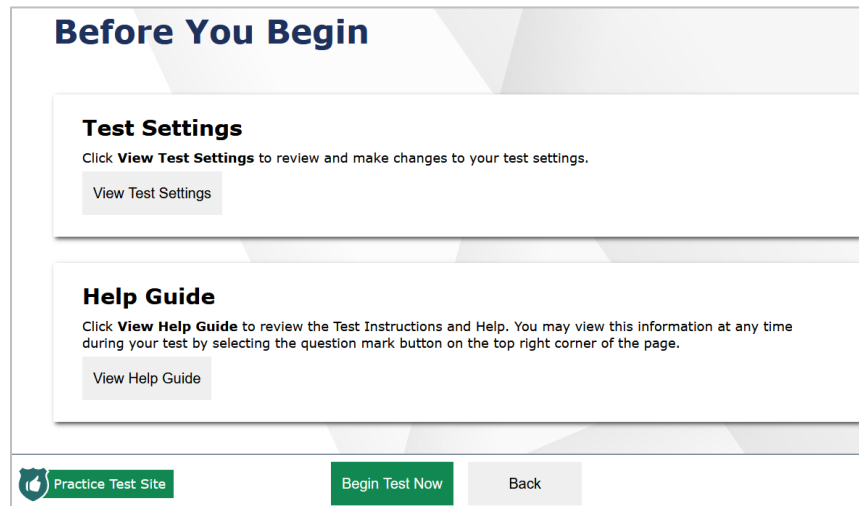
10. The **Before You Begin** page appears. From here, you can view the **Test Settings** and **Help Guide**. Additionally, you can click **Begin Test Now** to start the practice test, **Back** to return to the previous page, or the Logout button [] in the upper right corner of the page to return to the **Please Sign In** page.

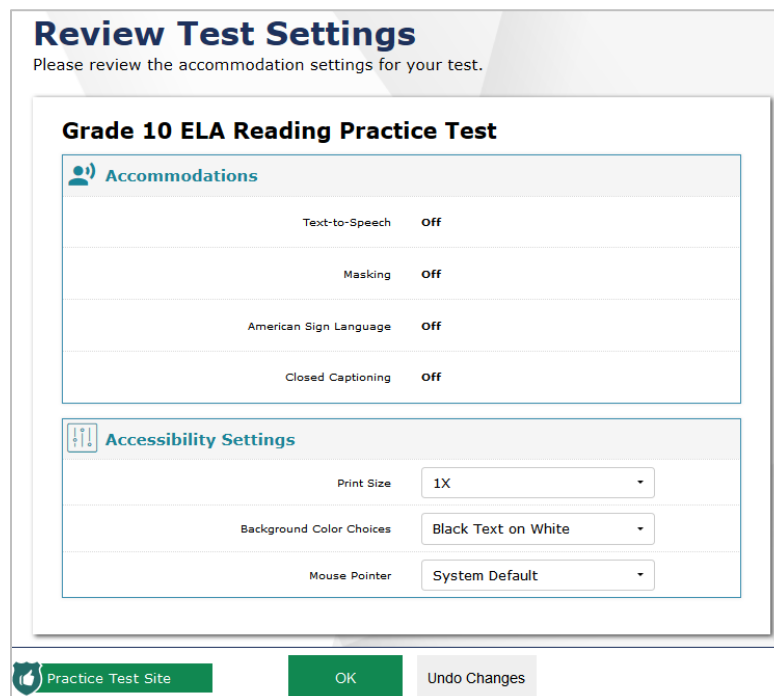
Figure 13. Before You Begin Page



The screenshot shows the 'Before You Begin' page. At the top, the title 'Before You Begin' is displayed in a large, bold, blue font. Below the title, there are two main sections: 'Test Settings' and 'Help Guide'. Each section has a brief description and a 'View' button. The 'Test Settings' section says 'Click **View Test Settings** to review and make changes to your test settings.' and has a 'View Test Settings' button. The 'Help Guide' section says 'Click **View Help Guide** to review the Test Instructions and Help. You may view this information at any time during your test by selecting the question mark button on the top right corner of the page.' and has a 'View Help Guide' button. At the bottom of the page, there is a navigation bar with three buttons: 'Practice Test Site' (with a shield icon), 'Begin Test Now' (in green), and 'Back' (in grey).

- a. Click **View Test Settings**.
- The **Review Test Settings** page appears.

Figure 14. Review Test Settings Page



The screenshot shows the 'Review Test Settings' page. At the top, the title 'Review Test Settings' is displayed in a large, bold, blue font. Below the title, there is a subtitle 'Please review the accommodation settings for your test.' The main content area is titled 'Grade 10 ELA Reading Practice Test' and contains two sections: 'Accommodations' and 'Accessibility Settings'. The 'Accommodations' section has a table with four rows, each with a setting name and a toggle switch. The 'Accessibility Settings' section has a table with three rows, each with a setting name and a dropdown menu. At the bottom of the page, there is a navigation bar with three buttons: 'Practice Test Site' (with a shield icon), 'OK' (in green), and 'Undo Changes' (in grey).

| Accommodations | |
|------------------------|-----|
| Text-to-Speech | Off |
| Masking | Off |
| American Sign Language | Off |
| Closed Captioning | Off |

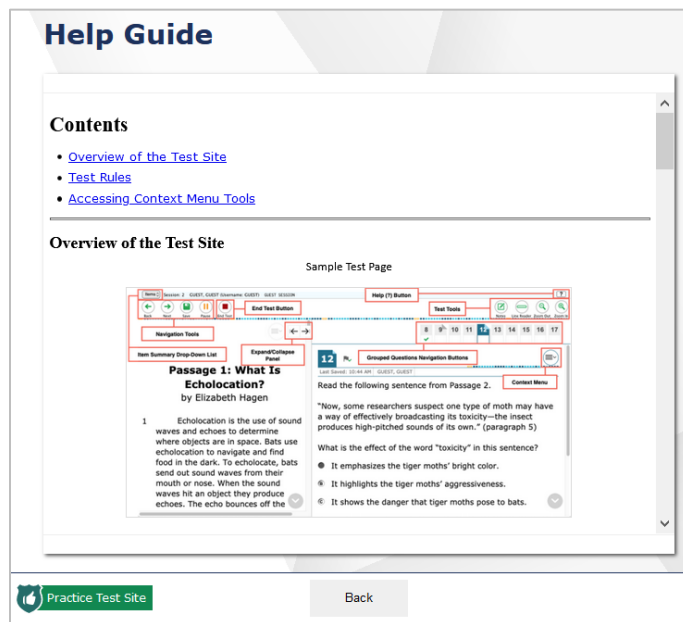
| Accessibility Settings | |
|--------------------------|---------------------|
| Print Size | 1X |
| Background Color Choices | Black Text on White |
| Mouse Pointer | System Default |

- Review the information on this page and verify that your test settings are correct. Any changes that you selected on the **Choose Settings** page will be reflected on this page.
 - If the accessibility settings, and accommodations are correct, click **OK**.
 - If the accessibility settings are incorrect, make appropriate changes and click **OK**. If you have to change accommodations, you will need to log out and set the accommodations described in [Step 6](#).
 - You can undo the changes you selected and return to the previously selected settings by clicking **Undo Changes**.
- b. Click **View Help Guide**. The **Help Guide** page appears.



Note: The Help Guide includes information pertaining to the test being taken.

Figure 15. Help Guide



- c. Back on the **Before You Begin** page, click **Begin Test Now**.

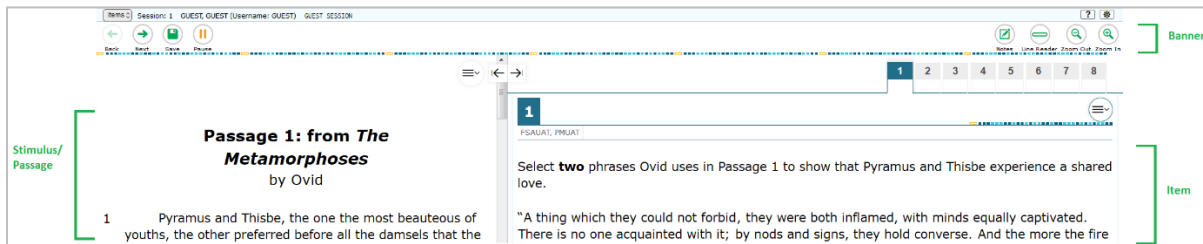
Overview of Practice Test Features

This section provides an overview of what a test page looks like. Information about available test tools and how to access them is also provided.

Test Layout

[Figure 16](#) shows the primary features and available tools for an ELA Reading test. Tools will differ between subjects and grade levels.

Figure 16. Test Layout Sample



Each test has three major sections:

1. **Banner:** located at the top of the screen, contains global tools and navigation buttons, as well as the Help and System Settings buttons
2. **Stimulus/Passage:** located on the left side of the screen, displays test content/stimuli
3. **Item:** located to the right of the stimulus/passage, contains the question, response area/options, and context menu



Note: Some tools are available only by accessing a context menu for that stimulus/item. For more information, see the next section.

Global and Context Menus

The global and context menus allow students to access on-screen tools. These tools can be accessed using a mouse or keyboard shortcuts. For information about keyboard shortcuts, refer to [Keyboard Navigation](#). The System Settings button will only be visible for students taking the practice test on the secure browser.

About the Global Menu


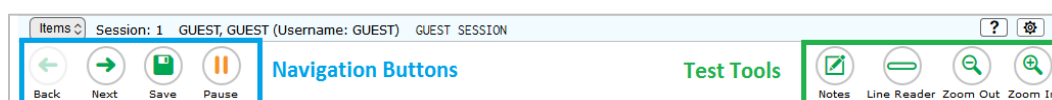
The global menu (located in the banner) contains all the visible tools displayed at the top of the student's test screen. Most universal tools, as well as the Help [] button, are in the global menu.

Figure 17. Sample Global Menu



To open a test tool in the global menu, select the button for the tool.

About the Context Menus

Each test question may include several elements, such as the question number and answer options. The context menu for each element (e.g., passage, stimulus, answer options) only contains tools that are available for that element.

Figure 18. Sample Context Menu for Passage

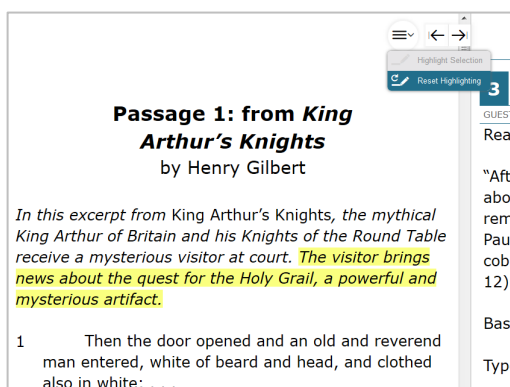
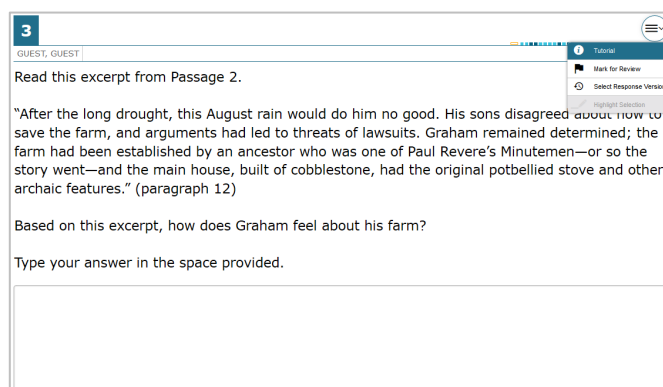




Figure 19. Sample Context Menu for Answer Options



Opening a Context Menu for Passages and Questions

You can access context menus by clicking the context menu [] within an element (e.g., passage, stimulus) or by right-clicking within an element (e.g., passage, stimulus, answer options). The context menu will display different tools based on where and how you access it.

Using the context menu button to access context menu tools:

1. Click the context menu [] in the upper-right corner of an element (e.g., passage, stimulus).
2. Select a tool from the context menu.

Right-clicking to access context menu tools:

1. To access the context menu by right-clicking, do one of the following:
 - a. If you are using a two-button mouse, right-click in the question and answer area.
 - b. If you are using a single-button mouse, click in the question and answer area while pressing **Ctrl**.
 - c. If you are using a Chromebook, click in the question and answer area while pressing **Alt**.

- d. If you are using a tablet, tap the question and answer area and then tap the context menu button (this selects the answer option until you select a different option).
2. Select a tool from the context menu.

Test Tools

The following test tools are available:








1. **Universal Tools:** Universal tools appear in the banner at the top of the page.
2. **Stimulus/Question Tools:** These tools are specific to stimuli and questions and are accessed by opening the context menu [] for a stimulus, question, or answer option area.
3. **Accommodation Tools:** Accommodation tools are available only for those students who have the related accommodation. The accommodation must be set in TIDE before the student begins the test.

Table 2. Universal Tools

| Universal Tools | Description |
|--|---|
| Calculator  Calculator | View the on-screen calculator in a test. <i>Note: A scientific calculator is available for the Grades 7-8 Mathematics, Algebra 1 EOC, and Geometry EOC tests. A four-function calculator is available for the Biology 1 EOC test.</i> |
| End Test  End Test | Click the End Test button to begin the process of submitting the test. |
| Formula  Formula | Click the Formula button to view applicable reference sheets for assessments for which they are provided. <i>Note: The Formula tool is available for Mathematics, Algebra 1 EOC, and Geometry EOC tests only.</i> |
| Help  | The Help button at the top right opens the on-screen Help Guide window. |
| Line Reader  Line Reader | Use the Line Reader button to highlight a single line of text at a time in passages and questions. |
| Navigation  Back Next | The Back and Next buttons in the top left corner permit you to move between pages on a test. For <i>Mathematics, EOC, and ELA Reading</i> tests, clicking the navigation buttons permits you to move between questions. For <i>ELA Writing</i> tests, clicking Next prompts you to end the test. <i>Note: When multiple questions are grouped together with the same stimulus, a button for each question number appears in the top right. You can also click these buttons to navigate between questions in the group.</i> |




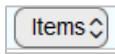








| Universal Tools | Description |
|--|--|
| Notes  Notes | Click the Notes button to open an on-screen notepad. You can enter notes for yourself and save them. You can also cut, copy, and paste any text in the notepad. These notes are global and remain in the pop-up window throughout the test. <i>Note: This tool is available for ELA Reading and ELA Writing tests.</i> |
| Pause  Pause | The Pause button allows you to pause and log out of the test. |
| Periodic Table  Periodic Table | View the on-screen periodic table in a test. <i>Note: The periodic table is available for the Biology 1 EOC test.</i> |
| Item Summary Drop-Down List  | This feature enables you to quickly return to a specific test page. Questions that were marked for review display []. Items you haven't visited yet and/or are unanswered will display []. |
| Save (Optional)  Save | The Save button allows you to manually save technology-enhanced questions. This is an optional feature. If you do not click this button, your answers are still saved automatically. |
| System Settings  | The wheel next to the Help button allows you to adjust volume during the test. <i>Note: The System Settings button will only be visible for students taking a practice test on the secure browser.</i> |
| Zoom   Zoom Out Zoom In | Use the Zoom In and Zoom Out buttons to increase and decrease the size of text and graphics within a single test page. Four zoom levels are available. |

Table 3. Stimulus/Question Tools

| Stimulus/Question Tools | Description |
|--|--|
| Expand Passage/Item Tool  | Some test pages have a passage, item, or activity on the left side of the page. You can expand this section. You can also expand the right side of the page. Click the left arrow of the icon [] to expand the right side of the page to view the test item and click the right arrow to collapse it again. Click the right arrow to expand the passage and click the left arrow to collapse it again. |




| Stimulus/Question Tools | Description |
|--------------------------------|--|
| Highlighter | <p>Highlights a section of text in a passage or test question. Highlighter is available in four different colors: yellow, orange, mint green, and lavender.</p> <p>To highlight text, select text on the screen, right-click with the mouse, and select Highlight Selection.</p> <p>To remove a single instance of highlighting, select the text, right-click and select Remove Highlight.</p> <p>To remove all instances of highlighting in a reading passage or question, right-click the highlighted text and select Reset Highlighting.</p> |
| Mark for Review | <p>Select Mark for Review from the context menu. The box around the item number changes from solid blue to striped blue and the top right corner of the box is folded over, [] displays next to the question number, and [] displays in the Item Summary drop-down list. To remove the (marked) status, select Unmark Review Item.</p> |
| Notepad | <p>Each Mathematics question has a Notepad tool that allows you to save a note or comment about the question. To access this tool, select Notepad from the context menu.</p> <p><i>Note: This tool is available for Mathematics, Algebra 1 EOC, and Geometry EOC tests only.</i></p> |
| Select Response Version | <p>For open response questions, you can view and restore responses previously entered. To access the Select Response Version tool, right-click in the text box and choose Select Response Version from the context menu.</p> |
| Strikethrough | <p>For multiple choice or multiselect questions, you can strike out an option and focus on the options you think may be correct. Using strikethrough on an answer option does not remove selection of that option as your response.</p> <ul style="list-style-type: none"> To strikethrough an answer option, right-click on the option and select Strikethrough. A line appears through the text or image. To remove the strikethrough from an answer option, right-click on the option and select Undo Strikethrough. |
| Tutorial | <p>Each question has a tutorial video that you can watch to learn more about responding to that type of question. To view the tutorial video, select Tutorial from the context menu.</p> <p><i>Note: Tutorials have no sound and are not available on the Biology 1, Civics, and U.S. History EOCs.</i></p> |

Table 4. Accommodation Tools

| Accommodations Tools | Description |
|-------------------------------------|---|
| American Sign Language (ASL) | <p>For students with this assigned accommodation, videos are displayed that translate ELA Reading audio passages into American Sign Language (ASL). From the context menu, select American Sign Language.</p> |

| Accommodations Tools | Description |
|--|---|
| Closed Captioning | ELA Reading audio passages automatically display closed captions for students who have chosen this setting or who are taking a practice test in the secure browser with the accommodation assigned. |
| Masking  Masking | Cover an area of the test page to temporarily hide information that might be distracting. |
| Speech-to-Text (STT) | Students who have a speech-to-text (STT) accommodation can use this tool to convert dictated audio to text in the writing response area. |
| Text-to-Speech (TTS) | Students who have a text-to-speech (TTS) accommodation listed on their IEPs can use the Speak tool to listen to instructions, test items, and answer options. Student eligibility information for TTS must be recorded in TIDE. |
| Text-to-Speech on Writing Response | Students who have a text-to-speech on writing response accommodation can use the Speak tool to listen to the response provided by the student. |

Item Types on Tests

This section contains sample item types that may appear on the practice tests. The following item types may appear: Editing Task Choice, Hot Text, Open Response, Multiple Choice, Multiselect, Evidence-Based Selected Response (EBSR), Graphic Response Item Display (GRID), Equation Editor, Matching, and Table. Any of these item types may be combined into a single item with multiple parts called a multi-interaction item. For additional information about item types, please refer to the Item Specifications located in the About Statewide Assessments section on the portal (www.FSAssessments.org).

Editing Task Items

To enter responses for editing task items, click the highlighted word or phrase. (Typically, the highlighted word or phrase has a light green background.)

- Some editing task items require you to select the replacement word or phrase from a menu or drop-down.

Figure 20. Sample Task Item

17 - 19
GUEST, GUEST

There are four highlights in the essay to show which word or phrase may be incorrect. For each highlight, click the word or phrase that is correct.

Click the highlighted word to open the editing task menu.

People often talk about the beauty of a sunset or sunrise. The Sun is able to inspire many feelings in people awe, wonder, and even delight. Some of the Sun's optical phenomena are so rare and mysterious that for centuries they were believed to have mystical associations. But knowing the scientific explanations for these natural light shows doesn't make them any less breathtaking.

Figure 21. Replacement Word or Phrase

17 - 19
GUEST, GUEST

There are four highlights in the essay to show which word or phrase may be incorrect. For each highlight, click the word or phrase that is correct.

Replace "people" with:

- people:
- people:
- ✓ people:
- people,
- people;

People often talk about the beauty of a sunset or sunrise. The Sun is able to inspire many feelings in people awe, wonder, and even delight. Some of the Sun's optical phenomena are so rare and mysterious that for centuries they were believed to have mystical associations. But knowing the scientific explanations for these natural light shows doesn't make them any less breathtaking.

- Other editing task items require you to read a short passage with highlighted words or phrases. Each multiple-choice item in the passage set will correspond with one of the highlighted portions of the associated text. You will be asked to answer a question based on the highlighted phrase.

Figure 22. Multiple-Choice Editing Task Item

Answer the following questions based on the underlined sections of the passage.

Adored by the masses, plaid shows no signs of going out of style. Though this signature woven pattern is widely available in stores now, its beginnings were mostly functional. In fact, plaid had several important functions when it was first created in the 1500s. Back then, plaid reigned supreme in Scotland and was actually tartan. Plaid and tartan are very similar, but not the exact same thing; tartan is a wool fabric with intersecting lines. These lines form a plaid pattern. An easy way to remember the difference is this rule of thumb: "all tartans are plaid, but not all plaid is tartan."

Answer this question based on the underlined section of the passage.

Choose the correct punctuation.

- thumb:
- thumb
- thumb.
- correct as is

Hot Text Items

Hot Text items require you to either click on a response option (Selectable Hot Text) or drag a response option to another location (Drag-and-Drop Hot Text).

Figure 23. Hot Text Item Sample 1

Passage 1: from *The Metamorphoses* by Ovid

Juliet's feelings change in a variety of ways in section 14 of Passage 2. Drag the feelings listed below onto the chart, in the order in which Juliet experiences them in this section.

| Order | Feeling |
|--------|---------|
| First | |
| Second | |
| Third | |
| Fourth | |

Feelings: Drag the options into their correct locations in the boxes above.

- uncertainty about how Romeo wants her to act
- embarrassment over what Romeo has heard her say
- hesitance to take Romeo's words at face value
- sincerity about her affection for Romeo

Figure 24. Hot Text Item Sample 2

Part B

Select **two** sentences that support the answer in Part A.

6 "And so, Ellen," said I, "you think it unpleasant to rise so early in the morning, and be confined in the noisy mill so many hours in the day. And I think so, too. All this, and much more, is very annoying, no doubt. But we must not forget that there are advantages, as well as disadvantages, in this employment, as in every other. If we expect to find all sun-shine and flowers in any station in life, we shall most surely be disappointed. We are very busily engaged during the day; but then we have the evening to ourselves, with no one to dictate to or control us. I have

Open Response Items

Open response items require you to use the keyboard to enter the response into a text box.

Figure 25. Open Response Item Sample

14

GUEST, GUEST

David and Tonya each cut a cylinder in half. The cross-section that results from David's cut is a rectangle. The cross-section that results from Tonya's cut is a circle.

How was Tonya's cut different from David's cut?

Type your answer in the space provided.

Click in the text box and type your answer using the keyboard.

Multiple Choice Items

Multiple choice items require you to select a single answer option.



Note: You may click anywhere on the answer option or click in the circle that contains A, B, C, or D. The selected answer circle becomes shaded.

Figure 26. Multiple Choice Item Sample

1

GUEST, GUEST

An expression is shown.

$$\frac{(4 \times 10^{-5}) + (2 \times 10^{-5})}{(3 \times 10^7)}$$

Which expression is equivalent?

(A) 2×10^{-17}

(B) 2×10^{-12}

(C) 2×10^{-2}

(D) 2×10^{12}

Click on an answer option or row to select it as your answer.

Multiselect Items

Multiselect items allow you to select more than one answer option. These are different from multiple choice items, which allow you to select only one response.



Note: Some items may ask you to select a specific number of responses.

Figure 27. Multiselect Item Sample

2

GUEST, GUEST

Select all the sequences of transformations that always maintain congruence.

☐ a reflection and then a translation

☐ a translation and then a rotation

☐ a rotation and then a reflection

☐ a dilation and then a reflection

☐ a rotation and then a dilation

☐ a translation and then a dilation

Click the checkbox next to each option you want to select as a response. You may select more than one option.

Evidence-Based Selected Response (EBSR)

The student will select the correct answers from Part A and Part B. Typically Part A is a multiple choice, whereas Part B may be either multiple choice or multiselect. Part A often asks the student to make an analysis or inference, and Part B requires the student to use text to support Part A.

Figure 28. Evidence-Based Selected Response Item Sample

This question has two parts. First, answer Part A. Then, answer Part B.

Part A

How are Mott's and Blackwell's perspectives similar?

(A) Both view women's rights as an ethical issue.

(B) Both think intellect can conceal destructive ideas.

(C) Both recognize positive signs in women's progress.

(D) Both emphasize the importance of self-confidence.

Part B

Select **two** quotations that support the answer in Part A.

☐ "... a more elevated position than that which custom for ages has allotted to her." (paragraph 2)

☐ "I regretted the more that these sentiments should be presented with such intellectual vigor. . . ." (paragraph 2)

☐ "A new generation of women is now upon the stage, improving the increased opportunities. . . ." (paragraph 4)

☐ "... the idea was a good one, but that it was impossible to accomplish it." (paragraph 6)

☐ "... rather an encouragement than otherwise to a young and active person. . . ." (paragraph 7)

☐ "It was to my mind a moral crusade on which I had entered, a course of justice and common sense, . . ." (paragraph 11)

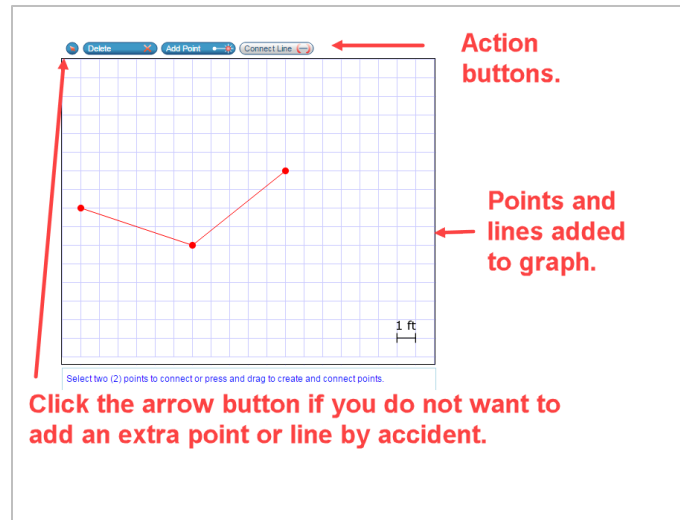
Graphic Response Item Display (GRID) Items with Action Buttons

GRID items may require using point, line, or arrow buttons to create a response. Other GRID items may require students to select words, phrases, or images and use the drag-and-drop feature to place them into an answer area.



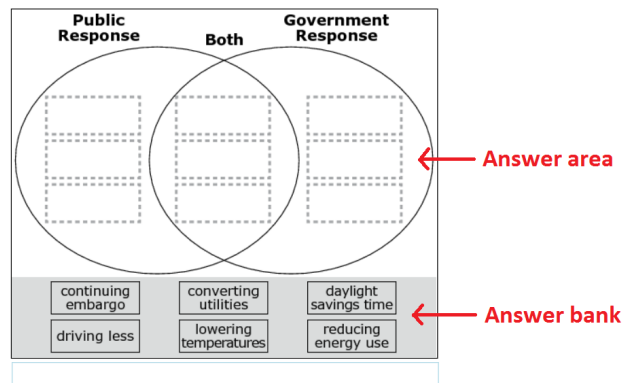
Note: The “active” action button is white.

Figure 29. GRID Item Samples



How did the government and the public respond to the energy crisis? Place the details mentioned in Passage 2 in the appropriate sections in the Venn diagram.

You do not need to use all the details.



Equation Editor Items

Equation editor items require the student to create a response. Responses may be in the form of a number, variable, expression, or equation, as appropriate to the test item.

To enter a response, click the button for each letter or symbol.

Figure 30. Equation Editor Item Sample

Ron has 2500 pounds of sod to deliver. He wants to deliver an equal amount of sod on each of 4 trips.

Write an equation for s , the amount of sod that Ron should deliver on each trip.

Then, solve the equation for s .

Equation:

$s =$

Navigation buttons:

Special symbols:

Figure 31. Equation Editor Item with Keyboard Sample

Some equation editor items may require the student to select a keyboard icon to make the editor appear.

In the figure, $\overline{AB} \parallel \overline{CD}$ and $\overline{BC} \parallel \overline{AE}$. Let $\angle ABD$ measure $(3x + 4)^\circ$, $\angle BCD$ measure $(6x - 8)^\circ$, and $\angle EDF$ measure $(7x - 20)^\circ$.

Click on the blank to enter the **degree measure** that completes the equation shown.





$m \angle BCD =$


Keyboard icon:

About the Navigation Buttons for Equation Editor Items

To navigate and perform actions in the equation editor field, select the appropriate navigation button as listed in the table below.

Table 5. Navigation Buttons








| Navigation Button | Description |
|---|--|
| Move Left  | The straight left arrow button allows you to move the cursor before an existing character. |
| Move Right  | The straight right arrow button allows you to move the cursor after an existing character. |
| Undo  | The curved left arrow button allows you to undo the previous action. |
| Redo  | The curved right arrow button allows you to redo the previous undone action. |

| Navigation Button | Description |
|---|--|
| Delete  | The delete button allows you to delete characters. |

About Special Symbols

To add a special symbol to an equation, select the corresponding button. After entering a number or symbol, use the straight arrow buttons to move the cursor between fields.

Table 6. Special Symbols

| Special Symbol | Description |
|---|---|
| Fraction  | This symbol allows you to enter a fraction into the equation editor. Select the numerator, then navigate to the denominator and select the value for that field. |
| Exponent  | This symbol allows you to enter an exponent into the equation editor. After you enter the base number, select the exponent button and enter the exponent number. |
| Subscript  | This symbol allows you to enter a subscript into the equation editor. After you enter the base number, select the subscript button and enter the subscript number. |
| Parentheses  | This symbol allows you to enter parentheses . Once you select the symbol, the parentheses will appear in the equation editor. Then select the numbers and symbols that should appear between the open and close parentheses. |
| Absolute Value  | This symbol allows you to enter an absolute value . Once you select the symbol, the lines will appear in the equation editor. Then select the numbers and symbols that should appear between the lines. |
| Square Root  | This symbol allows you to enter a square root value. Once you select the symbol, the radical sign will appear in the equation editor. Enter the number that should appear under the radical sign. |
| n^{th} Root  | This symbol allows you to enter an n^{th} root value. Once you select the symbol, the radical sign will appear in the equation editor. Enter the number that should appear under the radical sign. Use the straight left arrow to navigate to the n^{th} field and enter the number that should appear there. |

Matching Items

The student will check a box to indicate if the information from a column header matches information from a row.

Figure 32. Matching Item Sample

Select the values of x that make each equation or inequality true.

| | $x = 1$ | $x = 2$ | $x = 3$ |
|-----------------|--------------------------|--------------------------|--------------------------|
| $2x + 5 = 9$ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| $2x + 5 < 9$ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| $2x + 5 \leq 9$ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Table Items

The student will type numeric values into a given table.

Figure 33. Table Item Sample

Evan saves \$7 each week. Let d represent the total amount of money, in dollars, Evan saves after w weeks.

| w (Week) | d (Amount in dollars) |
|------------|-------------------------|
| | 14 |
| 3 | |
| 5 | |

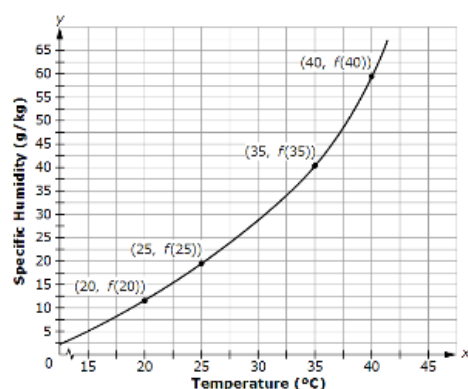
Complete the table to show the relationship.

Multi-Interaction Items

The student will interact with different item types within a single item. The example in [Figure 34](#) represents an item with 2 parts: Part A. is an editing task item, and Part B. is multiple choice.

Figure 34. Multi-Interaction Item Sample

The graph of function f models the specific humidity in the atmosphere, in grams of water vapor per kilogram of atmospheric gas ($\frac{g}{kg}$), versus temperature, in degrees Celsius ($^{\circ}C$), as shown. Four of its points are labeled.



This question has **two** parts.

Part A. Felicia wants to model the relationship between temperature, in $^{\circ}C$, and specific humidity, in $\frac{g}{kg}$.

Select words to complete the statement about the type of model Felicia should use.

The relationship is because the specific humidity increases by equal over equal intervals of temperature.

Part B. Which relationship must be true to justify the function type that models the relationship?

- (A) $\frac{f(20) - f(35)}{20 - 35} = \frac{f(25) - f(40)}{25 - 40}$
- (B) $\frac{f(25)}{f(20)} = \frac{f(40)}{f(35)}$
- (C) $\frac{f(40) - f(35)}{40 - 35} = \frac{f(25) - f(20)}{25 - 20}$
- (D) $\frac{f(40)}{f(20)} = \frac{f(35)}{f(25)}$

Keyboard Navigation

Any student using a desktop, laptop, or Chromebook can use keyboard commands to navigate between test elements, features, and tools. Keyboard commands are not available for tablets.











Note: Keyboard commands require using the primary keyboard. If your keyboard contains a numeric keypad (often on the right side), do not use the keys in that area.












This section can be printed out for students to use as a reference during the practice tests (but must not be provided during operational tests).

Keyboard Commands for Test Tools

Students can use these commands to navigate between test elements, features, and tools.

Table 7. Keyboard Commands/Buttons

| Button/ Image (if applicable) | Description of Function | Keyboard Commands |
|---|---|--|
| | Open the GLOBAL MENU | Ctrl + G |
|  | Open the CONTEXT MENU (for the selected passage, item, or answer option) | Ctrl + M |
|  | Go to the NEXT test page | Ctrl + Right Arrow key [→] (or use the Global Menu) |
|  | Go to the PREVIOUS test page | Ctrl + Left Arrow key [←] (or use the Global Menu) |
| | Move to the NEXT ELEMENT (on a page containing multiple test questions and/or a reading passage) | Tab |
| | Move to the PREVIOUS ELEMENT (on a page containing multiple test questions and/or a reading passage) | Tab + Shift |
|  | Select OPTION A | Tab to move between answer choices Space to select it as the answer |
|  | Select OPTION B | |
|  | Select OPTION C | |
|  | Select OPTION D | |
|  | ZOOM IN (increase the size of text and graphics on a page) | Ctrl + G (via Global Menu) |

| Button/ Image (if applicable) | Description of Function | Keyboard Commands |
|---|--|------------------------------------|
|  | ZOOM OUT (decrease the size of text and graphics on a page) | Ctrl + G (via Global Menu) |
|  | Open the global NOTES tool (ELA Reading and ELA Writing) | Ctrl + G (via Global Menu) |
|  | Open the CALCULATOR (Mathematics, Geometry, Algebra 1, and Biology 1 EOC tests) | Ctrl + G (via Global Menu) |
|  | PAUSE your test | Ctrl + G (via Global Menu) |
|  | END TEST and submit it | Ctrl + G (via Global Menu) |
| | SCROLL UP in an area of the test page | Up Arrow key [↑] |
| | SCROLL DOWN in an area of the test page | Down Arrow key [↓] |
| | SCROLL to the RIGHT in an area of the test page | Right Arrow key [→] |
| | SCROLL to the LEFT in an area of the test page | Left Arrow key [←] |
| | Open the CONTEXT MENU (for the selected passage, question, or answer option) | Ctrl + M |
|  | Open a TUTORIAL to view information about that question type | Ctrl + M (via Context Menu) |
|  | Open the question NOTEPAD to enter a comment about that question | Ctrl + M (via Context Menu) |
|  | MARK/UNMARK a question for review | Ctrl + M (via Context Menu) |
|  | HIGHLIGHTER (highlight text on the page) | Ctrl + M (via Context Menu) |
|  | STRIKETHROUGH an answer option | Ctrl + M (via Context Menu) |
|  | Activate the MASKING tool | Ctrl + G (via Global Menu) |

Keyboard Commands for Test Selection Pages and Messages

Use these keyboard commands to select options on the login pages or on pop-up messages that appear during the test. For example, if you see a screen that has **Yes** or **No** buttons, you can use these keyboard commands to navigate between the buttons and select one.

Table 8. Keyboard Commands on Pages/Pop-up Messages

| Keyboard Command | Function |
|--------------------|-----------------------------|
| Tab | Move to the next option |
| Shift + Tab | Move to the previous option |
| Enter | Select the shaded option |

Opening the Global Menu

To access the global menu with keyboard commands:

1. Press the **Ctrl + G** keys to view the global menu. The menu appears on the screen.
2. Use the **Up** or **Down** arrow keys on your keyboard to move between options in the menu. Each option is highlighted as you arrow up or down.
3. Press the **Enter** key to select the highlighted menu option.
4. Press the **Esc** key to close the global menu.

Opening the Context Menus

To access context menus with keyboard commands:

Navigating to an element:

Press the **Tab** key to navigate between questions, the answer options, and the reading passage.

Opening the context menu for an element:

1. Press the **Ctrl + M** keys on the keyboard. The context menu for that element appears.
2. Use the **Up** or **Down** arrow keys on your keyboard to move between options in the menu. Each option becomes highlighted as you arrow up or down.
3. Press the **Enter** key to select the highlighted menu option.
4. Press the **Esc** key to close the context menu.

Keyboard Commands for GRID Questions

GRID questions may have up to three main sections:

1. **Answer Space:** The grid area where students enter the response.
2. **Button Row:** Action buttons may appear above the answer space. Buttons may include **Delete**, **Add Point**, **Add Arrow**, **Add Line**, and **Connect Line**.
3. **Object Bank:** A panel containing objects you can move to the answer space.

Figure 35. GRID Item Sections

The diagram illustrates the layout of a GRID item interface. It is divided into three main sections, each highlighted with a red box and a label:

- Object Bank:** A vertical list on the left containing numerical values: 0.1, 0.2, 0.3, 0.4, 0.5, 0.9, 1.6, 2.5, 3.2, and 4.1.
- Button Row:** A horizontal row of buttons located above the answer space. The first button is labeled "Delete" and has a trash can icon.
- Answer Space:** The main area for the question. It contains:
 - Part A:** A section titled "Each full row = 1.0 meter" followed by three rows of empty grid boxes (each row has 10 boxes).
 - Part B:** A section with two sentences: "He will have meters of wire left over." and "OR He needs more meters of wire."

To move between the main sections:

1. To move clockwise, press **Tab**.
2. To move counter-clockwise, press **Shift + Tab**.

To add an object to the answer space:

1. With the object bank active, use the arrow keys to move between objects. The active object has a blue background.
2. To add the active object to the answer space, press **Space**.

To use the action buttons:

1. With the button row active, use the left and right arrow keys to move between the buttons. The active button is white.
2. To select a button, press **Enter**.
3. Press **Space** to apply the point, arrow, or line to the answer space.

To move objects and graph elements in the answer space:

1. With the answer space active, press **Enter** to move between the objects. The active object displays a blue border.
2. Press **Space**.
3. Press an arrow key to move the object. To move the object in smaller increments, hold **Shift** while pressing an arrow key.

User Support

Questions related to the 2020–2021 Florida Statewide Assessments may be directed to the Florida Help Desk. The Help Desk will be open Monday–Friday (except holidays) from 7:00 a.m. to 8:30 p.m. E.T.

If you encounter an issue during testing, you must contact your school assessment coordinator immediately as well as contacting the Help Desk. School assessment coordinators must contact the district assessment coordinator to report issues, as well.

Florida Help Desk

Toll-Free Phone Support: 1-866-815-7246

Email Support:
FloridaHelpDesk@CambiumAssessment.com

Emails to the Help Desk will be automatically logged and responded to within one working day (typically sooner). Urgent requests will be given priority. If you contact the Help Desk, you will be asked to provide as much detail as possible about the issue(s) you encountered.

If contacting the Help Desk regarding a concern related to computer-based testing, please provide the following information:

- Test administrator name and IT/network contact person and contact information
- Username(s) or of affected student(s)
- Device, operating system, and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration:
 - Secure browser installation (on individual machines or on the network)
 - Wired or wireless Internet network setup

Supported Operating Systems

As a reminder, official technical support is provided only for the systems listed on the [Supported Systems & Requirements](#) page on the portal.

Appendix A. Change Log

| Location | Change | Date |
|--|---|---------|
| Throughout Guide | Updated screenshots where appropriate. | 8/21/20 |
| Item Types on Tests | Removed editing task item (type replacement word or phrase). | 8/21/20 |
| Using a Web-Browser | Added Speech-to-Text instructions. | 8/21/20 |
| Table 4. Accommodation Tools | Added Speech-to-Text and Text-to-Speech on Writing Response accommodations. | 8/21/20 |
| Throughout Guide | Updated screenshots where appropriate. | 2/11/20 |
| | | |
| | | |
| | | |

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