

Fall/Winter 2026 Scripts and Instructions for Administering Accommodated Computer-Based Assessments

**End-of-Course Assessments
FACT College Algebra
FAST ELA Reading Retake
Florida Civic Literacy Exam
FAST PM1/PM2**



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Introduction

This document includes scripts and instructions for administering all Fall and Winter 2026 assessments to students who require computer-based accommodations (e.g., masking, text-to-speech, ZoomText). Test administrators (TAs) are responsible for reading the *Test Administration Policies and Procedures*, *Test Security Policies and Procedures*, *Test Invalidation Policies and Procedures* sections, the *Test Administrator Responsibilities* sections, and the appropriate appendices of the *Fall/Winter 2026 Test Administration Manual* (Fall/Winter 2026 Manual). Test administrators are also responsible for reading the *2026–2027 Statewide Assessments Accommodations Guide*.

Scripts and instructions for administering braille accommodations are included with braille test materials and are available on the Florida Statewide Assessments Portal (<https://flfast.org/fsa.html>). Scripts and instructions for administering paper-based accommodations (regular print, large print, one-item-per-page) are available on the portal.

CBT Accommodations

Platform

All assessments are administered using the Test Delivery System (TDS) through the secure browser, which is available on the Florida Statewide Assessments Portal at <https://flfast.org/fsa.html>. For more information regarding TDS, see the user guides posted to the portal under Resources.

Accommodations

Computer-based accommodations are available for students who have those accommodations listed in their IEPs or Section 504 Plans.

Accommodation	Description	Subject(s)	Location
Masking	Temporarily mask (hide) an area of the test screen to reduce distraction.	All subjects	Toolbar
Text-to-Speech	Instructions, test items, and answer options are read aloud using the text-to-speech (TTS) tool.	All subjects	Under the Context Menu
ZoomText	Enlarge content of the test beyond Secure Browser zoom levels.	All subjects	Stand-alone licensed program accessed before launching the Secure Browser

Script for Administering the Accommodated Computer-Based B.E.S.T. Algebra 1/Geometry EOC Assessment

160+ Minutes

The following script should be used for students participating in the B.E.S.T. Algebra 1 or Geometry EOC assessment using computer-based accommodations (masking, text-to-speech, ZoomText). If you are administering a computer-based test without accommodations, see the Fall/Winter 2026 Manual. If you are administering an accommodated paper-based assessment, use the scripts and instructions located on the Florida Statewide Assessments Portal.

When testing students who are allowed certain accommodations that impact test administration (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

This test is 160 minutes, and students will take a short stretch break after 80 minutes of testing. Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.

During this test, remember the following:

- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smart glasses, tablets, smartwatches) during breaks. If a student accesses any electronic device(s) during a break, that student's test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that a visual block is applied to a student's computer screen or device (e.g., monitor turned off, folder taped to screen) instead of pausing the student's test. If a student's test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During breaks, collect test materials from students before they leave the room.
- During a stretch break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- If a technical disruption occurs during testing, note the beginning and ending times of the disruption in order to accurately calculate the appropriate amount of remaining time once testing resumes.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.
- Report any test irregularities or security breaches to your school assessment coordinator immediately.

Prepare the Testing Room

Before Students Arrive

- Ensure that the testing room is prepared as described on pages 22–23 of the Fall/Winter 2026 Manual, including removing or covering any visual aids on boards or walls.
- Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until you are instructed to do so in the script.**
- Ensure that you have a Security Log, seating chart, and a form to collect required administration information for your room. You are responsible for maintaining these documents during testing.
- Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in Appendix C of the Fall/Winter 2026 Manual and on the Florida Statewide Assessments Portal.)
- Check that all students have been assigned the correct accommodation in TIDE (masking, text-to-speech, ZoomText).

Create a Test Session

- Go to the Florida Statewide Assessments Portal and click **Teachers & Test Administrators**.
- Under the Administering Tests section, select the **Administer Statewide Assessments** card and then log in to the TA Interface with your email address and password.
- Start the session and then select the test you will be administering.
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart. The Session ID will begin with “FL.” If the Session ID does not begin with FL, stop the session and repeat the first three bullets of this section.
- For additional assistance with creating a test session, see the *Test Administrator User Guide*.
- Note: As a security measure, test administrators are automatically logged out of the TA Interface after 90 minutes of test administrator **and** student inactivity. Do not create your session until immediately prior to testing.

After Students Are Seated

- Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying mathematical concepts). Do not provide any non-testing materials to students, such as graphic organizers or study sheets.
- Ensure that students’ personal electronic devices are stored outside of their reach or collected, depending on your school’s procedures.
- Distribute the following materials to each student (Students are not permitted to write on materials until they start their test.):
 - A pen or pencil
 - A CBT Work Folder
 - *B.E.S.T. Algebra 1 EOC Mathematics Reference Sheet* or *B.E.S.T. Geometry EOC Mathematics Reference Sheet* (Paper reference sheets should be provided **only** if your school is providing copies for all students.)

- A handheld scientific calculator with only allowable functionalities (if your school is allowing their use in addition to the provided calculator in the secure browser)
- If any students are taking the test with the text-to-speech accommodation, ensure that they have headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
- Ensure that all software applications, including internet browsers, are closed on all student computers or devices before testing begins.
- If any students are taking the test with the ZoomText accommodation, ensure that the program is opened prior to launching the secure browser. ZoomText should be left at the default magnification of 2x.
- Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the **Please Sign In** screen is displayed as shown below. The computer or device is now ready for the student to begin.

The image shows a 'Please Sign In' screen. At the top right, there are two buttons: 'Switch to Operational Site' and 'Switch to Sample Items Site'. Below these are two input fields: 'First Name:' with a person icon and 'Username:' with a key icon. At the bottom is a 'Sign In' button.

Read Instructions & Administer the Assessment

Read aloud all instructions in the SAY boxes loudly and clearly—exactly as written. This ensures all students receive consistent and accurate information.

- In the SAY boxes, italicized text in parentheses should be read if applicable to the test you are administering.
- An arrow (►) indicates an action to perform at that time.

SAY Today, you will take the B.E.S.T. (*Algebra 1 EOC*) (*Geometry EOC*) test. The only materials on your desk should be your (*B.E.S.T. Algebra 1 EOC Mathematics Reference Sheet*,) (*B.E.S.T. Geometry EOC Mathematics Reference Sheet*,) (*scientific calculator*,) pen or pencil and work folder. You may only use the materials I have provided you during this test session, and you may not access any outside notes or other paper. (*You may not share calculators.*)

You may not have any electronic devices (*other than your calculator*) at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic devices include, but are not limited to, cell phones, smart glasses, tablets, smartwatches, cameras, and any device that can access the internet. You may not use Bluetooth or wireless headphones or earbuds during testing. **If you have access to or use any electronic devices at any time during this test, including breaks, your test will not be scored.** Check your pockets and your work area now to make sure you don't have any electronic devices. If you have any devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your school's procedures regarding electronic devices.

- At this time, silence your own electronic device(s).

SAY

You will have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be allowed to continue working if you need additional time.

Write your first and last name and today's date on your work folder. You may use your work folder to work the problems. You may not use any other paper. I will collect your work folder at the end of this test. Do not write anything on your work folder before testing begins.

Please do not type any information until I tell you to do so.

Now, look at the **Please Sign In** screen. If you do not see this screen, raise your hand. *(If any students are using ZoomText SAY: If you are using ZoomText as an accommodation, your screen should currently be magnified. If not, raise your hand.)*

If a computer or device is not opened to the **Please Sign In** screen, open the secure browser on that computer or device. If ZoomText is not open, close the secure browser, open ZoomText and then reopen the secure browser.

SAY

Please sit quietly while I distribute the test tickets. Do **not** type anything yet.

► Distribute the test tickets.

SAY

Look closely at your test ticket and make sure it has your correct name, birthday, and ID number on it, but do **not** sign in yet.

Raise your hand if you do not have the correct ticket.

If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY

Now, log in by typing your First Name and Username as they appear on your test ticket. Click **Sign In**. Raise your hand if you need assistance.

► Pause and assist students with logging in as needed. If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.

SAY

Now, you will see a screen that says **Is This You?**. If your information is correct, select **Yes** to continue. If you see any problems, then select **No** and raise your hand.

► Assist any students who raise their hands.

► Ensure that the Session ID is displayed where all students can see it.

SAY

Now, you will see a **Login Session** screen. Log in by typing the Session ID FL - _____ - _____. The Session ID is displayed for you. Click **Join Session**. Raise your hand if you need assistance.

► Assist any students who raise their hands.

SAY

You will now see **Your Tests** on your screen. Click the arrow to the left of **Start (B.E.S.T. Algebra 1 EOC) (B.E.S.T. Geometry EOC)** to proceed.

SAY

While you are waiting for your test to be approved, you will see a ***Waiting for Approval*** screen. This screen includes your first and last name, the Session ID, and the test you will take. If any information looks incorrect, raise your hand.

Otherwise, please sit quietly while I approve your tests.

- Assist any students who raise their hands and complete the following steps to approve students for testing:
 - In the TA Interface, select the Approvals tab to review the list of students ready to begin testing. You may need to select **Refresh Page** to see all the students in your testing room on your list.
 - **Review test settings:** To view a student's online accessibility settings or accommodations, click the corresponding Test Settings icon [⦿]. Accessibility settings and/or accommodations for individual students are displayed. If changes to accommodations are required, deny the student's approval request and contact your school assessment coordinator who will update the student's test settings in TIDE.
 - Once you ensure that all students have logged in correctly, approve students to test by selecting **Approve All Students**. Read the information on the ***Important!*** pop-up window and select **Yes**.
 - For additional assistance with approving tests and reviewing test settings, see the *Test Administrator User Guide*.

If you are administering this test to students who are using the ZoomText accommodation,

SAY

If you will take this test using **ZoomText** as an accommodation, then listen as I describe this tool.

You can now access the ZoomText window from the task bar. Use the tools in the window or the keyboard shortcuts to magnify test items, navigate the screen, adjust visibility of the mouse arrow, or modify screen contrast. You may not use any of the ZoomText Reader tools.

If you aren't sure if ZoomText is working or if you have any questions, please raise your hand.

If a student raises his or her hand, assist the student with the ZoomText setup.

If you are administering this test to students who are using the text-to-speech accommodation,

SAY

If you have a text-to-speech accommodation, you will see a screen that allows you to verify the text-to-speech tool functionality.

Click the large speaker icon and listen to the audio.

Choose the settings that work best for you and then select **I heard the voice**. The ***Before You Begin*** screen will display. Do **not** click **Begin Test Now** until I tell you to do so. If you are not able to hear the audio, please raise your hand.

- Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have completed the text-to-speech setup,

SAY

On the ***Before You Begin*** screen, you will first see a section titled *Testing Rules Acknowledgment*. Please listen and read along as I review the testing rules.

- You may not have a cell phone during testing.
- Do not talk to other students or make any disturbance.
- Do not look at another student's test materials.
- Do not allow another student to look at your test materials.
- Do not ask for or provide help in answering any test questions.
- Use only the materials provided for taking notes.
- Do not have access to or use any electronic devices at any time during this session, including during breaks.

Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.

Are there any questions?

► Answer any questions.

SAY

Now, read silently as I read the Testing Rules Acknowledgment out loud.

I understand these testing rules. If I do not follow these rules, my test score may be invalidated.

Click the box next to the acknowledgment to indicate that you understand the testing rules.

► Pause while students click the box. If a student does not click the box, contact your school assessment coordinator.

SAY

On the ***Before You Begin*** screen, click **View Test Settings**. You should see a screen that says ***Review Test Settings***.

This screen shows you which accommodations are available for your test and the accessibility settings. To adjust these, click the System Settings icon in the top right corner. It allows you to adjust the print size, font, background color, and mouse pointer for your test. *(If any students are using Text-to-Speech SAY: If you are using Text-to-Speech as an accommodation, you may also edit your Text-to-Speech settings.)* You must click **Apply** to see your changes. You can reset to the default settings by clicking **Reset All**. These settings, including the font, can be adjusted at any point during the test. If you have any questions, raise your hand.

If a student raises his or her hand, help the student adjust his or her accessibility settings. Ensure that the correct information displays for that student in their ***System Settings*** panel.

SAY

Click **OK** to return to the ***Before You Begin*** screen. Do **not** click **Begin Test Now**.

Below *Test Settings*, there is a button that reads **View Help Guide**. The Help Guide can remind you how to navigate in the test and how to use the tools and features of the testing platform. *(If any students are using Text-to-Speech SAY: If you are using Text-to-Speech as an accommodation, you can access an audio version of the Help Guide by highlighting any text you wish to hear and clicking the green **Speaker** button. To stop the audio, click the red **Stop** button.)*

SAY

Remember to read carefully and follow the instructions to complete each item. If you do not know the answer to an item, choose what you think is the best answer so that you can keep moving forward in the test. You can flag an item to come back to it later, but you must choose an answer to move on.

- Pause to allow students a moment to review the instructions and answer all student questions.

SAY

As a reminder, you may access a pop-up window displaying a calculator by clicking the Calculator button in the top right corner of the test. You may also access a pop-up window displaying an electronic version of the reference sheet by clicking the Formulas button in the top right corner of the test.

First, we will review the accessibility tools that are available to students with certain accommodations. Do not select any buttons at this time.

- Read the appropriate instructions below and on the following page for the accommodations you are administering.

Masking

SAY

If you will take this test using **Masking** as an accommodation, then listen as I describe this tool.

The Masking tool allows you to hide portions of the screen. To access the Masking tool within an item, click the button labeled **Masking** in the top right corner of your screen. The button has a picture of a shaded square on it. When you have turned the Masking tool on, the button will turn orange.

To mask a portion of the screen, click the left mouse button and drag until the gray square covers the portion of the screen that you would like to mask. Then, release the mouse button. The area will be masked.

To remove the masking, click the close button in the top right corner of the masked area. The close button is a circle with an X in the center.

To turn off the Masking tool, click the **Masking** button again. The button will revert to its original color.

Are there any questions?

- Answer any questions.

Text-to-Speech

SAY

If you will take this test using **Text-to-Speech** as an accommodation, then listen as I describe this tool.

To have the test read aloud to you, you must turn on the text-to-speech tool for each item. To access the text-to-speech tool, click the speaker icon to the left of the context menu to open the text-to-speech menu.

Click **Speak Question** to have the question and answer options read aloud.

SAY

To have the voice read a single answer option, open the text-to-speech menu and select **Speak Option**. You will then click the option you would like to have read aloud. You can also have an answer option read aloud by right-clicking on that answer option and selecting **Speak Option**.

If you wish to hear only a portion of an item, select the text you wish to have read aloud, and then open the text-to-speech menu. Click **Speak Selection** to have the selected text read aloud.

To pause the voice while it is speaking, select the text-to-speech menu again. Click **Pause Speaking**. To restart the voice from the point at which you paused, click **Resume Speaking**. (*Note: These tools are not available on Chrome.*)

To stop the voice while it is speaking, select the text-to-speech menu. Click **Stop Speaking**. To hear the question again from the beginning after you have stopped the voice, select the text-to-speech menu and click **Speak Question** again.

To have the voice read from a certain word, right-click where it should begin speaking and select **Start Speaking From Here**.

To make adjustments to the text-to-speech settings, click on the System Settings tool, which is to the right of the Zoom buttons and looks like a person in a circle. Here you can adjust the volume, pitch, and rate of the text-to-speech tool. When you have finished adjusting your text-to-speech settings, select **Apply** to exit and save your changes or **Close** to exit without saving your changes. Note that if you adjust your volume settings while the text-to-speech tool is in use, the volume will not adjust until after you select Apply.

Are there any questions?

- Answer any questions.

If your school provided paper copies of the *B.E.S.T. Algebra 1 EOC Mathematics Reference Sheet* or *B.E.S.T. Geometry EOC Mathematics Reference Sheet* for students to use,

SAY

Now, look at the top of your paper reference sheet. It should say (*B.E.S.T. Algebra 1 EOC Mathematics Reference Sheet*) (*B.E.S.T. Geometry EOC Mathematics Reference Sheet*). Examine the page carefully to ensure that content near the edge of the reference sheet has not been cut off. Please raise your hand if there are problems with your reference sheet.

- Pause, then collect any defective reference sheets and return them to the school assessment coordinator. Distribute new reference sheets to these students and instruct them to check the sheets carefully.

SAY

Write your first and last name in the top right corner of the reference sheet now. (*Pause.*)

This is considered a secure document and must be returned at the end of the test. Do not write anything on your reference sheet before testing begins.

Please raise your hand if you have any questions.

- Answer any questions.

- Read Option A, B, or C aloud based on instructions from your school assessment coordinator.

Option A (Dismissal at Break or After the Break)	Option B (Students Stay in Room for Session Time)	Option C (Students Stay in Room for Session Time and May Read)
SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and provide you with further instructions on submitting your test. If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. At the break, you will be dismissed. If you finish the test after the stretch break, you may leave quietly once I have collected your test materials. Please raise your hand if you have any questions.	SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and confirm you have submitted your test. Then, sit quietly until I tell you that the test session has ended. Do not use your testing computer or device once you have submitted your test. Please raise your hand if you have any questions.	SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and confirm you have submitted your test. Then, sit quietly until I tell you that the test session has ended. You may read, but you may not write or use your testing computer or device. Please raise your hand if you have any questions.

- Answer any questions.

SAY If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are not allowed to access any electronic devices or discuss the test with anyone. The main test session is 160 minutes, and we will take a short stretch break halfway through it. After 160 minutes, you will be allowed to continue working if you need additional time. Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. <i>(Pause. Collect any devices.)</i> Then, click Next at the top of the screen. This will take you to the first item of the test. You may begin working.
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- Complete the following:

STARTING time:	
Add 80 minutes:	+80 minutes
Time to call a break:	
TIME TESTING RESUMES:	
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	
Add 10 minutes:	+10 minutes
STOPPING time:	

- Display the STARTING and STOPPING times for students.

During testing, monitor how students advance through the test by viewing the Progress column in the TA Interface, which lists each student's progress through the test as well as each student's test status. This page automatically refreshes every 60 seconds. When the page refreshes, students' statuses and progression through the test are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from students at any time during the test.

For additional assistance with monitoring your test session, see the *Test Administrator User Guide*.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, computers, or other devices, except to monitor student progress or to contact your school assessment coordinator or technology coordinator in the event of an emergency or technical issue. Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room.

After 80 minutes from the STARTING time,

SAY **Stop.** You may stand and stretch, but do not talk or look at another student's test materials, computer screen, or device.

- You may now reread portions of the script (e.g., check your work, testing rules) as a reminder to students, if needed or if instructed by your school assessment coordinator.

If your school selected Option A,

SAY Please raise your hand if you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing after the break. *(Pause.)*

- Confirm that students have paused or submitted their tests and that you have collected all test materials before dismissing students from the testing room.

After a short break,

SAY

Now, be seated. You still have 80 minutes left in the main test session, and I will let you know when there are 10 minutes left. You will be allowed to continue working if you need additional time. Remember, if you finish early, go back and check your work.

Make sure you are on the screen where you left off. You may now continue working.

After 70 minutes,

SAY

There are 10 minutes left in this main test session. Remember that you will be allowed to continue working if you need additional time.

After 10 more minutes,

SAY

Stop. Please sit quietly and do not continue working at this time. Raise your hand if you would like additional time to work. *(Pause.)* If you are taking additional time, do not click **End Test**.

If you have finished working and have not submitted your test, click **Next** until you see the review screen. *(Pause.)*

On the review screen, click **End Test**. A **Warning** message will appear. Click **Yes** on this message. *(Pause.)*

On the **Test Completed** screen, click **Log Out**. You will be taken to the **Please Sign In** screen. I will collect your test materials.

Students will be returned to the **Please Sign In** screen once they pause or submit their tests.

- Collect all (reference sheets, calculators,) work folders and test tickets from students who are finished with their tests.

Instructions for Continuing Testers

- Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location.
- If students are moved to a new location: monitor students to ensure they do not have access to electronic devices, create a new seating chart for that location, return the test materials that the students used in the previous testing location, have students log in, approve students to test in the TA Interface, and ensure that students using additional time are allowed the correct remaining amount of time to complete the test.
- **Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.**

- Display the new stopping time for students. Once students are ready to continue working,

SAY

Now, we will continue testing. Remember, if you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are **not** allowed to access any electronic devices or discuss the test with anyone.

Please raise your hand after you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly.

If an extended break such as lunch occurs:

- Direct all students to pause their tests by clicking the **Pause** button. Collect the work folders, test tickets, and, if applicable, reference sheets and calculators before the students leave the room.
 - **Students may not have electronic devices during breaks. If a student accesses any electronic device(s) during a break, that student's test must be invalidated.**
 - Place all testing materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times.
 - If the session is stopped in the TA Interface, the TA will need to create a new session for students to sign into and approve students to continue testing. When testing is ready to resume, return the test materials that the students used prior to the extended break.
- Display the new stopping time for students. Once students are ready to continue working,

SAY

Now, we will continue testing. You have until the end of the school day to complete the test, and I will let you know when there are 10 minutes left.

10 minutes before the stopping time,

SAY

You have 10 minutes to finish the test.

After 10 more minutes,

SAY

Stop. If you have not answered all the items in the test, click **Pause**. Click **Yes** on the pop-up message. *(Pause.)*

If you have answered all the items in the test, click **Next** until you see the review screen. *(Pause.)*

On the review screen, click **End Test**. A **Warning** message will appear. Click **Yes** on this message. *(Pause.)*

On the **Test Completed** screen, click **Log Out**.

After submitting or pausing your test, you will be taken to the **Please Sign In** screen. I will collect your test materials.

Students will be returned to the **Please Sign In** screen once they pause or submit their tests.

- Collect test materials.

Once all students have paused or submitted their tests:

- End the test by clicking **Stop Session** in the TA Interface. This will pause any remaining tests.
- Log out of the TA Interface by clicking your name in the top right corner and selecting *Logout*.

► Complete the following steps:

1. Ensure that you have all (reference sheets, calculators,) work folders and test tickets, that your required administration information and testing room seating chart are accurate and complete, and that the seating chart includes arrows to indicate which direction students are facing. Return these materials to the school assessment coordinator.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL or recently exited ELL students:

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

4. Return all materials to your school assessment coordinator as described on page 126 of the Fall/Winter 2026 Manual.

Script for Administering the Accommodated Computer-Based Biology 1 EOC Assessment

160+ Minutes

The following script should be used for students participating in the Biology 1 EOC assessment using computer-based accommodations (masking, text-to-speech, ZoomText). If you are administering a computer-based test without accommodations, see the Fall/Winter 2026 Manual. If you are administering an accommodated paper-based assessment, use the scripts and instructions located on the Florida Statewide Assessments Portal.

When testing students who are allowed certain accommodations that impact test administration (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

This test is 160 minutes, and students will take a short stretch break after 80 minutes of testing. Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.

During this test, remember the following:

- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smart glasses, tablets, smartwatches) during breaks. If a student accesses any electronic device(s) during a break, that student's test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that a visual block is applied to a student's computer screen or device (e.g., monitor turned off, folder taped to screen) instead of pausing the student's test. If a student's test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During breaks, collect test materials from students before they leave the room.
- During a stretch break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- If a technical disruption occurs during testing, note the beginning and ending times of the disruption in order to accurately calculate the appropriate amount of remaining time once testing resumes.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.
- Report any test irregularities or security breaches to your school assessment coordinator immediately.

Prepare the Testing Room

Before Students Arrive

- Ensure that the testing room is prepared as described on pages 22–23 of the Fall/Winter 2026 Manual, including removing or covering any visual aids on boards or walls.
- Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until you are instructed to do so in the script.**
- Ensure that you have a Security Log, seating chart, and a form to collect required administration information for your room. You are responsible for maintaining these documents during testing.
- Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in Appendix C of the Fall/Winter 2026 Manual and on the Florida Statewide Assessments Portal.)
- Check that all students have been assigned the correct accommodation in TIDE (masking, text-to-speech, ZoomText).

Create a Test Session

- Go to the Florida Statewide Assessments Portal and click **Teachers & Test Administrators**.
- Under the Administering Tests section, select the **Administer Statewide Assessments** card and then log in to the TA Interface with your email address and password.
- Start the session and then select the test you will be administering.
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart. The Session ID will begin with “FL.” If the Session ID does not begin with FL, stop the session and repeat the first three bullets of this section.
- For additional assistance with creating a test session, see the *Test Administrator User Guide*.
- Note: As a security measure, test administrators are automatically logged out of the TA Interface after 90 minutes of test administrator **and** student inactivity. Do not create your session until immediately prior to testing.

After Students Are Seated

- Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying scientific concepts). Do not provide any non-testing materials to students, such as graphic organizers or study sheets.
- Ensure that students’ personal electronic devices are stored outside of their reach or collected, depending on your school’s procedures.
- If your school is providing paper copies of the *Periodic Table of the Elements*, make sure you have sufficient copies for all students taking the Biology 1 EOC Assessment. Distribute periodic tables **before** testing begins. References to hard copy periodic tables are in parentheses and italics in this script and should be read to students only if applicable.
- Distribute the following materials to each student (Students are not permitted to write on materials until they start their test.):
 - A pen or pencil
 - A CBT Work Folder

- A handheld four-function calculator (if your school is allowing their use in addition to the provided calculator in the secure browser)
- If any students are taking the test with the text-to-speech accommodation, ensure that they have headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
- Ensure that all software applications, including internet browsers, are closed on all student computers or devices before testing begins.
- If any students are taking the test with the ZoomText accommodation, ensure that the program is opened prior to launching the secure browser. ZoomText should be left at the default magnification of 2x.
- Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the ***Please Sign In*** screen is displayed as shown below. The computer or device is now ready for the student to begin.

Read Instructions & Administer the Assessment

Read aloud all instructions in the SAY boxes loudly and clearly—exactly as written. This ensures all students receive consistent and accurate information.

- In the SAY boxes, italicized text in parentheses should be read if applicable to the test you are administering.
- An arrow (►) indicates an action to perform at that time.

SAY

Today, you will take the Biology 1 EOC test. The only materials on your desk should be your (*Periodic Table of the Elements, four-function calculator,*) pen or pencil and work folder. You may only use the materials I have provided you during this test session, and you may not access any outside notes or other paper. (*You may not share calculators.*)

You may not have any electronic devices (*other than your calculator*) at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic devices include, but are not limited to, cell phones, smart glasses, tablets, smartwatches, cameras, and any device that can access the internet. You may not use Bluetooth or wireless headphones or earbuds during testing. **If you have access to or use any electronic devices at any time during this test, including breaks, your test will not be scored.** Check your pockets and your work area now to make sure you don't have any electronic devices. If you have any devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your school's procedures regarding electronic devices.

- At this time, silence your own electronic device(s).

SAY

You will have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be allowed to continue working if you need additional time.

Write your first and last name and today's date on your work folder. You may use your work folder to work the problems. You may not use any other paper. I will collect your work folder at the end of this test. Do not write anything on your work folder before testing begins.

Please do not type any information until I tell you to do so.

Now, look at the **Please Sign In** screen. If you do not see this screen, raise your hand. *(If any students are using ZoomText SAY: If you are using ZoomText as an accommodation, your screen should currently be magnified. If not, raise your hand.)*

If a computer or device is not opened to the **Please Sign In** screen, open the secure browser on that computer or device. If ZoomText is not open, close the secure browser, open ZoomText and then reopen the secure browser.

SAY

Please sit quietly while I distribute the test tickets. Do **not** type anything yet.

► Distribute the test tickets.

SAY

Look closely at your test ticket and make sure it has your correct name, birthday, and ID number on it, but do **not** sign in yet.

Raise your hand if you do not have the correct ticket.

If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY

Now, log in by typing your First Name and Username as they appear on your test ticket. Click **Sign In**. Raise your hand if you need assistance.

► Pause and assist students with logging in as needed. If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.

SAY

Now, you will see a screen that says **Is This You?**. If your information is correct, select **Yes** to continue. If you see any problems, then select **No** and raise your hand.

► Assist any students who raise their hands.

► Ensure that the Session ID is displayed where all students can see it.

SAY

Now, you will see a **Login Session** screen. Log in by typing the Session ID FL - _____ - _____. The Session ID is displayed for you. Click **Join Session**. Raise your hand if you need assistance.

► Assist any students who raise their hands.

SAY

You will now see **Your Tests** on your screen. Click the arrow to the left of **Start Biology 1 EOC** to proceed.

SAY

While you are waiting for your test to be approved, you will see a ***Waiting for Approval*** screen. This screen includes your first and last name, the Session ID, and the test you will take. If any information looks incorrect, raise your hand.

Otherwise, please sit quietly while I approve your tests.

- ▶ Assist any students who raise their hands and complete the following steps to approve students for testing:
 - In the TA Interface, select the Approvals tab to review the list of students ready to begin testing. You may need to select **Refresh Page** to see all the students in your testing room on your list.
 - **Review test settings:** To view a student's online accessibility settings or accommodations, click the corresponding Test Settings icon [⦿]. Accessibility settings and/or accommodations for individual students are displayed. If changes to accommodations are required, deny the student's approval request and contact your school assessment coordinator who will update the student's test settings in TIDE.
 - Once you ensure that all students have logged in correctly, approve students to test by selecting **Approve All Students**. Read the information on the ***Important!*** pop-up window and select **Yes**.
 - For additional assistance with approving tests and reviewing test settings, see the *Test Administrator User Guide*.

If you are administering this test to students who are using the ZoomText accommodation,

SAY

If you will take this test using **ZoomText** as an accommodation, then listen as I describe this tool.

You can now access the ZoomText window from the task bar. Use the tools in the window or the keyboard shortcuts to magnify test items, navigate the screen, adjust visibility of the mouse arrow, or modify screen contrast. You may not use any of the ZoomText Reader tools.

If you aren't sure if ZoomText is working or if you have any questions, please raise your hand.

If a student raises his or her hand, assist the student with the ZoomText setup.

If you are administering this test to students who are using the text-to-speech accommodation,

SAY

If you have a text-to-speech accommodation, you will see a screen that allows you to verify the text-to-speech tool functionality.

Click the large speaker icon and listen to the audio.

Choose the settings that work best for you and then select **I heard the voice**. The ***Before You Begin*** screen will display. Do **not** click **Begin Test Now** until I tell you to do so. If you are not able to hear the audio, please raise your hand.

- ▶ Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have completed the text-to-speech setup,

SAY

On the ***Before You Begin*** screen, you will first see a section titled *Testing Rules Acknowledgment*. Please listen and read along as I review the testing rules.

- You may not have a cell phone during testing.
- Do not talk to other students or make any disturbance.
- Do not look at another student's test materials.
- Do not allow another student to look at your test materials.
- Do not ask for or provide help in answering any test questions.
- Use only the materials provided for taking notes.
- Do not have access to or use any electronic devices at any time during this session, including during breaks.

Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.

Are there any questions?

► Answer any questions.

SAY

Now, read silently as I read the Testing Rules Acknowledgment out loud.

I understand these testing rules. If I do not follow these rules, my test score may be invalidated.

Click the box next to the acknowledgment to indicate that you understand the testing rules.

► Pause while students click the box. If a student does not click the box, contact your school assessment coordinator.

SAY

On the ***Before You Begin*** screen, click **View Test Settings**. You should see a screen that says ***Review Test Settings***.

This screen shows you which accommodations are available for your test and the accessibility settings. To adjust these, click the System Settings icon in the top right corner. It allows you to adjust the print size, font, background color, and mouse pointer for your test. (*If any students are using Text-to-Speech SAY: If you are using Text-to-Speech as an accommodation, you may also edit your Text-to-Speech settings.*) You must click **Apply** to see your changes. You can reset to the default settings by clicking **Reset All**. These settings, including the font, can be adjusted at any point during the test. If you have any questions, raise your hand.

If a student raises his or her hand, help the student adjust his or her accessibility settings. Ensure that the correct information displays for that student in their ***System Settings*** panel.

SAY

Click **OK** to return to the ***Before You Begin*** screen. Do **not** click **Begin Test Now**.

SAY

Below *Test Settings*, there is a button that reads **View Help Guide**. The Help Guide can remind you how to navigate in the test and how to use the tools and features of the testing platform. You can also use this page to view a diagram of the Desmos four-function calculator available in the secure browser and instructions for how to use it. *(If any students are using Text-to-Speech SAY: If you are using Text-to-Speech as an accommodation, you can access an audio version of the Help Guide by highlighting any text you wish to hear and clicking the green **Speaker** button. To stop the audio, click the red **Stop** button.)*

Remember to read carefully and follow the instructions to complete each item. If you do not know the answer to an item, choose what you think is the best answer so that you can keep moving forward in the test. You can flag an item to come back to it later, but you must choose an answer to move on.

- Pause to allow students a moment to review the instructions and answer all student questions.

SAY

As a reminder, you may access a pop-up window displaying a calculator by clicking the Calculator button in the top right corner of the test. You may also access a pop-up window displaying an electronic version of the *Periodic Table of the Elements* by clicking the Periodic Table button in the top right corner of the test.

First, we will review the accessibility tools that are available to students with certain accommodations. Do not select any buttons at this time.

- Read the appropriate instructions below and on the following page for the accommodations you are administering.

Masking

SAY

If you will take this test using **Masking** as an accommodation, then listen as I describe this tool.

The Masking tool allows you to hide portions of the screen. To access the Masking tool within an item, click the button labeled **Masking** in the top right corner of your screen. The button has a picture of a shaded square on it. When you have turned the Masking tool on, the button will turn orange.

To mask a portion of the screen, click the left mouse button and drag until the gray square covers the portion of the screen that you would like to mask. Then, release the mouse button. The area will be masked.

To remove the masking, click the close button in the top right corner of the masked area. The close button is a circle with an X in the center.

To turn off the Masking tool, click the **Masking** button again. The button will revert to its original color.

Are there any questions?

- Answer any questions.

Text-to-Speech

SAY

If you will take this test using **Text-to-Speech** as an accommodation, then listen as I describe this tool.

To have the test read aloud to you, you must turn on the text-to-speech tool for each item. To access the text-to-speech tool, click the speaker icon to the left of the context menu to open the text-to-speech menu.

Click **Speak Question** to have the question and answer options read aloud.

To have the voice read a single answer option, open the text-to-speech menu and select **Speak Option**. You will then click the option you would like to have read aloud. You can also have an answer option read aloud by right-clicking on that answer option and selecting **Speak Option**.

If you wish to hear only a portion of an item, select the text you wish to have read aloud, and then open the text-to-speech menu. Click **Speak Selection** to have the selected text read aloud.

To pause the voice while it is speaking, select the text-to-speech menu again. Click **Pause Speaking**. To restart the voice from the point at which you paused, click **Resume Speaking**. (*Note: These tools are not available on Chrome.*)

To stop the voice while it is speaking, select the text-to-speech menu. Click **Stop Speaking**. To hear the question again from the beginning after you have stopped the voice, select the text-to-speech menu and click **Speak Question** again.

To have the voice read from a certain word, right-click where it should begin speaking and select **Start Speaking From Here**.

To make adjustments to the text-to-speech settings, click on the System Settings tool, which is to the right of the Zoom buttons and looks like a person in a circle. Here you can adjust the volume, pitch, and rate of the text-to-speech tool. When you have finished adjusting your text-to-speech settings, select **Apply** to exit and save your changes or **Close** to exit without saving your changes. Note that if you adjust your volume settings while the text-to-speech tool is in use, the volume will not adjust until after you select Apply.

Are there any questions?

- Answer any questions.

If your school provided paper copies of the *Periodic Table of the Elements* for students to use,

SAY

Now, look at the top of your copy of the periodic table. It should say *Periodic Table of the Elements*. Examine the page carefully to ensure that content near the edge of the periodic table has not been cut off. Please raise your hand if there are problems with your periodic table.

- Pause, then collect any defective periodic tables and return them to the school assessment coordinator. Distribute new periodic tables to these students and instruct them to check the sheets carefully.

SAY

Write your first and last name in the top right corner of the periodic table now.
(Pause.)

This is considered a secure document and must be returned at the end of the test.
Do not write anything on your periodic table before testing begins.

Please raise your hand if you have any questions.

► Answer any questions.

► Read Option A, B, or C aloud based on instructions from your school assessment coordinator.

Option A (Dismissal at Break or After the Break)	Option B (Students Stay in Room for Session Time)	Option C (Students Stay in Room for Session Time and May Read)
SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and provide you with further instructions on submitting your test. If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. At the break, you will be dismissed. If you finish the test after the stretch break, you may leave quietly once I have collected your test materials. Please raise your hand if you have any questions.	SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and confirm you have submitted your test. Then, sit quietly until I tell you that the test session has ended. Do not use your testing computer or device once you have submitted your test. Please raise your hand if you have any questions.	SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and confirm you have submitted your test. Then, sit quietly until I tell you that the test session has ended. You may read, but you may not write or use your testing computer or device. Please raise your hand if you have any questions.

► Answer any questions.

SAY

If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are not allowed to access any electronic devices or discuss the test with anyone.

The main test session is 160 minutes, and we will take a short stretch break halfway through it. After 160 minutes, you will be allowed to continue working if you need additional time.

SAY

If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are not allowed to access any electronic devices or discuss the test with anyone.

The main test session is 160 minutes, and we will take a short stretch break halfway through it. After 160 minutes, you will be allowed to continue working if you need additional time.

Now, click **Begin Test Now** and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. *(Pause. Collect any devices.)* Then, click **Next** at the top of the screen. This will take you to the first item of the test. You may begin working.

- Complete the following:

STARTING time:	
Add 80 minutes:	+80 minutes
Time to call a break:	
TIME TESTING RESUMES:	
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	
Add 10 minutes:	+10 minutes
STOPPING time:	

- Display the STARTING and STOPPING times for students.

During testing, monitor how students advance through the test by viewing the Progress column in the TA Interface, which lists each student's progress through the test as well as each student's test status. This page automatically refreshes every 60 seconds. When the page refreshes, students' statuses and progression through the test are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from students at any time during the test.

For additional assistance with monitoring your test session, see the *Test Administrator User Guide*.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, computers, or other devices, except to monitor student progress or to contact your school assessment coordinator or technology coordinator in the event of an emergency or technical issue. Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room.

After 80 minutes from the STARTING time,

SAY

Stop. You may stand and stretch, but do not talk or look at another student's test materials, computer screen, or device.

- You may now reread portions of the script (e.g., check your work, testing rules) as a reminder to students, if needed or if instructed by your school assessment coordinator.

If your school selected Option A,

SAY

Please raise your hand if you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing after the break. *(Pause.)*

- Confirm that students have paused or submitted their tests and that you have collected all test materials before dismissing students from the testing room.

After a short break,

SAY

Now, be seated. You still have 80 minutes left in the main test session, and I will let you know when there are 10 minutes left. You will be allowed to continue working if you need additional time. Remember, if you finish early, go back and check your work.

Make sure you are on the screen where you left off. You may now continue working.

After 70 minutes,

SAY

There are 10 minutes left in this main test session. Remember that you will be allowed to continue working if you need additional time.

After 10 more minutes,

SAY

Stop. Please sit quietly and do not continue working at this time. Raise your hand if you would like additional time to work. *(Pause.)* If you are taking additional time, do not click **End Test**.

If you have finished working and have not submitted your test, click **Next** until you see the review screen. *(Pause.)*

On the review screen, click **End Test**. A **Warning** message will appear. Click **Yes** on this message. *(Pause.)*

On the **Test Completed** screen, click **Log Out**. You will be taken to the **Please Sign In** screen. I will collect your test materials.

Students will be returned to the **Please Sign In** screen once they pause or submit their tests.

- Collect all (periodic tables, calculators,) work folders and test tickets from students who are finished with their tests.

Instructions for Continuing Testers

- Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location.
- If students are moved to a new location: monitor students to ensure they do not have access to electronic devices, create a new seating chart for that location, return the test materials that the students used in the previous testing location, have students log in, approve students to test in the TA Interface, and ensure that students using additional time are allowed the correct remaining amount of time to complete the test.

- **Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.**

► Display the new stopping time for students. Once students are ready to continue working,

SAY

Now, we will continue testing. Remember, if you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are **not** allowed to access any electronic devices or discuss the test with anyone.

Please raise your hand after you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly.

If an extended break such as lunch occurs:

- Direct all students to pause their tests by clicking the **Pause** button. Collect the work folders, test tickets, and, if applicable, periodic tables and calculators before the students leave the room.
- **Students may not have electronic devices during breaks. If a student accesses any electronic device(s) during a break, that student's test must be invalidated.**
- Place all testing materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times.
- If the session is stopped in the TA Interface, the TA will need to create a new session for students to sign into and approve students to continue testing. When testing is ready to resume, return the test materials that the students used prior to the extended break.

► Display the new stopping time for students. Once students are ready to continue working,

SAY

Now, we will continue testing. You have until the end of the school day to complete the test, and I will let you know when there are 10 minutes left.

10 minutes before the stopping time,

SAY

You have 10 minutes to finish the test.

After 10 more minutes,

SAY

Stop. If you have not answered all the items in the test, click **Pause**. Click **Yes** on the pop-up message. *(Pause.)*

If you have answered all the items in the test, click **Next** until you see the review screen. *(Pause.)*

On the review screen, click **End Test**. A **Warning** message will appear. Click **Yes** on this message. *(Pause.)*

On the **Test Completed** screen, click **Log Out**.

After submitting or pausing your test, you will be taken to the **Please Sign In** screen. I will collect your test materials.

Students will be returned to the **Please Sign In** screen once they pause or submit their tests.

► Collect test materials.

Once all students have paused or submitted their tests:

- ▶ End the test by clicking **Stop Session** in the TA Interface. This will pause any remaining tests.
- ▶ Log out of the TA Interface by clicking your name in the top right corner and selecting *Logout*.
- ▶ Complete the following steps:
 1. Ensure that you have all (periodic tables, calculators,) work folders and test tickets, that your required administration information and testing room seating chart are accurate and complete, and that the seating chart includes arrows to indicate which direction students are facing. Return these materials to the school assessment coordinator.
 2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
 3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students: • 1-FP = Flexible Presentation • 1-FR = Flexible Responding • 1-FSC = Flexible Scheduling • 1-FSE = Flexible Setting • 1-AD = Assistive Devices	For ELL or recently exited ELL students: • 2-FSC = Flexible Scheduling • 2-FSE = Flexible Setting • 2-AHL = Assistance in Heritage Language • 2-ADI = Approved Dictionary
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 4. Return all materials to your school assessment coordinator as described on page 126 of the Fall/Winter 2026 Manual.

Script for Administering the Accommodated Computer-Based Civics/U.S. History EOC Assessment

160+ Minutes

The following script should be used for students participating in the Civics or U.S. History EOC assessment using computer-based accommodations (masking, text-to-speech, ZoomText). If you are administering a computer-based test without accommodations, see the Fall/Winter 2026 Manual. If you are administering an accommodated paper-based assessment, use the scripts and instructions located on the Florida Statewide Assessments Portal.

When testing students who are allowed certain accommodations that impact test administration (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

This test is 160 minutes, and students will take a short stretch break after 80 minutes of testing. Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.

During this test, remember the following:

- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smart glasses, tablets, smartwatches) during breaks. If a student accesses any electronic device(s) during a break, that student's test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that a visual block is applied to a student's computer screen or device (e.g., monitor turned off, folder taped to screen) instead of pausing the student's test. If a student's test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During breaks, collect test materials from students before they leave the room.
- During a stretch break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- If a technical disruption occurs during testing, note the beginning and ending times of the disruption in order to accurately calculate the appropriate amount of remaining time once testing resumes.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.
- Report any test irregularities or security breaches to your school assessment coordinator immediately.

Prepare the Testing Room

Before Students Arrive

- Ensure that the testing room is prepared as described on pages 22–23 of the Fall/Winter 2026 Manual, including removing or covering any visual aids on boards or walls.
- Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until you are instructed to do so in the script.**
- Ensure that you have a Security Log, seating chart, and a form to collect required administration information for your room. You are responsible for maintaining these documents during testing.
- Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in Appendix C of the Fall/Winter 2026 Manual and on the Florida Statewide Assessments Portal.)
- Check that all students have been assigned the correct accommodation in TIDE (masking, text-to-speech, ZoomText).

Create a Test Session

- Go to the Florida Statewide Assessments Portal and click **Teachers & Test Administrators**.
- Under the Administering Tests section, select the **Administer Statewide Assessments** card and then log in to the TA Interface with your email address and password.
- Start the session and then select the test you will be administering.
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart. The Session ID will begin with “FL.” If the Session ID does not begin with FL, stop the session and repeat the first three bullets of this section.
- For additional assistance with creating a test session, see the *Test Administrator User Guide*.
- Note: As a security measure, test administrators are automatically logged out of the TA Interface after 90 minutes of test administrator **and** student inactivity. Do not create your session until immediately prior to testing.

After Students Are Seated

- Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying government concepts). Do not provide any non-testing materials to students, such as graphic organizers or study sheets.
- Ensure that students’ personal electronic devices are stored outside of their reach or collected, depending on your school’s procedures.
- Distribute the following materials to each student (Students are not permitted to write on materials until they start their test.):
 - A pen or pencil
 - A CBT Worksheet
- If any students are taking the test with the text-to-speech accommodation, ensure that they have headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.

- Ensure that all software applications, including internet browsers, are closed on all student computers or devices before testing begins.
- If any students are taking the test with the ZoomText accommodation, ensure that the program is opened prior to launching the secure browser. ZoomText should be left at the default magnification of 2x.
- Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the ***Please Sign In*** screen is displayed as shown below. The computer or device is now ready for the student to begin.

The image shows a 'Please Sign In' screen. At the top, there are two buttons: 'Switch to Operational Site' and 'Switch to Sample Items Site'. Below these are two input fields: 'First Name:' with a person icon and 'Username:' with a key icon. At the bottom is a 'Sign In' button.

Read Instructions & Administer the Assessment

Read aloud all instructions in the SAY boxes loudly and clearly—exactly as written. This ensures all students receive consistent and accurate information.

- In the SAY boxes, italicized text in parentheses should be read if applicable to the test you are administering.
- An arrow (►) indicates an action to perform at that time.

SAY Today, you will take the (*Civics EOC*) (*U.S. History EOC*) test. The only materials on your desk should be your pen or pencil and CBT Worksheet. You may only use the materials I have provided you during this test session, and you may not access any outside notes or other paper.

You may not have any electronic devices at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic devices include, but are not limited to, cell phones, smart glasses, tablets, smartwatches, cameras, and any device that can access the internet. You may not use Bluetooth or wireless headphones or earbuds during testing. **If you have access to or use any electronic devices at any time during this test, including breaks, your test will not be scored.** Check your pockets and your work area now to make sure you don't have any electronic devices. If you have any devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your school's procedures regarding electronic devices.

- At this time, silence your own electronic device(s).

SAY **You will have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be allowed to continue working if you need additional time.**

Write your first and last name and today's date on your worksheet. You may use your worksheet to take notes during the test. You may not use any other paper. I will collect your worksheet at the end of this test. Do not write anything on your worksheet before testing begins.

SAY

Please do not type any information until I tell you to do so.

Now, look at the **Please Sign In** screen. If you do not see this screen, raise your hand. *(If any students are using ZoomText SAY: If you are using ZoomText as an accommodation, your screen should currently be magnified. If not, raise your hand.)*

If a computer or device is not opened to the **Please Sign In** screen, open the secure browser on that computer or device. If ZoomText is not open, close the secure browser, open ZoomText and then reopen the secure browser.

SAY

Please sit quietly while I distribute the test tickets. Do **not** type anything yet.

► Distribute the test tickets.

SAY

Look closely at your test ticket and make sure it has your correct name, birthday, and ID number on it, but do **not** sign in yet.

Raise your hand if you do not have the correct ticket.

If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY

Now, log in by typing your First Name and Username as they appear on your test ticket. Click **Sign In**. Raise your hand if you need assistance.

► Pause and assist students with logging in as needed. If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.

SAY

Now, you will see a screen that says **Is This You?**. If your information is correct, select **Yes** to continue. If you see any problems, then select **No** and raise your hand.

► Assist any students who raise their hands.

► Ensure that the Session ID is displayed where all students can see it.

SAY

Now, you will see a **Login Session** screen. Log in by typing the Session ID FL - _____ - _____. The Session ID is displayed for you. Click **Join Session**. Raise your hand if you need assistance.

► Assist any students who raise their hands.

SAY

You will now see **Your Tests** on your screen. Click the arrow to the left of **Start (Civics EOC) (U.S. History EOC)** to proceed.

While you are waiting for your test to be approved, you will see a **Waiting for Approval** screen. This screen includes your first and last name, the Session ID, and the test you will take. If any information looks incorrect, raise your hand.

Otherwise, please sit quietly while I approve your tests.

- Assist any students who raise their hands and complete the following steps to approve students for testing:
- In the TA Interface, select the Approvals tab to review the list of students ready to begin testing. You may need to select **Refresh Page** to see all the students in your testing room on your list.
 - **Review test settings:** To view a student's online accessibility settings or accommodations, click the corresponding Test Settings icon [⦿]. Accessibility settings and/or accommodations for individual students are displayed. If changes to accommodations are required, deny the student's approval request and contact your school assessment coordinator who will update the student's test settings in TIDE.
 - Once you ensure that all students have logged in correctly, approve students to test by selecting **Approve All Students**. Read the information on the **Important!** pop-up window and select **Yes**.
 - For additional assistance with approving tests and reviewing test settings, see the *Test Administrator User Guide*.

If you are administering this test to students who are using the ZoomText accommodation,

SAY

If you will take this test using **ZoomText** as an accommodation, then listen as I describe this tool.

You can now access the ZoomText window from the task bar. Use the tools in the window or the keyboard shortcuts to magnify test items, navigate the screen, adjust visibility of the mouse arrow, or modify screen contrast. You may not use any of the ZoomText Reader tools.

If you aren't sure if ZoomText is working or if you have any questions, please raise your hand.

If a student raises his or her hand, assist the student with the ZoomText setup.

If you are administering this test to students who are using the text-to-speech accommodation,

SAY

If you have a text-to-speech accommodation, you will see a screen that allows you to verify the text-to-speech tool functionality.

Click the large speaker icon and listen to the audio.

Choose the settings that work best for you and then select **I heard the voice**. The **Before You Begin** screen will display. Do **not** click **Begin Test Now** until I tell you to do so. If you are not able to hear the audio, please raise your hand.

- Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have completed the text-to-speech setup,

SAY

On the **Before You Begin** screen, you will first see a section titled *Testing Rules Acknowledgment*. Please listen and read along as I review the testing rules.

- You may not have a cell phone during testing.
- Do not talk to other students or make any disturbance.
- Do not look at another student's test materials.
- Do not allow another student to look at your test materials.

SAY

- Do not ask for or provide help in answering any test questions.
- Use only the materials provided for taking notes.
- Do not have access to or use any electronic devices at any time during this session, including during breaks.

Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.

Are there any questions?

- Answer any questions.

SAY

Now, read silently as I read the Testing Rules Acknowledgment out loud.

I understand these testing rules. If I do not follow these rules, my test score may be invalidated.

Click the box next to the acknowledgment to indicate that you understand the testing rules.

- Pause while students click the box. If a student does not click the box, contact your school assessment coordinator.

SAY

On the ***Before You Begin*** screen, click **View Test Settings**. You should see a screen that says ***Review Test Settings***.

This screen shows you which accommodations are available for your test and the accessibility settings. To adjust these, click the System Settings icon in the top right corner. It allows you to adjust the print size, font, background color, and mouse pointer for your test. *(If any students are using Text-to-Speech SAY: If you are using Text-to-Speech as an accommodation, you may also edit your Text-to-Speech settings.)* You must click **Apply** to see your changes. You can reset to the default settings by clicking **Reset All**. These settings, including the font, can be adjusted at any point during the test. If you have any questions, raise your hand.

If a student raises his or her hand, help the student adjust his or her accessibility settings. Ensure that the correct information displays for that student in their ***System Settings*** panel.

SAY

Click **OK** to return to the ***Before You Begin*** screen. Do **not** click **Begin Test Now**.

Below ***Test Settings***, there is a button that reads **View Help Guide**. The Help Guide can remind you how to navigate in the test and how to use the tools and features of the testing platform. *(If any students are using Text-to-Speech SAY: If you are using Text-to-Speech as an accommodation, you can access an audio version of the Help Guide by highlighting any text you wish to hear and clicking the green **Speaker** button. To stop the audio, click the red **Stop** button.)*

Remember to read carefully and follow the instructions to complete each item. If you do not know the answer to an item, choose what you think is the best answer so that you can keep moving forward in the test. You can flag an item to come back to it later, but you must choose an answer to move on.

- Pause to allow students a moment to review the instructions and answer all student questions.

SAY

First, we will review the accessibility tools that are available to students with certain accommodations. Do not select any buttons at this time.

- Read the appropriate instructions below and on the following page for the accommodations you are administering.

Masking

SAY

If you will take this test using **Masking** as an accommodation, then listen as I describe this tool.

The Masking tool allows you to hide portions of the screen. To access the Masking tool within an item, click the button labeled **Masking** in the top right corner of your screen. The button has a picture of a shaded square on it. When you have turned the Masking tool on, the button will turn orange.

To mask a portion of the screen, click the left mouse button and drag until the gray square covers the portion of the screen that you would like to mask. Then, release the mouse button. The area will be masked.

To remove the masking, click the close button in the top right corner of the masked area. The close button is a circle with an X in the center.

To turn off the Masking tool, click the **Masking** button again. The button will revert to its original color.

Are there any questions?

- Answer any questions.

Text-to-Speech

SAY

If you will take this test using **Text-to-Speech** as an accommodation, then listen as I describe this tool.

To have the test read aloud to you, you must turn on the text-to-speech tool for each item. To access the text-to-speech tool, click the speaker icon to the left of the context menu to open the text-to-speech menu.

Click **Speak Question** to have the question and answer options read aloud.

To have the voice read a single answer option, open the text-to-speech menu and select **Speak Option**. You will then click the option you would like to have read aloud. You can also have an answer option read aloud by right-clicking on that answer option and selecting **Speak Option**.

If you wish to hear only a portion of an item, select the text you wish to have read aloud, and then open the text-to-speech menu. Click **Speak Selection** to have the selected text read aloud.

To pause the voice while it is speaking, select the text-to-speech menu again. Click **Pause Speaking**. To restart the voice from the point at which you paused, click **Resume Speaking**. *(Note: These tools are not available on Chrome.)*

SAY

To stop the voice while it is speaking, select the text-to-speech menu. Click **Stop Speaking**. To hear the question again from the beginning after you have stopped the voice, select the text-to-speech menu and click **Speak Question** again.

To have the voice read from a certain word, right-click where it should begin speaking and select **Start Speaking From Here**.

To make adjustments to the text-to-speech settings, click on the System Settings tool, which is to the right of the Zoom buttons and looks like a person in a circle. Here you can adjust the volume, pitch, and rate of the text-to-speech tool. When you have finished adjusting your text-to-speech settings, select **Apply** to exit and save your changes or **Close** to exit without saving your changes. Note that if you adjust your volume settings while the text-to-speech tool is in use, the volume will not adjust until after you select Apply.

Are there any questions?

- Answer any questions.
- Read Option A, B, or C aloud based on instructions from your school assessment coordinator.

Option A (Dismissal at Break or After the Break)	Option B (Students Stay in Room for Session Time)	Option C (Students Stay in Room for Session Time and May Read)
SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and provide you with further instructions on submitting your test. If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. At the break, you will be dismissed. If you finish the test after the stretch break, you may leave quietly once I have collected your test materials. Please raise your hand if you have any questions.	SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and confirm you have submitted your test. Then, sit quietly until I tell you that the test session has ended. Do not use your testing computer or device once you have submitted your test. Please raise your hand if you have any questions.	SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and confirm you have submitted your test. Then, sit quietly until I tell you that the test session has ended. You may read, but you may not write or use your testing computer or device. Please raise your hand if you have any questions.

- Answer any questions.

SAY

If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are not allowed to access any electronic devices or discuss the test with anyone.

The main test session is 160 minutes, and we will take a short stretch break halfway through it. After 160 minutes, you will be allowed to continue working if you need additional time.

Now, click **Begin Test Now** and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. *(Pause. Collect any devices.)* Then, click **Next** at the top of the screen. This will take you to the first item of the test. You may begin working.

- Complete the following:

STARTING time:	
Add 80 minutes:	+80 minutes
Time to call a break:	
TIME TESTING RESUMES:	
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	
Add 10 minutes:	+10 minutes
STOPPING time:	

- Display the STARTING and STOPPING times for students.

During testing, monitor how students advance through the test by viewing the Progress column in the TA Interface, which lists each student's progress through the test as well as each student's test status. This page automatically refreshes every 60 seconds. When the page refreshes, students' statuses and progression through the test are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from students at any time during the test.

For additional assistance with monitoring your test session, see the *Test Administrator User Guide*.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, computers, or other devices, except to monitor student progress or to contact your school assessment coordinator or technology coordinator in the event of an emergency or technical issue. Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room.

After 80 minutes from the STARTING time,

SAY

Stop. You may stand and stretch, but do not talk or look at another student's test materials, computer screen, or device.

- You may now reread portions of the script (e.g., check your work, testing rules) as a reminder to students, if needed or if instructed by your school assessment coordinator.

If your school selected Option A,

SAY

Please raise your hand if you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing after the break. *(Pause.)*

- Confirm that students have paused or submitted their tests and that you have collected all test materials before dismissing students from the testing room.

After a short break,

SAY

Now, be seated. You still have 80 minutes left in the main test session, and I will let you know when there are 10 minutes left. You will be allowed to continue working if you need additional time. Remember, if you finish early, go back and check your work.

Make sure you are on the screen where you left off. You may now continue working.

After 70 minutes,

SAY

There are 10 minutes left in this main test session. Remember that you will be allowed to continue working if you need additional time.

After 10 more minutes,

SAY

Stop. Please sit quietly and do not continue working at this time. Raise your hand if you would like additional time to work. *(Pause.)* If you are taking additional time, do not click **End Test**.

If you have finished working and have not submitted your test, click **Next** until you see the review screen. *(Pause.)*

On the review screen, click **End Test**. A **Warning** message will appear. Click **Yes** on this message. *(Pause.)*

On the **Test Completed** screen, click **Log Out**. You will be taken to the **Please Sign In** screen. I will collect your test materials.

Students will be returned to the **Please Sign In** screen once they pause or submit their tests.

- Collect all worksheets and test tickets from students who are finished with their tests.

Instructions for Continuing Testers

- Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location.
- If students are moved to a new location: monitor students to ensure they do not have access to electronic devices, create a new seating chart for that location, return the test materials that the students used in the previous testing location, have students log in, approve students to test in the TA Interface, and ensure that students using additional time are allowed the correct remaining amount of time to complete the test.
- **Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.**

- Display the new stopping time for students. Once students are ready to continue working,

SAY

Now, we will continue testing. Remember, if you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are **not** allowed to access any electronic devices or discuss the test with anyone.

Please raise your hand after you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly.

If an extended break such as lunch occurs:

- Direct all students to pause their tests by clicking the **Pause** button. Collect the worksheets and test tickets before the students leave the room.
 - **Students may not have electronic devices during breaks. If a student accesses any electronic device(s) during a break, that student's test must be invalidated.**
 - Place all testing materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times.
 - If the session is stopped in the TA Interface, the TA will need to create a new session for students to sign into and approve students to continue testing. When testing is ready to resume, return the test materials that the students used prior to the extended break.
- Display the new stopping time for students. Once students are ready to continue working,

SAY

Now, we will continue testing. You have until the end of the school day to complete the test, and I will let you know when there are 10 minutes left.

10 minutes before the stopping time,

SAY

You have 10 minutes to finish the test.

After 10 more minutes,

SAY

Stop. If you have not answered all the items in the test, click **Pause**. Click **Yes** on the pop-up message. *(Pause.)*

If you have answered all the items in the test, click **Next** until you see the review screen. *(Pause.)*

On the review screen, click **End Test**. A **Warning** message will appear. Click **Yes** on this message. *(Pause.)*

On the **Test Completed** screen, click **Log Out**.

After submitting or pausing your test, you will be taken to the **Please Sign In** screen. I will collect your test materials.

Students will be returned to the **Please Sign In** screen once they pause or submit their tests.

- Collect test materials.

Once all students have paused or submitted their tests:

- ▶ End the test by clicking **Stop Session** in the TA Interface. This will pause any remaining tests.
- ▶ Log out of the TA Interface by clicking your name in the top right corner and selecting *Logout*.
- ▶ Complete the following steps:
 1. Ensure that you have all worksheets and test tickets, that your required administration information and testing room seating chart are accurate and complete, and that the seating chart includes arrows to indicate which direction students are facing. Return these materials to the school assessment coordinator.
 2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
 3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students: • 1-FP = Flexible Presentation • 1-FR = Flexible Responding • 1-FSC = Flexible Scheduling • 1-FSE = Flexible Setting • 1-AD = Assistive Devices	For ELL or recently exited ELL students: • 2-FSC = Flexible Scheduling • 2-FSE = Flexible Setting • 2-AHL = Assistance in Heritage Language • 2-ADI = Approved Dictionary
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 4. Return all materials to your school assessment coordinator as described on page 126 of the Fall/Winter 2026 Manual.

Script for Administering the Accommodated Computer-Based FACT College Algebra

160+ Minutes

The following script should be used for students participating in the FACT College Algebra using computer-based accommodations (masking, text-to-speech, ZoomText). If you are administering a computer-based test without accommodations, see the Fall/Winter 2026 Manual. If you are administering an accommodated paper-based assessment, use the scripts and instructions located on the Florida Statewide Assessments Portal.

When testing students who are allowed certain accommodations that impact test administration (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

This test is 160 minutes, and students will take a short stretch break after 80 minutes of testing. Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.

During this test, remember the following:

- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smart glasses, tablets, smartwatches) during breaks. If a student accesses any electronic device(s) during a break, that student's test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that a visual block is applied to a student's computer screen or device (e.g., monitor turned off, folder taped to screen) instead of pausing the student's test. If a student's test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During breaks, collect test materials from students before they leave the room.
- During a stretch break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- If a technical disruption occurs during testing, note the beginning and ending times of the disruption in order to accurately calculate the appropriate amount of remaining time once testing resumes.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.
- Report any test irregularities or security breaches to your school assessment coordinator immediately.

Prepare the Testing Room

Before Students Arrive

- Ensure that the testing room is prepared as described on pages 22–23 of the Fall/Winter 2026 Manual, including removing or covering any visual aids on boards or walls.
- Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until you are instructed to do so in the script.**
- Ensure that you have a Security Log, seating chart, and a form to collect required administration information for your room. You are responsible for maintaining these documents during testing.
- Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in Appendix C of the Fall/Winter 2026 Manual and on the Florida Statewide Assessments Portal.)
- Check that all students have been assigned the correct accommodation in TIDE (masking, text-to-speech, ZoomText).

Create a Test Session

- Go to the Florida Statewide Assessments Portal and click **Teachers & Test Administrators**.
- Under the Administering Tests section, select the **Administer Statewide Assessments** card and then log in to the TA Interface with your email address and password.
- Start the session and then select the test you will be administering.
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart. The Session ID will begin with “FL.” If the Session ID does not begin with FL, stop the session and repeat the first three bullets of this section.
- For additional assistance with creating a test session, see the *Test Administrator User Guide*.
- Note: As a security measure, test administrators are automatically logged out of the TA Interface after 90 minutes of test administrator **and** student inactivity. Do not create your session until immediately prior to testing.

After Students Are Seated

- Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying mathematical concepts). Do not provide any non-testing materials to students, such as graphic organizers or study sheets.
- Ensure that students’ personal electronic devices are stored outside of their reach or collected, depending on your school’s procedures.
- Distribute the following materials to each student (Students are not permitted to write on materials until they start their test.):
 - A pen or pencil
 - A CBT Work Folder
 - FACT College Algebra Reference Sheet (Paper reference sheets should be provided **only** if your school is providing copies for all students.)

- A handheld scientific calculator with only allowable functionalities (if your school is allowing their use in addition to the provided calculator in the secure browser)
- If any students are taking the test with the text-to-speech accommodation, ensure that they have headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
- Ensure that all software applications, including internet browsers, are closed on all student computers or devices before testing begins.
- If any students are taking the test with the ZoomText accommodation, ensure that the program is opened prior to launching the secure browser. ZoomText should be left at the default magnification of 2x.
- Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the ***Please Sign In*** screen is displayed as shown below. The computer or device is now ready for the student to begin.

The image shows a 'Please Sign In' screen. At the top right, there are two buttons: 'Switch to Operational Site' and 'Switch to Sample Items Site'. Below these, there are two input fields: 'First Name:' with a person icon and 'Username:' with a key icon. At the bottom, there is a 'Sign In' button.

Read Instructions & Administer the Assessment

Read aloud all instructions in the SAY boxes loudly and clearly—exactly as written. This ensures all students receive consistent and accurate information.

- In the SAY boxes, italicized text in parentheses should be read if applicable to the test you are administering.
- An arrow (►) indicates an action to perform at that time.

SAY Today, you will take FACT College Algebra. The only materials on your desk should be your (*FACT College Algebra Reference Sheet,*) (*scientific calculator,*) pen or pencil and work folder. You may only use the materials I have provided you during this test session, and you may not access any outside notes or other paper. (*You may not share calculators.*)

You may not have any electronic devices (*other than your calculator*) at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic devices include, but are not limited to, cell phones, smart glasses, tablets, smartwatches, cameras, and any device that can access the internet. You may not use Bluetooth or wireless headphones or earbuds during testing. **If you have access to or use any electronic devices at any time during this test, including breaks, your test will not be scored.** Check your pockets and your work area now to make sure you don't have any electronic devices. If you have any devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your school's procedures regarding electronic devices.

- At this time, silence your own electronic device(s).

SAY

You will have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be allowed to continue working if you need additional time.

Write your first and last name and today's date on your work folder. You may use your work folder to work the problems. You may not use any other paper. I will collect your work folder at the end of this test. Do not write anything on your work folder before testing begins.

Please do not type any information until I tell you to do so.

Now, look at the **Please Sign In** screen. If you do not see this screen, raise your hand. *(If any students are using ZoomText SAY: If you are using ZoomText as an accommodation, your screen should currently be magnified. If not, raise your hand.)*

If a computer or device is not opened to the **Please Sign In** screen, open the secure browser on that computer or device. If ZoomText is not open, close the secure browser, open ZoomText and then reopen the secure browser.

SAY

Please sit quietly while I distribute the test tickets. Do **not** type anything yet.

► Distribute the test tickets.

SAY

Look closely at your test ticket and make sure it has your correct name, birthday, and ID number on it, but do **not** sign in yet.

Raise your hand if you do not have the correct ticket.

If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY

Now, log in by typing your First Name and Username as they appear on your test ticket. Click **Sign In**. Raise your hand if you need assistance.

► Pause and assist students with logging in as needed. If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.

SAY

Now, you will see a screen that says **Is This You?**. If your information is correct, select **Yes** to continue. If you see any problems, then select **No** and raise your hand.

► Assist any students who raise their hands.

► Ensure that the Session ID is displayed where all students can see it.

SAY

Now, you will see a **Login Session** screen. Log in by typing the Session ID FL - _____ - _____. The Session ID is displayed for you. Click **Join Session**. Raise your hand if you need assistance.

► Assist any students who raise their hands.

SAY

You will now see **Your Tests** on your screen. Click the arrow to the left of **Start FACT College Algebra** to proceed.

SAY

While you are waiting for your test to be approved, you will see a ***Waiting for Approval*** screen. This screen includes your first and last name, the Session ID, and the test you will take. If any information looks incorrect, raise your hand.

Otherwise, please sit quietly while I approve your tests.

- Assist any students who raise their hands and complete the following steps to approve students for testing:
 - In the TA Interface, select the Approvals tab to review the list of students ready to begin testing. You may need to select **Refresh Page** to see all the students in your testing room on your list.
 - **Review test settings:** To view a student's online accessibility settings or accommodations, click the corresponding Test Settings icon [⦿]. Accessibility settings and/or accommodations for individual students are displayed. If changes to accommodations are required, deny the student's approval request and contact your school assessment coordinator who will update the student's test settings in TIDE.
 - Once you ensure that all students have logged in correctly, approve students to test by selecting **Approve All Students**. Read the information on the ***Important!*** pop-up window and select **Yes**.
 - For additional assistance with approving tests and reviewing test settings, see the *Test Administrator User Guide*.

If you are administering this test to students who are using the ZoomText accommodation,

SAY

If you will take this test using **ZoomText** as an accommodation, then listen as I describe this tool.

You can now access the ZoomText window from the task bar. Use the tools in the window or the keyboard shortcuts to magnify test items, navigate the screen, adjust visibility of the mouse arrow, or modify screen contrast. You may not use any of the ZoomText Reader tools.

If you aren't sure if ZoomText is working or if you have any questions, please raise your hand.

If a student raises his or her hand, assist the student with the ZoomText setup.

If you are administering this test to students who are using the text-to-speech accommodation,

SAY

If you have a text-to-speech accommodation, you will see a screen that allows you to verify the text-to-speech tool functionality.

Click the large speaker icon and listen to the audio.

Choose the settings that work best for you and then select **I heard the voice**. The ***Before You Begin*** screen will display. Do **not** click **Begin Test Now** until I tell you to do so. If you are not able to hear the audio, please raise your hand.

- Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have completed the text-to-speech setup,

SAY

On the ***Before You Begin*** screen, you will first see a section titled *Testing Rules Acknowledgment*. Please listen and read along as I review the testing rules.

- You may not have a cell phone during testing.
- Do not talk to other students or make any disturbance.
- Do not look at another student's test materials.
- Do not allow another student to look at your test materials.
- Do not ask for or provide help in answering any test questions.
- Use only the materials provided for taking notes.
- Do not have access to or use any electronic devices at any time during this session, including during breaks.

Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.

Are there any questions?

► Answer any questions.

SAY

Now, read silently as I read the Testing Rules Acknowledgment out loud.

I understand these testing rules. If I do not follow these rules, my test score may be invalidated.

Click the box next to the acknowledgment to indicate that you understand the testing rules.

► Pause while students click the box. If a student does not click the box, contact your school assessment coordinator.

SAY

On the ***Before You Begin*** screen, click **View Test Settings**. You should see a screen that says ***Review Test Settings***.

This screen shows you which accommodations are available for your test and the accessibility settings. To adjust these, click the System Settings icon in the top right corner. It allows you to adjust the print size, font, background color, and mouse pointer for your test. *(If any students are using Text-to-Speech SAY: If you are using Text-to-Speech as an accommodation, you may also edit your Text-to-Speech settings.)* You must click **Apply** to see your changes. You can reset to the default settings by clicking **Reset All**. These settings, including the font, can be adjusted at any point during the test. If you have any questions, raise your hand.

If a student raises his or her hand, help the student adjust his or her accessibility settings. Ensure that the correct information displays for that student in their ***System Settings*** panel.

SAY

Click **OK** to return to the ***Before You Begin*** screen. Do **not** click **Begin Test Now**.

Below *Test Settings*, there is a button that reads **View Help Guide**. The Help Guide can remind you how to navigate in the test and how to use the tools and features of the testing platform. *(If any students are using Text-to-Speech SAY: If you are using Text-to-Speech as an accommodation, you can access an audio version of the Help Guide by highlighting any text you wish to hear and clicking the green **Speaker** button. To stop the audio, click the red **Stop** button.)*

SAY

Remember to read carefully and follow the instructions to complete each item. If you do not know the answer to an item, choose what you think is the best answer so that you can keep moving forward in the test. You can flag an item to come back to it later, but you must choose an answer to move on.

- Pause to allow students a moment to review the instructions and answer all student questions.

SAY

As a reminder, you may access a pop-up window displaying a calculator by clicking the Calculator button in the top right corner of the test. You may also access a pop-up window displaying an electronic version of the reference sheet by clicking the Formulas button in the top right corner of the test.

First, we will review the accessibility tools that are available to students with certain accommodations. Do not select any buttons at this time.

- Read the appropriate instructions below and on the following page for the accommodations you are administering.

Masking

SAY

If you will take this test using **Masking** as an accommodation, then listen as I describe this tool.

The Masking tool allows you to hide portions of the screen. To access the Masking tool within an item, click the button labeled **Masking** in the top right corner of your screen. The button has a picture of a shaded square on it. When you have turned the Masking tool on, the button will turn orange.

To mask a portion of the screen, click the left mouse button and drag until the gray square covers the portion of the screen that you would like to mask. Then, release the mouse button. The area will be masked.

To remove the masking, click the close button in the top right corner of the masked area. The close button is a circle with an X in the center.

To turn off the Masking tool, click the **Masking** button again. The button will revert to its original color.

Are there any questions?

- Answer any questions.

Text-to-Speech

SAY

If you will take this test using **Text-to-Speech** as an accommodation, then listen as I describe this tool.

To have the test read aloud to you, you must turn on the text-to-speech tool for each item. To access the text-to-speech tool, click the speaker icon to the left of the context menu to open the text-to-speech menu.

Click **Speak Question** to have the question and answer options read aloud.

SAY

To have the voice read a single answer option, open the text-to-speech menu and select **Speak Option**. You will then click the option you would like to have read aloud. You can also have an answer option read aloud by right-clicking on that answer option and selecting **Speak Option**.

If you wish to hear only a portion of an item, select the text you wish to have read aloud, and then open the text-to-speech menu. Click **Speak Selection** to have the selected text read aloud.

To pause the voice while it is speaking, select the text-to-speech menu again. Click **Pause Speaking**. To restart the voice from the point at which you paused, click **Resume Speaking**. (*Note: These tools are not available on Chrome.*)

To stop the voice while it is speaking, select the text-to-speech menu. Click **Stop Speaking**. To hear the question again from the beginning after you have stopped the voice, select the text-to-speech menu and click **Speak Question** again.

To have the voice read from a certain word, right-click where it should begin speaking and select **Start Speaking From Here**.

To make adjustments to the text-to-speech settings, click on the System Settings tool, which is to the right of the Zoom buttons and looks like a person in a circle. Here you can adjust the volume, pitch, and rate of the text-to-speech tool. When you have finished adjusting your text-to-speech settings, select **Apply** to exit and save your changes or **Close** to exit without saving your changes. Note that if you adjust your volume settings while the text-to-speech tool is in use, the volume will not adjust until after you select Apply.

Are there any questions?

- Answer any questions.

If your school provided paper copies of the *FACT College Algebra Reference Sheet* for students to use,

SAY

Now, look at the top of your paper reference sheet. It should say FACT College Algebra Reference Sheet. Examine the page carefully to ensure that content near the edge of the reference sheet has not been cut off. Please raise your hand if there are problems with your reference sheet.

- Pause, then collect any defective reference sheets and return them to the school assessment coordinator. Distribute new reference sheets to these students and instruct them to check the sheets carefully.

SAY

Write your first and last name in the top right corner of the reference sheet now. (*Pause.*)

This is considered a secure document and must be returned at the end of the test. Do not write anything on your reference sheet before testing begins.

Please raise your hand if you have any questions.

- Answer any questions.

- Read Option A, B, or C aloud based on instructions from your school assessment coordinator.

Option A (Dismissal at Break or After the Break)	Option B (Students Stay in Room for Session Time)	Option C (Students Stay in Room for Session Time and May Read)
SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and provide you with further instructions on submitting your test. If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. At the break, you will be dismissed. If you finish the test after the stretch break, you may leave quietly once I have collected your test materials. Please raise your hand if you have any questions.	SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and confirm you have submitted your test. Then, sit quietly until I tell you that the test session has ended. Do not use your testing computer or device once you have submitted your test. Please raise your hand if you have any questions.	SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and confirm you have submitted your test. Then, sit quietly until I tell you that the test session has ended. You may read, but you may not write or use your testing computer or device. Please raise your hand if you have any questions.

- Answer any questions.

SAY If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are not allowed to access any electronic devices or discuss the test with anyone. The main test session is 160 minutes, and we will take a short stretch break halfway through it. After 160 minutes, you will be allowed to continue working if you need additional time. Now, click Begin Test Now and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. <i>(Pause. Collect any devices.)</i> Then, click Next at the top of the screen. This will take you to the first item of the test. You may begin working.
--

- Complete the following:

STARTING time:	
Add 80 minutes:	+80 minutes
Time to call a break:	
TIME TESTING RESUMES:	
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	
Add 10 minutes:	+10 minutes
STOPPING time:	

- Display the STARTING and STOPPING times for students.

During testing, monitor how students advance through the test by viewing the Progress column in the TA Interface, which lists each student's progress through the test as well as each student's test status. This page automatically refreshes every 60 seconds. When the page refreshes, students' statuses and progression through the test are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from students at any time during the test.

For additional assistance with monitoring your test session, see the *Test Administrator User Guide*.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, computers, or other devices, except to monitor student progress or to contact your school assessment coordinator or technology coordinator in the event of an emergency or technical issue. Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room.

After 80 minutes from the STARTING time,

SAY **Stop.** You may stand and stretch, but do not talk or look at another student's test materials, computer screen, or device.

- You may now reread portions of the script (e.g., check your work, testing rules) as a reminder to students, if needed or if instructed by your school assessment coordinator.

If your school selected Option A,

SAY Please raise your hand if you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing after the break. *(Pause.)*

- Confirm that students have paused or submitted their tests and that you have collected all test materials before dismissing students from the testing room.

After a short break,

SAY

Now, be seated. You still have 80 minutes left in the main test session, and I will let you know when there are 10 minutes left. You will be allowed to continue working if you need additional time. Remember, if you finish early, go back and check your work.

Make sure you are on the screen where you left off. You may now continue working.

After 70 minutes,

SAY

There are 10 minutes left in this main test session. Remember that you will be allowed to continue working if you need additional time.

After 10 more minutes,

SAY

Stop. Please sit quietly and do not continue working at this time. Raise your hand if you would like additional time to work. *(Pause.)* If you are taking additional time, do not click **End Test**.

If you have finished working and have not submitted your test, click **Next** until you see the review screen. *(Pause.)*

On the review screen, click **End Test**. A **Warning** message will appear. Click **Yes** on this message. *(Pause.)*

On the **Test Completed** screen, click **Log Out**. You will be taken to the **Please Sign In** screen. I will collect your test materials.

Students will be returned to the **Please Sign In** screen once they pause or submit their tests.

- Collect all (reference sheets, calculators,) work folders and test tickets from students who are finished with their tests.

Instructions for Continuing Testers

- Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location.
- If students are moved to a new location: monitor students to ensure they do not have access to electronic devices, create a new seating chart for that location, return the test materials that the students used in the previous testing location, have students log in, approve students to test in the TA Interface, and ensure that students using additional time are allowed the correct remaining amount of time to complete the test.
- **Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.**

- Display the new stopping time for students. Once students are ready to continue working,

SAY

Now, we will continue testing. Remember, if you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are **not** allowed to access any electronic devices or discuss the test with anyone.

Please raise your hand after you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly.

If an extended break such as lunch occurs:

- Direct all students to pause their tests by clicking the **Pause** button. Collect the work folders, test tickets, and, if applicable, reference sheets and calculators before the students leave the room.
 - **Students may not have electronic devices during breaks. If a student accesses any electronic device(s) during a break, that student's test must be invalidated.**
 - Place all testing materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times.
 - If the session is stopped in the TA Interface, the TA will need to create a new session for students to sign into and approve students to continue testing. When testing is ready to resume, return the test materials that the students used prior to the extended break.
- Display the new stopping time for students. Once students are ready to continue working,

SAY

Now, we will continue testing. You have until the end of the school day to complete the test, and I will let you know when there are 10 minutes left.

10 minutes before the stopping time,

SAY

You have 10 minutes to finish the test.

After 10 more minutes,

SAY

Stop. If you have not answered all the items in the test, click **Pause**. Click **Yes** on the pop-up message. *(Pause.)*

If you have answered all the items in the test, click **Next** until you see the review screen. *(Pause.)*

On the review screen, click **End Test**. A **Warning** message will appear. Click **Yes** on this message. *(Pause.)*

On the **Test Completed** screen, click **Log Out**.

After submitting or pausing your test, you will be taken to the **Please Sign In** screen. I will collect your test materials.

Students will be returned to the **Please Sign In** screen once they pause or submit their tests.

- Collect test materials.

Once all students have paused or submitted their tests:

- End the test by clicking **Stop Session** in the TA Interface. This will pause any remaining tests.
- Log out of the TA Interface by clicking your name in the top right corner and selecting *Logout*.

► Complete the following steps:

1. Ensure that you have all (reference sheets, calculators,) work folders and test tickets, that your required administration information and testing room seating chart are accurate and complete, and that the seating chart includes arrows to indicate which direction students are facing. Return these materials to the school assessment coordinator.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL or recently exited ELL students:

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

4. Return all materials to your school assessment coordinator as described on page 126 of the Fall/Winter 2026 Manual.

Script for Administering the Accommodated Computer-Based FAST ELA Reading Retake

120+ Minutes

The following script should be used for students participating in the FAST ELA Reading Retake using computer-based accommodations (masking, text-to-speech, ZoomText). If you are administering a computer-based test without accommodations, see the Fall/Winter 2026 Manual. If you are administering an accommodated paper-based assessment, use the scripts and instructions located on the Florida Statewide Assessments Portal.

When testing students who are allowed certain accommodations that impact test administration (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

This test is 120 minutes, and students will take a short stretch break after 60 minutes of testing. Students who need additional time after 120 minutes may continue working; however, testing must be completed within the same school day.

During this test, remember the following:

- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smart glasses, tablets, smartwatches) during breaks. If a student accesses any electronic device(s) during a break, that student's test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that a visual block is applied to a student's computer screen or device (e.g., monitor turned off, folder taped to screen) instead of pausing the student's test. If a student's test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During breaks, collect test materials from students before they leave the room.
- During a stretch break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- If a technical disruption occurs during testing, note the beginning and ending times of the disruption in order to accurately calculate the appropriate amount of remaining time once testing resumes.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.
- Report any test irregularities or security breaches to your school assessment coordinator immediately.

Prepare the Testing Room

Before Students Arrive

- Ensure that the testing room is prepared as described on pages 22–23 of the Fall/Winter 2026 Manual, including removing or covering any visual aids on boards or walls.
- Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until you are instructed to do so in the script.**
- Ensure that you have a Security Log, seating chart, and a form to collect required administration information for your room. You are responsible for maintaining these documents during testing.
- Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in Appendix C of the Fall/Winter 2026 Manual and on the Florida Statewide Assessments Portal.)
- Check that all students have been assigned the correct accommodation in TIDE (masking, text-to-speech, ZoomText).

Create a Test Session

- Go to the Florida Statewide Assessments Portal and click **Teachers & Test Administrators**.
- Under the Administering Tests section, select the **Administer Statewide Assessments** card and then log in to the TA Interface with your email address and password.
- Start the session and then select the test you will be administering.
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart. The Session ID will begin with “FL.” If the Session ID does not begin with FL, stop the session and repeat the first three bullets of this section.
- For additional assistance with creating a test session, see the *Test Administrator User Guide*.
- Note: As a security measure, test administrators are automatically logged out of the TA Interface after 90 minutes of test administrator **and** student inactivity. Do not create your session until immediately prior to testing.

After Students Are Seated

- Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., word lists, study guides). Do not provide any non-testing materials to students, such as graphic organizers or study sheets.
- Ensure that students’ personal electronic devices are stored outside of their reach or collected, depending on your school’s procedures.
- If your school is allowing their use, distribute the following materials to each student (Students are not permitted to write on materials until they start their test.):
 - A pen or pencil
 - Scratch paper
- Ensure that all software applications, including internet browsers, are closed on all student computers or devices before testing begins.

- If any students are taking the test with the text-to-speech accommodation, ensure that they have headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
- If any students are taking the test with the ZoomText accommodation, ensure that the program is opened prior to launching the secure browser. ZoomText should be left at the default magnification of 2x.
- Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the ***Please Sign In*** screen is displayed as shown below. The computer or device is now ready for the student to begin.

The image shows a 'Please Sign In' screen. At the top, there are two buttons: 'Switch to Operational Site' and 'Switch to Sample Items Site'. Below these are two input fields: 'First Name:' with a person icon and 'Username:' with an '@' icon. At the bottom is a 'Sign In' button.

Read Instructions & Administer the Assessment

Read aloud all instructions in the SAY boxes loudly and clearly—exactly as written. This ensures all students receive consistent and accurate information.

- In the SAY boxes, italicized text in parentheses should be read if applicable to the test you are administering.
- An arrow (►) indicates an action to perform at that time.

SAY

Today, you will take the FAST ELA Reading Retake. *(The only materials on your desk should be your pen or pencil and scratch paper. You may only use the materials I have provided you during this test session.)* You may not access any outside notes or other paper.

You may not have any electronic devices at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic devices include, but are not limited to, cell phones, smart glasses, tablets, smartwatches, cameras, and any device that can access the internet. You may not use Bluetooth or wireless headphones or earbuds during testing. **If you have access to or use any electronic devices at any time during this test, including breaks, your test will not be scored.** Check your pockets and your work area now to make sure you don't have any electronic devices. If you have any devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your school's procedures regarding electronic devices.

► At this time, silence your own electronic device(s).

If your school provided scratch paper for students to use,

SAY

Now, look at your scratch paper. Print your first and last name and today's date in the top right corner. You may use the front and back of this scratch paper to take notes during the test.

SAY

This is considered a secure document and must be returned at the end of the test.
Do not write anything on your scratch paper before testing begins.

Please raise your hand if you have any questions.

- Answer any questions.

SAY

Now, look at the **Please Sign In** screen. If you do not see this screen, raise your hand. *(If any students are using ZoomText SAY: If you are using ZoomText as an accommodation, your screen should currently be magnified. If not, raise your hand.)*

If a computer or device is not opened to the **Please Sign In** screen, open the secure browser on that computer or device. If ZoomText is not open, close the secure browser, open ZoomText and then reopen the secure browser.

SAY

Please sit quietly while I distribute the test tickets. Do **not** type anything yet.

- Distribute the test tickets.

SAY

Look closely at your test ticket and make sure it has your correct name, birthday, and ID number on it, but do **not** sign in yet.

Raise your hand if you do not have the correct ticket.

If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY

Now, log in by typing your First Name and Username as they appear on your test ticket. Click **Sign In**. Raise your hand if you need assistance.

- Pause and assist students with logging in as needed. If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.

SAY

Now, you will see a screen that says **Is This You?**. If your information is correct, select **Yes** to continue. If you see any problems, then select **No** and raise your hand.

- Assist any students who raise their hands.
- Ensure that the Session ID is displayed where all students can see it.

SAY

Now, you will see a **Login Session** screen. Log in by typing the Session ID FL - _____ - _____. The Session ID is displayed for you. Click **Join Session**. Raise your hand if you need assistance.

- Assist any students who raise their hands.

SAY

You will now see **Your Tests** on your screen. Click the arrow to the left of **Start FAST ELA Reading Retake** to proceed.

While you are waiting for your test to be approved, you will see a **Waiting for Approval** screen. This screen includes your first and last name, the Session ID, and the test you will take. If any information looks incorrect, raise your hand.

Otherwise, please sit quietly while I approve your tests.

- Assist any students who raise their hands and complete the following steps to approve students for testing:
- In the TA Interface, select the Approvals tab to review the list of students ready to begin testing. You may need to select **Refresh Page** to see all the students in your testing room on your list.
 - **Review test settings:** To view a student's online accessibility settings or accommodations, click the corresponding Test Settings icon [⦿]. Accessibility settings and/or accommodations for individual students are displayed. If changes to accommodations are required, deny the student's approval request and contact your school assessment coordinator who will update the student's test settings in TIDE.
 - Once you ensure that all students have logged in correctly, approve students to test by selecting **Approve All Students**. Read the information on the **Important!** pop-up window and select **Yes**.
 - For additional assistance with approving tests and reviewing test settings, see the *Test Administrator User Guide*.

If you are administering this test to students who are using the ZoomText accommodation,

SAY

If you will take this test using **ZoomText** as an accommodation, then listen as I describe this tool.

You can now access the ZoomText window from the task bar. Use the tools in the window or the keyboard shortcuts to magnify test items, navigate the screen, adjust visibility of the mouse arrow, or modify screen contrast. You may not use any of the ZoomText Reader tools.

If you aren't sure if ZoomText is working or if you have any questions, please raise your hand.

If a student raises his or her hand, assist the student with the ZoomText setup.

If you are administering this test to students who are using the text-to-speech accommodation,

SAY

If you have a text-to-speech accommodation, you will see a screen that allows you to verify the text-to-speech tool functionality.

Click the large speaker icon and listen to the audio.

Choose the settings that work best for you and then select **I heard the voice**. The **Before You Begin** screen will display. Do **not** click **Begin Test Now** until I tell you to do so. If you are not able to hear the audio, please raise your hand.

- Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have completed the text-to-speech setup,

SAY

On the **Before You Begin** screen, you will first see a section titled *Testing Rules Acknowledgment*. Please listen and read along as I review the testing rules.

- You may not have a cell phone during testing.
- Do not talk to other students or make any disturbance.
- Do not look at another student's test materials.
- Do not allow another student to look at your test materials.

SAY

- Do not ask for or provide help in answering any test questions.
- Use only the materials provided for taking notes.
- Do not have access to or use any electronic devices at any time during this session, including during breaks.

Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.

Are there any questions?

- Answer any questions.

SAY

Now, read silently as I read the Testing Rules Acknowledgment out loud.

I understand these testing rules. If I do not follow these rules, my test score may be invalidated.

Click the box next to the acknowledgment to indicate that you understand the testing rules.

- Pause while students click the box. If a student does not click the box, contact your school assessment coordinator.

SAY

On the ***Before You Begin*** screen, click **View Test Settings**. You should see a screen that says ***Review Test Settings***.

This screen shows you which accommodations are available for your test and the accessibility settings. To adjust these, click the System Settings icon in the top right corner. It allows you to adjust the print size, font, background color, and mouse pointer for your test. *(If any students are using Text-to-Speech SAY: If you are using Text-to-Speech as an accommodation, you may also edit your Text-to-Speech settings.)* You must click **Apply** to see your changes. You can reset to the default settings by clicking **Reset All**. These settings, including the font, can be adjusted at any point during the test. If you have any questions, raise your hand.

If a student raises his or her hand, help the student adjust his or her accessibility settings. Ensure that the correct information displays for that student in their ***System Settings*** panel.

SAY

Click **OK** to return to the ***Before You Begin*** screen. Do **not** click **Begin Test Now**.

Below ***Test Settings***, there is a button that reads **View Help Guide**. The Help Guide can remind you how to navigate in the test and how to use the tools and features of the testing platform. *(If any students are using Text-to-Speech SAY: If you are using Text-to-Speech as an accommodation, you can access an audio version of the Help Guide by highlighting any text you wish to hear and clicking the green **Speaker** button. To stop the audio, click the red **Stop** button.)*

Remember to read carefully and follow the instructions to complete each item. If you do not know the answer to an item, choose what you think is the best answer so that you can keep moving forward in the test. You can flag an item to come back to it later, but you must choose an answer to move on.

- Pause to allow students a moment to review the instructions and answer all student questions.

SAY

First, we will review the accessibility tools that are available to students with certain accommodations. Do not select any buttons at this time.

- Read the appropriate instructions below and on the following page for the accommodations you are administering.

Masking

SAY

If you will take this test using **Masking** as an accommodation, then listen as I describe this tool.

The Masking tool allows you to hide portions of the screen. To access the Masking tool within an item, click the button labeled **Masking** in the top right corner of your screen. The button has a picture of a shaded square on it. When you have turned the Masking tool on, the button will turn orange.

To mask a portion of the screen, click the left mouse button and drag until the gray square covers the portion of the screen that you would like to mask. Then, release the mouse button. The area will be masked.

To remove the masking, click the close button in the top right corner of the masked area. The close button is a circle with an X in the center.

To turn off the Masking tool, click the **Masking** button again. The button will revert to its original color.

Are there any questions?

- Answer any questions.

Text-to-Speech

SAY

If you will take this test using **Text-to-Speech** as an accommodation, then listen as I describe this tool.

To have the test read aloud to you, you must turn on the text-to-speech tool for each item. To access the text-to-speech tool, click the speaker icon to the left of the context menu to open the text-to-speech menu.

Click **Speak Question** to have the question and answer options read aloud.

To have the voice read a single answer option, open the text-to-speech menu and select **Speak Option**. You will then click the option you would like to have read aloud. You can also have an answer option read aloud by right-clicking on that answer option and selecting **Speak Option**.

If you wish to hear only a portion of an item, select the text you wish to have read aloud, and then open the text-to-speech menu. Click **Speak Selection** to have the selected text read aloud.

To pause the voice while it is speaking, select the text-to-speech menu again. Click **Pause Speaking**. To restart the voice from the point at which you paused, click **Resume Speaking**. *(Note: These tools are not available on Chrome.)*

SAY

To stop the voice while it is speaking, select the text-to-speech menu. Click **Stop Speaking**. To hear the question again from the beginning after you have stopped the voice, select the text-to-speech menu and click **Speak Question** again.

To have the voice read from a certain word, right-click where it should begin speaking and select **Start Speaking From Here**.

To make adjustments to the text-to-speech settings, click on the System Settings tool, which is to the right of the Zoom buttons and looks like a person in a circle. Here you can adjust the volume, pitch, and rate of the text-to-speech tool. When you have finished adjusting your text-to-speech settings, select **Apply** to exit and save your changes or **Close** to exit without saving your changes. Note that if you adjust your volume settings while the text-to-speech tool is in use, the volume will not adjust until after you select Apply.

Are there any questions?

► Answer any questions.

► Read Option A, B, or C aloud based on instructions from your school assessment coordinator.

Option A (Dismissal at Break or After the Break)	Option B (Students Stay in Room for Session Time)	Option C (Students Stay in Room for Session Time and May Read)
SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and provide you with further instructions on submitting your test. If you finish the test within the first 60 minutes, please sit quietly. You are not permitted to leave within the first 60 minutes. At the break, you will be dismissed. If you finish the test after the stretch break, you may leave quietly once I have collected your test materials. Please raise your hand if you have any questions.	SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and confirm you have submitted your test. Then, sit quietly until I tell you that the test session has ended. Do not use your testing computer or device once you have submitted your test. Please raise your hand if you have any questions.	SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and confirm you have submitted your test. Then, sit quietly until I tell you that the test session has ended. You may read, but you may not write or use your testing computer or device. Please raise your hand if you have any questions.

► Answer any questions.

SAY

If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are not allowed to access any electronic devices or discuss the test with anyone.

The main test session is 120 minutes, and we will take a short stretch break halfway through it. After 120 minutes, you will be allowed to continue working if you need additional time.

Now, click **Begin Test Now** and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. *(Pause. Collect any devices.)* Then, click **Next** at the top of the screen. This will take you to the first item of the test. You may begin working.

- Complete the following:

STARTING time:	
Add 60 minutes:	+60 minutes
Time to call a break:	
TIME TESTING RESUMES:	
Add 50 minutes:	+50 minutes
Time for 10-minute reminder:	
Add 10 minutes:	+10 minutes
STOPPING time:	

- Display the STARTING and STOPPING times for students.

During testing, monitor how students advance through the test by viewing the Progress column in the TA Interface, which lists each student's progress through the test as well as each student's test status. This page automatically refreshes every 60 seconds. When the page refreshes, students' statuses and progression through the test are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from students at any time during the test.

For additional assistance with monitoring your test session, see the *Test Administrator User Guide*.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, computers, or other devices, except to monitor student progress or to contact your school assessment coordinator or technology coordinator in the event of an emergency or technical issue. Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room.

After 60 minutes from the STARTING time,

SAY

Stop. You may stand and stretch, but do not talk or look at another student's test materials, computer screen, or device.

- You may now reread portions of the script (e.g., check your work, testing rules) as a reminder to students, if needed or if instructed by your school assessment coordinator.

If your school selected Option A,**SAY**

Please raise your hand if you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing after the break. *(Pause.)*

- Confirm that students have paused or submitted their tests and that you have collected all test materials before dismissing students from the testing room.

After a short break,

SAY

Now, be seated. You still have 60 minutes left in the main test session, and I will let you know when there are 10 minutes left. You will be allowed to continue working if you need additional time. Remember, if you finish early, go back and check your work.

Make sure you are on the screen where you left off. You may now continue working.

After 50 minutes,

SAY

There are 10 minutes left in this main test session. Remember that you will be allowed to continue working if you need additional time.

After 10 more minutes,

SAY

Stop. Please sit quietly and do not continue working at this time. Raise your hand if you would like additional time to work. *(Pause.)* If you are taking additional time, do not click **End Test**.

If you have finished working and have not submitted your test, click **Next** until you see the review screen. *(Pause.)*

On the review screen, click **End Test**. A **Warning** message will appear. Click **Yes** on this message. *(Pause.)*

On the **Test Completed** screen, click **Log Out**. You will be taken to the **Please Sign In** screen. I will collect your test materials.

Students will be returned to the **Please Sign In** screen once they pause or submit their tests.

- Collect all test tickets (and scratch paper) from students who are finished with their tests.

Instructions for Continuing Testers

- Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location.
- If students are moved to a new location: monitor students to ensure they do not have access to electronic devices, create a new seating chart for that location, return the test materials that the students used in the previous testing location, have students log in, approve students to test in the TA Interface, and ensure that students using additional time are allowed the correct remaining amount of time to complete the test.
- **Students who need additional time after 120 minutes may continue working; however, testing must be completed within the same school day.**

- Display the new stopping time for students. Once students are ready to continue working,

SAY

Now, we will continue testing. Remember, if you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are **not** allowed to access any electronic devices or discuss the test with anyone.

Please raise your hand after you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly.

If an extended break such as lunch occurs:

- Direct all students to pause their tests by clicking the **Pause** button. Collect the test tickets and, if applicable, scratch paper before the students leave the room.
- **Students may not have electronic devices during breaks. If a student accesses any electronic device(s) during a break, that student's test must be invalidated.**
- Place all testing materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times.
- If the session is stopped in the TA Interface, the TA will need to create a new session for students to sign into and approve students to continue testing. When testing is ready to resume, return the test materials that the students used prior to the extended break.

- Display the new stopping time for students. Once students are ready to continue working,

SAY

Now, we will continue testing. You have until ____ to complete the test, and I will let you know when there are 10 minutes left.

10 minutes before the stopping time,

SAY

You have 10 minutes to finish the test.

After 10 more minutes,

SAY

Stop. If you have not answered all the items in the test, click **Pause**. Click **Yes** on the pop-up message. *(Pause.)*

If you have answered all the items in the test, click **Next** until you see the review screen. *(Pause.)*

On the review screen, click **End Test**. A **Warning** message will appear. Click **Yes** on this message. *(Pause.)*

On the **Test Completed** screen, click **Log Out**.

After submitting or pausing your test, you will be taken to the **Please Sign In** screen. I will collect your test materials.

Students will be returned to the **Please Sign In** screen once they pause or submit their tests.

- Collect test materials.

Once all students have paused or submitted their tests:

- ▶ End the test by clicking **Stop Session** in the TA Interface. This will pause any remaining tests.
- ▶ Log out of the TA Interface by clicking your name in the top right corner and selecting *Logout*.
- ▶ Complete the following steps:
 1. Ensure that you have all test tickets and, if applicable, scratch paper, that your required administration information and testing room seating chart are accurate and complete, and that the seating chart includes arrows to indicate which direction students are facing. Return these materials to the school assessment coordinator.
 2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
 3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students: • 1-FP = Flexible Presentation • 1-FR = Flexible Responding • 1-FSC = Flexible Scheduling • 1-FSE = Flexible Setting • 1-AD = Assistive Devices	For ELL or recently exited ELL students: • 2-FSC = Flexible Scheduling • 2-FSE = Flexible Setting • 2-AHL = Assistance in Heritage Language • 2-ADI = Approved Dictionary
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 4. Return all materials to your school assessment coordinator as described on page 126 of the Fall/Winter 2026 Manual.

Script for Administering the Accommodated Computer-Based Florida Civic Literacy Exam (FCLE)

160+ Minutes

The following script should be used for students participating in the FCLE using computer-based accommodations (masking, text-to-speech, ZoomText). If you are administering a computer-based test without accommodations, see the Fall/Winter 2026 Manual. If you are administering an accommodated paper-based assessment, use the scripts and instructions located on the Florida Statewide Assessments Portal.

When testing students who are allowed certain accommodations that impact test administration (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

This test is 160 minutes, and students will take a short stretch break after 80 minutes of testing. Students who need additional time after 160 minutes may continue working up to half of a typical school day. Ensure that you have the correct stopping time for students who use additional time, and display the stopping time as instructed in the script.

During this test, remember the following:

- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smart glasses, tablets, smartwatches) during breaks. If a student accesses any electronic device(s) during a break, that student's test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that a visual block is applied to a student's computer screen or device (e.g., monitor turned off, folder taped to screen) instead of pausing the student's test. If a student's test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During breaks, collect test materials from students before they leave the room.
- During a stretch break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- If a technical disruption occurs during testing, note the beginning and ending times of the disruption in order to accurately calculate the appropriate amount of remaining time once testing resumes.

- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.
- Report any test irregularities or security breaches to your school assessment coordinator immediately.

Prepare the Testing Room

Before Students Arrive

- Ensure that the testing room is prepared as described on pages 22–23 of the Fall/Winter 2026 Manual, including removing or covering any visual aids on boards or walls.
- Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until you are instructed to do so in the script.**
- Ensure that you have a Security Log, seating chart, and a form to collect required administration information for your room. You are responsible for maintaining these documents during testing.
- Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in Appendix C of the Fall/Winter 2026 Manual and on the Florida Statewide Assessments Portal.)
- Check that all students have been assigned the correct accommodation in TIDE (masking, text-to-speech, ZoomText).

Create a Test Session

- Go to the Florida Statewide Assessments Portal and click **Teachers & Test Administrators**.
- Under the Administering Tests section, select the **Administer Statewide Assessments** card and then log in to the TA Interface with your email address and password.
- Start the session and then select the test you will be administering.
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart. The Session ID will begin with “FL.” If the Session ID does not begin with FL, stop the session and repeat the first three bullets of this section.
- For additional assistance with creating a test session, see the *Test Administrator User Guide*.
- Note: As a security measure, test administrators are automatically logged out of the TA Interface after 90 minutes of test administrator **and** student inactivity. Do not create your session until immediately prior to testing.

After Students Are Seated

- Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying government concepts). Do not provide any non-testing materials to students, such as graphic organizers or study sheets.
- Ensure that students’ personal electronic devices are stored outside of their reach or collected, depending on your school’s procedures.
- Ensure that you understand your school assessment coordinator’s instructions regarding the length of time students should be permitted to test. **Contact your school assessment coordinator if you have not already received timing information for this test.**

- If any students are taking the test with the text-to-speech accommodation, ensure that they have headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
- Ensure that all software applications, including internet browsers, are closed on all student computers or devices before testing begins.
- If any students are taking the test with the ZoomText accommodation, ensure that the program is opened prior to launching the secure browser. ZoomText should be left at the default magnification of 2x.
- Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the ***Please Sign In*** screen is displayed as shown below. The computer or device is now ready for the student to begin.

The image shows a 'Please Sign In' screen. At the top, there are two buttons: 'Switch to Operational Site' and 'Switch to Sample Items Site'. Below these are two input fields: 'First Name:' with a person icon and 'Username:' with a key icon. At the bottom is a 'Sign In' button.

Read Instructions & Administer the Assessment

Read aloud all instructions in the SAY boxes loudly and clearly—exactly as written. This ensures all students receive consistent and accurate information.

- In the SAY boxes, italicized text in parentheses should be read if applicable to the test you are administering.
- An arrow (►) indicates an action to perform at that time.

SAY Today, you are going to take the Florida Civic Literacy Exam (FCLE).

You may not have any electronic devices at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic devices include, but are not limited to, cell phones, smart glasses, tablets, smartwatches, cameras, and any device that can access the internet. You may not use Bluetooth or wireless headphones or earbuds during testing. **If you have access to or use any electronic devices at any time during this test, including breaks, your test will not be scored.** Check your pockets and your work area now to make sure you don't have any electronic devices. If you have any devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your school's procedures regarding electronic devices.

- At this time, silence your own electronic device(s).

SAY **You will have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be allowed to continue working if you need additional time.**

Please do not type any information until I tell you to do so.

SAY

Now, look at the **Please Sign In** screen. If you do not see this screen, raise your hand. *(If any students are using ZoomText SAY: If you are using ZoomText as an accommodation, your screen should currently be magnified. If not, raise your hand.)*

If a computer or device is not opened to the **Please Sign In** screen, open the secure browser on that computer or device. If ZoomText is not open, close the secure browser, open ZoomText and then reopen the secure browser.

SAY

Please sit quietly while I distribute the test tickets. Do **not** type anything yet.

► Distribute the test tickets.

SAY

Look closely at your test ticket and make sure it has your correct name, birthday, and ID number on it, but do **not** sign in yet.

Raise your hand if you do not have the correct ticket.

If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY

Now, log in by typing your First Name and Username as they appear on your test ticket. Click **Sign In**. Raise your hand if you need assistance.

► Pause and assist students with logging in as needed. If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.

SAY

Now, you will see a screen that says **Is This You?**. If your information is correct, select **Yes** to continue. If you see any problems, then select **No** and raise your hand.

► Assist any students who raise their hands.

► Ensure that the Session ID is displayed where all students can see it.

SAY

Now, you will see a **Login Session** screen. Log in by typing the Session ID FL - _____ - _____. The Session ID is displayed for you. Click **Join Session**. Raise your hand if you need assistance.

► Assist any students who raise their hands.

SAY

You will now see **Your Tests** on your screen. Click the arrow to the left of Start **K–12 FCLE** to proceed.

While you are waiting for your test to be approved, you will see a **Waiting for Approval** screen. This screen includes your first and last name, the Session ID, and the test you will take. If any information looks incorrect, raise your hand.

Otherwise, please sit quietly while I approve your tests.

- Assist any students who raise their hands and complete the following steps to approve students for testing:
- In the TA Interface, select the Approvals tab to review the list of students ready to begin testing. You may need to select **Refresh Page** to see all the students in your testing room on your list.
 - **Review test settings:** To view a student's online accessibility settings or accommodations, click the corresponding Test Settings icon [⦿]. Accessibility settings and/or accommodations for individual students are displayed. If changes to accommodations are required, deny the student's approval request and contact your school assessment coordinator who will update the student's test settings in TIDE.
 - Once you ensure that all students have logged in correctly, approve students to test by selecting **Approve All Students**. Read the information on the **Important!** pop-up window and select **Yes**.
 - For additional assistance with approving tests and reviewing test settings, see the *Test Administrator User Guide*.

If you are administering this test to students who are using the ZoomText accommodation,

SAY

If you will take this test using **ZoomText** as an accommodation, then listen as I describe this tool.

You can now access the ZoomText window from the task bar. Use the tools in the window or the keyboard shortcuts to magnify test items, navigate the screen, adjust visibility of the mouse arrow, or modify screen contrast. You may not use any of the ZoomText Reader tools.

If you aren't sure if ZoomText is working or if you have any questions, please raise your hand.

If a student raises his or her hand, assist the student with the ZoomText setup.

If you are administering this test to students who are using the text-to-speech accommodation,

SAY

If you have a text-to-speech accommodation, you will see a screen that allows you to verify the text-to-speech tool functionality.

Click the large speaker icon and listen to the audio.

Choose the settings that work best for you and then select **I heard the voice**. The **Before You Begin** screen will display. Do **not** click **Begin Test Now** until I tell you to do so. If you are not able to hear the audio, please raise your hand.

- Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have completed the text-to-speech setup,

SAY

Now, you should see a screen that says **Before You Begin**. Do **not** click anything yet.

First, you will see a section titled *Testing Rules Acknowledgment*. Please listen and read along as I review the testing rules.

- You may not have a cell phone during testing.
- Do not talk to other students or make any disturbance.
- Do not look at another student's test materials.

SAY

- Do not allow another student to look at your test materials.
- Do not ask for or provide help in answering any test questions.
- Do not have access to or use any electronic devices at any time during this session, including during breaks.

Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.

Are there any questions?

► Answer any questions.

SAY

Now, read silently as I read the Testing Rules Acknowledgment out loud.

I understand these testing rules. If I do not follow these rules, my test score may be invalidated.

Click the box next to the acknowledgment to indicate that you understand the testing rules.

► Pause while students click the box. If a student does not click the box, contact your school assessment coordinator.

SAY

On the ***Before You Begin*** screen, click **View Test Settings**. You should see a screen that says ***Review Test Settings***.

This screen shows you which accommodations are available for your test and the accessibility settings. To adjust these, click the System Settings icon in the top right corner. It allows you to adjust the print size, font, background color, and mouse pointer for your test. *(If any students are using Text-to-Speech SAY: If you are using Text-to-Speech as an accommodation, you may also edit your Text-to-Speech settings.)* You must click **Apply** to see your changes. You can reset to the default settings by clicking **Reset All**. These settings, including the font, can be adjusted at any point during the test. If you have any questions, raise your hand.

If a student raises his or her hand, help the student adjust his or her accessibility settings. Ensure that the correct information displays for that student in their ***System Settings*** panel.

SAY

Click **OK** to return to the ***Before You Begin*** screen. Do **not** click **Begin Test Now**.

Below ***Test Settings***, there is a button that reads **View Help Guide**. The Help Guide can remind you how to navigate in the test and how to use the tools and features of the testing platform. *(If any students are using Text-to-Speech SAY: If you are using Text-to-Speech as an accommodation, you can access an audio version of the Help Guide by highlighting any text you wish to hear and clicking the green **Speaker** button. To stop the audio, click the red **Stop** button.)*

Remember to read carefully and follow the instructions to complete each item. If you do not know the answer to an item, choose what you think is the best answer so that you can keep moving forward in the test. You can flag an item to come back to it later, but you must choose an answer to move on.

► Pause to allow students a moment to review the instructions and answer all student questions.

SAY

First, we will review the accessibility tools that are available to students with certain accommodations. Do not select any buttons at this time.

- Read the appropriate instructions below and on the following page for the accommodations you are administering.

Masking

SAY

If you will take this test using **Masking** as an accommodation, then listen as I describe this tool.

The Masking tool allows you to hide portions of the screen. To access the Masking tool within an item, click the button labeled **Masking** in the top right corner of your screen. The button has a picture of a shaded square on it. When you have turned the Masking tool on, the button will turn orange.

To mask a portion of the screen, click the left mouse button and drag until the gray square covers the portion of the screen that you would like to mask. Then, release the mouse button. The area will be masked.

To remove the masking, click the close button in the top right corner of the masked area. The close button is a circle with an X in the center.

To turn off the Masking tool, click the **Masking** button again. The button will revert to its original color.

Are there any questions?

- Answer any questions.

Text-to-Speech

SAY

If you will take this test using **Text-to-Speech** as an accommodation, then listen as I describe this tool.

To have the test read aloud to you, you must turn on the text-to-speech tool for each item. To access the text-to-speech tool, click the speaker icon to the left of the context menu to open the text-to-speech menu.

Click **Speak Question** to have the question and answer options read aloud.

To have the voice read a single answer option, open the text-to-speech menu and select **Speak Option**. You will then click the option you would like to have read aloud. You can also have an answer option read aloud by right-clicking on that answer option and selecting **Speak Option**.

If you wish to hear only a portion of an item, select the text you wish to have read aloud, and then open the text-to-speech menu. Click **Speak Selection** to have the selected text read aloud.

To pause the voice while it is speaking, select the text-to-speech menu again. Click **Pause Speaking**. To restart the voice from the point at which you paused, click **Resume Speaking**. *(Note: These tools are not available on Chrome.)*

SAY

To stop the voice while it is speaking, select the text-to-speech menu. Click **Stop Speaking**. To hear the question again from the beginning after you have stopped the voice, select the text-to-speech menu and click **Speak Question** again.

To have the voice read from a certain word, right-click where it should begin speaking and select **Start Speaking From Here**.

To make adjustments to the text-to-speech settings, click on the System Settings tool, which is to the right of the Zoom buttons and looks like a person in a circle. Here you can adjust the volume, pitch, and rate of the text-to-speech tool. When you have finished adjusting your text-to-speech settings, select **Apply** to exit and save your changes or **Close** to exit without saving your changes. Note that if you adjust your volume settings while the text-to-speech tool is in use, the volume will not adjust until after you select Apply.

Are there any questions?

► Answer any questions.

► Read Option A, B, or C aloud based on instructions from your school assessment coordinator.

Option A (Dismissal at Break or After the Break)	Option B (Students Stay in Room for Session Time)	Option C (Students Stay in Room for Session Time and May Read)
SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and provide you with further instructions on submitting your test. If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. At the break, you will be dismissed. If you finish the test after the stretch break, you may leave quietly once I have collected your test materials. Please raise your hand if you have any questions.	SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and confirm you have submitted your test. Then, sit quietly until I tell you that the test session has ended. Do not use your testing computer or device once you have submitted your test. Please raise your hand if you have any questions.	SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and confirm you have submitted your test. Then, sit quietly until I tell you that the test session has ended. You may read, but you may not write or use your testing computer or device. Please raise your hand if you have any questions.

► Answer any questions.

SAY

If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are not allowed to access any electronic devices or discuss the test with anyone.

The main test session is 160 minutes, and we will take a short stretch break halfway through it. After 160 minutes, you will be allowed to continue working if you need additional time.

Now, click **Begin Test Now** and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. *(Pause. Collect any devices.)* Then, click **Next** at the top of the screen. This will take you to the first item of the test. You may begin working.

- Complete the following:

STARTING time:	
Add 80 minutes:	+80 minutes
Time to call a break:	
TIME TESTING RESUMES:	
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	
Add 10 minutes:	+10 minutes
STOPPING time:	

- Display the STARTING and STOPPING times for students.

During testing, monitor how students advance through the test by viewing the Progress column in the TA Interface, which lists each student's progress through the test as well as each student's test status. This page automatically refreshes every 60 seconds. When the page refreshes, students' statuses and progression through the test are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from students at any time during the test.

For additional assistance with monitoring your test session, see the *Test Administrator User Guide*.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, computers, or other devices, except to monitor student progress or to contact your school assessment coordinator or technology coordinator in the event of an emergency or technical issue. Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room.

After 80 minutes from the STARTING time,

SAY

Stop. You may stand and stretch, but do not talk or look at another student's test materials, computer screen, or device.

- You may now reread portions of the script (e.g., check your work, testing rules) as a reminder to students, if needed or if instructed by your school assessment coordinator.

If your school selected Option A,

SAY

Please raise your hand if you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing after the break. *(Pause.)*

- Confirm that students have paused or submitted their tests and that you have collected all test materials before dismissing students from the testing room.

After a short break,

SAY

Now, be seated. You still have 80 minutes left in the main test session, and I will let you know when there are 10 minutes left. You will be allowed to continue working if you need additional time. Remember, if you finish early, go back and check your work.

Make sure you are on the screen where you left off. You may now continue working.

After 70 minutes,

SAY

There are 10 minutes left in this main test session. Remember that you will be allowed to continue working if you need additional time.

After 10 more minutes,

SAY

Stop. Please sit quietly and do not continue working at this time. Raise your hand if you would like additional time to work. *(Pause.)* If you are taking additional time, do not click **End Test**.

If you have finished working and have not submitted your test, click **Next** until you see the review screen. *(Pause.)*

On the review screen, click **End Test**. A **Warning** message will appear. Click **Yes** on this message. *(Pause.)*

On the **Test Completed** screen, click **Log Out**. You will be taken to the **Please Sign In** screen. I will collect your test materials.

Students will be returned to the **Please Sign In** screen once they pause or submit their tests.

- Collect all test tickets from students who are finished with their tests.

Instructions for Continuing Testers

- Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location.
- If students are moved to a new location: monitor students to ensure they do not have access to electronic devices, create a new seating chart for that location, return the test materials that the students used in the previous testing location, have students log in, approve students to test in the TA Interface, and ensure that students using additional time are allowed the correct remaining amount of time to complete the test.
- **Students may work for a total of half of a typical school day.**

- Display the new stopping time for students. Once students are ready to continue working,

SAY

Now, we will continue testing. Remember, if you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are **not** allowed to access any electronic devices or discuss the test with anyone.

Please raise your hand after you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly.

You have until ____ to complete the test, and I will let you know when there are 10 minutes left.

10 minutes before the stopping time,

SAY

You have 10 minutes to finish the test.

After 10 more minutes,

SAY

Stop. If you have not answered all the items in the test, click **Pause**. Click **Yes** on the pop-up message. *(Pause.)*

If you have answered all the items in the test, click **Next** until you see the review screen. *(Pause.)*

On the review screen, click **End Test**. A **Warning** message will appear. Click **Yes** on this message. *(Pause.)*

On the **Test Completed** screen, click **Log Out**.

After submitting or pausing your test, you will be taken to the **Please Sign In** screen. I will collect your test materials.

Students will be returned to the **Please Sign In** screen once they pause or submit their tests.

- Collect test materials.

Once all students have paused or submitted their tests:

- End the test by clicking **Stop Session** in the TA Interface. This will pause any remaining tests.
- Log out of the TA Interface by clicking your name in the top right corner and selecting *Logout*.
- Complete the following steps:
 1. Ensure that you have all test tickets, that your required administration information and testing room seating chart are accurate and complete, and that the seating chart includes arrows to indicate which direction students are facing. Return these materials to the school assessment coordinator.
 2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.

3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL or recently exited ELL students:

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

4. Return all materials to your school assessment coordinator as described on page 126 of the Fall/Winter 2026 Manual.

Script for Administering the Accommodated Computer-Based Grades 3–10 FAST ELA Reading PM1/PM2

90+ Minutes

The following script should be used for students participating in the FAST ELA Reading PM1/PM2 using computer-based accommodations (masking, text-to-speech, ZoomText). If you are administering a computer-based test without accommodations, see the Fall/Winter 2026 Test Administration Manual. If you are administering an accommodated paper-based assessment, use the scripts and instructions located on the Florida Statewide Assessments Portal.

When testing students who are allowed certain accommodations that impact test administration (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

This test is 90 minutes, and students will take a short stretch break after 45 minutes of testing. Students who need additional time after 90 minutes may continue working; however, testing must be completed within the same school day.

During this test, remember the following:

- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smart glasses, tablets, smartwatches) during breaks. If a student accesses any electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that a visual block is applied to a student’s computer screen or device (e.g., monitor turned off, folder taped to screen) instead of pausing the student’s test. If a student’s test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During breaks, collect test materials from students before they leave the room.
- During a stretch break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- If a technical disruption occurs during testing, note the beginning and ending times of the disruption in order to accurately calculate the appropriate amount of remaining time once testing resumes.

- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.
- Report any test irregularities or security breaches to your school assessment coordinator immediately.

Prepare the Testing Room

Before Students Arrive

- Ensure that the testing room is prepared as described on pages 22–23 of the Fall/Winter 2026 Manual, including removing or covering any visual aids on boards or walls.
- Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until you are instructed to do so in the script.**
- Ensure that you have a Security Log, seating chart, and a form to collect required administration information for your room. You are responsible for maintaining these documents during testing.
- Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in Appendix C of the Fall/Winter 2026 Manual and on the Florida Statewide Assessments Portal.)
- Check that all students have been assigned the correct accommodation in TIDE (masking, text-to-speech, ZoomText).

Create a Test Session

- Go to the Florida Statewide Assessments Portal and click **Teachers & Test Administrators**.
- Under the Administering Tests section, select the **Administer Statewide Assessments** card and then log in to the TA Interface with your email address and password.
- Start the session and then select the test you will be administering, and whether you will be administering tests in person or remotely.
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart. The Session ID will begin with “FL.” If the Session ID does not begin with FL, stop the session and repeat the first three bullets of this section.
- For additional assistance with creating a test session, see the *Test Administrator User Guide*.
- Note: As a security measure, test administrators are automatically logged out of the TA Interface after 90 minutes of test administrator **and** student inactivity. Do not create your session until immediately prior to testing.

After Students Are Seated

- Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., word lists, study guides). Do not provide any non-testing materials to students, such as graphic organizers or study sheets.
- Ensure that students’ personal electronic devices are stored outside of their reach or collected, depending on your school’s procedures.

- If your school is allowing their use, distribute the following materials to each student (Students are not permitted to write on materials until they start their test.):
 - A pen or pencil
 - Scratch paper
- Ensure that all software applications, including internet browsers, are closed on all student computers or devices before testing begins.
- If any students are taking the test with the text-to-speech accommodation, ensure that they have headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
- If any students are taking the test with the ZoomText accommodation, ensure that the program is opened prior to launching the secure browser. ZoomText should be left at the default magnification of 2x.
- Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the **Please Sign In** screen is displayed as shown below. The computer or device is now ready for the student to begin.

Read Instructions & Administer the Assessment

Read aloud all instructions in the SAY boxes loudly and clearly—exactly as written. This ensures all students receive consistent and accurate information.

- In the SAY boxes, italicized text in parentheses should be read if applicable to the test you are administering.
- An arrow (►) indicates an action to perform at that time.

SAY Today, you will take the Grade ____ FAST (PM1) (PM2) ELA Reading test. *(The only materials on your desk should be your pen or pencil and scratch paper. You may only use the materials I have provided you during this test session.)* You may not access any outside notes or other paper.

You may not have any electronic devices at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic devices include, but are not limited to, cell phones, smart glasses, tablets, smartwatches, cameras, and any device that can access the internet. You may not use Bluetooth or wireless headphones or earbuds during testing. **If you have access to or use any electronic devices at any time during this test, including breaks, your test will not be scored.** Check your pockets and your work area now to make sure you don't have any electronic devices. If you have any devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your school's procedures regarding electronic devices.

- At this time, silence your own electronic device(s).

If your school provided scratch paper for students to use,

SAY

Now, look at your scratch paper. Print your first and last name and today's date in the top right corner. You may use the front and back of this scratch paper to take notes during the test.

This is considered a secure document and must be returned at the end of the test. Do not write anything on your scratch paper before testing begins.

Please raise your hand if you have any questions.

- Answer any questions.

SAY

Now, look at the **Please Sign In** screen. If you do not see this screen, raise your hand. *(If any students are using ZoomText SAY: If you are using ZoomText as an accommodation, your screen should currently be magnified. If not, raise your hand.)*

If a computer or device is not opened to the **Please Sign In** screen, open the secure browser on that computer or device. If ZoomText is not open, close the secure browser, open ZoomText and then reopen the secure browser.

SAY

Please sit quietly while I distribute the test tickets. Do **not** type anything yet.

- Distribute the test tickets.

SAY

Look closely at your test ticket and make sure it has your correct name, birthday, and ID number on it, but do **not** sign in yet.

Raise your hand if you do not have the correct ticket.

If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY

Now, log in by typing your First Name and Username as they appear on your test ticket. Click **Sign In**. Raise your hand if you need assistance.

- Pause and assist students with logging in as needed. If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.

SAY

Now, you will see a screen that says **Is This You?**. If your information is correct, select **Yes** to continue. If you see any problems, then select **No** and raise your hand.

- Assist any students who raise their hands.
- Ensure that the Session ID is displayed where all students can see it.

SAY

Now, you will see a **Login Session** screen. Log in by typing the Session ID FL - ____ - _____. The Session ID is displayed for you. Click **Join Session**. Raise your hand if you need assistance.

- Assist any students who raise their hands.

SAY

You will now see ***Your Tests*** on your screen. Click the arrow to the left of **Start Grade ____ FAST (PM1) (PM2) ELA Reading** to proceed.

While you are waiting for your test to be approved, you will see a ***Waiting for Approval*** screen. This screen includes your first and last name, the Session ID, and the test you will take. If any information looks incorrect, raise your hand.

Otherwise, please sit quietly while I approve your tests.

- Assist any students who raise their hands and complete the following steps to approve students for testing:
- In the TA Interface, select the Approvals tab to review the list of students ready to begin testing. You may need to select **Refresh Page** to see all the students in your testing room on your list.
 - **Review test settings:** To view a student’s online accessibility settings or accommodations, click the corresponding Test Settings icon [⊙]. Accessibility settings and/or accommodations for individual students are displayed. If changes to accommodations are required, deny the student’s approval request and contact your school assessment coordinator who will update the student’s test settings in TIDE.
 - Once you ensure that all students have logged in correctly, approve students to test by selecting **Approve All Students**. Read the information on the ***Important!*** pop-up window and select **Yes**.
 - For additional assistance with approving tests and reviewing test settings, see the *Test Administrator User Guide*.

If you are administering this test to students who are using the ZoomText accommodation,

SAY

If you will take this test using **ZoomText** as an accommodation, then listen as I describe this tool.

You can now access the ZoomText window from the task bar. Use the tools in the window or the keyboard shortcuts to magnify test items, navigate the screen, adjust visibility of the mouse arrow, or modify screen contrast. You may not use any of the ZoomText Reader tools.

If you aren’t sure if ZoomText is working or if you have any questions, please raise your hand.

If a student raises his or her hand, assist the student with the ZoomText setup.

If you are administering this test to students who are using the text-to-speech accommodation,

SAY

If you have a text-to-speech accommodation, you will see a screen that allows you to verify the text-to-speech tool functionality.

Click the large speaker icon and listen to the audio.

Choose the settings that work best for you and then select **I heard the voice**. The ***Before You Begin*** screen will display. Do **not** click **Begin Test Now** until I tell you to do so. If you are not able to hear the audio, please raise your hand.

- Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have completed the text-to-speech setup,

SAY

On the ***Before You Begin*** screen, you will first see a section titled *Testing Rules Acknowledgment*. Please listen and read along as I review the testing rules.

- You may not have a cell phone during testing.
- Do not talk to other students or make any disturbance.
- Do not look at another student's test materials.
- Do not allow another student to look at your test materials.
- Do not ask for or provide help in answering any test questions.
- Use only the materials provided for taking notes.
- Do not have access to or use any electronic devices at any time during this session, including during breaks.

Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.

Are there any questions?

► Answer any questions.

SAY

Now, read silently as I read the Testing Rules Acknowledgment out loud.

I understand these testing rules. If I do not follow these rules, my test score may be invalidated.

Click the box next to the acknowledgment to indicate that you understand the testing rules.

► Pause while students click the box. If a student does not click the box, contact your school assessment coordinator.

SAY

On the ***Before You Begin*** screen, click **View Test Settings**. You should see a screen that says ***Review Test Settings***.

This screen shows you which accommodations are available for your test and the accessibility settings. To adjust these, click the System Settings icon in the top right corner. It allows you to adjust the print size, font, background color, and mouse pointer for your test. *(If any students are using Text-to-Speech SAY: If you are using Text-to-Speech as an accommodation, you may also edit your Text-to-Speech settings.)* You must click **Apply** to see your changes. You can reset to the default settings by clicking **Reset All**. These settings, including the font, can be adjusted at any point during the test. If you have any questions, raise your hand.

If a student raises his or her hand, help the student adjust his or her accessibility settings. Ensure that the correct information displays for that student in their ***System Settings*** panel.

SAY

Click **OK** to return to the ***Before You Begin*** screen. Do **not** click **Begin Test Now**.

Below *Test Settings*, there is a button that reads **View Help Guide**. The Help Guide can remind you how to navigate in the test and how to use the tools and features of the testing platform. *(If any students are using Text-to-Speech SAY: If you are using Text-to-Speech as an accommodation, you can access an audio version of the Help Guide by highlighting any text you wish to hear and clicking the green **Speaker** button. To stop the audio, click the red **Stop** button.)*

SAY

Remember to read carefully and follow the instructions to complete each item. If you do not know the answer to an item, choose what you think is the best answer so that you can keep moving forward in the test. You can flag an item to come back to it later, but you must choose an answer to move on.

- Pause to allow students a moment to review the instructions and answer all student questions.

SAY

First, we will review the accessibility tools that are available to students with certain accommodations. Do not select any buttons at this time.

- Read the appropriate instructions below and on the following page for the accommodations you are administering.

Masking

SAY

If you will take this test using **Masking** as an accommodation, then listen as I describe this tool.

The Masking tool allows you to hide portions of the screen. To access the Masking tool within an item, click the button labeled **Masking** in the top right corner of your screen. The button has a picture of a shaded square on it. When you have turned the Masking tool on, the button will turn orange.

To mask a portion of the screen, click the left mouse button and drag until the gray square covers the portion of the screen that you would like to mask. Then, release the mouse button. The area will be masked.

To remove the masking, click the close button in the top right corner of the masked area. The close button is a circle with an X in the center.

To turn off the Masking tool, click the **Masking** button again. The button will revert to its original color.

Are there any questions?

- Answer any questions.

Text-to-Speech

SAY

If you will take this test using **Text-to-Speech** as an accommodation, then listen as I describe this tool.

To have the test read aloud to you, you must turn on the text-to-speech tool for each item. To access the text-to-speech tool, click the speaker icon to the left of the context menu to open the text-to-speech menu.

Click **Speak Question** to have the question and answer options read aloud.

To have the voice read a single answer option, open the text-to-speech menu and select **Speak Option**. You will then click the option you would like to have read aloud. You can also have an answer option read aloud by right-clicking on that answer option and selecting **Speak Option**.

SAY

If you wish to hear only a portion of an item, select the text you wish to have read aloud, and then open the text-to-speech menu. Click **Speak Selection** to have the selected text read aloud.

To pause the voice while it is speaking, select the text-to-speech menu again. Click **Pause Speaking**. To restart the voice from the point at which you paused, click **Resume Speaking**. (*Note: These tools are not available on Chrome.*)

To stop the voice while it is speaking, select the text-to-speech menu. Click **Stop Speaking**. To have the voice read from a certain word, right-click where it should begin speaking and select **Start Speaking From Here**. To hear the question again from the beginning after you have stopped the voice, select the text-to-speech menu and click **Speak Question** again.

To make adjustments to the text-to-speech settings, click on the System Settings tool, which is to the right of the Zoom buttons and looks like a person in a circle. Here you can adjust the volume, pitch, and rate of the text-to-speech tool. When you have finished adjusting your text-to-speech settings, select **Apply** to exit and save your changes or **Close** to exit without saving your changes. Note that if you adjust your volume settings while the text-to-speech tool is in use, the volume will not adjust until after you select Apply.

Are there any questions?

► Answer any questions.

► Read Option A, B, or C aloud based on instructions from your school assessment coordinator.

Option A
(Dismissal as Students Finish)

Option B
(Students Stay in Room
for Session Time)

Option C
(Students Stay in Room for
Session Time and May Read)

SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and provide you with further instructions on submitting your test. Please raise your hand if you have any questions.	SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and confirm you have submitted your test. Then, sit quietly until I tell you that the test session has ended. Do not use your testing computer or device once you have submitted your test. Please raise your hand if you have any questions.	SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and confirm you have submitted your test. Then, sit quietly until I tell you that the test session has ended. You may read, but you may not write or use your testing computer or device. Please raise your hand if you have any questions.
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► Answer any questions.

SAY

If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are not allowed to access any electronic devices or discuss the test with anyone.

The main test session is 90 minutes, and we will take a short stretch break halfway through it. After 90 minutes, you will be allowed to continue working if you need additional time.

Now, click **Begin Test Now** and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. *(Pause. Collect any devices.)* Then, click **Next** at the top of the screen. This will take you to the first item of the test. You may begin working.

- Complete the following:

STARTING time:	
Add 45 minutes:	+45 minutes
Time to call a break:	
TIME TESTING RESUMES:	
Add 35 minutes:	+35 minutes
Time for 10-minute reminder:	
Add 10 minutes:	+10 minutes
STOPPING time:	

- Display the STARTING and STOPPING times for students.

During testing, monitor how students advance through the test by viewing the Progress column in the TA Interface, which lists each student's progress through the test as well as each student's test status. This page automatically refreshes every 60 seconds. When the page refreshes, students' statuses and progression through the test are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from students at any time during the test.

For additional assistance with monitoring your test session, see the *Test Administrator User Guide*.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, computers, or other devices, except to monitor student progress or to contact your school assessment coordinator or technology coordinator in the event of an emergency or technical issue. Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room.

After 45 minutes from the STARTING time,

SAY

Stop. You may stand and stretch, but do not talk or look at another student's test materials, computer screen, or device.

- You may now reread portions of the script (e.g., check your work, testing rules) as a reminder to students, if needed or if instructed by your school assessment coordinator.

After a short break,

SAY

Now, be seated. You still have 45 minutes left in the main test session, and I will let you know when there are 10 minutes left. You will be allowed to continue working if you need additional time. Remember, if you finish early, go back and check your work.

Make sure you are on the screen where you left off. You may now continue working.

After 35 minutes,

SAY

There are 10 minutes left in this main test session. Remember that you will be allowed to continue working if you need additional time.

After 10 more minutes,

SAY

Stop. Please sit quietly and do not continue working at this time. Raise your hand if you would like additional time to work. *(Pause.)* If you are taking additional time, do not click **End Test**.

If you have finished working and have not submitted your test, click **Next** until you see the review screen. *(Pause.)*

On the review screen, click **End Test**. A **Warning** message will appear. Click **Yes** on this message. *(Pause.)*

On the **Test Completed** screen, click **Log Out**. You will be taken to the **Please Sign In** screen. I will collect your test materials.

Students will be returned to the **Please Sign In** screen once they pause or submit their tests.

► Collect all test tickets (and scratch paper) from students who are finished with their tests.

Instructions for Continuing Testers

- Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location.
- If students are moved to a new location: monitor students to ensure they do not have access to electronic devices, create a new seating chart for that location, return the test materials that the students used in the previous testing location, have students log in, approve students to test in the TA Interface, and ensure that students using additional time are allowed the correct remaining amount of time to complete the test.
- **Students who need additional time after 90 minutes may continue working; however, testing must be completed within the same school day.**

► Display the new stopping time for students. Once students are ready to continue working,

SAY

Now, we will continue testing. Remember, if you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are **not** allowed to access any electronic devices or discuss the test with anyone.

Please raise your hand after you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly.

If an extended break such as lunch occurs:

- Direct all students to pause their tests by clicking the **Pause** button. Collect the test tickets and, if applicable, scratch paper before the students leave the room.
- **Students may not have electronic devices during breaks. If a student accesses any electronic device(s) during a break, that student’s test must be invalidated.**
- Place all testing materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times.
- If the session is stopped in the TA Interface, the TA will need to create a new session for students to sign into and approve students to continue testing. When testing is ready to resume, return the test materials that the students used prior to the extended break.

- Display the new stopping time for students. Once students are ready to continue working,

SAY

Now, we will continue testing. You have until ____ to complete the test, and I will let you know when there are 10 minutes left.

10 minutes before the stopping time,

SAY

You have 10 minutes to finish the test.

After 10 more minutes,

SAY

Stop. If you have not answered all the items in the test, click **Pause**. Click **Yes** on the pop-up message. *(Pause.)*

If you have answered all the items in the test, click **Next** until you see the review screen. *(Pause.)*

On the review screen, click **End Test**. A **Warning** message will appear. Click **Yes** on this message. *(Pause.)*

On the **Test Completed** screen, click **Log Out**.

After submitting or pausing your test, you will be taken to the **Please Sign In** screen. I will collect your test materials.

Students will be returned to the **Please Sign In** screen once they pause or submit their tests.

- Collect test materials.

Once all students have paused or submitted their tests:

- End the test by clicking **Stop Session** in the TA Interface. This will pause any remaining tests.
- Log out of the TA Interface by clicking your name in the top right corner and selecting *Logout*.
- Complete the following steps:
 1. Ensure that you have all test tickets and, if applicable, scratch paper, that your required administration information and testing room seating chart are accurate and complete, and that the seating chart includes arrows to indicate which direction students are facing. Return these materials to the school assessment coordinator.

2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL or recently exited ELL students:

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

4. Return all materials to your school assessment coordinator as described on page 126 of the Fall/Winter 2026 Manual.

Script for Administering the Accommodated Computer-Based Grades 3–5 FAST Mathematics PM1/PM2

80+ Minutes

The following script should be used for students participating in the Grades 3–5 FAST Mathematics PM1/PM2 using computer-based accommodations (masking, text-to-speech, ZoomText). If you are administering a computer-based test without accommodations, see the Fall/Winter 2026 Test Administration Manual. If you are administering an accommodated paper-based assessment, use the scripts and instructions located on the Florida Statewide Assessments Portal.

When testing students who are allowed certain accommodations that impact test administration (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

This test is 80 minutes, and students will take a short stretch break after 40 minutes of testing. Students who need additional time after 80 minutes may continue working; however, testing must be completed within the same school day.

During this test, remember the following:

- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smart glasses, tablets, smartwatches) during breaks. If a student accesses any electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that a visual block is applied to a student’s computer screen or device (e.g., monitor turned off, folder taped to screen) instead of pausing the student’s test. If a student’s test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During breaks, collect test materials from students before they leave the room.
- During a stretch break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- If a technical disruption occurs during testing, note the beginning and ending times of the disruption in order to accurately calculate the appropriate amount of remaining time once testing resumes.

- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.
- Report any test irregularities or security breaches to your school assessment coordinator immediately.

Prepare the Testing Room

Before Students Arrive

- Ensure that the testing room is prepared as described on pages 22–23 of the Fall/Winter 2026 Manual, including removing or covering any visual aids on boards or walls.
- Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until you are instructed to do so in the script.**
- Ensure that you have a Security Log, seating chart, and a form to collect required administration information for your room. You are responsible for maintaining these documents during testing.
- Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in Appendix C of the Fall/Winter 2026 Manual and on the Florida Statewide Assessments Portal.)
- Check that all students have been assigned the correct accommodation in TIDE (masking, text-to-speech, ZoomText).

Create a Test Session

- Go to the Florida Statewide Assessments Portal and click **Teachers & Test Administrators**.
- Under the Administering Tests section, select the **Administer Statewide Assessments** card and then log in to the TA Interface with your email address and password.
- Start the session and then select the test you will be administering, and whether you will be administering tests in person or remotely.
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart. The Session ID will begin with “FL.” If the Session ID does not begin with FL, stop the session and repeat the first three bullets of this section.
- For additional assistance with creating a test session, see the *Test Administrator User Guide*.
- Note: As a security measure, test administrators are automatically logged out of the TA Interface after 90 minutes of test administrator **and** student inactivity. Do not create your session until immediately prior to testing.

After Students Are Seated

- Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying mathematical concepts). Do not provide any non-testing materials to students, such as graphic organizers or study sheets.
- Ensure that students’ personal electronic devices are stored outside of their reach or collected, depending on your school’s procedures.

- Distribute the following materials to each student (Students are not permitted to write on materials until they start their test.):
 - A pen or pencil
 - Scratch paper
 - If your school is providing paper reference sheets for all students, *Grade 4 FAST Mathematics Reference Sheet* or *Grade 5 FAST Mathematics Reference Sheet* (There is no reference sheet for the Grade 3 FAST Mathematics test.)
- Ensure that all software applications, including internet browsers, are closed on all student computers or devices before testing begins.
- If any students are taking the test with the text-to-speech accommodation, ensure that they have headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
- If any students are taking the test with the ZoomText accommodation, ensure that the program is opened prior to launching the secure browser. ZoomText should be left at the default magnification of 2x.
- Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the ***Please Sign In*** screen is displayed as shown below. The computer or device is now ready for the student to begin.

The image shows a 'Please Sign In' screen. At the top, there are two buttons: 'Switch to Operational Site' and 'Switch to Sample Items Site'. Below these are two input fields: 'First Name:' with a person icon and 'Username:' with a key icon. At the bottom is a 'Sign In' button.

Read Instructions & Administer the Assessment

Read aloud all instructions in the SAY boxes loudly and clearly—exactly as written. This ensures all students receive consistent and accurate information.

- In the SAY boxes, italicized text in parentheses should be read if applicable to the test you are administering.
- An arrow (►) indicates an action to perform at that time.

SAY Today, you will take the Grade ____ FAST (PM1) (PM2) Mathematics test. The only materials on your desk should be your (Grade 4 FAST Mathematics Reference Sheet,) (Grade 5 FAST Mathematics Reference Sheet,) pen or pencil and scratch paper. You may only use the materials I have provided you during this test session, and you may not access any outside notes or other paper.

SAY

You may not have any electronic devices at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic devices include, but are not limited to, cell phones, smart glasses, tablets, smartwatches, cameras, and any device that can access the internet. You may not use Bluetooth or wireless headphones or earbuds during testing. **If you have access to or use any electronic devices at any time during this test, including breaks, your test will not be scored.** Check your pockets and your work area now to make sure you don't have any electronic devices. If you have any devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your school's procedures regarding electronic devices.

- At this time, silence your own electronic device(s).

SAY

Now, look at your scratch paper. Print your first and last name and today's date in the top right corner. You may use the front and back of this scratch paper to help you work out problems on the test. Do not write anything on your scratch paper before testing begins.

Now, look at the **Please Sign In** screen. If you do not see this screen, raise your hand. *(If any students are using ZoomText SAY: If you are using ZoomText as an accommodation, your screen should currently be magnified. If not, raise your hand.)*

If a computer or device is not opened to the **Please Sign In** screen, open the secure browser on that computer or device. If ZoomText is not open, close the secure browser, open ZoomText and then reopen the secure browser.

SAY

Please sit quietly while I distribute the test tickets. Do **not** type anything yet.

- Distribute the test tickets.

SAY

Look closely at your test ticket and make sure it has your correct name, birthday, and ID number on it, but do **not** sign in yet.

Raise your hand if you do not have the correct ticket.

If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY

Now, log in by typing your First Name and Username as they appear on your test ticket. Click **Sign In**. Raise your hand if you need assistance.

- Pause and assist students with logging in as needed. If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.

SAY

Now, you will see a screen that says **Is This You?**. If your information is correct, select **Yes** to continue. If you see any problems, then select **No** and raise your hand.

- Assist any students who raise their hands.
- Ensure that the Session ID is displayed where all students can see it.

SAY

Now, you will see a **Login Session** screen. Log in by typing the Session ID FL - _____ - _____. The Session ID is displayed for you. Click **Join Session**. Raise your hand if you need assistance.

- Assist any students who raise their hands.

SAY

You will now see **Your Tests** on your screen. Click the arrow to the left of **Start Grade _____ FAST (PM1) (PM2) Mathematics** to proceed.

While you are waiting for your test to be approved, you will see a **Waiting for Approval** screen. This screen includes your first and last name, the Session ID, and the test you will take. If any information looks incorrect, raise your hand.

Otherwise, please sit quietly while I approve your tests.

- Assist any students who raise their hands and complete the following steps to approve students for testing:
 - In the TA Interface, select the Approvals tab to review the list of students ready to begin testing. You may need to select **Refresh Page** to see all the students in your testing room on your list.
 - **Review test settings:** To view a student’s online accessibility settings or accommodations, click the corresponding Test Settings icon [⊙]. Accessibility settings and/or accommodations for individual students are displayed. If changes to accommodations are required, deny the student’s approval request and contact your school assessment coordinator who will update the student’s test settings in TIDE.
 - Once you ensure that all students have logged in correctly, approve students to test by selecting **Approve All Students**. Read the information on the **Important!** pop-up window and select **Yes**.
 - For additional assistance with approving tests and reviewing test settings, see the *Test Administrator User Guide*.

If you are administering this test to students who are using the ZoomText accommodation,

SAY

If you will take this test using **ZoomText** as an accommodation, then listen as I describe this tool.

You can now access the ZoomText window from the task bar. Use the tools in the window or the keyboard shortcuts to magnify test items, navigate the screen, adjust visibility of the mouse arrow, or modify screen contrast. You may not use any of the ZoomText Reader tools.

If you aren’t sure if ZoomText is working or if you have any questions, please raise your hand.

If a student raises his or her hand, assist the student with the ZoomText setup.

If you are administering this test to students who are using the text-to-speech accommodation,**SAY**

If you have a text-to-speech accommodation, you will see a screen that allows you to verify the text-to-speech tool functionality.

Click the large speaker icon and listen to the audio.

Choose the settings that work best for you and then select **I heard the voice**. The **Before You Begin** screen will display. Do **not** click **Begin Test Now** until I tell you to do so. If you are not able to hear the audio, please raise your hand.

- Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have completed the text-to-speech setup,

SAY

On the **Before You Begin** screen, you will first see a section titled *Testing Rules Acknowledgment*. Please listen and read along as I review the testing rules.

- You may not have a cell phone during testing.
- Do not talk to other students or make any disturbance.
- Do not look at another student's test materials.
- Do not allow another student to look at your test materials.
- Do not ask for or provide help in answering any test questions.
- Use only the materials provided for taking notes.
- Do not have access to or use any electronic devices at any time during this session, including during breaks.

Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.

Are there any questions?

- Answer any questions.

SAY

Now, read silently as I read the Testing Rules Acknowledgment out loud.

I understand these testing rules. If I do not follow these rules, my test score may be invalidated.

Click the box next to the acknowledgment to indicate that you understand the testing rules.

- Pause while students click the box. If a student does not click the box, contact your school assessment coordinator.

SAY

On the **Before You Begin** screen, click **View Test Settings**. You should see a screen that says **Review Test Settings**.

SAY

This screen shows you which accommodations are available for your test and the accessibility settings. To adjust these, click the System Settings icon in the top right corner. It allows you to adjust the print size, font, background color, and mouse pointer for your test. *(If any students are using Text-to-Speech SAY: If you are using Text-to-Speech as an accommodation, you may also edit your Text-to-Speech settings.)* You must click **Apply** to see your changes. You can reset to the default settings by clicking **Reset All**. These settings, including the font, can be adjusted at any point during the test. If you have any questions, raise your hand.

If a student raises his or her hand, help the student adjust his or her accessibility settings. Ensure that the correct information displays for that student in their **System Settings** panel.

SAY

Click **OK** to return to the **Before You Begin** screen. Do **not** click **Begin Test Now**.

Below *Test Settings*, there is a button that reads **View Help Guide**. The Help Guide can remind you how to navigate in the test and how to use the tools and features of the testing platform. *(If any students are using Text-to-Speech SAY: If you are using Text-to-Speech as an accommodation, you can access an audio version of the Help Guide by highlighting any text you wish to hear and clicking the green **Speaker** button. To stop the audio, click the red **Stop** button.)*

Remember to read carefully and follow the instructions to complete each item. If you do not know the answer to an item, choose what you think is the best answer so that you can keep moving forward in the test. You can flag an item to come back to it later, but you must choose an answer to move on.

- Pause to allow students a moment to review the instructions and answer all student questions.

SAY

*(For Grades 4–5 SAY: As a reminder, you may access a pop-up window displaying an electronic version of the reference sheet by clicking the **Formulas** button in the top right corner of the test.)*

First, we will review the accessibility tools that are available to students with certain accommodations. Do not select any buttons at this time.

- Read the appropriate instructions below and on the following page for the accommodations you are administering.

Masking

SAY

If you will take this test using **Masking** as an accommodation, then listen as I describe this tool.

The Masking tool allows you to hide portions of the screen. To access the Masking tool within an item, click the button labeled **Masking** in the top right corner of your screen. The button has a picture of a shaded square on it. When you have turned the Masking tool on, the button will turn orange.

To mask a portion of the screen, click the left mouse button and drag until the gray square covers the portion of the screen that you would like to mask. Then, release the mouse button. The area will be masked.

SAY

To remove the masking, click the close button in the top right corner of the masked area. The close button is a circle with an X in the center.

To turn off the Masking tool, click the **Masking** button again. The button will revert to its original color.

Are there any questions?

► Answer any questions.

Text-to-Speech

SAY

If you will take this test using **Text-to-Speech** as an accommodation, then listen as I describe this tool.

To have the test read aloud to you, you must turn on the text-to-speech tool for each item. To access the text-to-speech tool, click the speaker icon to the left of the context menu to open the text-to-speech menu.

Click **Speak Question** to have the question and answer options read aloud.

To have the voice read a single answer option, open the text-to-speech menu and select **Speak Option**. You will then click the option you would like to have read aloud. You can also have an answer option read aloud by right-clicking on that answer option and selecting **Speak Option**.

If you wish to hear only a portion of an item, select the text you wish to have read aloud, and then open the text-to-speech menu. Click **Speak Selection** to have the selected text read aloud.

To pause the voice while it is speaking, select the text-to-speech menu again. Click **Pause Speaking**. To restart the voice from the point at which you paused, click **Resume Speaking**. (*Note: These tools are not available on Chrome.*)

To stop the voice while it is speaking, select the text-to-speech menu. Click **Stop Speaking**. To have the voice read from a certain word, right-click where it should begin speaking and select **Start Speaking From Here**. To hear the question again from the beginning after you have stopped the voice, select the text-to-speech menu and click **Speak Question** again.

To make adjustments to the text-to-speech settings, click on the System Settings tool, which is to the right of the Zoom buttons and looks like a person in a circle. Here you can adjust the volume, pitch, and rate of the text-to-speech tool. When you have finished adjusting your text-to-speech settings, select **Apply** to exit and save your changes or **Close** to exit without saving your changes. Note that if you adjust your volume settings while the text-to-speech tool is in use, the volume will not adjust until after you select Apply.

Are there any questions?

► Answer any questions.

- Read Option A, B, or C aloud based on instructions from your school assessment coordinator.

Option A (Dismissal as Students Finish)	Option B (Students Stay in Room for Session Time)	Option C (Students Stay in Room for Session Time and May Read)
SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and provide you with further instructions on submitting your test. Please raise your hand if you have any questions.	SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and confirm you have submitted your test. Then, sit quietly until I tell you that the test session has ended. Do not use your testing computer or device once you have submitted your test. Please raise your hand if you have any questions.	SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and confirm you have submitted your test. Then, sit quietly until I tell you that the test session has ended. You may read, but you may not write or use your testing computer or device. Please raise your hand if you have any questions.

- Answer any questions.

If your school provided paper copies of the *Grade 4 FAST Mathematics Reference Sheet* or *Grade 5 FAST Mathematics Reference Sheet* for students to use,

SAY	Now, look at the top of your paper reference sheet. It should say <i>Grade ____ FAST Mathematics Reference Sheet</i>. Examine the page carefully to ensure that content near the edge of the reference sheet has not been cut off. Please raise your hand if there are problems with your reference sheet.
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- Pause, then collect any defective reference sheets and return them to the school assessment coordinator. Distribute new reference sheets to these students and instruct them to check the sheets carefully.

SAY	Write your first and last name in the top right corner of the reference sheet now. <i>(Pause.)</i> This is considered a secure document and must be returned at the end of the test. Do not write anything on your reference sheet before testing begins. Please raise your hand if you have any questions.
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- Answer any questions.

SAY

If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are not allowed to access any electronic devices or discuss the test with anyone.

The main test session is 80 minutes, and we will take a short stretch break halfway through it. After 80 minutes, you will be allowed to continue working if you need additional time.

Now, click **Begin Test Now** and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. *(Pause. Collect any devices.)* Then, click **Next** at the top of the screen. This will take you to the first item of the test. You may begin working.

- Complete the following:

STARTING time:	
Add 40 minutes:	+40 minutes
Time to call a break:	
TIME TESTING RESUMES:	
Add 30 minutes:	+30 minutes
Time for 10-minute reminder:	
Add 10 minutes:	+10 minutes
STOPPING time:	

- Display the STARTING and STOPPING times for students.

During testing, monitor how students advance through the test by viewing the Progress column in the TA Interface, which lists each student's progress through the test as well as each student's test status. This page automatically refreshes every 60 seconds. When the page refreshes, students' statuses and progression through the test are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from students at any time during the test.

For additional assistance with monitoring your test session, see the *Test Administrator User Guide*.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, computers, or other devices, except to monitor student progress or to contact your school assessment coordinator or technology coordinator in the event of an emergency or technical issue. Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room.

After 40 minutes from the STARTING time,

SAY

Stop. You may stand and stretch, but do not talk or look at another student's test materials, computer screen, or device.

- You may now reread portions of the script (e.g., check your work, testing rules) as a reminder to students, if needed or if instructed by your school assessment coordinator.

After a short break,

SAY

Now, be seated. You still have 40 minutes left in the main test session, and I will let you know when there are 10 minutes left. You will be allowed to continue working if you need additional time. Remember, if you finish early, go back and check your work.

Make sure you are on the screen where you left off. You may now continue working.

After 30 minutes,

SAY

There are 10 minutes left in this main test session. Remember that you will be allowed to continue working if you need additional time.

After 10 more minutes,

SAY

Stop. Please sit quietly and do not continue working at this time. Raise your hand if you would like additional time to work. *(Pause.)* If you are taking additional time, do not click **End Test**.

If you have finished working and have not submitted your test, click **Next** until you see the review screen. *(Pause.)*

On the review screen, click **End Test**. A **Warning** message will appear. Click **Yes** on this message. *(Pause.)*

On the **Test Completed** screen, click **Log Out**. You will be taken to the **Please Sign In** screen. I will collect your test materials.

Students will be returned to the **Please Sign In** screen once they pause or submit their tests.

- Collect all (reference sheets,) scratch paper and test tickets from students who are finished with their tests.

Instructions for Continuing Testers

- Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location.
- If students are moved to a new location: monitor students to ensure they do not have access to electronic devices, create a new seating chart for that location, return the test materials that the students used in the previous testing location, have students log in, approve students to test in the TA Interface, and ensure that students using additional time are allowed the correct remaining amount of time to complete the test.
- **Students who need additional time after 80 minutes may continue working; however, testing must be completed within the same school day.**

- Display the new stopping time for students. Once students are ready to continue working,

SAY

Now, we will continue testing. Remember, if you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are **not** allowed to access any electronic devices or discuss the test with anyone.

Please raise your hand after you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly.

If an extended break such as lunch occurs:

- Direct all students to pause their tests by clicking the **Pause** button. Collect the scratch paper, test tickets, and, if applicable, reference sheets before the students leave the room.
 - **Students may not have electronic devices during breaks. If a student accesses any electronic device(s) during a break, that student’s test must be invalidated.**
 - Place all testing materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times.
 - If the session is stopped in the TA Interface, the TA will need to create a new session for students to sign into and approve students to continue testing. When testing is ready to resume, return the test materials that the students used prior to the extended break.
- Display the new stopping time for students. Once students are ready to continue working,

SAY

Now, we will continue testing. You have until the end of the school day to complete the test, and I will let you know when there are 10 minutes left.

10 minutes before the stopping time,

SAY

You have 10 minutes to finish the test.

After 10 more minutes,

SAY

Stop. If you have not answered all the items in the test, click **Pause**. Click **Yes** on the pop-up message. *(Pause.)*

If you have answered all the items in the test, click **Next** until you see the review screen. *(Pause.)*

On the review screen, click **End Test**. A **Warning** message will appear. Click **Yes** on this message. *(Pause.)*

On the **Test Completed** screen, click **Log Out**.

After submitting or pausing your test, you will be taken to the **Please Sign In** screen. I will collect your test materials.

Students will be returned to the **Please Sign In** screen once they pause or submit their tests.

- Collect test materials.

Once all students have paused or submitted their tests:

- End the test by clicking **Stop Session** in the TA Interface. This will pause any remaining tests.
- Log out of the TA Interface by clicking your name in the top right corner and selecting *Logout*.

► Complete the following steps:

1. Ensure that you have all (reference sheets,) scratch paper and test tickets, that your required administration information and testing room seating chart are accurate and complete, and that the seating chart includes arrows to indicate which direction students are facing. Return these materials to the school assessment coordinator.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL or recently exited ELL students:

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

4. Return all materials to your school assessment coordinator as described on page 126 of the Fall/Winter 2026 Manual.

Script for Administering the Accommodated Computer-Based Grades 6–8 FAST Mathematics PM1/PM2

100+ Minutes

The following script should be used for students participating in the Grades 6–8 FAST Mathematics PM1/PM2 using computer-based accommodations (masking, text-to-speech, ZoomText). If you are administering a computer-based test without accommodations, see the Fall/Winter 2026 Test Administration Manual. If you are administering an accommodated paper-based assessment, use the scripts and instructions located on the Florida Statewide Assessments Portal.

When testing students who are allowed certain accommodations that impact test administration (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

This test is 100 minutes, and students will take a short stretch break after 50 minutes of testing. Students who need additional time after 100 minutes may continue working; however, testing must be completed within the same school day.

During this test, remember the following:

- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smart glasses, tablets, smartwatches) during breaks. If a student accesses any electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that a visual block is applied to a student’s computer screen or device (e.g., monitor turned off, folder taped to screen) instead of pausing the student’s test. If a student’s test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During breaks, collect test materials from students before they leave the room.
- During a stretch break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- If a technical disruption occurs during testing, note the beginning and ending times of the disruption in order to accurately calculate the appropriate amount of remaining time once testing resumes.

- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.
- Report any test irregularities or security breaches to your school assessment coordinator immediately.

Prepare the Testing Room

Before Students Arrive

- Ensure that the testing room is prepared as described on pages 22–23 of the Fall/Winter 2026 Manual, including removing or covering any visual aids on boards or walls.
- Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute tickets until you are instructed to do so in the script.**
- Ensure that you have a Security Log, seating chart, and a form to collect required administration information for your room. You are responsible for maintaining these documents during testing.
- Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in Appendix C of the Fall/Winter 2026 Manual and on the Florida Statewide Assessments Portal.)
- Check that all students have been assigned the correct accommodation in TIDE (masking, text-to-speech, ZoomText).

Create a Test Session

- Go to the Florida Statewide Assessments Portal and click **Teachers & Test Administrators**.
- Under the Administering Tests section, select the **Administer Statewide Assessments** card and then log in to the TA Interface with your email address and password.
- Start the session and then select the test you will be administering, and whether you will be administering tests in person or remotely.
- Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart. The Session ID will begin with “FL.” If the Session ID does not begin with FL, stop the session and repeat the first three bullets of this section.
- For additional assistance with creating a test session, see the *Test Administrator User Guide*.
- Note: As a security measure, test administrators are automatically logged out of the TA Interface after 90 minutes of test administrator **and** student inactivity. Do not create your session until immediately prior to testing.

After Students Are Seated

- Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying mathematical concepts). Do not provide any non-testing materials to students, such as graphic organizers or study sheets.
- Ensure that students’ personal electronic devices are stored outside of their reach or collected, depending on your school’s procedures.

- Distribute the following materials to each student (Students are not permitted to write on materials until they start their test.):
 - A pen or pencil
 - Scratch paper
 - If your school is providing paper reference sheets for all students, *Grade ____ FAST Mathematics Reference Sheet*
 - For Grade 6, a handheld four-function calculator (if your school is allowing their use in addition to the provided calculator in the secure browser)
 - For Grades 7–8, a handheld scientific calculator with only allowable functionalities (if your school is allowing their use in addition to the provided calculator in the secure browser)
- Ensure that all software applications, including internet browsers, are closed on all student computers or devices before testing begins.
- If any students are taking the test with the text-to-speech accommodation, ensure that they have headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
- If any students are taking the test with the ZoomText accommodation, ensure that the program is opened prior to launching the secure browser. ZoomText should be left at the default magnification of 2x.
- Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the ***Please Sign In*** screen is displayed as shown below. The computer or device is now ready for the student to begin.

The image shows a 'Please Sign In' web form. At the top right, there are two buttons: 'Switch to Operational Site' and 'Switch to Sample Items Site'. Below these are two input fields: 'First Name:' with a person icon and 'Username:' with a key icon. At the bottom is a 'Sign In' button.

Read Instructions & Administer the Assessment

Read aloud all instructions in the SAY boxes loudly and clearly—exactly as written. This ensures all students receive consistent and accurate information.

- In the SAY boxes, italicized text in parentheses should be read if applicable to the test you are administering.
- An arrow (►) indicates an action to perform at that time.

SAY Today, you will take the Grade ____ FAST (PM1) (PM2) Mathematics test. The only materials on your desk should be your (Grade ____ FAST Mathematics Reference Sheet,) (calculator,) pen or pencil and scratch paper. You may only use the materials I have provided you during this test session, and you may not access any outside notes or other paper. (You may not share calculators.)

SAY

You may not have any electronic devices (*other than your calculator*) at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic devices include, but are not limited to, cell phones, smart glasses, tablets, smartwatches, cameras, and any device that can access the internet. You may not use Bluetooth or wireless headphones or earbuds during testing. **If you have access to or use any electronic devices at any time during this test, including breaks, your test will not be scored.** Check your pockets and your work area now to make sure you don't have any electronic devices. If you have any devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your school's procedures regarding electronic devices.

- At this time, silence your own electronic device(s).

SAY

Now, look at your scratch paper. Print your first and last name and today's date in the top right corner. You may use the front and back of this scratch paper to help you work out problems on the test.

Do not write anything on your scratch paper before testing begins.

Now, look at the **Please Sign In** screen. If you do not see this screen, raise your hand. (*If any students are using ZoomText SAY: If you are using ZoomText as an accommodation, your screen should currently be magnified. If not, raise your hand.*)

If a computer or device is not opened to the **Please Sign In** screen, open the secure browser on that computer or device. If ZoomText is not open, close the secure browser, open ZoomText and then reopen the secure browser.

SAY

Please sit quietly while I distribute the test tickets. Do **not** type anything yet.

- Distribute the test tickets.

SAY

Look closely at your test ticket and make sure it has your correct name, birthday, and ID number on it, but do **not** sign in yet.

Raise your hand if you do not have the correct ticket.

If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY

Now, log in by typing your First Name and Username as they appear on your test ticket. Click **Sign In**. Raise your hand if you need assistance.

- Pause and assist students with logging in as needed. If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.

SAY

Now, you will see a screen that says **Is This You?**. If your information is correct, select **Yes** to continue. If you see any problems, then select **No** and raise your hand.

- Assist any students who raise their hands.
- Ensure that the Session ID is displayed where all students can see it.

SAY

Now, you will see a **Login Session** screen. Log in by typing the Session ID FL - _____ - _____. The Session ID is displayed for you. Click **Join Session**. Raise your hand if you need assistance.

- Assist any students who raise their hands.

SAY

You will now see **Your Tests** on your screen. Click the arrow to the left of **Start Grade _____ FAST (PM1) (PM2) Mathematics** to proceed.

While you are waiting for your test to be approved, you will see a **Waiting for Approval** screen. This screen includes your first and last name, the Session ID, and the test you will take. If any information looks incorrect, raise your hand.

Otherwise, please sit quietly while I approve your tests.

- Assist any students who raise their hands and complete the following steps to approve students for testing:
- In the TA Interface, select the Approvals tab to review the list of students ready to begin testing. You may need to select **Refresh Page** to see all the students in your testing room on your list.
 - **Review test settings:** To view a student's online accessibility settings or accommodations, click the corresponding Test Settings icon [⊙]. Accessibility settings and/or accommodations for individual students are displayed. If changes to accommodations are required, deny the student's approval request and contact your school assessment coordinator who will update the student's test settings in TIDE.
 - Once you ensure that all students have logged in correctly, approve students to test by selecting **Approve All Students**. Read the information on the **Important!** pop-up window and select **Yes**.
 - For additional assistance with approving tests and reviewing test settings, see the *Test Administrator User Guide*.

If you are administering this test to students who are using the ZoomText accommodation,

SAY

If you will take this test using **ZoomText** as an accommodation, then listen as I describe this tool.

You can now access the ZoomText window from the task bar. Use the tools in the window or the keyboard shortcuts to magnify test items, navigate the screen, adjust visibility of the mouse arrow, or modify screen contrast. You may not use any of the ZoomText Reader tools.

If you aren't sure if ZoomText is working or if you have any questions, please raise your hand.

If a student raises his or her hand, assist the student with the ZoomText setup.

If you are administering this test to students who are using the text-to-speech accommodation,

SAY

If you have a text-to-speech accommodation, you will see a screen that allows you to verify the text-to-speech tool functionality.

Click the large speaker icon and listen to the audio.

Choose the settings that work best for you and then select **I heard the voice**. The **Before You Begin** screen will display. Do **not** click **Begin Test Now** until I tell you to do so. If you are not able to hear the audio, please raise your hand.

- ▶ Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have completed the text-to-speech setup,

SAY

On the **Before You Begin** screen, you will first see a section titled *Testing Rules Acknowledgment*. Please listen and read along as I review the testing rules.

- You may not have a cell phone during testing.
- Do not talk to other students or make any disturbance.
- Do not look at another student's test materials.
- Do not allow another student to look at your test materials.
- Do not ask for or provide help in answering any test questions.
- Use only the materials provided for taking notes.
- Do not have access to or use any electronic devices at any time during this session, including during breaks.

Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or content after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.

Are there any questions?

- ▶ Answer any questions.

SAY

Now, read silently as I read the Testing Rules Acknowledgment out loud.

I understand these testing rules. If I do not follow these rules, my test score may be invalidated.

Click the box next to the acknowledgment to indicate that you understand the testing rules.

- ▶ Pause while students click the box. If a student does not click the box, contact your school assessment coordinator.

SAY

On the **Before You Begin** screen, click **View Test Settings**. You should see a screen that says **Review Test Settings**.

SAY

This screen shows you which accommodations are available for your test and the accessibility settings. To adjust these, click the System Settings icon in the top right corner. It allows you to adjust the print size, font, background color, and mouse pointer for your test. *(If any students are using Text-to-Speech SAY: If you are using Text-to-Speech as an accommodation, you may also edit your Text-to-Speech settings.)* You must click **Apply** to see your changes. You can reset to the default settings by clicking **Reset All**. These settings, including the font, can be adjusted at any point during the test. If you have any questions, raise your hand.

If a student raises his or her hand, help the student adjust his or her accessibility settings. Ensure that the correct information displays for that student in their **System Settings** panel.

SAY

Click **OK** to return to the **Before You Begin** screen. Do **not** click **Begin Test Now**.

Below **Test Settings**, there is a button that reads **View Help Guide**. The Help Guide can remind you how to navigate in the test and how to use the tools and features of the testing platform. *(If any students are using Text-to-Speech SAY: If you are using Text-to-Speech as an accommodation, you can access an audio version of the Help Guide by highlighting any text you wish to hear and clicking the green **Speaker** button. To stop the audio, click the red **Stop** button.)*

Remember to read carefully and follow the instructions to complete each item. If you do not know the answer to an item, choose what you think is the best answer so that you can keep moving forward in the test. You can flag an item to come back to it later, but you must choose an answer to move on.

- Pause to allow students a moment to review the instructions and answer all student questions.

SAY

As a reminder, you may access a pop-up window displaying a calculator by clicking the Calculator button in the top right corner of the test. You may also access a pop-up window displaying an electronic version of the reference sheet by clicking the Formulas button in the top right corner of the test.

First, we will review the accessibility tools that are available to students with certain accommodations. Do not select any buttons at this time.

- Read the appropriate instructions below and on the following page for the accommodations you are administering.

Masking

SAY

If you will take this test using **Masking** as an accommodation, then listen as I describe this tool.

The Masking tool allows you to hide portions of the screen. To access the Masking tool within an item, click the button labeled **Masking** in the top right corner of your screen. The button has a picture of a shaded square on it. When you have turned the Masking tool on, the button will turn orange.

To mask a portion of the screen, click the left mouse button and drag until the gray square covers the portion of the screen that you would like to mask. Then, release the mouse button. The area will be masked.

SAY

To remove the masking, click the close button in the top right corner of the masked area. The close button is a circle with an X in the center.

To turn off the Masking tool, click the **Masking** button again. The button will revert to its original color.

Are there any questions?

► Answer any questions.

Text-to-Speech

SAY

If you will take this test using **Text-to-Speech** as an accommodation, then listen as I describe this tool.

To have the test read aloud to you, you must turn on the text-to-speech tool for each item. To access the text-to-speech tool, click the speaker icon to the left of the context menu to open the text-to-speech menu.

Click **Speak Question** to have the question and answer options read aloud.

To have the voice read a single answer option, open the text-to-speech menu and select **Speak Option**. You will then click the option you would like to have read aloud. You can also have an answer option read aloud by right-clicking on that answer option and selecting **Speak Option**.

If you wish to hear only a portion of an item, select the text you wish to have read aloud, and then open the text-to-speech menu. Click **Speak Selection** to have the selected text read aloud.

To pause the voice while it is speaking, select the text-to-speech menu again. Click **Pause Speaking**. To restart the voice from the point at which you paused, click **Resume Speaking**. (*Note: These tools are not available on Chrome.*)

To stop the voice while it is speaking, select the text-to-speech menu. Click **Stop Speaking**. To have the voice read from a certain word, right-click where it should begin speaking and select **Start Speaking From Here**. To hear the question again from the beginning after you have stopped the voice, select the text-to-speech menu and click **Speak Question** again.

To make adjustments to the text-to-speech settings, click on the System Settings tool, which is to the right of the Zoom buttons and looks like a person in a circle. Here you can adjust the volume, pitch, and rate of the text-to-speech tool. When you have finished adjusting your text-to-speech settings, select **Apply** to exit and save your changes or **Close** to exit without saving your changes. Note that if you adjust your volume settings while the text-to-speech tool is in use, the volume will not adjust until after you select Apply.

Are there any questions?

► Answer any questions.

- Read Option A, B, or C aloud based on instructions from your school assessment coordinator.

Option A (Dismissal as Students Finish)	Option B (Students Stay in Room for Session Time)	Option C (Students Stay in Room for Session Time and May Read)
SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and provide you with further instructions on submitting your test. Please raise your hand if you have any questions.	SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and confirm you have submitted your test. Then, sit quietly until I tell you that the test session has ended. Do not use your testing computer or device once you have submitted your test. Please raise your hand if you have any questions.	SAY When you have finished this test, click Next until you see the review screen. After you are done reviewing your test, please raise your hand. I will collect your test materials and confirm you have submitted your test. Then, sit quietly until I tell you that the test session has ended. You may read, but you may not write or use your testing computer or device. Please raise your hand if you have any questions.

- Answer any questions.

If your school provided paper copies of the *Grade ____ FAST Mathematics Reference Sheet* for students to use,

SAY Now, look at the top of your paper reference sheet. It should say *Grade ____ FAST Mathematics Reference Sheet*. Examine the page carefully to ensure that content near the edge of the reference sheet has not been cut off. Please raise your hand if there are problems with your reference sheet.

- Pause, then collect any defective reference sheets and return them to the school assessment coordinator. Distribute new reference sheets to these students and instruct them to check the sheets carefully.

SAY Write your first and last name in the top right corner of the reference sheet now. *(Pause.)*

This is considered a secure document and must be returned at the end of the test. Do not write anything on your reference sheet before testing begins.

Please raise your hand if you have any questions.

- Answer any questions.

SAY

If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are not allowed to access any electronic devices or discuss the test with anyone.

The main test session is 100 minutes, and we will take a short stretch break halfway through it. After 100 minutes, you will be allowed to continue working if you need additional time.

Now, click **Begin Test Now** and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. *(Pause. Collect any devices.)* Then, click **Next** at the top of the screen. This will take you to the first item of the test. You may begin working.

- Complete the following:

STARTING time:	
Add 50 minutes:	+50 minutes
Time to call a break:	
TIME TESTING RESUMES:	
Add 40 minutes:	+40 minutes
Time for 10-minute reminder:	
Add 10 minutes:	+10 minutes
STOPPING time:	

- Display the STARTING and STOPPING times for students.

During testing, monitor how students advance through the test by viewing the Progress column in the TA Interface, which lists each student's progress through the test as well as each student's test status. This page automatically refreshes every 60 seconds. When the page refreshes, students' statuses and progression through the test are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from students at any time during the test.

For additional assistance with monitoring your test session, see the *Test Administrator User Guide*.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, computers, or other devices, except to monitor student progress or to contact your school assessment coordinator or technology coordinator in the event of an emergency or technical issue. Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room.

After 50 minutes from the STARTING time,

SAY

Stop. You may stand and stretch, but do not talk or look at another student's test materials, computer screen, or device.

- You may now reread portions of the script (e.g., check your work, testing rules) as a reminder to students, if needed or if instructed by your school assessment coordinator.

After a short break,

SAY

Now, be seated. You still have 50 minutes left in the main test session, and I will let you know when there are 10 minutes left. You will be allowed to continue working if you need additional time. Remember, if you finish early, go back and check your work.

Make sure you are on the screen where you left off. You may now continue working.

After 40 minutes,

SAY

There are 10 minutes left in this main test session. Remember that you will be allowed to continue working if you need additional time.

After 10 more minutes,

SAY

Stop. Please sit quietly and do not continue working at this time. Raise your hand if you would like additional time to work. *(Pause.)* If you are taking additional time, do not click **End Test**.

If you have finished working and have not submitted your test, click **Next** until you see the review screen. *(Pause.)*

On the review screen, click **End Test**. A **Warning** message will appear. Click **Yes** on this message. *(Pause.)*

On the **Test Completed** screen, click **Log Out**. You will be taken to the **Please Sign In** screen. I will collect your test materials.

Students will be returned to the **Please Sign In** screen once they pause or submit their tests.

- Collect all (reference sheets, calculators,) scratch paper and test tickets from students who are finished with their tests.

Instructions for Continuing Testers

- Based on instructions from your school assessment coordinator, either dismiss students who have finished and allow students who have not finished to continue working **or** pause the test in the TA Interface and move students who require additional time to an alternate testing location.
- If students are moved to a new location: monitor students to ensure they do not have access to electronic devices, create a new seating chart for that location, return the test materials that the students used in the previous testing location, have students log in, approve students to test in the TA Interface, and ensure that students using additional time are allowed the correct remaining amount of time to complete the test.
- **Students who need additional time after 100 minutes may continue working; however, testing must be completed within the same school day.**

- Display the new stopping time for students. Once students are ready to continue working,

SAY

Now, we will continue testing. Remember, if you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are **not** allowed to access any electronic devices or discuss the test with anyone.

Please raise your hand after you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly.

If an extended break such as lunch occurs:

- Direct all students to pause their tests by clicking the **Pause** button. Collect the scratch paper, test tickets, and, if applicable, reference sheets and calculators before the students leave the room.
 - **Students may not have electronic devices during breaks. If a student accesses any electronic device(s) during a break, that student’s test must be invalidated.**
 - Place all testing materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times.
 - If the session is stopped in the TA Interface, the TA will need to create a new session for students to sign into and approve students to continue testing. When testing is ready to resume, return the test materials that the students used prior to the extended break.
- Display the new stopping time for students. Once students are ready to continue working,

SAY Now, we will continue testing. You have until the end of the school day to complete the test, and I will let you know when there are 10 minutes left.

10 minutes before the stopping time,

SAY You have 10 minutes to finish the test.

After 10 more minutes,

SAY **Stop.** If you have not answered all the items in the test, click **Pause**. Click **Yes** on the pop-up message. *(Pause.)*

If you have answered all the items in the test, click **Next** until you see the review screen. *(Pause.)*

On the review screen, click **End Test**. A **Warning** message will appear. Click **Yes** on this message. *(Pause.)*

On the **Test Completed** screen, click **Log Out**.

After submitting or pausing your test, you will be taken to the **Please Sign In** screen. I will collect your test materials.

Students will be returned to the **Please Sign In** screen once they pause or submit their tests.

- Collect test materials.

Once all students have paused or submitted their tests:

- End the test by clicking **Stop Session** in the TA Interface. This will pause any remaining tests.
- Log out of the TA Interface by clicking your name in the top right corner and selecting *Logout*.

► Complete the following steps:

1. Ensure that you have all (reference sheets, calculators,) scratch paper and test tickets, that your required administration information and testing room seating chart are accurate and complete, and that the seating chart includes arrows to indicate which direction students are facing. Return these materials to the school assessment coordinator.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

For ESE/504 students:

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL or recently exited ELL students:

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

4. Return all materials to your school assessment coordinator as described on page 126 of the Fall/Winter 2026 Manual.

Appendix A: Change Log

Location	Change	Date
All scripts	Updated instructions to adjust text-to-speech settings.	August 6, 2026

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