



Response Entry Interface (REI) User Guide

2026

FAA—Performance Task



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Introduction

This user guide describes the features and functions of the Response Entry Interface (REI) for users who have students participating in the FAA—Performance Task. The REI is a component of the Online Testing System that allows authorized users to enter student assessment data.

Testing Policies and Procedures

For detailed information about the policies and procedures that govern secure and valid test administration, please refer to the [FAA—Performance Task Test Administration Manual \(TAM\)](#), available on the FAA Portal.

Important Dates for the FAA—Performance Task

Elementary and Middle School (Grades 3–8) and Civics EOC	
Student Testing Window	March 2–April 17, 2026
Student Responses Entered into the REI	No later than 11:59 p.m. (ET) on April 17, 2026
High School (ELA 1 and ELA 2) and Algebra 1, Geometry, Biology 1, and U.S. History EOC	
Student Testing Window	March 9–April 24, 2026
Student Responses Entered into the REI	No later than 11:59 p.m. (ET) on April 24, 2026
ELA 2 and Algebra 1 Fall Makeup	
Student Testing Window	September 21–October 9, 2026
Student Responses Entered into the REI	No later than 11:59 p.m. (ET) on October 23, 2026

Organization of the User Guide

This user guide includes the following sections:

[Login Information](#): This section explains how to log in to the REI.

[How to Access Student Tests in the REI](#): This section explains how to enter student information and select appropriate tests and forms.

[How to Use the Test Tools in the REI](#): This section describes the tools available to support users' needs in the REI.

[FAA—Performance Task Response Layouts in the REI](#): This section describes the various response layouts that are included in FAA—Performance Task tests in the REI for Sessions 1 and 2 and Writing Prompt 1-Selected Response.

[FAA—Performance Task Writing Prompt 2: Open Response](#): This section describes how to submit Writing Prompt 2: Open Response in the REI.

[REI Navigation Guidelines for the FAA—Performance Task](#): This section explains how to navigate the REI and submit student tests.

[Appendix A: FAA—Performance Task Administration Procedures](#): This appendix includes an overview of the administration procedures for the FAA—Performance Task.

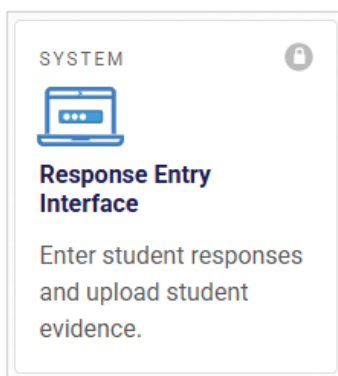
[Appendix B: User Support and Troubleshooting Information](#): This appendix includes information on what to do if a user has difficulties entering and submitting student tests in the REI.

Login Information

Teachers can access the REI through the FAA Portal (<https://faa.fsassessments.org>).

1. Navigate to the FAA Portal.
2. In the Quick Access section of the home page, select the system card for the REI (see [Figure 1](#)).

Figure 1. Card for Response Entry Interface



3. On the **Secure Login** page (see [Figure 2](#)), enter your email address and password. Select **Log in**.

Figure 2. Secure Login Page

- If you have not logged in using this browser within the last seven days, or if you have cleared your browser cache, the **Confirm Account** page appears (see [Figure 3](#)). An authentication code has been sent to the email address associated with your TIDE account.

Figure 3. Confirm Account Page

✓ A confirmation code has been sent to your email address. The code will expire in 15 minutes.



Confirm Account

One-time code received via email

Emailed Code

Submit

[Resend code](#)

[Cancel](#)

Support

- [Need more help?](#)

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- In the *Enter Emailed Code* field, enter the emailed code. If the code has expired, select **Resend Code**.
- Select **Submit**.

How to Access Student Tests in the REI

This section explains how to select the appropriate student and test form.

1. On the **Enter Student Information** page (see [Figure 4](#)), enter the student's first name as it appears in TIDE and their FLEID. Then select **Sign In**.



Note: Your system administrator will provide you with a roster of students participating in the FAA—Performance Task from TIDE. The roster will include the login information for the student being assessed.

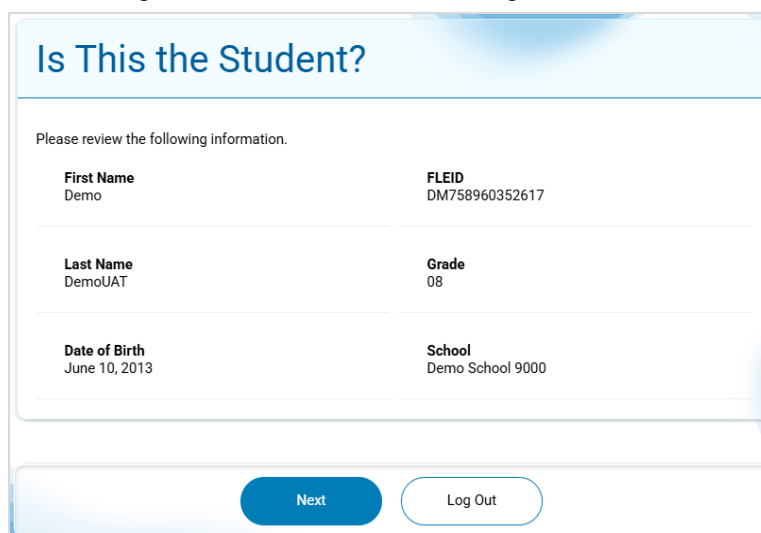
Figure 4. Enter Student Information Page



Note: The REI generates an error message if there is an issue with the login information for the student. The most common error message is *No Match*. If this error appears, verify that you correctly entered the first name and FLEID. If this does not resolve the error, contact your system administrator so that he or she can review the student's record in TIDE to verify the first name associated with the student's FLEID.

2. On the **Is This the Student?** page (see [Figure 5](#)), verify all student information and confirm that it is correct.
 - If all the information is correct, select **Next**.
 - If any of the information is incorrect, do not proceed with response entry for this student. Select **Log Out**. You must submit a TIDE Correction Request in TIDE before continuing. The entry of student responses cannot begin until this information is corrected. Refer to the [TIDE Quick Guide for AATs](#) for more information on how to submit a TIDE Correction Request.

Figure 5. Is This the Student? Page



First Name	FLEID
Demo	DM758960352617

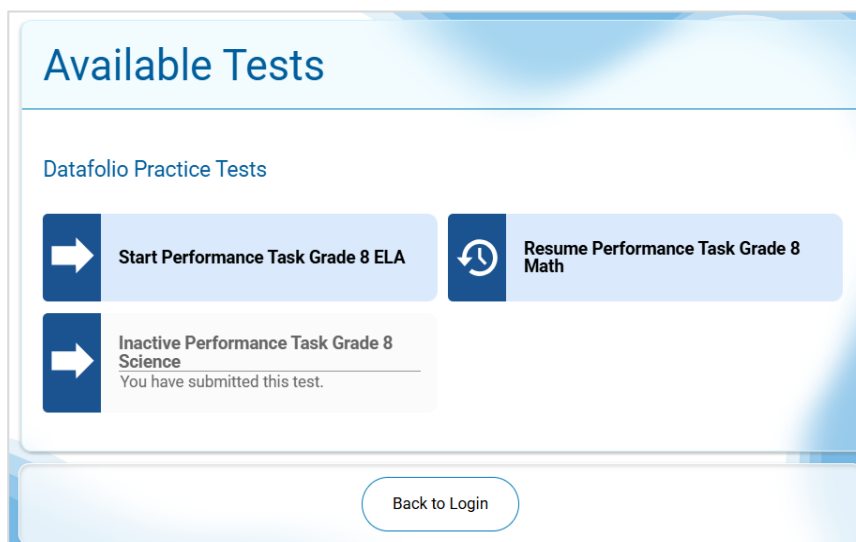
Last Name	Grade
DemoUAT	08

Date of Birth	School
June 10, 2013	Demo School 9000

Next Log Out

3. The **Available Tests** page appears (see [Figure 6](#)). On the **Available Tests** page, select the appropriate test name.

Figure 6. Available Tests Page



Available Tests

Datafolio Practice Tests

Start Performance Task Grade 8 ELA

Resume Performance Task Grade 8 Math

Inactive Performance Task Grade 8 Science
You have submitted this test.

Back to Login

Note: If the tests available for the student are not correct, select **Back to Login**. Verify that the grade associated with the student is correct. The list of tests is determined by the student's grade, participation in EOCs, and participation in ELA 1 and ELA 2, as indicated in TIDE. If the grade or participation in ELA 1, ELA 2, or EOCs needs to be corrected, you must log in to TIDE and submit a TIDE Correction Request. Refer to the [TIDE Quick Guide for AATs](#) for more information on how to submit a TIDE Correction Request.

Note: If there are no tests available for the student, contact your AAC to ensure that you have the Spring Performance Task (SPRINGPT) training completion flag in TIDE.

4. Tests on the **Available Tests** page (see [Figure 6](#)) will include either an arrow icon or a clock-face icon.
 - An arrow icon indicates that the test has not been started or that the test has been submitted. Once a test has been submitted, the box is grayed out with a message indicating that the test has been submitted.
 - A clock-face icon indicates that the test has started but is paused and still needs to be completed.
5. On the **Select Test Form** page (see [Figure 7](#)), select the appropriate form from the drop-down list. Then select **Next**.
 - On this page, select the form that corresponds with the student's test booklet. For example, if your student was administered Form A of the Grade 8 ELA test booklet, you would select **Grade 8 ELA Form A** in the drop-down list.

Figure 7. Select Test Form

6. After selecting **Next**, the **Instructions and Help** page appears (see [Figure 8](#)).
 - To review the test settings, select **View Test Settings**. The **Review Test Settings** window appears, displaying the test settings. Select **OK** to return to the **Instructions and Help** page.
 - Review the Additional Test Information section for an important reminder related to the Spring 2026 Performance Task.
 - To review the Help Guide, an online version of the *REI User Guide*, select **View Help Guide**. Select **Back** to return to the **Instructions and Help** page.

Figure 8. Instructions and Help Page

The screenshot shows a web interface titled "Instructions and Help". It contains several sections: a general instruction about the question mark button, a "Test Settings" section with a "View Test Settings" button, an "Additional Test Information" section with two paragraphs of text, a "Help Guide" section with a "View Help Guide" button, and a bottom bar with "Begin Test Now" and "Back" buttons.

Instructions and Help

You may select the question mark button to access this Help Guide at any time during data entry.

Test Settings

[View Test Settings](#)

Additional Test Information

The REI will no longer adapt as student responses are entered for Session 1 items. Use the **Next** button to skip any task that was not administered to the student.

Prior to submitting the test, please review all student responses and make any necessary changes.

Help Guide

The Help Guide and test rules can be accessed at any time by using the button on the top part of the test page.

[View Help Guide](#)

[Begin Test Now](#) [Back](#)

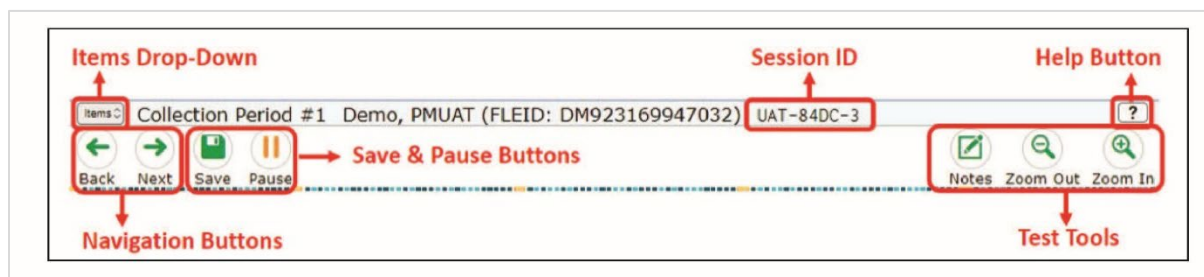
- To officially begin or resume the test selected at Step 3, select **Begin Test Now**.

How to Use the Test Tools in the REI

The REI has several on-screen tools that support users' needs. Teachers entering data for the FAA—Performance Task will have access to the global tools in the top banner of every page in the REI.

[Figure 9](#) displays a sample REI test page. While the content is different for each FAA—Performance Task student test, the headers and tools are the same. You must select the appropriate response option for each item. The REI automatically captures and saves the responses when entered.

Figure 9. Global Tools in the REI



Global Tools

- The **Items** drop-down list enables you to return to a specific test item.
- The **Session ID** is a unique identifier to the current test. You should take note of this ID if you need to contact the FAA Service Center for technical assistance.
- The **Navigation** buttons in the upper-left corner allow you to move between test pages.
- The **Save** button allows you to save the test. Please note, the information entered in the REI is saved automatically.
- The **Pause** button allows you to pause the test. Pausing a test gives you the option to either return to the **Available Tests** page or log out of the REI. When you return to the test, you are directed to the first page with an unanswered field.
- The **Notes** tool allows teachers to enter notes in an on-screen notepad. These notes remain available throughout the test.
- The **Zoom** buttons allow you to magnify font size. Multiple zoom levels are available.
- The **Help** button in the upper-right corner opens an online version of this user guide.

FAA—Performance Task Response Layouts in the REI

This section outlines how different item types will render in the REI.

The items in the REI render similarly to the items in the test booklet for Tasks 1, 2, and 3, as well as the questions in Writing Prompt 1 in Session 3 (ELA Grades 4–10 only). First, the task includes the stimulus question from the “Teacher Script” row of the test booklet. Then, the student response options are listed as selected-response options, with the correct response indicated with a light green border, in a similar way in which they are presented in the “Student Response” row of the test booklet.

Response Layout for Task 1

[Figure 10](#) illustrates the available responses in the REI for Task 1 ONLY in Sessions 1 and 2. Because Task 1 includes scaffolding options, the response options are repeated. The correct response is indicated with a light green border.



Note: Task 1 in both Sessions 1 and 2 is required when administering the FAA—Performance Task **and** when entering responses in the REI. Please see the [TAM](#) for more information on administration procedures.

Figure 10. Response Layout for Task 1

Session 1, Item 2, Task 1

Performance Task, Mock | Last Saved: 9:42 AM

At which point do the two lines cross?

Ⓐ number 10

● point C

Ⓒ angle 7

Ⓓ No Response

Scaffolded Response (when applicable)

Ⓐ number 10

Ⓑ point C

Ⓒ angle 7

Ⓓ No Response

Response Layout for Task 2, Task 3, and Writing Prompt 1: Selected-Response Questions

[Figure 11](#) illustrates the available response options in the REI for Task 2 and Task 3 in Sessions 1 and 2, and for Writing Prompt 1 selected-response questions in Session 3 (ELA Grades 4–10 only).



Note: Task 2 and Task 3 in Session 2 and the Writing Prompt 1 selected-response questions in Session 3 are required when administering the FAA—Performance Task **and** when entering responses in the REI. Please see the [TAM](#) for more information on administration procedures.

Figure 11. Response Layout for Task 2, Task 3, and Writing Prompt 1

Session 1, Item 3, Task 3

Performance Task, Mock | Last Saved: 9:47 AM

Which list of numbers shows the domain—the x-values—of this function?

☐ A {-2, 3, -4}

☐ B {-4, -3, -2, -1, 0}

☒ C {-5, 0, 5}

☐ D No Response

Response Layout for Multi-Select Tasks (Sessions 1 and 2)

[Figure 12](#) illustrates the available response options in the REI for a multi-select task that requires **two** responses. Both correct responses are indicated with a light green border.

Figure 12. Response Layout for Multi-Select Task

Session 1, Item 6, Task 3

Demo, PMUAT | Last Saved: 9:29 AM

Which two words from the passage let the reader know how the author feels about leaf-cutting ants?

☐ luckily

☒ amazing

☐ different

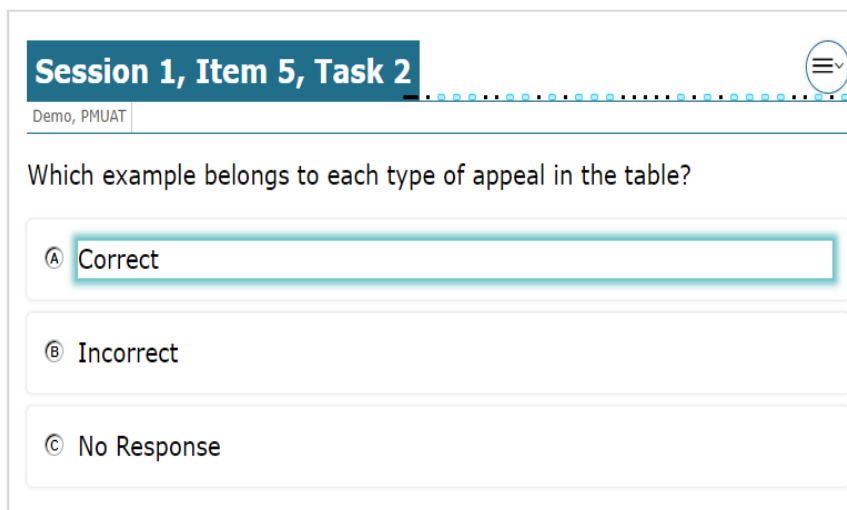
☒ fascinating

☐ No Response

Response Layout for Sorting Tasks (Sessions 1 and 2)

[Figure 13](#) illustrates the available response options in the REI for a sorting task. The correct response will be described in the “Student Response” row of the test booklet. The teacher will then select whether the student responded correctly, incorrectly, or with no response. The correct response will be indicated with a light green border.

Figure 13. . Response Layout for Sorting Task



Session 1, Item 5, Task 2 Demo, PMUAT

Which example belongs to each type of appeal in the table?

Ⓐ Correct

Ⓑ Incorrect

Ⓒ No Response

FAA—Performance Task Writing Prompt 2: Open Response

You will have the option to submit the student's response to Writing Prompt 2 either by uploading a digital copy of the completed student response template or by typing the student's response and any applicable annotations directly into the text boxes provided on the screen.



Note: Writing Prompt 2 in Session 3 (ELA Grades 4–10 only) is required when administering the FAA—Performance Task **and** when entering responses in the REI. Please see the [TAM](#) for more information on administration procedures.

After completing the selected-response questions for Writing Prompt 1 in Session 3 (ELA Grades 4–10 only), you will reach the **Session 3, Writing Prompt 2, Submission Overview 1** page (see [Figure 14](#)). On this page, you will choose one of two submission methods:

- To submit Writing Prompt 2 by uploading a digital copy of the completed student response template, select **Submit Digital Copy**.
- To submit Writing Prompt 2 by typing the student's response and any applicable annotations directly into the text boxes provided on the screen, select **Submit Direct Entry**.

Figure 14. Session 3, Writing Prompt 2, Submission Overview 1 Page

Session 3, Writing Prompt 2, Submission Overview 1

PT, DemoQA

Writing Prompt 2 Submission Overview

Student responses for ELA Writing Prompt 2 may be submitted in one of two ways:

- Submit Digital Copy**
Submit a digital copy of the completed student response template.

Note: If a student is unable to participate due to an extraordinary circumstance (e.g., medical event, prolonged absence), the teacher must select Submit Digital Copy and upload the completed *ELA Writing Prompt 2 Non-Administration Form* as documentation for non-administration.
- Submit Direct Entry**
Type the student's response (and annotations, if applicable) directly into the text boxes provided on the screen.

A
Submit Digital Copy (or *ELA Writing Prompt 2 Non-Administration Form*)

B
Submit Direct Entry



Attention: When selecting your submission method for Writing Prompt 2, pay close attention to ensure that you choose the method you intend to use—either **Submit Digital Copy** or **Submit Direct Entry**. If you inadvertently make an incorrect selection and move to the next page, you will need to create a request in TIDE to reset the test. For instructions on creating requests in TIDE, refer to the [TIDE Quick Guide for AATs](#).

Submitting a Digital Copy

If you select **Submit Digital Copy**, you will reach the **Session 3, Writing Prompt 2, Submit Digital Copy 1** page (see [Figure 15](#)).

Figure 15. Session 3, Writing Prompt 2, Submit Digital Copy 1 Page

Session 3, Writing Prompt 2, Submit Digital Copy 1

PT, DemoQA

Submit Digital Copy

To submit a digital copy of the completed student response template, select **Add Files** below.

Note: If a student is unable to participate due to an extraordinary circumstance (e.g., medical event, prolonged absence), select **Add Files** below and upload the completed *ELA Writing Prompt 2 Non-Administration Form* as documentation for non-administration.

Upload a file

+ Add Files

When you reach this page, upload the student response template.

1. Select the blue **+ Add Files** button.
2. A dialog box will appear and prompt file selection. Ensure that the file you select is a supported file type and size (see [File Type and Size](#)). Select the appropriate student response template, and then select the **Open** button in the dialog box.
3. A progress bar tracking the upload process will appear on the REI page. When the status column indicates 100%, the file has successfully uploaded.
4. After successfully uploading the file, select the blue **Preview** button from the Actions column to preview the file. If the wrong file was uploaded, use the **Delete** button to delete the file and start again.

Before You Submit a Digital Copy: Ensure That the Student's Response Is Scorable

To ensure that the student's response is scorable, verify the following before submitting the uploaded file in the REI:

- ✓ You are only uploading **one** document per student.
- ✓ You have included the **student's name** and **FLEID** at the top of the student response template and have confirmed that both are legible.
- ✓ You have included **annotations**, as needed, to ensure that the student's response can

be interpreted by a novel reader.

- ✓ The student's response is written in **English**.
- ✓ You have previewed the uploaded document and confirmed that the scan is **high-quality** and **legible**.

[Figure 16](#) shows an example of an acceptable uploaded student response template.

Figure 16. Acceptable Uploaded Student Response Template

File Type and Size

Please keep in mind that the file size must be below 5 MB, and the file type must be a supported file type included in [Table 1](#).

Table 1. Supported File Types

Supported File Types	
File Category	File Type
Image Files	GIF, JPG, JPEG, PNG, SVG
Text Files	TXT
PDF	PDF

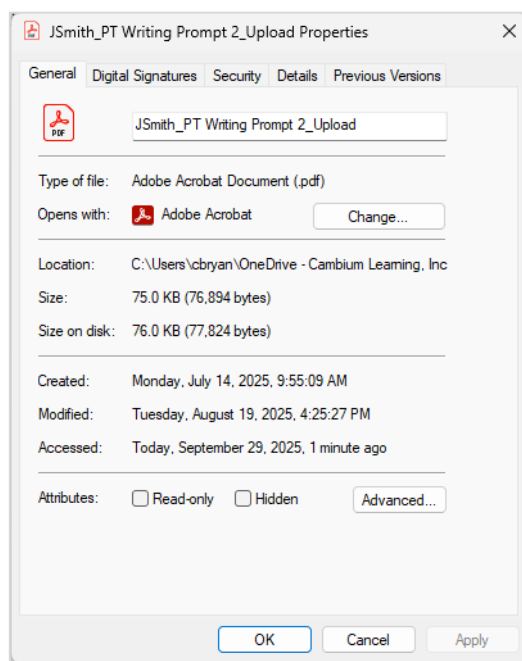


Note: Please convert any Microsoft Office files (i.e., .docx, .xlsx, .pptx) into a PDF file before uploading.

You can review the file size through the **Properties** window.

1. Right-click on the file name and select *Properties*.
2. A pop-up window with information on the file, including file size, appears (see [Figure 17](#)).

Figure 17. Properties Pop-Up Window



Important: The student response template is a *secure document*. Once the digital copy of the completed student response template has been uploaded in the REI, the teacher must delete all electronic versions from the district-provided device or computer.

Submitting by Direct Entry

If you select **Submit Direct Entry**, you will reach the **Session 3, Writing Prompt 2, Submit Direct Entry 1** page (see [Figure 18](#)).

Figure 18. Session 3, Writing Prompt 2, Submit Direct Entry 1 Page

When you reach this page, enter the student response and annotations, as appropriate, in the text box below the corresponding numbered question.

Before You Submit by Direct Entry: Ensure That the Student's Response Is Scorable

To ensure that the student's response is scorable, verify the following when submitting by direct entry in the REI:

- ✓ The student response you are entering is for the **intended student**.
- ✓ You are entering the student's response **exactly** as it was composed by the student.
- ✓ You are including **annotations**, as needed, to ensure that the student's response can be interpreted by a novel reader.
- ✓ The student's response is in **English**.

[Figure 19](#) shows a partial example of an acceptable direct entry of a student's response.

Figure 19. Acceptable Direct Entry Student Response

The screenshot shows a web interface titled "Session 3, Writing Prompt 2, Submit Direct Entry 1". Below the title bar, there is a section labeled "Submit Direct Entry". A paragraph of instructions states: "To submit a direct entry of the completed student response template, type the student's response (and annotations, if applicable) into the text boxes below." There are two numbered prompts with corresponding text boxes:

1. What new title will you use for your essay?
 Vdo (video) gm (games) tch (teach) brn (brain)
2. What is the introduction for your essay?
 No response

ELA Writing Prompt 2 Non-Administration Form

Teachers **must** administer Writing Prompt 2 to all students. However, if you and your system administrator determine that a student cannot participate in Writing Prompt 2 due to extraordinary circumstances, you must complete the ELA Writing Prompt 2 Non-Administration Form (see [Figure 20](#)). Both you and your system administrator must sign the form.

Figure 20. ELA Writing Prompt 2 Non-Administration Form

The form is titled "ELA Writing Prompt 2 Non-Administration Form" and features the Florida Alternate Assessment logo. It includes a section for "Please indicate the reason for non-administration:" with a large text box. Below this, there are two signature sections: "Teacher Statement" and "AAC or SLC Statement". Each section includes fields for Name, Title, Signature, and Date. The Teacher Statement section also includes a paragraph explaining the purpose of the form.

You must then upload the signed form as documentation for non-administration. To do so, select **Submit Digital Copy** on the *Session 3, Writing Prompt 2, Submission Overview 1* page (see [Figure 14](#)). Then, upload the ELA Writing Prompt 2 Non-Administration Form in place of the completed student response template.

REI Navigation Guidelines for the FAA—Performance Task

The REI mirrors the test booklet, and all item sets and tasks included in the test booklet will be displayed in the REI. The teacher will enter student responses exactly as they have been recorded in the test booklet, skipping any tasks in Session 1 that were not administered to the student.

Proceeding Through the Test

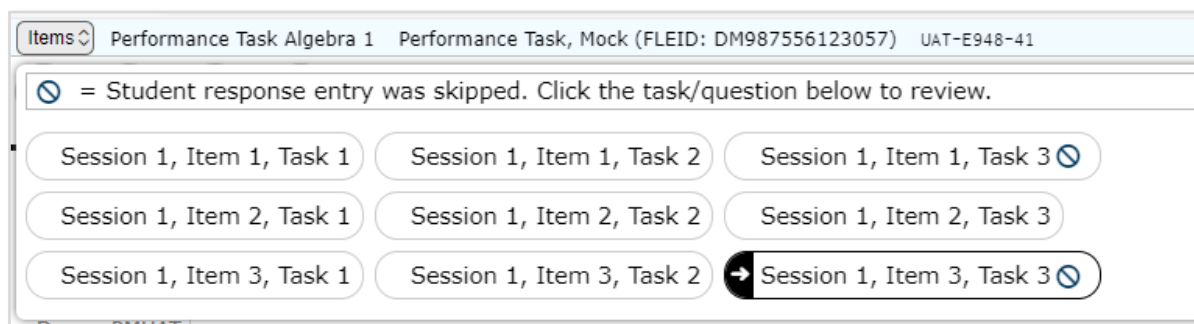
To navigate page-by-page, select the **Next** or **Back** button at the top of the screen. Use the **Next** button to skip any tasks in Session 1 that were not administered to the student. See [FAA—Performance Task Response Layouts in the REI](#) for specific information on how to enter responses for each type of layout included in the FAA—Performance Task tests.

Figure 21. Navigation Buttons



To jump directly to a task, a Writing Prompt 1 question, or Writing Prompt 2, select the appropriate number in the **Items** drop-down list in the top-left corner. Any task that was skipped will be marked in the **Items** drop-down list with the skipped icon .

Figure 22. Items Drop-Down



Responding to Required Tasks and Writing Prompts

The following tasks and writing prompts (ELA Grades 4–10 Only) are **required** in the REI:

- **Session 1:** Task 1 in each item set
- **Session 2:** Task 1, Task 2, and Task 3 in each item set
- **Session 3:** Writing Prompt 1, Questions 1–4
- **Session 3:** Writing Prompt 2

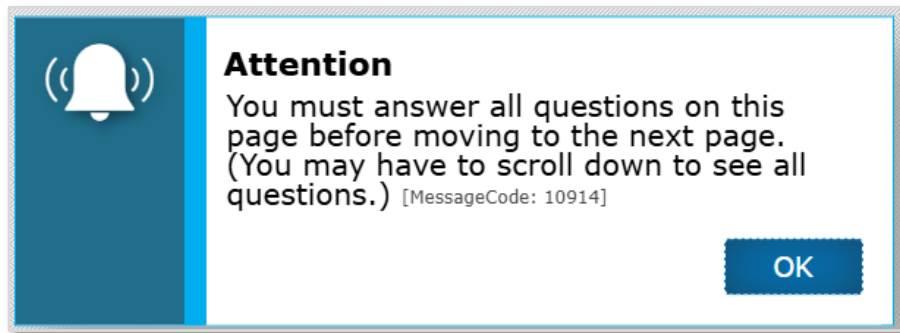


Note: Please refer to the [TAM](#) for in-depth information on how to administer the FAA—Performance Task. You may also reference Appendix A for a summary of the FAA — Performance Task administration procedures.

If you skip any of these required tasks or writing prompts, and select **Next**, an Attention

message will appear (see [Figure 23](#)).

Figure 23. Attention Message



Responding to Writing Prompt 2

Writing Prompt 2 in Session 3 is **required** in the REI (ELA Grades 4–10 only). On the [Session 3, Writing Prompt 2, Submission Overview 1](#) page, you will choose one of two submission methods: **Submit Digital Copy** or **Submit Direct Entry**. Based on your selection, the REI will adapt to support your selected submission method. For example, if you select **Submit Direct Entry**, the REI will adapt to the [Session 3, Writing Prompt 2, Submit Direct Entry 1](#) page, where you can type the student's response and any applicable annotations directly into the text boxes provided on the screen.



Attention: When selecting your submission method for Writing Prompt 2, pay close attention to ensure that you choose the method you intend to use—either **Submit Digital Copy** or **Submit Direct Entry**. If you inadvertently make an incorrect selection and move to the next page, you will need to create a request in TIDE to reset the test. For instructions on creating requests in TIDE, refer to the [TIDE Quick Guide for AATs](#).

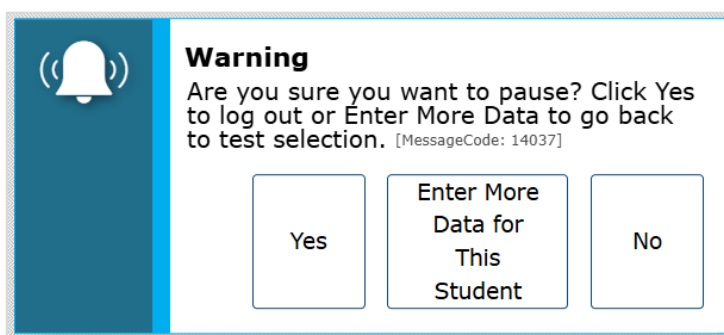
Pausing the Test

You may pause response entry at any time. When you are ready to resume entering responses for the test, you must log in and select the student and test form again. The REI opens to the first page with an unanswered field. After resuming a test, you may go back to review or change previously entered responses. Pausing the test does not impact previously entered responses.

To pause response entry, select  in the upper-left corner. A warning message appears (see [Figure 24](#)).

- Select **Yes** to pause the test and log out.
- Select **Enter More Data** to pause the test and return to the **Available Tests** page.
- Select **No** to continue the test.

Figure 24. Warning Message to Pause Response Entry



Test Timeout Due to Inactivity

As a security measure, you are automatically logged out after 20 minutes of inactivity. This pauses the test. Before the system logs you out, a warning message appears on the screen. If you do not click **OK** within 30 seconds, you are logged out.

All responses that you have entered are automatically saved.

Reviewing Entered Responses and Submitting the Test

When you are done entering responses for the student, you must submit the test for processing.

1. To finish entering responses for the test, select **Next** on the last page of the test. The **Review Screen** appears (see [Figure 25](#)).

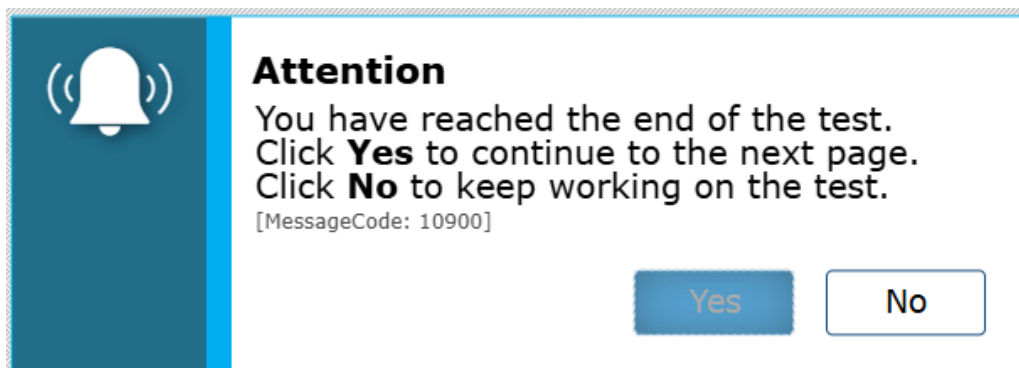
Figure 25. Review Screen



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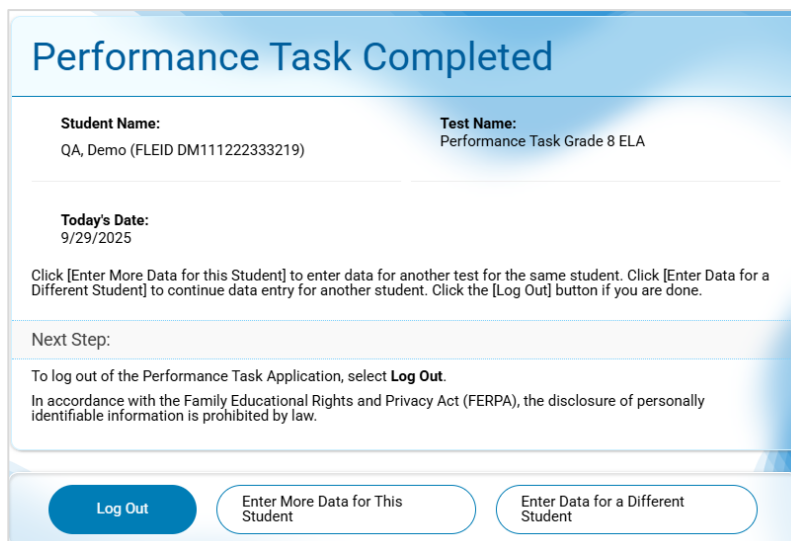
2. Using the **Review Screen**, ensure that all student responses for Session 1, Session 2, and Session 3 (if applicable) have been entered exactly as they were recorded in the test booklet during administration. Any task that was skipped will be marked on the **Review Screen** with the skipped icon .
3. To review responses for Session 1, Session 2, or Session 3, Writing Prompt 1, select a task or question number listed on this page.
4. *If applicable, for Session 3, Writing Prompt 2*, ensure that the item listed on the **Review Screen** matches the submission method you selected on the [Session 3, Writing Prompt 2, Submission Overview 1](#) page.
 - For example, if you selected **Submit Direct Entry**, ensure that the last item listed on the **Review Screen** is *Session 3, Writing Prompt 2, Submit Direct Entry 1*.
5. To complete the test submission process, select **End Test**. An attention message appears, indicating that you have reached the end of the test (see [Figure 26](#)). Select **Yes** to proceed to the next page, or **No** to return to the test. Once you select **Yes**, you will no longer be able to review or make changes to the test.

Figure 26. End Test Attention Message



6. The **Performance Task Completed** page appears (see [Figure 27](#)), displaying the student's name, the test name, and the response entry completion date.

Figure 27. Performance Task Completed Page



Do one of the following:

- To enter responses for another test for the same student, select **Enter More Data for This Student**. The **Available Tests** page appears. From there, you can proceed through the test selection and verification process.
- To enter responses for another student, select **Enter Data for a Different Student**. The **Enter Student Information** page appears.
- If you are done entering student responses, select **Log Out**.

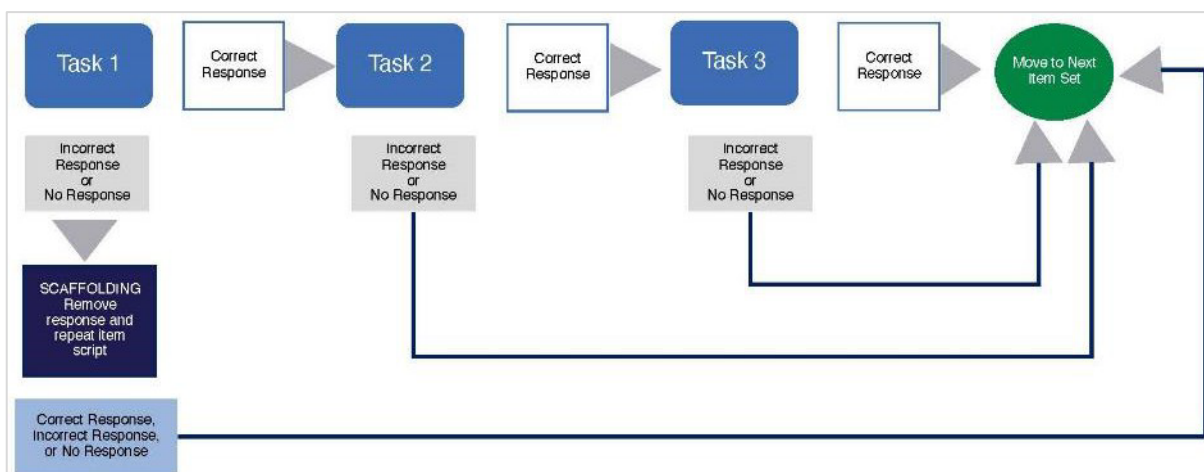
Appendix A: FAA—Performance Task Administration Procedures

For your reference, this section includes flowcharts that visually illustrate the administration procedures for the FAA—Performance Task. Please refer to the [TAM](#) for in-depth information on how to administer the FAA—Performance Task.

Session 1

Session 1 includes 16 item sets, each consisting of three tasks. It is administered in an adaptive format. This adaptive administration process is illustrated in [Figure 28](#) and outlined below.

Figure 28. Session 1 Administration Flowchart



- **Task 1:** Each student starts at **Task 1**. A student who responds correctly to **Task 1** moves on to **Task 2**.
 - ♦ A student who responds incorrectly to **Task 1** will be readministered **Task 1 with scaffolding** (refer to page 28 of the [TAM](#) for more information). After the task is readministered with scaffolding, the student moves on to the **next item set**.
- **Task 2:** A student who responds correctly to **Task 2** moves on to **Task 3**.
 - ♦ A student who responds incorrectly or provides no response at **Task 2** moves on to **the next item set**.
- **Task 3:** Following the administration of **Task 3**, regardless of whether the student responds correctly, incorrectly, or with no response, the student moves on to **the next item set**.



Note: When entering Session 1 responses into the REI, teachers must skip any tasks (Task 2 and/or Task 3) in Session 1 that were not administered to the student.

Scaffolding in the REI

The following example illustrates how a teacher should enter responses into the REI for a task that was readministered with scaffolding (see [Figure 10](#)):

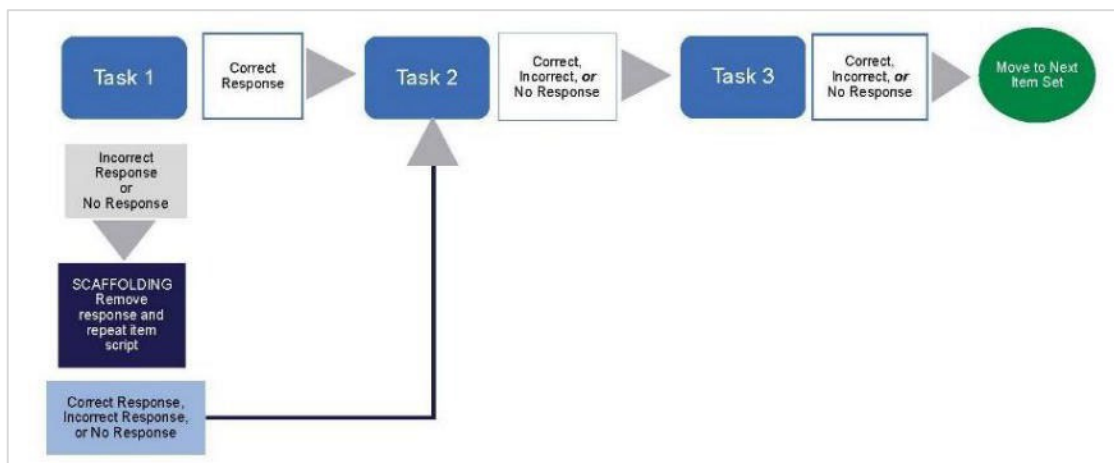
During administration, the student responded incorrectly to **Item 1, Task 1**, but answered after the task was readministered with scaffolding.

- In the REI, the teacher should first enter the **incorrect response** initially selected by the student for **Item 1, Task 1**, as recorded in the “Student Response” row of the test booklet.
- Next, the teacher should enter the **correct response** provided by the student after the task was readministered with scaffolding, as recorded in the “Scaffolded Response” section of the test booklet.
- Following Session 1 administration procedures in the REI, the teacher should then select **Next** to skip **Item 1, Task 2**, and again select **Next** to skip **Item 1, Task 3**.

Session 2

Session 2 includes either three or four item sets, each consisting of three tasks. Session 2 is *not* administered in an adaptive format. Each student starts at **Task 1**, then moves on to **Task 2** and **Task 3**, regardless of whether they answer each task correctly, incorrectly, or with no response. Scaffolding procedures apply at Task 1 for Session 2 administration. The administration process for Session 2 is illustrated in [Figure 29](#).

Figure 29. Session 2 Administration Flowchart

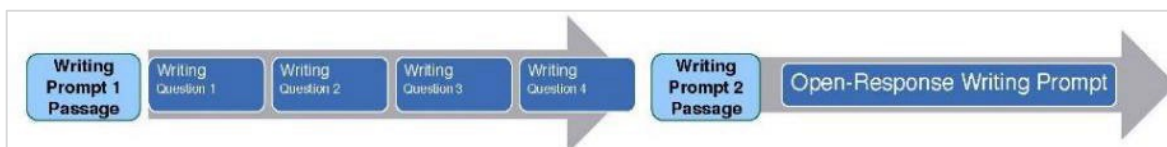


Note: Because teachers are **required** to administer all tasks in Session 2, a response is required for every task in the REI for Session 2.

Session 3 (ELA Grades 4–10 Only)

Teachers must administer Writing Prompt 1 and Writing Prompt 2 in Session 3 (ELA Grades 4–10 only) to all students. The administration process for Session 3 is illustrated in [Figure 30](#).

Figure 30. Session 3: Writing Prompt 1 and 2 Administration Flowchart



- **Writing Prompt 1:** Writing Prompt 1 consists of four selected-response questions. These questions are **not** administered in an adaptive format, and there are no scaffolding procedures.
- **Writing Prompt 2:** Students will also create a writing product. See [Response Layout for Writing Prompt 2: Open Response](#) for information on how to submit a response for Writing Prompt 2.



Note: Because teachers are **required** to administer both Writing Prompt 1 and Writing Prompt 2 in Session 3 (ELA Grades 4–10 only), a response must be entered in the REI for each question in Writing Prompt 1. Writing Prompt 2 must also be submitted in the REI—either by uploading a copy of the completed student response template **or** by typing the student’s response and any applicable annotations directly into the text boxes provided on the screen.

Appendix B: User Support and Troubleshooting Information

User Support

For information and assistance in using the REI, contact the FAA Service Center. The Service Center is open Monday through Friday, from 7:00 a.m. to 8:30 p.m. eastern time (except holidays or as otherwise indicated on the FAA Portal).

FAA Service Center
Phone: 1-877-655-3001
Email Support: FAAServiceCenter@cambiumassessment.com
Chat: https://faa.fsassessments.org/contact.html

To assist with your issue or question, please provide the FAA Service Center with detailed information that may include the following:

- The district and school name
- The FLEID of the student whose test was affected by the issue
- The teacher's name and contact information
- The test name and item number
- Any error messages and codes that appeared
- Operating system and browser information

Username and Password Issues

Your username for logging in to the Response Entry Interface is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the **Reset Your Password** page. To activate your account, you must set up your password within 15 minutes of the email being sent.

- If your first temporary link expired:
In the activation email, click the second link provided and proceed to request a new link.
- If you forgot your password:
On the **Secure Login** page, click **Reset Password** and then enter your email address in the **Email Address** field. You will receive an email with a new temporary link to reset your password.
- If you did not receive an email containing a temporary link or authentication code:
Check your spam folder. If you still do not have an email, contact your district's alternate assessment coordinator (AAC) to make sure you are listed in TIDE.
- Additional help:
If you are unable to log in, contact the FAA Service Center for assistance. You must provide your name and email address.