FLORIDA DEPARTMENT OF EDUCATION
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Response Entry Interface User Guide

2026–2027

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Table of Contents

Introduction to the Response Entry Interface User Guide 1
Organization of the User Guide 1
Document Conventions 1
Additional Resources 2
How to Access a Student's Assessment 3
Step 1 – Log in to the REI System 3
Step 2 – Entering Student Information 4
Step 3 – Verifying Student Information 5
Step 4 – Selecting a Test 6
Step 5 – Test Instructions and Help 7
How to Use Test Tools 10
Test Tools 10
Navigation and General Test Rules 13
Proceeding Through a Test 13
Pausing Tests 13
Test Timeout (Due to Inactivity) 14
Reviewing Items and Completing Response Entry 14
User Support and Troubleshooting Information 17
Change Log 18

Introduction to the Response Entry Interface User Guide

This user guide provides instructions for using the Response Entry Interface (REI). The REI is a component of the Test Delivery System (TDS) that allows authorized users to enter student responses for the paper-based version of the following tests:

- **FAST ELA Reading:** Grades 3–10
- **FAST Mathematics:** Grades 3–8
- **FAST ELA Reading Retake:** 10–12, 30
- **B.E.S.T. Mathematics EOCs:** Algebra 1 EOC, Geometry EOC
- **Science:** Biology 1 EOC, Grades 5 & 8 Science
- **Social Studies:** Civics EOC, U.S. History EOC
- **FACT**: College Algebra (starting Spring 2027)
- **FCLE**: Florida Civic Literacy Exam

After an authorized user enters a student's responses into the REI, they will submit the test for processing and immediate reporting.

Organization of the User Guide

This user guide includes the following sections:

1. How to Access a Student's Assessment: This section explains how to enter student information and select the appropriate tests and forms.
2. How to Use Test Tools: This section describes the tools available to support users' needs in the REI.
3. Navigation and General Test Rules: This section explains how to navigate the test and submit it for scoring.

Document Conventions

Table 1 describes the typographical conventions appearing in this user guide.

Table 1. Key Icons and Elements

Icon	Description
	Note: This symbol accompanies helpful information or reminders.
bold italic	Boldface italic indicates a page name.
bold	Boldface indicates an item users click or a drop-down list name.
italic	Italic indicates a field name or a drop-down list selection.

Additional Resources

The following publications provide additional information on the technical aspects of the assessments and are available on the Florida Statewide Assessments Portal:

- The Supported Operating Systems and Devices page provides information about supported desktops and laptops and related hardware requirements.
- The TIDE User Guide provides information about student and user management in the Test Information Distribution Engine (TIDE).
- The Test Administrator User Guide provides information about administering online tests via the Test Administrator (TA) Interface.
- The Technology Guide provides information about
  - network and Internet requirements,
  - general, peripheral, and software requirements, and
  - installing the Secure Browser and other configurations, including text-to-speech (TTS), on various operating systems.

How to Access a Student's Assessment

This section explains how to log into the REI, select the appropriate student and test, and submit student responses for scoring.

Step 1 – Log in to the REI System

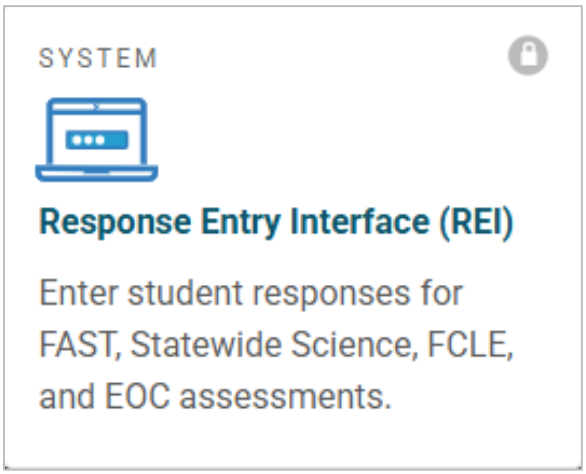
The REI allows authorized users to enter student responses and submit them for scoring.

1. Navigate to the Florida Statewide Assessments Portal.
2. Select the **Assessment & Technology Coordinators** card (Figure 1).

Figure 1. Assessment & Technology Coordinators Portal Card

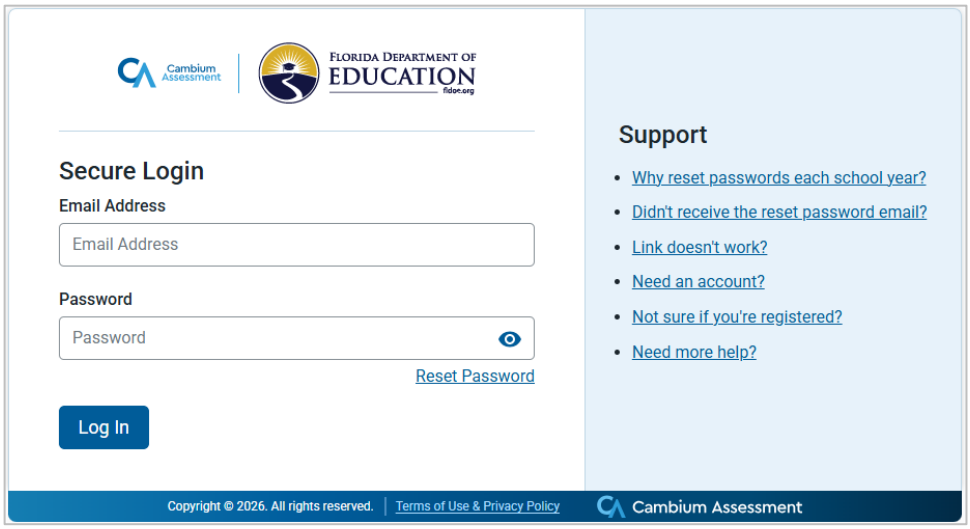
3. Click the **Response Entry Interface (REI)** card (Figure 2).

Figure 2. Response Entry Interface (REI) Portal Card



4. On the ***Secure Login*** page that appears, enter your email address and password (Figure 3).

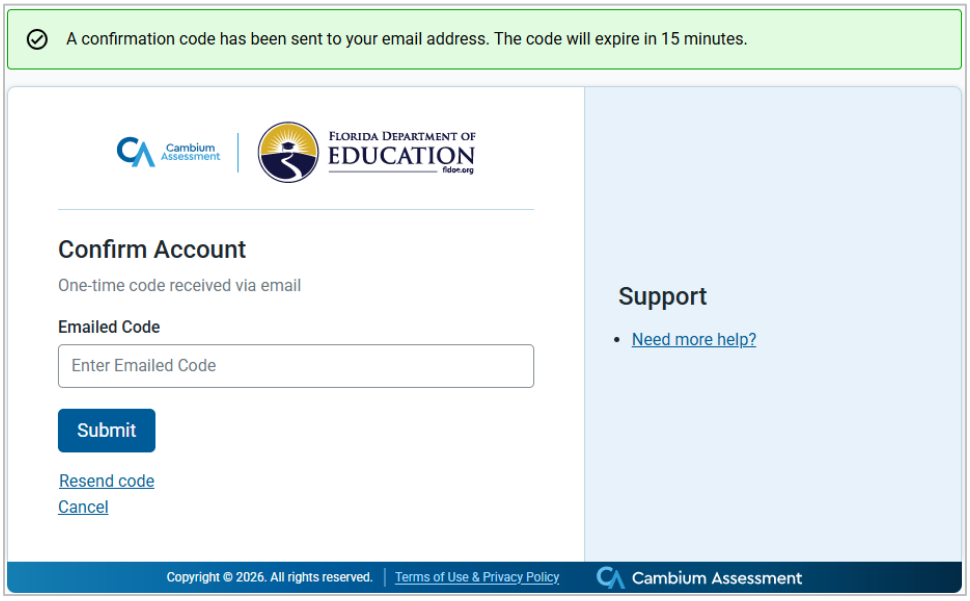
Figure 3. Secure Login Page



5. Click **Log In**.

   a. If the ***Enter Code*** page appears (Figure 4), an authentication code will be emailed to you. You must enter this code in the *Enter Emailed Code* field and click **Submit** within 15 minutes of the email being sent. If the code expires, click **Resend Code** to request a new one on the ***Enter Code*** page.

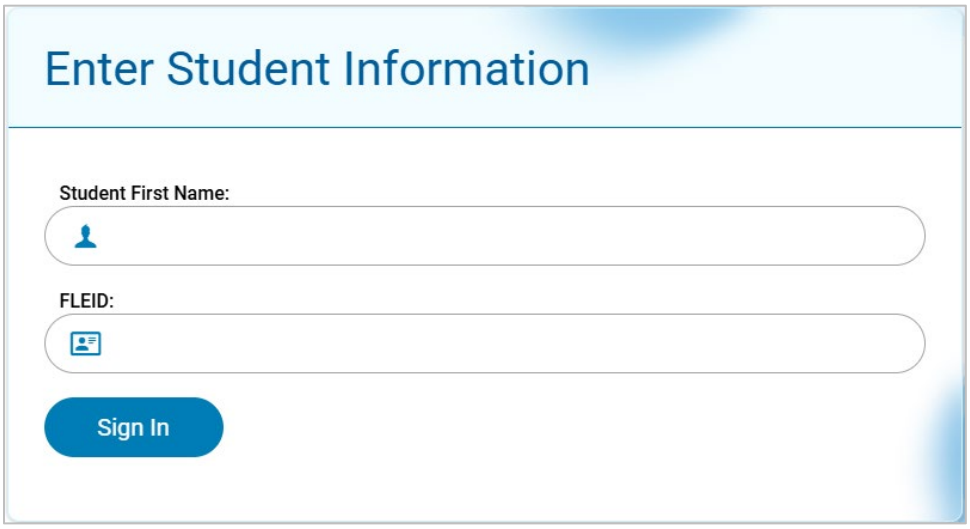
Figure 4. Enter Code Page



Step 2 – Entering Student Information

After you log in to the REI, the ***Enter Student Information*** page appears (Figure 5). On this page, you will enter the login information for the student whose responses you are recording. School assessment coordinators can search for the student's login information in TIDE. This information can also be found on the student's test ticket or PreID label.

Figure 5. Enter Student Information Page



1. In the *Student First Name* field, enter the student's first name as it appears in TIDE.
2. In the *FLEID* field, enter the student's FLEID.
3. Select **Sign In**.

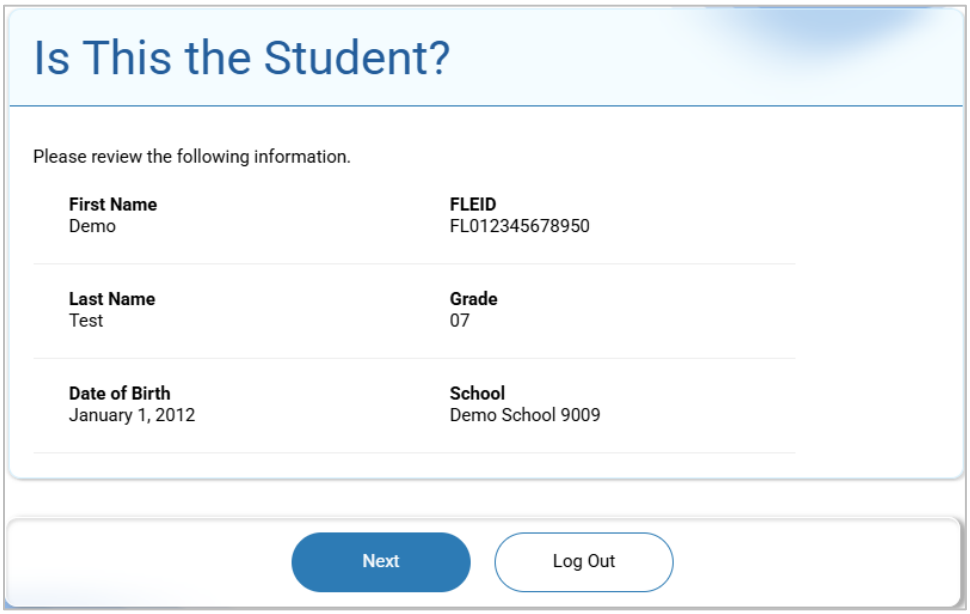
Note: The REI generates an error message if there is an issue with the login information for the student. The following is the most common error:

Student Name and FLEID Do Not Match: If you receive a no match error message, verify that you correctly entered the first name and FLEID. If this does not resolve the error, users with appropriate permissions will need to view the student's record in TIDE to verify the first name associated with the student's FLEID.

Step 3 – Verifying Student Information

After entering a student's information, the ***Is This the Student?*** page appears (Figure 6). On this page, you can verify all student information and confirm that it is correct.

Figure 6. Is This the Student? Page



- If all the information is correct, select **Next**. The ***Available Tests*** page appears.
- If any of the information is incorrect, do not proceed with the response entry for this student. Log out of the REI and notify the appropriate school personnel that the student's information is incorrect. Response entry cannot begin until this information is corrected.

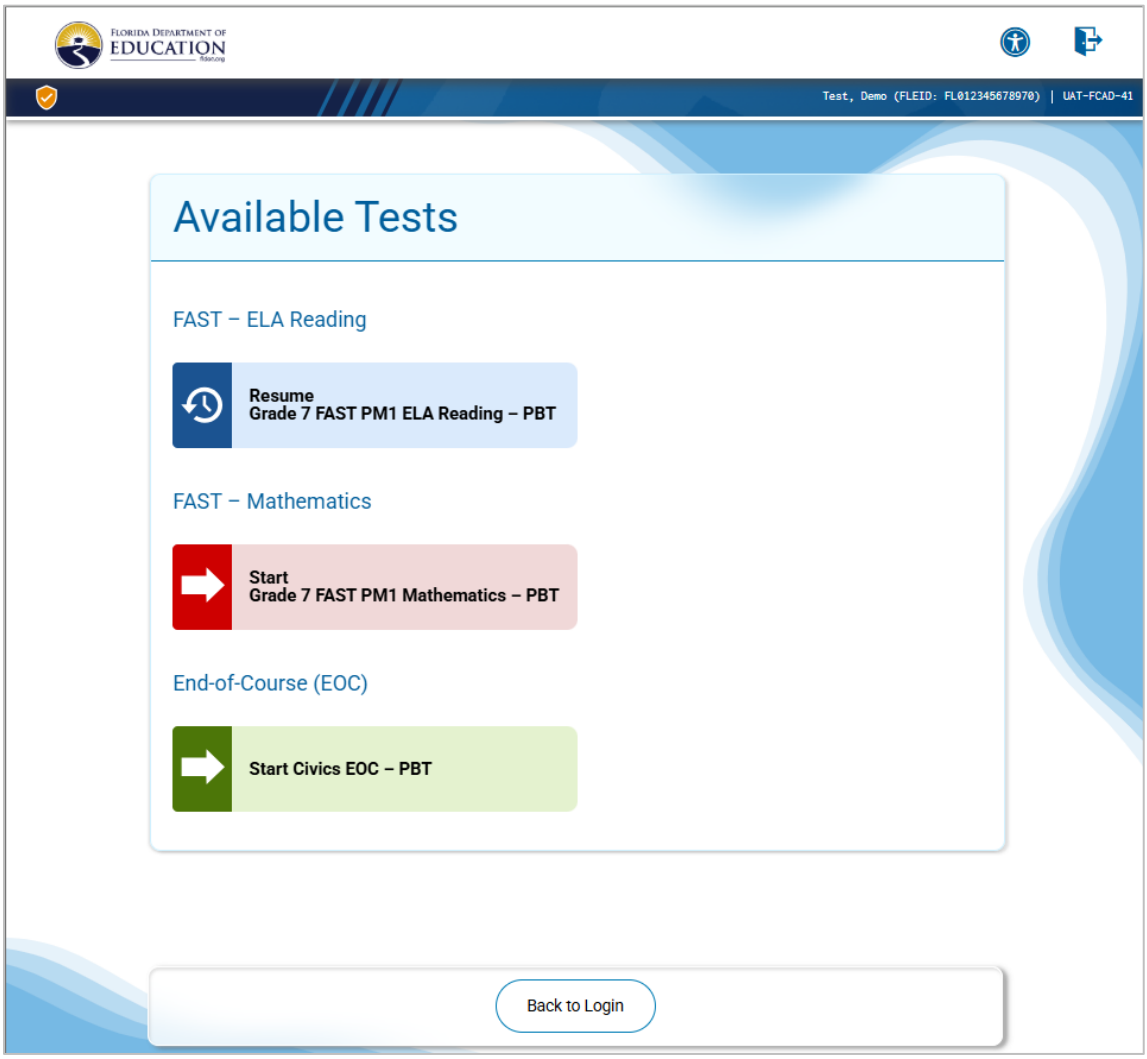
Step 4 – Selecting a Test

The ***Available Tests*** page displays a list of the student's eligible tests available for response entry (Figure 7). An auto-generated session ID also displays in the banner, which you can use to look up test information in TIDE after submitting the data.

The available tests indicate whether you are entering responses for a new test opportunity or resuming an open opportunity.

Note: Any started opportunity will be force-completed overnight.

Figure 7. Available Tests Page



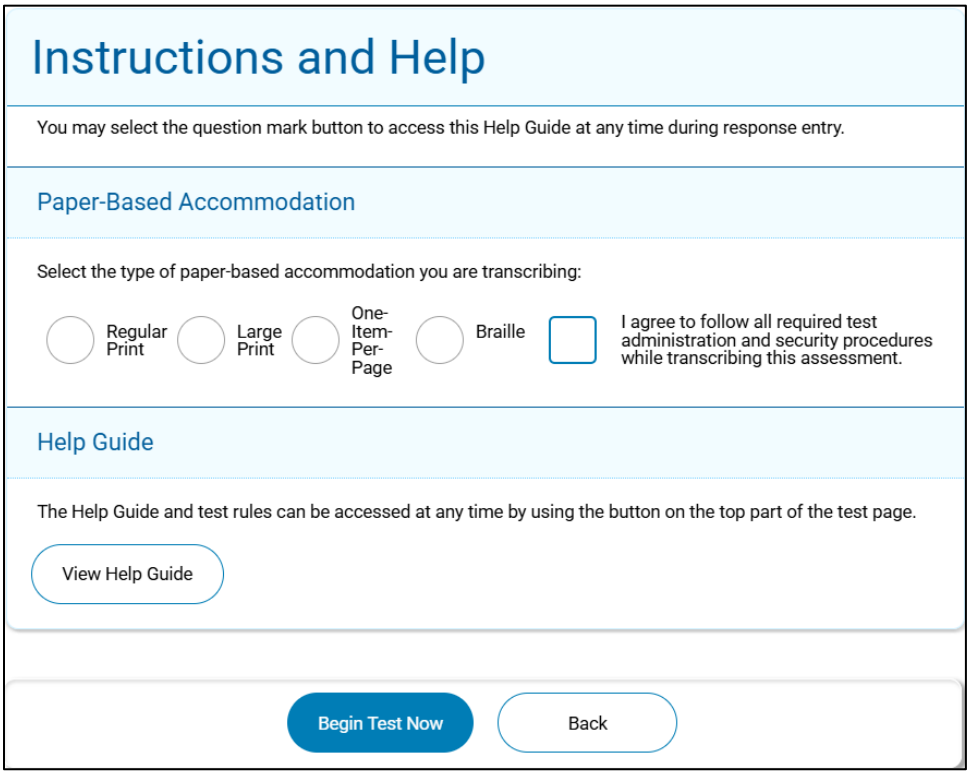
- To choose a test for response entry, select the appropriate test name.
- If the tests available for the student are not correct, select **Back to Login**. Verify that the grade associated with the student is correct. The list of tests is determined by the grade associated with the student's record and the student eligibilities in TIDE.

Note: Students must have a paper test indicator set in TIDE for their test to appear in the REI. If no tests are available for the student, you should log out, confirm the correct test indicator is set in TIDE, and try again.

Step 5 – Test Instructions and Help

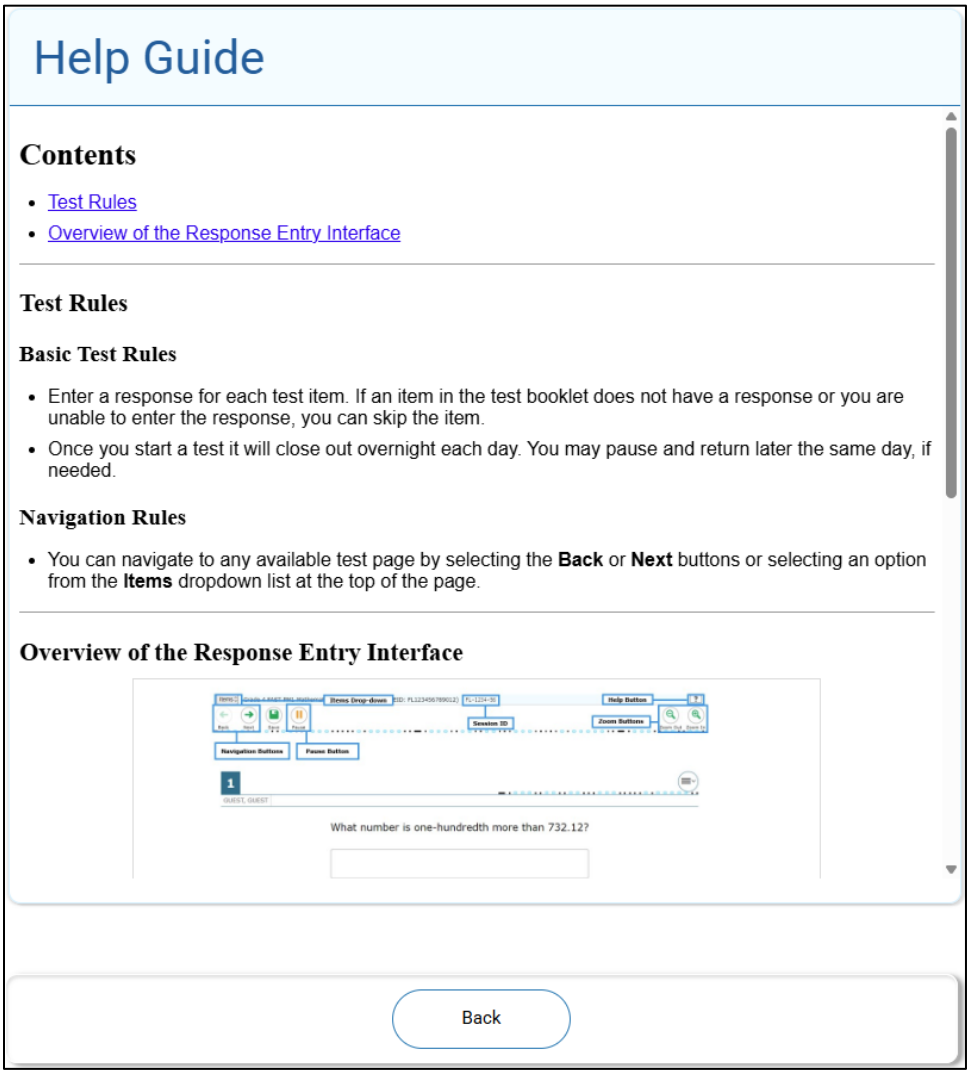
After selecting a test, the ***Instructions and Help*** page appears (Figure 8). On this page, you can review the Paper-Based Accommodation and Help Guide.

Figure 8. Instructions and Help Page



1. Select the type of paper-based accommodation you are transcribing. You must also mark that you agree to the test administration and security procedures. Please note, both are required steps to proceed with testing.
2. *Optional*: To review the help guide, select **View Help Guide**. To close the ***Help Guide*** window, select **Back** (Figure 9).

Figure 9. Help Guide

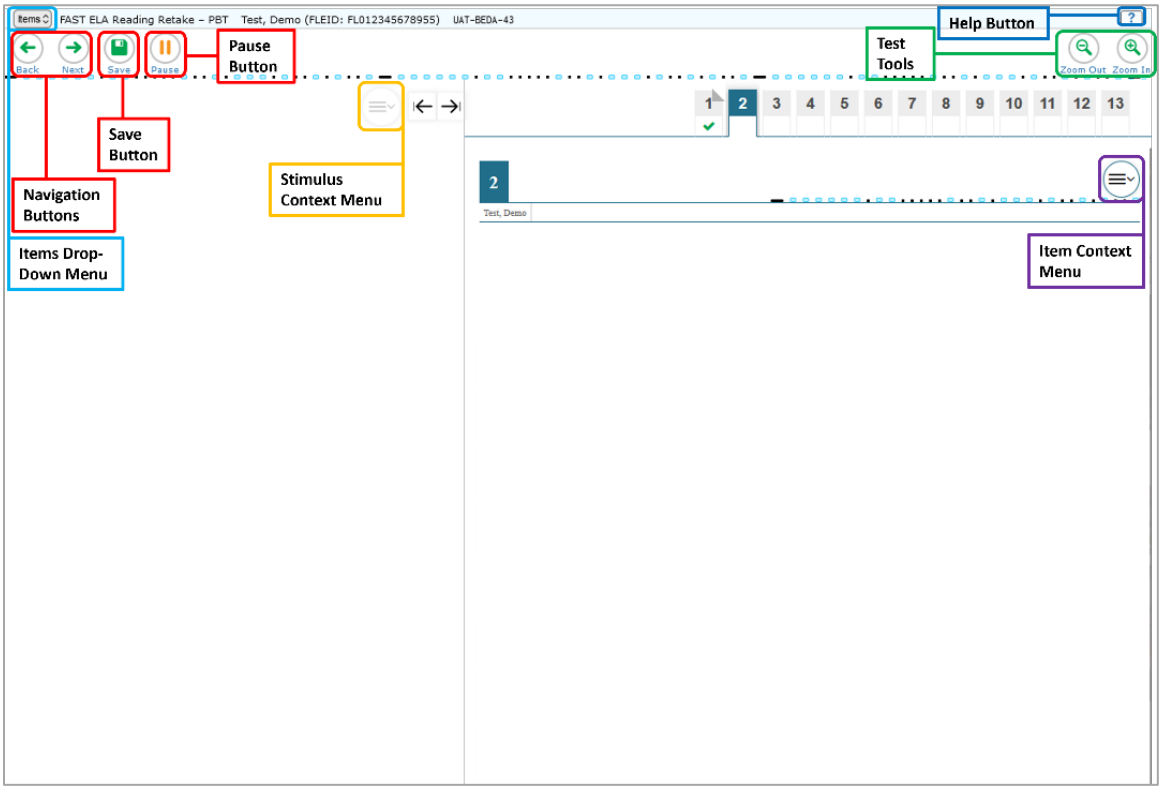


3. To officially begin or resume entering in responses, select **Begin Test Now**.

How to Use Test Tools

Figure 10 displays a sample REI test page. You will select the corresponding response option for each item or leave the item blank if the student did not respond to the item in the paper test and response book. Ensure you scroll down to see all content for the item. The REI automatically captures and saves the response data when you enter it.

Figure 10. Sample Test Page



Test Tools

The REI has several on-screen tools that support users' needs. You can access these tools by clicking the buttons in the *global menu at the top of the page*, or by selecting options from the context menus ☰ that appear for each item or stimulus.

Table 2 lists the tools available in the global menu section of the test page.

Table 2. Global Tools

Tool Name	Instructions
Help	To view the on-screen ***Help Guide*** window, select the question mark [?] button in the top-right corner.
Pause	To pause a test, select . If you pause the test, you will be logged out.
Zoom buttons	To enlarge the text and images on a test page, select **Zoom In**. Multiple zoom levels are available. To undo zooming, select **Zoom Out**.

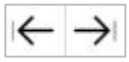
Table 3 lists the tools available in the context menus for items and stimuli.

Table 3. Context Menu Tools

Tool Name	Instructions
Mark for Review	To mark an item for review, select **Mark for Review** from the context menu. The item number displays a flap [ ] in the top-right corner and a flag icon [ ] appears next to the item number on the test page. The **Items** drop-down menu also displays a flag icon next to the item number.
Tutorial	To view a short video demonstrating how to respond to a particular item type, select **Tutorial** from the context menu. **Note**: Tutorials have no sound. Tutorials are not available for Grades 5 & 8 Science, Biology 1 EOC, Civics EOC, History EOC tests, and Civic Literacy.

Table 4 lists the additional tools that may be available on the test page.

Table 4. Other Tools

Tool Name	Instructions
Expand buttons 	You can expand the stimulus section or the item section for easier readability. • To expand the stimulus section, select the right arrow icon [→] below the global menu. To collapse the expanded stimulus section, select the left arrow icon [←] in the top-right corner. • To expand the item section, select the left arrow icon [←] below the global menu. To collapse the expanded item section, select the right arrow icon [→] in the top-left corner.

Navigation and General Test Rules

This section explains how to navigate a test, pause response entry, end a test, and submit a test for scoring.

Proceeding Through a Test

You can navigate to items page-by-page or jump directly to an item.

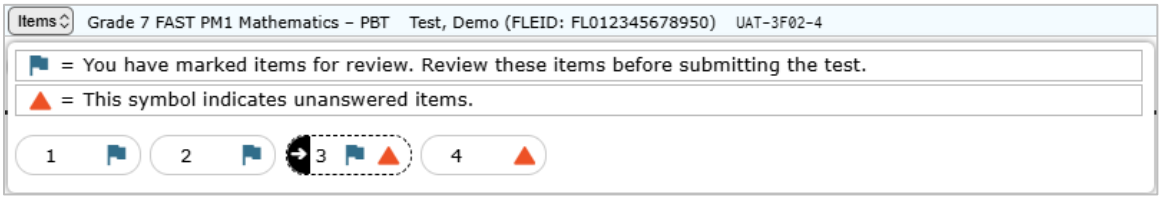
To navigate page-by-page, select the **Next** or **Back** button at the top of the screen.

- Items that are linked to Reading passages will be displayed in tabs in the top-right corner of the screen. You can select these tabs to navigate to the next item in the group or use the Next button.

To jump directly to an item, select the appropriate item from the **Items** drop-down menu in the top-left corner (Figure 11).

- If an item was marked for review, ⚑ displays next to the item's number.
- If an item was skipped or has not been answered, ▲ displays next to the item's number.

Figure 11. Items Drop-Down

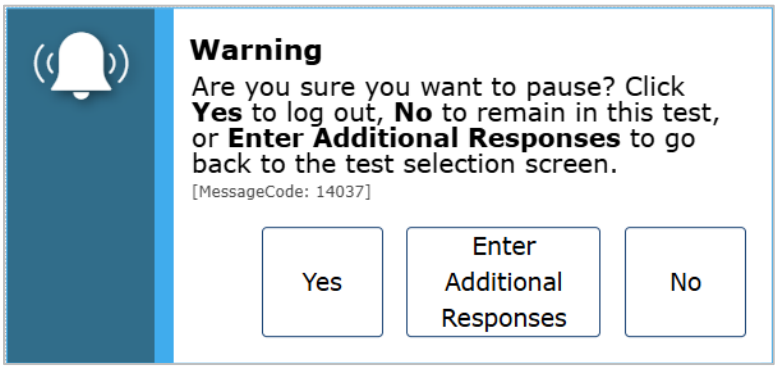


Pausing Tests

Response entry for a test must be completed within the same day; all started tests in the REI will close out overnight each day. However, if you need to pause your response entry and return to it later the same day, you may do so. When you are ready to resume response entry for the test, you must log in, select the student and the correct test again. The REI opens to the first page with unanswered items. After resuming a test, you may go back to review responses for previous items. Pausing the test does not impact any responses that you entered.

1. To pause response entry, select **Pause** in the upper-left corner. A warning message appears (Figure 12).

Figure 12. Pause Warning Message

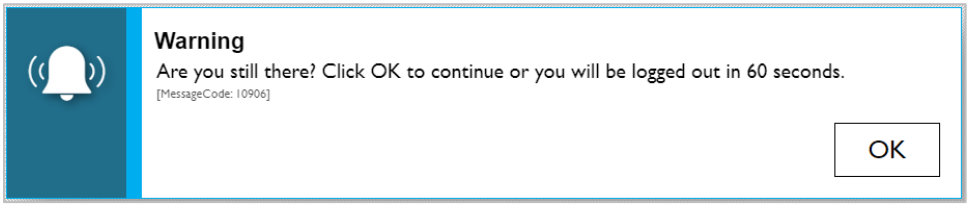


2. Select **Yes** to pause the test and log out. Select **Enter Additional Responses** to pause the test and return to the ***Available Tests*** page. Select **No** to continue the test.

Test Timeout (Due to Inactivity)

As a security measure, you are automatically logged out after 59 minutes of inactivity. This pauses the test. Before the system logs you out, a warning message appears on the screen (Figure 13). If you do not click **OK** within 60 seconds, you are logged out.

Figure 13. Timeout Warning Message

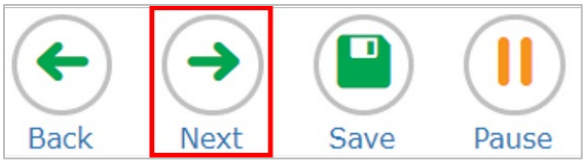


All responses that you have entered are automatically saved.

Reviewing Items and Completing Response Entry

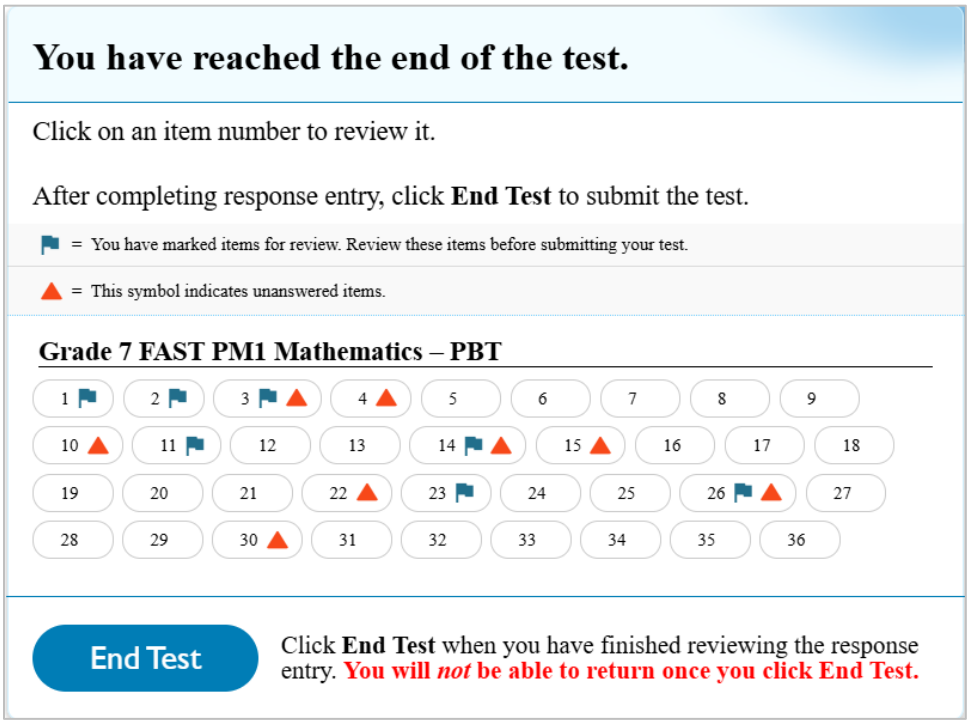
After you have viewed all items, you must submit the test for processing.

Figure 14. Next Button



1. When you have finished entering and verifying responses for the test, click **Next on the last page of the test**. The ***You have reached the end of the test*** page appears (Figure 15).

Figure 15. You Have Reached the End of the Test Page



2. On the ***You have reached the end of the test*** page, you may review responses by selecting an item number listed on this page. Items marked for review display a flag [ ] icon. Unanswered items display a warning [ ] icon.

   When you have finished reviewing, select **End Test**. Confirm your decision in the message that pops up (Figure 16). After you select **Yes**, the test is officially completed. You can no longer review or enter data for this student's test opportunity. The ***Response Entry Completed*** page appears (Figure 17).

Figure 16. Attention Message

Figure 17. Response Entry Completed Page

3. On the ***Response Entry Completed*** page, do one of the following:

   - To enter responses for the other test subject for the same student, select **Enter Additional Responses for This Student**. A pop-up will appear asking you to confirm you wish to enter additional responses for the student and lists their name and FLEID. After confirming, 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 Responses for a Different Student**. The ***Enter Student Information*** login page appears.
   - If you have finished entering responses, select **Log Out**.

Reminder: Prior to returning the student's paper-based materials following the instructions in Appendix A of the Statewide Assessments Accommodations Guide, be sure to check participation reports in TIDE to ensure the REI-entered tests are appearing correctly. For more information on how to check participation reports in TIDE, please see the TIDE User Guide.

User Support and Troubleshooting Information

For information and assistance in using the Response Entry Interface, contact the Florida Help Desk. The Help Desk is open Monday–Friday (except holidays) from 7:00 a.m. to 8:30 p.m. ET.

Florida Help Desk

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

Email Support:
FloridaHelpDesk@CambiumAssessment.com

Please provide the Help Desk with a detailed description of your problem, as well as the following information as applicable:

- The district and school name
- The test name and item number
- Any error messages and/or codes that appeared
- Operating system and browser information

Change Log

Location	Change	Date
Throughout	Updated screenshots where necessary.	7/30/26
Introduction to the Response Entry Interface User Guide	Added information on FACT College Algebra and listed FCLE as its own subject.	7/30/26
How to Access a Student's Assessment	Added information on force complete rules.	7/30/26
Navigation and General Test Rules	Updated link to Statewide Assessments Accommodations Guide on page 16.	7/30/26

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Descriptions of the operation of the Test Information Distribution Engine, Test Delivery System, and related systems are the property of Cambium Assessment, Inc. (CAI) and are used with CAI's permission.