Florida Standards Assessments

Practice Test Quick Guide

2015–2016

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Introduction to this Quick Guide

This user guide provides information for individuals accessing the Florida Standards Assessments (FSA) practice tests. This section describes the contents of the user guide and includes a key for identifying icons and elements used.

Quick Guide Sections

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

- Signing In to the Practice Test Site provides information on how to log in and select a practice test.

- Overview of Practice Test Features includes information about a sample test layout, global and context menus, and the test tools that are available.

- Question Types on Tests gives an overview of the item types that students may see on the practice tests and general guidelines on how to respond to questions.

- Keyboard Navigation provides keyboard commands for general test navigation as well as for specific features.

Table 1. Key Icons and Elements

Icon	Description
	This symbol accompanies helpful information or reminders.
Text	Bold text is used to indicate a link or button that is clickable.

Signing In to the Practice Test Site

Students must use a supported web browser or the FSA Secure Browser to access the Practice Test Site. The supported web browsers for the practice tests are Firefox 10–41, Chrome 41–46, Safari 5–8, or Internet Explorer 10 or 11.

If you are taking the practice tests on your own, you will sign in as a guest user using either the Secure Browser (available for download in the FSA Portal) or a supported web browser. Students who will be using the text-to-speech accommodation for the FSA and would like to access the practice tests with that accommodation must use the Secure Browser option.

Using the Secure Browser

1. Launch the FSA Secure Browser icon on your desktop or mobile device.
2. Select "Go to the Practice Test Site" to access the Student Practice Test site.
3. Continue with step 3 below.

Using a Web Browser

1. Open a supported web browser on your computer or tablet.
2. Navigate to the FSA Portal (www.fsassessments.org).
   a. In the right-hand panel, click the **Practice Tests** card. The "Practice Tests" page appears.
   b. Click **Take the Computer-Based Practice Tests** card. The "Student Practice Test" login page appears.
3. You will sign in as a guest user. Leave the boxes next to Guest User and Guest Session checked. Click **Sign In**.

4. The "Is This You?" page appears. From the Student Grade Level drop-down list, select a grade.

5. Click **Yes**. The "Your Tests" page appears.

6. Select an available practice test by clicking the green arrow next to that test's name. The list of available tests depends on the grade level selected.

> **Note:** If the test you want to take is not displayed, click **Back to Login**. You will be logged out. Sign in again and select a different grade level.

7. The "Choose Settings" page appears. Select your test settings.

a. If necessary, change the default settings for the test. You can set an accommodation (masking or text-to-speech) or change the print size and background color combination, as needed. Text-to-speech is only available using the Secure Browser.

b. When you have made your selections, click **Select**.

8. The "Is This Your Test?" page appears.

a. Review the information on this page and verify that your test settings are correct.

- If the test name or test settings are incorrect, click **No**.
- If the test name and test settings are correct, click **Yes, Start My Test** when you are ready to begin. The "Test Instructions and Help" page appears.

- ○ If you chose an ELA Reading test, you will be prompted to check the sound settings on your computer or device. After confirming you can hear the sound, click **Yes**.
- ○ If you turned on the text-to-speech accommodation and are using the secure browser, you will be prompted to adjust settings for this tool. After confirming you can hear the voice, click **Yes, I heard the voice**.

b. On the "Test Instructions and Help" page, click **Begin Test Now**.

Overview of Practice Test Features

This section provides an overview of what a test page might look like for both the practice and the operational tests, as well as information about available test tools and how to access them.

Test Layout

This sample image for an ELA Reading test shows the primary features and available tools, though the tools will differ between subjects and grade levels:
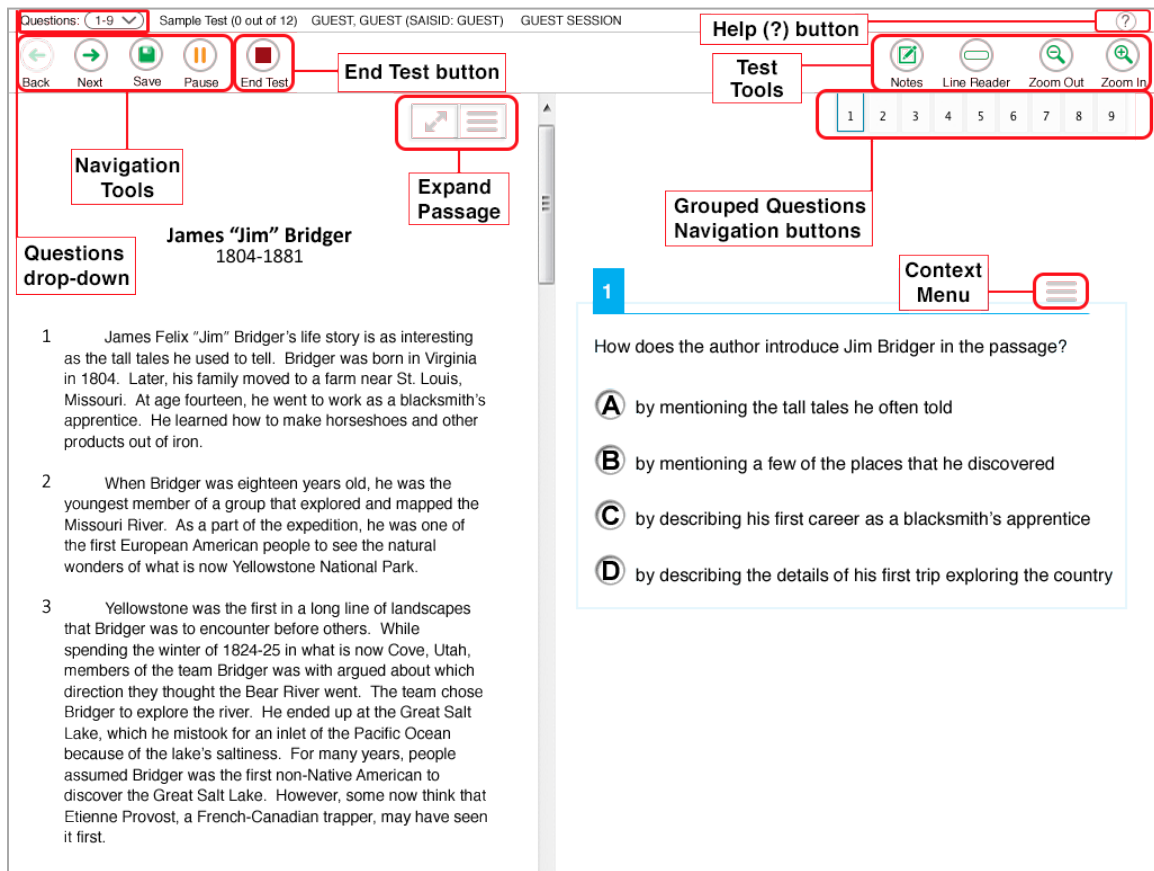
Each test has two major sections:

- **Global Menu**—Contains global tools and navigation buttons, as well as the Help button.

- **Test Content**—Displays test content, including stimuli and questions. Some tools are available only by accessing a context menu for that passage or test item.
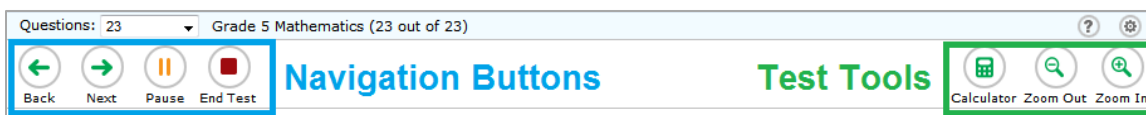
Global and Context Menus

The global and context menus allow students to access on-screen tools. These tools can be accessed using a mouse or keyboard shortcuts. For information about keyboard shortcuts, refer to Keyboard Navigation.

About the Global Menu

The global menu contains all the tools displayed at the top of the student's test screen. Most universal tools (which are available on all FSA tests regardless of subject or grade level), as well as the Help button, are in the global menu.
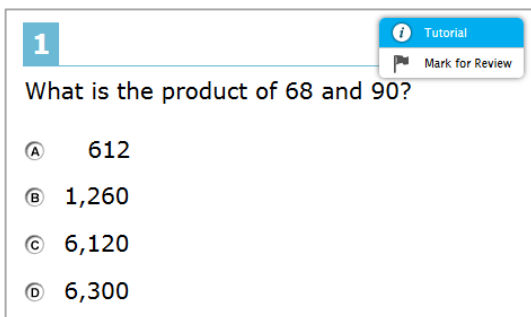
Sample Global Menu

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

About the Context Menus

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

Context Menu for Questions

Context Menu for Answer Options
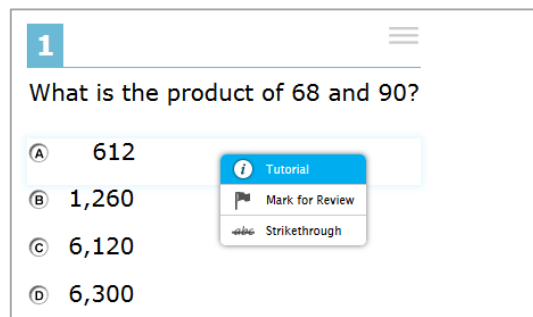
Opening a Context Menu for Passages and Questions

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

Using the context menu button to access context menu tools:

1. Click the context menu button (≡) in the upper-right corner of an element (e.g., passage, stimulus).

2. Select a tool from the context menu.

Right-clicking to access context menu tools:

1. To access the context menu by right-clicking, do one of the following:

- If you are using a **two-button mouse**, right-click within the answer option area *or* on an answer option.
- If you are using a **single-button mouse**, click within the answer option area *or* on a n answer option while pressing **Ctrl**.
- If you are using a **Chromebook**, click within the answer option area *or* on an answer option while pressing **Alt**.
- If you are using a **tablet**, tap within the answer option area *or* on an answer option and then tap the context menu button. This selects the answer option until you select a different option).

2. Select a tool from the context menu.

General Test Tools

The following test tools are available:

- **Global Tools**–Global tools appear in the global menu at the top of the page.
- **Stimulus/Question Tools**–Stimulus/Question tools are specific to individual stimuli and item types and are accessed by opening the context menu for a passage, stimulus, or answer option area.

Global Tools	Description
Help	The **?** button at the top right opens the on-screen **Help Guide** window, which provides information on how to use the Test Delivery System.
Zoom In Zoom Out	Use the **Zoom In** and **Zoom Out** buttons to increase and decrease the size of text and graphics within a single test page. Four zoom levels are available.
Line Reader	Use the **Line Reader** button to highlight a single line of text at a time in passages and questions. Note: The Line Reader tool cannot be used if the Highlighter tool is being used.
Notes button	Click the **Notes** button to open an on-screen notepad. You can enter notes for yourself and save them. These notes are global and remain in the pop-up window throughout the test. Note: This tool is available for ELA Reading and ELA Writing only.
Calculator	Click the **Calculator** button to open the on-screen calculator. Note: The calculator is available for Sessions 2 and 3 of Grades 7–8 Mathematics and Session 2 of End-of-Course (EOC) tests ONLY.

Global Tools	Description
Formula	Click the **Formula** button to view applicable reference sheets for assessments for which they are provided. Note: The Formula tool is available for Mathematics and EOC tests only.
Questions drop-down list	This feature enables you to quickly return to a specific test page. Questions that were marked for review display "(marked)."
System Settings	The wheel next to the **Help** button allows you to adjust volume during the test. Note: This tool is available for ELA Reading and text-to-speech accommodations only.
Save	This button allows you to manually save technology-enhanced questions. This is an **optional** feature. If you do not click this button, your answers are still saved automatically.
Pause	This button allows you to pause and log out of the test.
Back and **Next**	The **Back** and **Next** buttons in the top left corner permit you to move between pages on a test. For *Mathematics* tests and *ELA Reading* tests, clicking the navigation buttons permits you to move between questions. For *ELA Writing* tests, clicking **Next** prompts you to end the test. Note: When multiple questions are grouped together with the same stimulus, a button for each question number appears in the top right. Click these buttons to navigate between questions in the group.
End Test	Click this button to begin the process of submitting the test.

Stimulus/Question Tools	Description
Highlighter	Highlights a section of text in a passage or test question. To highlight text, select text on the screen, right-click with the mouse, and select **Highlight Selection**. To remove a single instance of highlighting from selected text, right-click on the highlighted text and select **Remove Highlight**. To remove all instances of highlighting in a reading passage or question, right-click within the passage or question area and select **Reset Highlighting**.

Stimulus/Question Tools	Description
Mark for Review	Select **Mark for Review** from the context menu. The box around the item number changes from solid blue to striped blue and the top right corner of the box is folder over, and the question is labeled "(marked)" in the **Questions** drop-down list. To remove the marked status, select **Unmark Review Item** from the context menu.
Notepad	Each Mathematics question has a Notepad tool that allows you to save a note or comment about that question. To access this tool, select **Notepad** from the context menu. Note: This tool is only available for Mathematics (including EOC) tests.
Expand Passage Tool	Some test pages have a passage or activity on the left side of the page. You can expand this section. Click the double-arrow icon to expand the left section so that it takes up most of the screen. To collapse the section, click the double arrow icon again. Note: This tool is only available on ELA Writing and ELA Reading tests.
Strikethrough	For multiple-choice or multiselect questions, you can "eliminate" an answer option and focus on the options you think may be correct. • To strike through an answer option, right-click on the option and select **Strikethrough**. A line appears through the text or image. • To remove the strikethrough from an answer option, right-click on the option and select **Undo Strikethrough**.
Select Response Version	For open response questions, you can view and restore responses previously entered. To access the Select Response Version tool, right-click in the text box and choose **Select Response Version** from the context menu.
Tutorial	Each question has a tutorial video that you can watch to learn more about responding to that type of question. To view the tutorial video, select **Tutorial** from the context menu.

Item Types on Tests

This section contains sample item types that may appear on the practice tests. The following item types may appear: editing task, grid, hot text, multiple-choice, multiselect, open response, and equation response.

Note about technology-enhanced item types:

Students can manually save their answer before moving to the next question on the test. A **Save** button appears at the top of the screen for these questions. If students do not click **Save**, the system automatically saves the responses when they move on to the next question or pause the test.

Editing Task Items

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

- Some editing task items require you to enter the replacement word or phrase.

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

12 Click the highlighted word to open the editing task menu.

Correct the highlighted mistake in the passage below.

In the theater itself, there are enough red velvet seats for 422 patrons. The aisles pull your gaze forward to the magnificent gold-colored curtains what conceal the screen. After everyone has taken a seat, the lights are dimmed, and the curtains are drawn aside, the screen lights up with black and white images from another time.

Correct the highlighted mistake in the passage below.

In the theater itself, there are enough red velvet seats for 422 patrons. The aisles pull your gaze forward to the magnificent gold-colored curtains what conceal the screen. After everyone has taken a seat, the lights are dimmed, and aside, the screen lights up with black and white images fro

Replace "what" with:

OK   Cancel

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Replace "better" with:
most good
most good
more better
best
better

Correct the hig   eading excerpt below.

Juan declared that it was the better party ever. Eric felt special one who cracked the piñata.

Grid Items with Action Buttons

Grid items require using point, line, or arrow buttons to create a response.

- To add a point, click the **Add Point** button and then click the location in the grid where the point should appear.

- To add a line or arrow, click the **Connect Line** or **Add Arrow** button and then click on the desired beginning and end points of the line in the grid.

- To delete a point, line, or arrow, click the **Delete** button and then click the object you want to remove. (Clicking a point also removes connected lines.)

Note: The "active" action button is white.

Hot Text Items

Hot Text items require you to either click on a response option or drag a response option to another location.

Multiple-choice Items

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

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

Multiselect Items

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

> **Note:** Some questions may ask you to select a specific number of responses whereas others will ask you to select all correct responses.

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Select the values that are greater than or equal to ½.

- 0.6
- 2/6
- 5/8
- .5
- .45
- One Fifth
- 2/10

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

Open Response Items

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

Different types of open response items may appear on a test.

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What is the resolution of the story?

Type your answer in the space provided.

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

Equation Response Items

Equation response items require you to enter a valid statement that answers the question, such as y=3x+2.

To enter an equation, click the button for each letter or symbol. The equation entered will be in blue text.

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A salesperson earns $125 a day, plus a commission of 5% of the price of each item she sells. The salesperson sold one item yesterday that was $750.

Create an equation that can be used to determine the amount of money the salesperson earned yesterday.

y=   **Equation response field**

Navigation buttons

1 2 3 x y
4 5 6 + − • ÷
7 8 9 < ≤ = ≥ >
0 . −

Special symbols

About the Navigation Buttons for Equation Questions

Navigation Button	Description
Move Left ←	The straight left arrow button allows you to move the cursor before an existing character.

Navigation Button	Description
Move Right	The straight right arrow button allows you to move the cursor after an existing character.
Undo	The curved left arrow button allows you to undo the previous action.
Redo	The curved right arrow button allows you to redo the previously undone action.
Delete	The delete button allows you to delete characters.

About Special Symbols

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

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

Special Symbol	Description
nth Root 	This symbol allows you to enter an **nth root** value. Once you select the symbol, the radical sign will appear in the equation editor. Enter the number that should appear under the radical sign. Use the straight left arrow to navigate to the nth field and enter the number that should appear there.

Keyboard Navigation

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

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

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

Keyboard Commands for Test Tools

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

Button/ Image	Description of Function	Keyboard Commands
	Open the **GLOBAL MENU**	**Ctrl** + **G**
	Go to the **NEXT** test page	**Ctrl** + → (or use the Global Menu)
	Go to the **PREVIOUS** test page	**Ctrl** + ← (or use the Global Menu)
	Move to the **NEXT ELEMENT** (on a page containing multiple test questions and/or a reading passage)	**Tab**
	Move to the **PREVIOUS ELEMENT** (on a page containing multiple test questions and/or a reading passage)	**Tab** + **Shift**
(A)	Select **OPTION A**	**Tab** to move between answer choices
(B)	Select **OPTION B**	
(C)	Select **OPTION C**	**Space** to select it as the answer
(D)	Select **OPTION D**	
(zoom in)	**ZOOM IN** (increase the size of text and graphics on a page)	**Ctrl** + **G** (via Global Menu)
(zoom out)	**ZOOM OUT** (decrease the size of text and graphics on a page)	**Ctrl** + **G** (via Global Menu)

Button/ Image	Description of Function	Keyboard Commands
	Open the global **NOTES** tool (ELA Reading and ELA Writing)	**Ctrl** + **G** (via Global Menu)
	Open the **CALCULATOR** (Mathematics and EOC)	**Ctrl** + **G** (via Global Menu)
	PAUSE your test	**Ctrl** + **G** (via Global Menu)
	END TEST and submit it	**Ctrl** + **G** (via Global Menu)
	SCROLL UP in an area of the test page	↑
	SCROLL DOWN in an area of the test page	↓
	SCROLL to the **RIGHT** in an area of the test page	→
	SCROLL to the **LEFT** in an area of the test page	←
	Open the **CONTEXT MENU** (for the selected passage, item, or answer option)	**Ctrl** + **M**
	Open a **TUTORIAL** to view information about that item type	**Ctrl** + **M** (via Context Menu)
	Open the item **NOTEPAD** to enter a comment about that item	**Ctrl** + **M** (via Context Menu)
	MARK/UNMARK an item for review	**Ctrl** + **M** (via Context Menu)
	HIGHLIGHTER (highlight text on the page)	**Ctrl** + **M** (via Context Menu)
	STRIKETHROUGH an answer option	**Ctrl** + **M** (via Context Menu)

Keyboard Commands for Test Selection Pages and Messages

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

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

Opening the Global Menu

To access the global menu with keyboard commands:

1. Press the **Ctrl** + **G** keys to view the global menu. The menu appears on the screen.

2. Use the **Up** or **Down** arrow keys on your keyboard to move between options in the menu. Each option is highlighted as you arrow up or down.

3. Press the **Enter** key to select the highlighted menu option.

4. Press the **Esc** key to close the global menu.

Opening the Context Menus

To access context menus with keyboard commands:

Navigating to an element:

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

*Opening the context menu for an element:*

1. Press the **Ctrl** + **M** keys on the keyboard. The context menu for that element appears.

2. Use the **Up** or **Down** arrow keys on your keyboard to move between options in the menu. Each option becomes highlighted as you arrow up or down.

3. Press the **Enter** key to select the highlighted menu option.

4. Press the **Esc** key to close the context menu.

Keyboard Commands for Grid Questions

Grid questions may have up to three main sections:

- Answer Space: The grid area where students enter the response.

- Button Row: Action buttons may appear above the answer space. Buttons may include **Delete**, **Add Point**, **Add Arrow**, **Add Line**, and **Connect Line**.

- Object Bank: A panel containing objects you can move to the answer space.
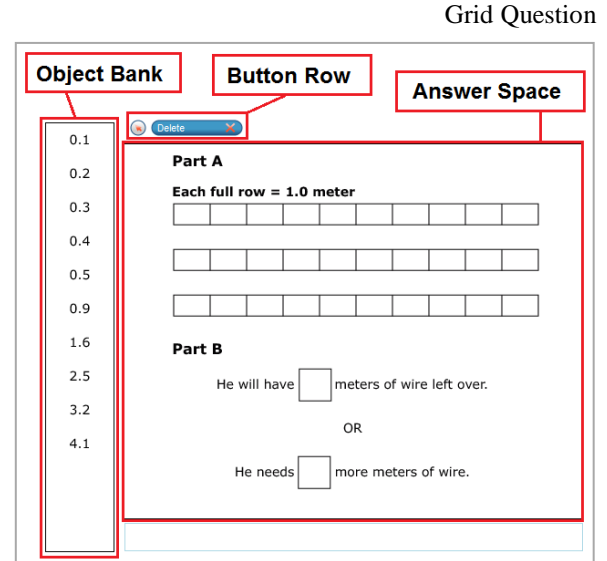
To move between the main sections:

- To move clockwise, press **Tab**.

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

To add an object to the answer space:

1. With the object bank active, use the arrow keys to move between objects. The active object has a blue background.

2. To add the active object to the answer space, press Space.

To use the action buttons:

1. With the button row active, use the left and right arrow keys to move between the buttons. The active button is white.

2. To select a button, press Enter.

3. Press Space to apply the point, arrow, or line to the answer space.

To move objects and graph elements in the answer space:

1. With the answer space active, press **Enter** to move between the objects. The active object displays a blue border.

2. Press Space.

3. Press an arrow key to move the object. To move the object in smaller increments, hold Shift while pressing an arrow key.

Appendix A. Change Log

Change	Date