# Florida Standards Assessments

# **Practice Tests Guide**

2016-2017

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# **Introduction to this Guide**

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

### **Guide Sections**

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

- 1. <u>Signing In to the Practice Test Site</u> provides information on how to log in and select a practice test.
- 2. Overview of Practice Test Features includes information about a sample test layout, global and context menus, and the test tools that are available.
- 3. <u>Item Types on Tests</u> gives an overview of the item types that students may see on the practice tests and general guidelines on how to respond to items.
- 4. <u>Keyboard Navigation</u> 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**

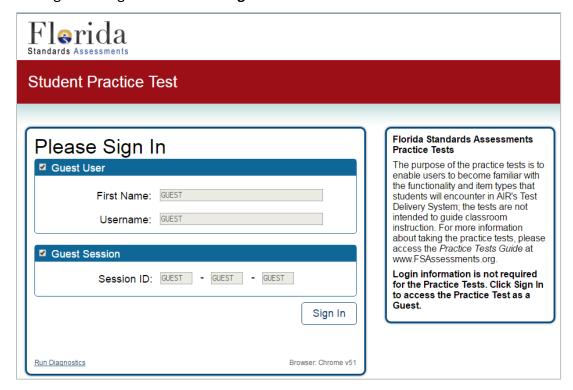
Students must use a supported web browser or the secure browser to access the Practice Test site. The supported web browsers for the practice tests are listed in the *System Requirements* for Online Testing document found on the FSA Portal (www.FSAssessments.org).

# **Using the Secure Browser**

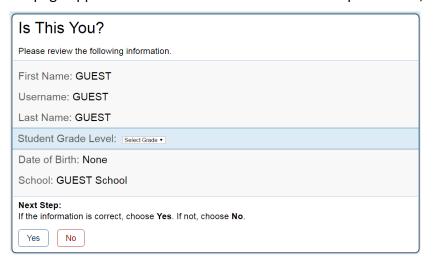
- 1. Launch the FSA Secure Browser icon on your desktop or mobile device.
- 2. Select **Go to the Practice Test Site** to access the Student Practice Test site.
- 3. Continue to step 3 below.

## Using a Web-Browser

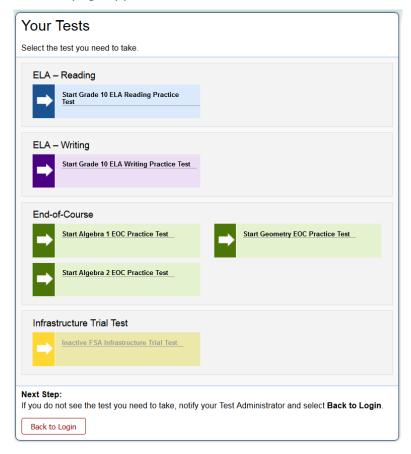
- 1. Open a supported web browser on your computer or tablet.
- 2. Navigate to the FSA portal (<u>www.FSAssessments.org</u>).
  - a. In the right-hand panel, click the **Practice Tests** card. The **Practice Tests** page appears.
  - b. Click **Take the Computer-Based Practice Tests** card. The **Student Practice Test** login page appears.
- 3. You will sign in as a guest user. 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.

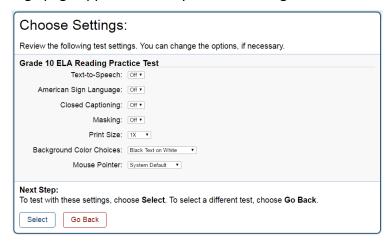


Select an available practice test by clicking the arrow next to that test's name. The list of available tests depends on the grade level selected.

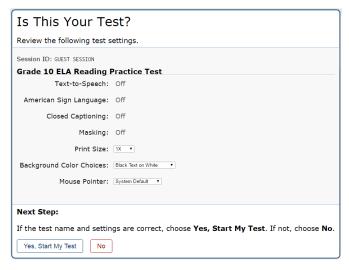


**Note:** If the test you want to take is not displayed, click **Back to Login**. You will be logged out. Sign in again and select a different grade level.

6. The *Choose Settings* page appears. Select your test settings.

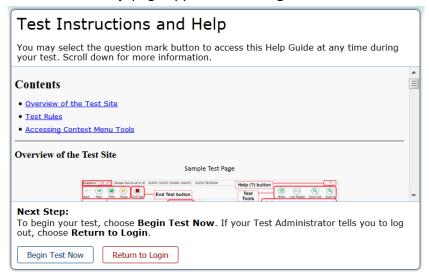


- a. If necessary, change the default settings for the test. You can change the print size, background color combination, and mouse pointer color and size, or set an accommodation (e.g., masking, text-to-speech, closed captioning), as needed. Text-to-speech is only available when using the Secure Browser.
- b. When you have made your selections, click Select.
- 7. 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.
    - 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, you will be prompted to adjust settings for this tool. After confirming you can hear the voice, click I heard the voice.
- 8. The *Test Instructions and Help* page appears. Click **Begin Test Now**.

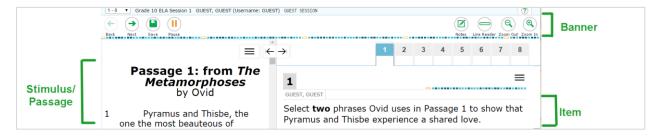


# **Overview of Practice Test Features**

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

### **Test Layout**

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 three major sections:

- Banner (contains global tools and navigation buttons, as well as the Help button)
- Stimulus/Passage (displays test content/stimuli)
- Item (contains the question, response area/options, and context menu)
  - **Note:** Some tools are available only by accessing a context menu for that stimulus/item. For more information, see the next section.

#### **Global and Context Menus**

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

#### **About the Global Menu**

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

#### Sample Global Menu



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

#### **About the Context Menus**

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

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

Using the context menu button to access context menu tools:

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

Right-clicking to access context menu tools:

- 1. To access the context menu by right-clicking, do one of the following:
  - If you are using a **two-button mouse**, right-click an answer option.
  - If you are using a single-button mouse, click an answer option while pressing Ctrl.
  - If you are using a **Chromebook**, click an answer option while pressing **Alt**.
  - If you are using a **tablet**, tap the 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**: These tools are specific to stimuli and questions and are accessed by opening the context menu [ ] for a stimulus, question, or answer option area.

Table 2. Global Tools

| Global Tools                          | Description  |  |
|---------------------------------------|--|--|
| Help (?) button                       | The <b>Help</b> button at the top right opens the on-screen <i>Help Guide</i> window.  |  |
| Zoom buttons  Q Q Zoom Out Zoom In    | Use the <b>Zoom In</b> and <b>Zoom Out</b> 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 <b>Line Reader</b> 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 <b>Notes</b> 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 tests. |  |
| Calculator button                     | Click the <b>Calculator</b> button to open the on-screen calculator.  Note: The calculator is available for Grades 7-8 Mathematics and End-of-Course (EOC) Mathematics tests.  |  |
| Formula<br>XY <sup>2</sup><br>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<br>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 <b>Help</b> button allows you to adjust volume during the test.  Note: This tool is available for ELA Reading and text-to-speech accommodations only.  |  |
| Save<br>(Optional)                    | 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 III                             | This button allows you to pause and log out of the test.   |  |

| Global Tools       | Description  |  |
|--------------------|--|--|
| Navigation buttons | The <b>Back</b> and <b>Next</b> buttons in the top left corner permit you to move between pages on a test.   |  |
| Back Next          | For <i>Mathematics</i> tests and <i>ELA Reading</i> 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.   |  |
| End Test           |  |  |

Table 3. Stimulus/Question Tools

| 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 <b>Highlight Selection</b> .   |  |
|                             | To remove a single instance of highlighting, select the text, right-click and select <b>Remove Highlight</b> .  |  |
|                             | To remove all instances of highlighting in a reading passage or question, right-click the highlighted text and select <b>Reset Highlighting</b> .   |  |
| Mark for Review             | Select <b>Mark for Review</b> 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, a flag with a checkmark icon displays next to the question number, and the question is labeled (marked) in the <b>Questions</b> drop-down list. To remove the (marked) status, select <b>Unmark Review Item</b> . |  |
| Notepad                     | Each Mathematics question has a Notepad tool that allows you to save a note or comment about the question. To access this tool, select <b>Notepad</b> from the context menu.  |  |
|                             | Note: This tool is only available for Mathematics and EOC tests.  |  |
| Expand<br>Passage/Item Tool | Some test pages have a passage, item, or activity on the left side of the page. You can expand this section. You can also expand the right side of the page.  |  |
|                             | Click the left arrow of the icon [  |  |

| Stimulus/Question Tools         | Description  |  |
|---------------------------------|--|--|
| Strikethrough                   | For multiple-choice or multiselect questions, you can "eliminate" an option and focus on the options you think may be correct.   |  |
|                                 | To strikethrough an answer option, right-click on the option and select     Strikethrough. A line appears through the text or image.   |  |
|                                 | <ul> <li>To remove the strikethrough from an answer option, right-click on the option<br/>and select <b>Undo Strikethrough</b>.</li> </ul>   |  |
| Select Response<br>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 <b>Select Response Version</b> 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 <b>Tutorial</b> from the context menu.                                     |  |
| American Sign<br>Language (ASL) | For students with this accommodation assigned, videos are displayed that translate FSA ELA Reading audio passages into American Sign Language (ASL). From the context menu, select <b>American Sign Language</b> .           |  |
| Closed Captioning               | FSA ELA Reading audio passages automatically display closed captions for students who have chosen this setting or who are taking a practice test in the Secure Browser with the accommodation assigned.                      |  |

# **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:

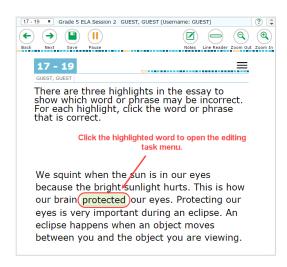
Students can manually save their answer before moving to the next item on the test. A **Save** button appears at the top of the screen for these items. If students do not click **Save**, the system automatically saves the responses when they move on to the next item or pause the test.

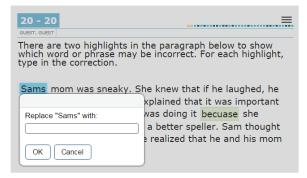
#### **Editing Task Items**

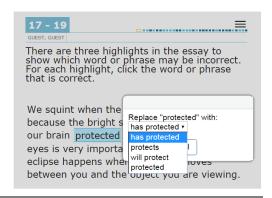
To enter responses for editing task items, click the highlighted word or phrase. (Typically, the highlighted word or phrase has a light green background.)

 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 menu.



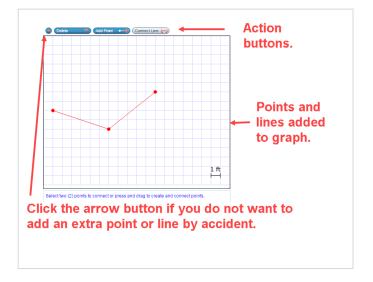




#### **Grid Items with Action Buttons**

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

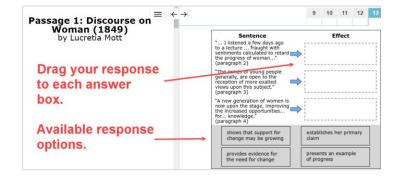
- To add a point, click the Add Point button and then click the location in the grid where the point should appear.
- To add a line or arrow, click the Connect Line or Add Arrow button and then click on the desired beginning and end points of the line in the grid.
- To delete a point, line, or arrow, 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.

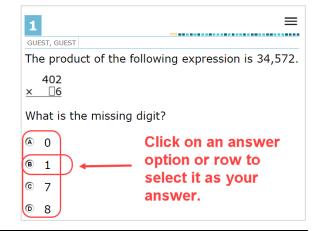


#### **Multiple-Choice Items**

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.

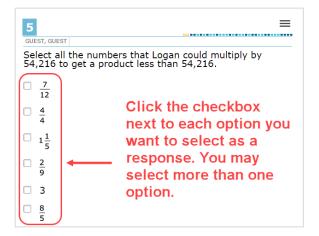


#### **Multiselect Items**

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



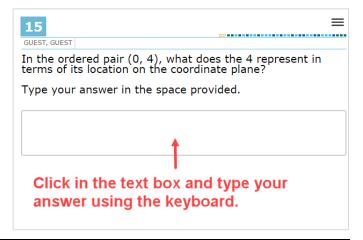
**Note:** Some items may ask you to select a specific number of responses.



#### **Open-Response Items**

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

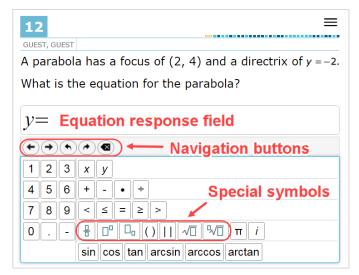
Different types of open-response items may appear on the test.



#### **Equation Response Items**

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

To enter an equation, click the button for each letter or symbol.



### About the Navigation Buttons for Equation Response Items

Table 4. Navigation Buttons

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

### **About Special Symbols**

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

Table 5. Special Symbols

| Special<br>Symbol | Description   |
|-------------------|---|
| Fraction          | This symbol allows you to enter a <b>fraction</b> 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 <b>exponent</b> 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 <b>subscript</b> 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 <b>parentheses</b> . 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 <b>absolute value</b> . 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 <b>square root</b> 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.  |  |
|-------------|---|--|
| nth Root    | This symbol allows you to enter an <b>n</b> <sup>th</sup> <b>root</b> value. Once you select the symbol, the radical sign will appear in the equation editor. Enter the number that should appear under the radical sign. Use the straight left arrow to navigate to the n <sup>th</sup> 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.

Table 6. Keyboard Commands/Buttons

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

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

# **Keyboard Commands for Test Selection Pages and Messages**

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

Table 7. Keyboard Commands on Pages/Pop-up Messages

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

# **Opening the Global Menu**

To access the global menu with keyboard commands:

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

# **Opening the Context Menus**

To access context menus with keyboard commands:

Navigating to an element:

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

Opening the context menu for an element:

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

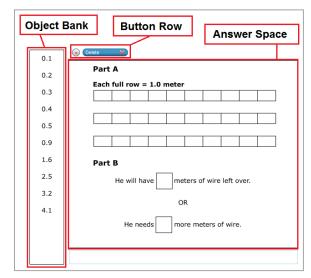
### **Keyboard Commands for Grid Questions**

Grid questions may have up to three main sections:

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**

| Location                           | Change  | Date     |
|------------------------------------|---|----------|
| General Test Tools                 | Updated ASL and Closed Captioning descriptions. | 10/07/16 |
| General Test Tools                 | Updated Remove Highlight feature functionality. | 02/02/17 |
| Overview of Practice Test Features | Updated screenshots.                            | 02/02/17 |
|                                    |   |          |