FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Practice Test and Sample Test Materials Guide

2023–2024

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Introduction to this Guide

This user guide provides information for individuals accessing the Florida Statewide Assessments practice tests and sample test materials. 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 start on a new page, which facilitates printing by section only.

1. The Signing In to the Practice Test Site section provides information on how to log in and select a practice test or sample test materials.

2. The Overview of Practice Test and Sample Test Materials Features provides a sample test layout, global and context menus, and the available test tools.

3. The Item Types on Tests section provides samples of the item types that students may see on practice tests or sample test materials and general guidelines on how to respond to the item types.

4. The Keyboard Navigation section outlines the keyboard commands for navigating the test and using specific features.

Document Conventions

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

Table 1. Key Icons and Elements

Icon	Description
⚠️	**Caution:** This symbol accompanies important information regarding a task that may cause minor errors.
📝	**Note**: This symbol accompanies helpful information or reminders.
bold italic	Boldface italic indicates a page name.
bold	Boldface indicates an item users click or a drop-down list name.
italic	Italic indicates a field name or a drop-down list selection.

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 and sample test materials are listed on the Technology Guide page on the Florida Statewide Assessments Portal. Text-to-Speech (TTS) is available only through the secure browser. Students who require this accommodation must access the practice test or sample test materials through the secure browser. Students with the speech-to-text (STT) accommodation must use a test ticket and a session ID to access the practice test or sample test materials and have the STT accommodation assigned in the Test Information Distribution Engine (TIDE).

Using the Secure Browser

1. Ensure that all software applications, including Internet browsers, are closed on the student's computer or device.

2. Launch the Secure Browser on the student's computer or mobile device.

3. Select **Go to the Practice Test Site** to access the Student Practice Test site.

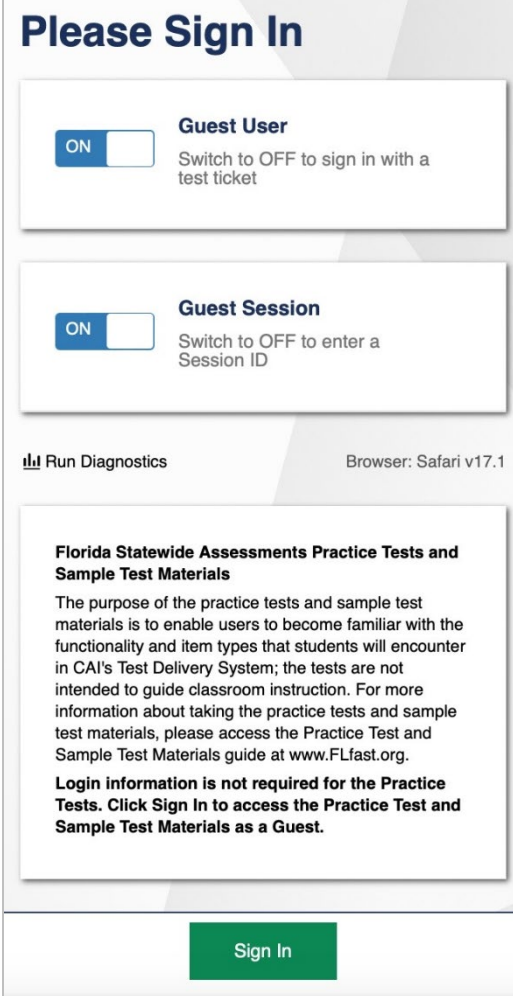4. Continue to Step 3 in the Using a Web Browser section directly below.

Using a Web Browser

1. Launch a supported web browser on the student's computer or tablet.

2. Navigate to the portal (https://flfast.org/fast.html). Select **Students & Families**, then click the **Take a Sample Test for Grades 3–10** card. The student practice test *Please Sign In* page will appear.

3. Sign in as a Guest User under a Guest Session. Ensure that Guest User and Guest Session are both switched to ON. Click **Sign In**.

> **Note:** The login process will be different if Guest User and Guest Session are not both switched to ON. This guide is intended for users logging into the Practice Test or Sample Test materials as a Guest User with a Guest Session.

Figure 1. Student Practice Test Login Page

4. The *Your Tests* page will appear. Select a grade from the **Student Grade Level** drop-down list.

Figure 2. Your Tests Page

5. The *Your Tests* page will update with available practice tests or sample test materials.

Figure 3. Your Tests Page

Select an available practice test or sample item(s) by clicking the text to the right of the arrow. The list of available tests generated will depend on the grade level selected.

> **Note:** If the test or sample items a student wants to take is not displayed, click **Back to Login**. The student will be logged out and must sign in again and select the grade level for the practice test or sample test materials that he or she would like to take. Users signed in under a Guest User profile on the Practice Test site can access end-of-course (EOC) practice tests for all grade levels.

6. The *Choose Settings* page will appear. Select the appropriate accessibility settings and/or accommodations.

> **Note:** The *Choose Settings* page will not appear when signing in to a Practice Session with a ticket or session ID. This page appears only if signing in as a Guest User under a Guest Session.

Figure 4. Choose Settings Page

a. Change the default test settings if necessary. Students can change the print size, background color, and mouse pointer color and size or set an accommodation (e.g., masking, text-to-speech, closed captioning) as needed. TTS is available only when using the secure browser. STT is available only for students with this accommodation assigned in TIDE who have signed in using a test ticket and session ID. STT is not modifiable in the Test Administrator (TA) interface or the Secure Browser. Once selected, settings are applied immediately.

b. After selecting the appropriate settings, click **Select**.

7. The *Audio Checks* page will appear for students taking the FSA ELA Reading Retake Practice Test and those using the TTS and/or STT accommodations. Students using the STT accommodation will see the Recording Device Check portion of the Audio Checks screen first.
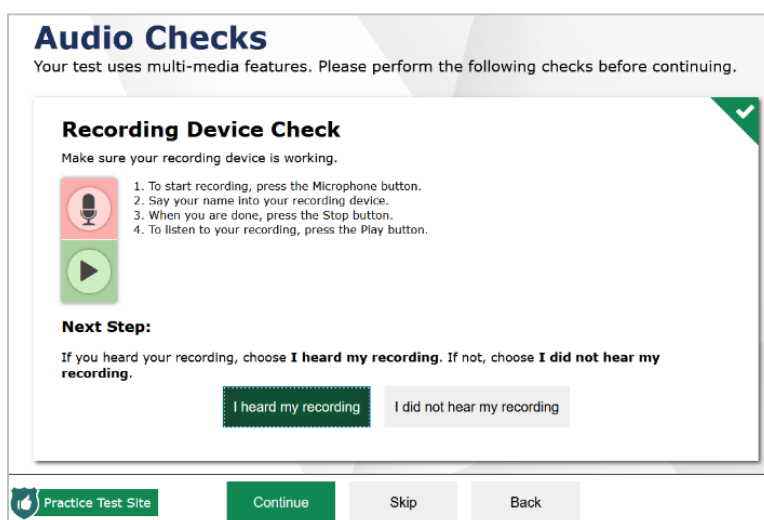
Figure 5. Audio Checks Page

a. Students must click the Microphone [🎤] button to start recording their voice.

b. Students must speak into their recording device and, when ready, click the Stop [⏹] button to stop recording.

c. Students may click the Play [▶] button to listen to their recorded audio.

▪ If the recording is audible, students will click **I heard my recording**. A green checkmark will appear in the upper-right corner of the Recording Device Check section. After completing the last audio check, the ***Before You Begin*** page will appear. Students taking the FSA ELA Reading Retake Practice Test will continue to Step 8.

Figure 6. Audio Checks Page

▪ If the recording is not audible, students will click **I did not hear my recording**. The Audio Checks: Problem Recording Audio section will appear with a message telling students to notify their TA that they have a recording problem. Students also have two options:

• **Option A: Try Again.** Students can click **Try Again**. This will direct the students back to the Recording Device Check section.

• **Option B: Log Out.** Students can click the Logout [🔒] button located at the upper-right corner of the screen. Troubleshoot the computer or device and headphones to determine whether there is a problem or move the student to another computer or device with functioning audio.

Figure 7. Problem Recording Audio Page

8. Students taking the FSA ELA Reading Retake Practice Test will see the sound check portion of the Audio Checks screen. Before continuing the login process, students must verify that they can hear the sample audio clip.

Figure 8. Audio Checks Page

a. Students must click the Speaker [🔊] button to listen to the sample audio clip.

- If the sound is audible, students will click **Yes**. A green checkmark will appear in the upper-right corner of the Sound Check section. If this is the last audio check on the page, the *Before You Begin* page will appear.

Figure 9. Audio Checks Page

- If the sound is not audible, students will click **No**. The Sound Check: Audio Problem section will appear with a message telling students to notify their TA that they have an audio problem. Students also have two options:

  - **Option A: Try Again.** Students can click **Try Again**. This will direct the students back to the Sound Check section.

  - **Option B: Log Out.** Students can click the Logout [ ] button located at the upper-right corner of the screen. This will troubleshoot the computer or device and headphones to determine whether there is a problem or move the student to another computer or device with functioning audio.

Figure 10. Audio Checks Page

9. The ***Text-to-Speech Sound Check*** page will appear if a student has the TTS accommodation enabled. Students must verify that the TTS feature is working properly on their device on this page.

> **Note:** Text-to-speech is available only in the secure browser. If the Practice Test or Sample Test Materials are accessed in an Internet browser, a message will indicate that TTS is not available.

Figure 11. Text-to-Speech Sound Check Page

a. Students click the Speaker [🔊] button to listen to the sample audio clip.

  ▪ If the voice is clearly audible, students will click **I heard the voice**. A green tab with a checkmark will appear in the upper-right corner of the section. If this is the last audio check on the page, the ***Before You Begin*** page will appear.

Figure 12. Text-to-Speech Sound Check Page
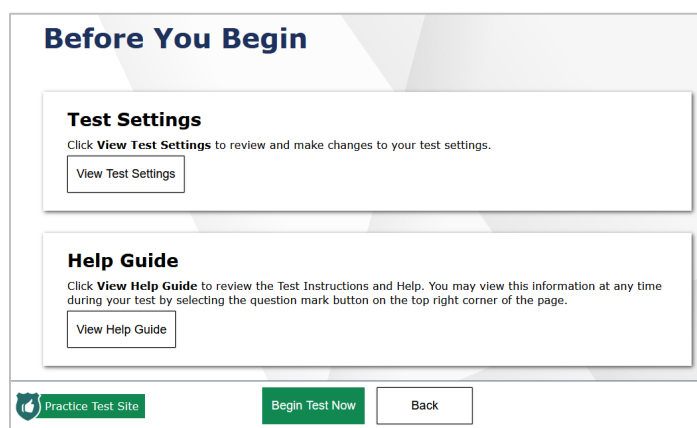
- If the voice is not clearly audible, students can adjust the settings using the sliders for Volume, Pitch, and Rate and click the Speaker [🔊] button again.

- If students still cannot hear the voice clearly, they should click **I did not hear the voice** and close the secure browser. The TA can work with students to adjust their audio or headsets. Students can sign in again when the issue is resolved.

10. Students can view the **Test Settings** and **Help Guide** on the *Before You Begin* page. In addition, students can click **Begin Test Now** to start the practice test or view the sample test materials, **Back** to return to the previous page, or the Logout [🚪] button located at the upper-right corner of the screen to return to the *Please Sign In* page.
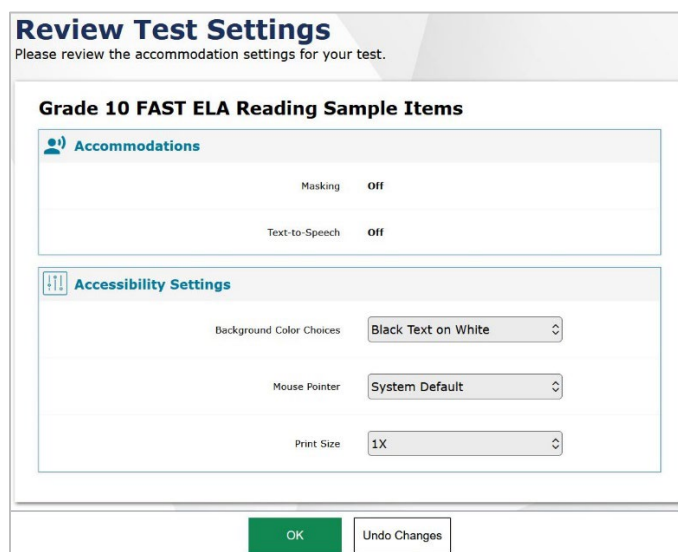
Figure 13. Before You Begin Page

a. Click **View Test Settings**.

- The *Review Test Settings* page will appear.

Figure 14. Review Test Settings Page

- Review the information on this page and verify that the test settings are correct. Any changes that you selected on the *Choose Settings* page should be reflected on this page.

    o   If the accessibility settings, and accommodations are correct, click **OK**.

    o   If the accessibility settings are incorrect, make appropriate changes and click **OK**. If these accommodations need to be changed, log out and set the accommodations as described in Step 6.

    o   To undo any selected changes and return to the previously selected settings, click **Undo Changes**.

b.   Click **View Help Guide**. The *Help Guide* page will appear.

Figure 15. Help Guide
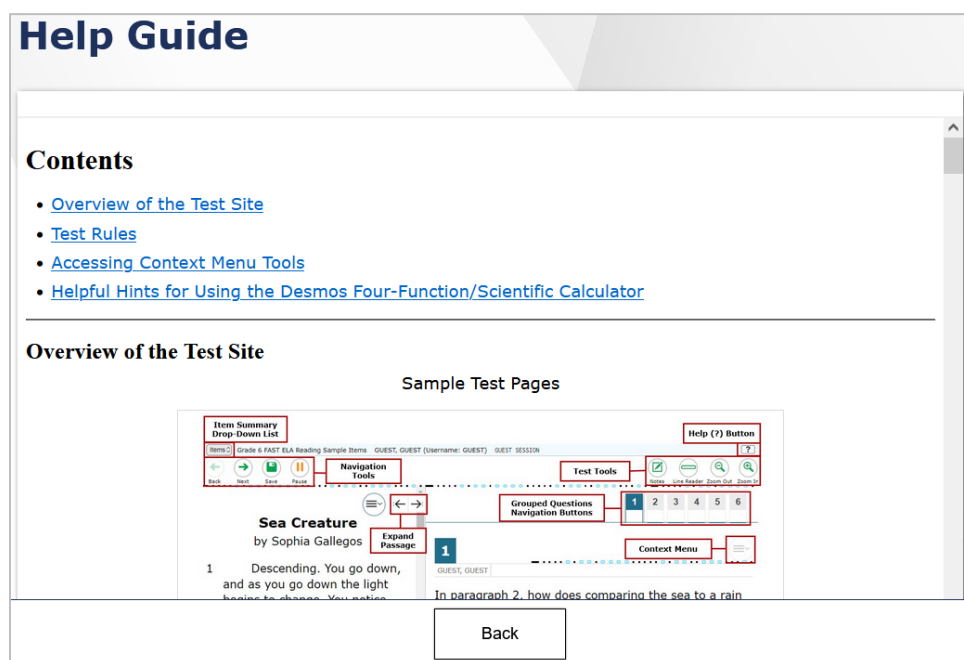
c.   Select **Back** to return to the *Before You Begin* page.

d.   Click **Begin Test Now**.

Overview of Sample Test Materials and 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

Figure 16 shows the primary features and available tools for a FAST ELA Reading test. Tools will differ between subjects and grade levels.

Figure 16. Test Layout Sample
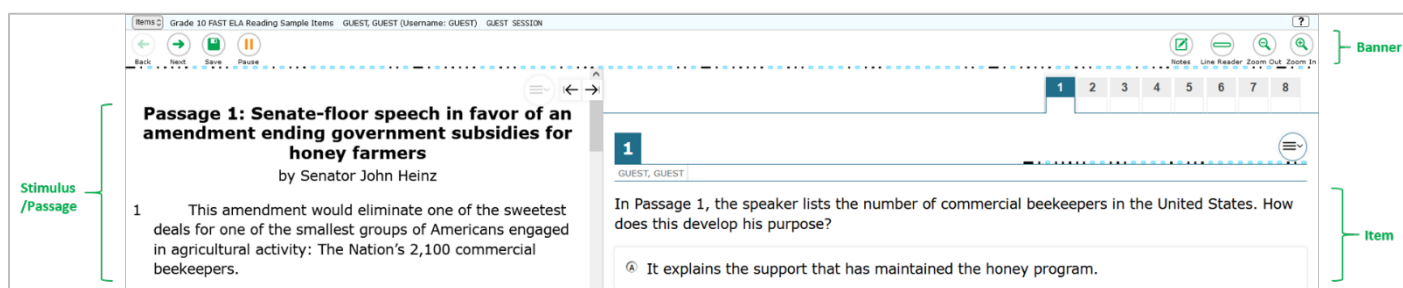
Each test has three major sections:

1. **Banner**. The banner is located at the top of the screen and contains global tools, navigation buttons, the Help button, the System Settings button, and the item summary drop-down list.
2. **Stimulus/Passage**. The stimulus/passage is located on the left side of the screen and displays the test content/stimuli.
3. **Item**. The item is located to the right of the stimulus/passage and contains the question, response area/options, and context menu.

Note: Some tools are only accessible in the context menu for that stimulus/item. For more information, refer to the following section.

Global and Context Menus

The global and context menus allow students to access on-screen tools. These tools are accessible using a mouse or keyboard shortcuts. For information about keyboard shortcuts, refer to Keyboard Navigation. The System Settings button will be visible for students taking the practice test or sample test materials on the secure browser only.

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, including the Help [?] button, are in the global menu.

Figure 17. Sample Global Menu
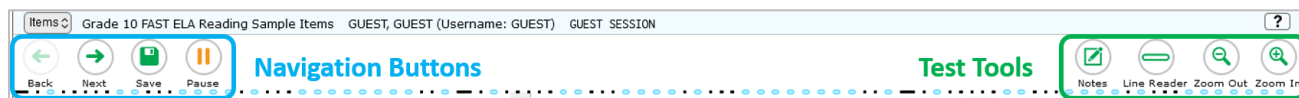
To open a test tool in the global menu, select the button for the tool.

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) contains only the tools available for that element.

Figure 18. Sample Context Menu for Passage   Figure 19. Sample Context Menu for Answer Options
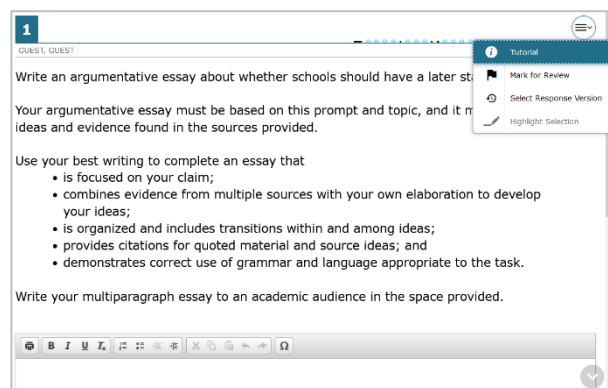
Opening the Context Menu for Passages and Questions

Students 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 students access it.

Using the Context Menu button to access context menu tools:

1. Click the Context Menu [≡˅] button located in the upper-right corner of an element (e.g., passage, stimulus).

2. Select a tool from the context menu.

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Right-clicking to access context menu tools:

1. To access the context menu use one of the following options:

    a. If using a two-button mouse, right-click in the question-and-answer area.

    b. If using a single-button mouse, click in the question-and-answer area while pressing **Ctrl**.

    c. If using a Chromebook, click in the question-and-answer area while pressing **Alt**.

    d. If using a tablet, tap the question-and-answer area and then the Context Menu button (this method will select the answer option until a different option is selected).

2. Select a tool from the context menu.

Test Tools

The following test tools are available:

1. **Universal Tools**. Universal tools appear in the banner located at the top of the screen.

2. **Stimulus/Question Tools**. These tools are specific to stimuli and questions and are accessible by clicking the Context Menu [▤] button of a particular stimulus, question, or answer-option area.

3. **Accommodation Tools**. Accommodation tools are available only for students with related accommodations. For practice tests and sample items, accommodations may be set in TIDE, the TA interface, or by reviewing the student test settings before the student begins the test.

Some tools, such as the calculator, formula sheet, and American Sign Language (ASL) videos, open in separate windows. Students can resize the window using the resizing handle [✖]. Students can also maximize or minimize the window by selecting this button [↗]. When maximized, the window will cover the entire test page except for the navigation bar located at the top of the screen. Students can also drag and move the window to different parts of the test page; however, this feature will not work when the window is maximized.

Table 2 provides a list of available universal tools.

Table 2. Universal Tools

Universal Tools	Description
Calculator ▦ Calculator	Students can access an on-screen **Calculator** for specific tests. *Note: A scientific calculator is available for grades 7–8 FAST Mathematics tests, the B.E.S.T. Geometry and Algebra 1 EOC tests, and Session 2 of the FSA Algebra 1 EOC retake. A four-function calculator is available for the Biology 1 EOC test, the grade 8 Science test, and the grade 6 FAST Mathematics test.*

| Universal Tools	Description
Formula XY² Formula	Students can click the **Formula** button to view the applicable reference sheets for the assessments for which they are provided. *Note: The Formula tool is available only for grades 4–8 FAST Mathematics tests, FSA Algebra 1 EOC retake, and the B.E.S.T. Geometry and Algebra 1 EOC tests.*
Help ?	The **Help** button, located at the top-right corner of the screen, opens the on-screen *Help Guide* window.
Line Reader Line Reader	Students can use the **Line Reader** feature to highlight a single line of text in passages and questions.
Navigation ← → Back Next	The **Back** and **Next** buttons, located at the top-left corner of the screen, permit students to move between test pages. On the last test item, students click the **Next** button to the Test Review Page and can submit their test. For FAST *Mathematics*, *EOCs*, and FAST ELA *Reading* tests, clicking the **Navigation** buttons permits students to move between questions. For *Writing* tests, clicking the **Next** button prompts students to end the test. *Note: When multiple questions are grouped with the same stimulus, a button for each question number will appear at the top-right corner. Students can also click the **Back** and **Next** buttons to navigate between questions in the group.*
Notes Notes	Students can click the **Notes** button to open an on-screen notepad. Students can enter notes and save them. They can also cut, copy, and paste any text in the notepad. These notes are global and remain in the pop-up window throughout the test. *Note: This tool is available for Reading and Writing tests.*
Pause ❚❚ Pause	The **Pause** button allows students to pause and log out of the test.
Periodic Table Periodic Table	Students can access an on-screen **Periodic Table** for specific tests. *Note: The **Periodic Table** is available for the Biology 1 EOC test and the Grade 8 Science test.*
Item Summary Drop-Down List Items ↕	This feature allows students to go to a specific test page quickly. Questions marked for review display a [⚑] icon. Items students have not visited and/or are unanswered will display a [🔺] icon.
Save **(Optional)** Save	The **Save** button allows students to save manually. This is an optional feature. Even if students do not click the **Save** button, their answers are saved automatically every 2 minutes.

Universal Tools	Description
System Settings ⚙️	The wheel next to the **Help** button allows students to adjust the volume on the test. *Note: The **System Settings** button will be usable only for students taking practice tests or viewing sample test materials on the secure browser.*
Zoom 🔍 🔍 Zoom Out Zoom In	The **Zoom In** and **Zoom Out** buttons allow students to increase and decrease the size of text and graphics within a single test page. Four zoom levels are available.

Table 3. Stimulus/Question Tools

| Stimulus/Question Tools	Description
Expand Passage/Item Tool ⟵ ⟶	Some test pages have a passage, item, or activity on the left side of the page that students can expand. They can also expand the right side of the page. To view the test item, click the left arrow of the icon [⟵ ⟶] to expand the right side of the page, then the right arrow to collapse it again. To expand the passage, click the right arrow, then the left arrow to collapse it again.
Highlighter	This tool allows students to highlight a section of text in a passage or test question. The highlighter is available in four colors: yellow, orange, mint green, and lavender. To highlight text, select the text on the screen, right-click, and select a color under **Highlight Selection**. To remove a single instance of highlighting, select the text, right-click, and select **Remove Highlight.** To remove all instances of highlighting in a passage or question, right-click anywhere in the passage or item and select **Reset Highlighting**.
Mark for Review 🚩	This tool allows students to mark an item for review. To mark an item, select **Mark for Review** from the context menu. The box around the item number will change from solid blue to striped blue, the top-right corner of the box is folded over, and this [🚩] icon will appear next to the question number. The [🚩] icon will be displayed in the **Item Summary** drop-down list. To remove the marked status, select **Unmark Review Item**.
Notepad	Each Mathematics question has a Notepad tool that allows students to save notes or comments about the question. To access this tool, select **Notepad** from the context menu. *Note: This tool is available for FAST Mathematics, FSA Algebra 1 EOC Retake, and the B.E.S.T. Geometry and Algebra 1 EOC tests.*
Select Response Version 🕘	Students can use the **Select Response Version** tool to view and restore previously entered responses in open-response questions. To access the Select Response Version tool, right-click in the text box and choose **Select Response Version** from the context menu.

Stimulus/Question Tools	Description
Strikethrough abc	Students can use the **Strikethrough** tool to strike out an option and focus on the options they think may be correct in multiple-choice or multiselect questions. Using the **Strikethrough** tool does not eliminate any answer option as an available response. • To strikethrough an answer option, right-click on the option and select **Strikethrough**. A line will appear through the text or image. • To remove the strikethrough from an answer option, right-click on the option and select **Undo Strikethrough**.
Tutorial *i*	Each item has a **Tutorial** video that students can watch to learn more about responding to that type of question. To view the **Tutorial**, select **Tutorial** from the context menu. *Note: Tutorials do not feature sound and are not available on the Biology 1 EOC, Civics EOC, U.S. History EOC, and Civic Literacy.*

Table 4. Accommodation Tools

Accommodations Tools	Description
American Sign Language (ASL)	This accommodation features videos that translate Reading audio passages into **American Sign Language (ASL)** for students with this assigned accommodation. To use this tool, select **American Sign Language** from the context menu. *Note: This tool is only available for FSA ELA Reading Retake.*
Closed Captioning	This feature automatically displays closed captions for Reading audio passages for students with this assigned accommodation who have chosen this setting or are taking a practice test in the secure browser. *Note: This tool is only available for FSA ELA Reading Retake.*
Masking Masking	The **Masking** tool allows students to cover an area of the test page to temporarily hide information that might be distracting.
Speech-to-Text (STT)	Students with the **speech-to-text (STT)** accommodation can use this tool to convert dictated audio to text in the writing response area. Students' eligibility for the **STT** accommodation must be recorded in TIDE.
Text-to-Speech (TTS)	Students with the **text-to-speech (TTS)** accommodation can use the **Speak** tool to listen to instructions, test items, and answer options. Students' eligibility for the **TTS** accommodation must be recorded in TIDE.
Text-to-Speech on Writing Response	Students with the **TTS on Writing Response** accommodation can use the **Speak** tool to listen to the response they provided. Students can select [🔊] in the formatting toolbar of the text-response area to listen to the text as entered.

Item Types on Tests

This section contains sample item types that may appear on the practice tests and sample test materials. These item types include: Editing Task Choice, Hot Text, Open Response, Multiple Choice, Multiselect, Evidence-Based Selected Response (EBSR), Graphic Response Item Display (GRID), Equation Editor, Matching/Table, and Copy Interaction. These item types may be combined into a single item with multiple parts called a multi-interaction item. Table 5 provides a complete list of Item Types students may encounter on Florida tests.

Table 5. Item Types

Test Name	Edit Task Choice	Hot Text	Open Response	Multiple Choice	Multiselect	Evidence Based Selected Response (EBSR)	Graphic Response Item Display (GRID)	Equation Editor	Matching/ Table	Copy Interaction
FAST ELA Reading		✓		✓	✓	✓			✓	✓
FAST Mathematics	✓	✓		✓	✓		✓	✓	✓	
B.E.S.T. ELA Writing			✓							
B.E.S.T. Algebra 1 EOC	✓	✓		✓	✓		✓	✓	✓	
B.E.S.T. Geometry EOC	✓	✓		✓	✓		✓	✓	✓	
Biology 1 EOC				✓						
Civics EOC				✓						
U.S. History EOC				✓						
FSA Algebra 1 Retake EOC	✓	✓		✓	✓		✓	✓	✓	
FSA ELA Reading Retake	✓	✓		✓	✓	✓			✓	
FSA ELA Writing Retake			✓							
Florida Civic Literacy Exam (FCLE)				✓						
Statewide Science				✓						

Editing Task Items

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

Figure 20. Sample Task Item

There are four highlights in the essay to show which word or phrase may be incorrect. For each highlight, click the word or phrase that is correct.   **Click the highlighted word to open the editing task menu.**

People often talk about the beauty of a sunset or sunrise. The Sun is able to inspire many feelings in [people] awe, wonder, and even delight. Some of the Sun's optical phenomena are so rare and mysterious that for centuries they were believed to have mystical associations. But knowing the scientific explanations for these natural light shows doesn't make them any less breathtaking.

Figure 21. Sample Task Item 2

A band sells x premium tickets and y regular tickets for a concert.

- A premium ticket costs $20.
- A regular ticket costs $5 less than a premium ticket.
- The band raises $2145 from selling tickets.

Select coefficients to complete the equation representing the relationship between x and y.

[   ] $x +$ [   ] $y = 2145$

- Some editing task items require students to select a replacement word or phrase from a menu or drop-down list.

Figure 22. Replacement Word or Phrase

Replace "people" with:

people:

people,

people;

people

...ts in the essay to show which ...e incorrect. For each highlight, ...se that is correct.

...t the beauty of a sunset or ...le to inspire many feelings in [people] awe, wonder, and even delight. Some of the Sun's optical phenomena are so rare and mysterious that for centuries they were believed to have mystical associations. But knowing the scientific explanations for these natural light shows doesn't make them any less breathtaking.

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- Other editing task items require students to read a short passage with highlighted words or phrases. Each multiple-choice item in the passage set corresponds to one of the highlighted portions of the associated text. Students are asked to answer a question based on the highlighted phrases.

Figure 23. Multiple-Choice Editing Task Item

Hot Text Items

Hot Text items require students to click on a response option (Selectable Hot Text) or drag a response option to another location (Drag-and-Drop Hot Text).

Figure 24. Hot Text Item Sample 1

Figure 25. Hot Text Item Sample 2

All Selectable Hot Text items will have a dotted line around the answer or selectable area.

Figure 26. Hot Text Item Sample 3

An expression is given, where $x \neq 0$.

$$\frac{2x^7 + 8x^4 - 14x}{2x}$$

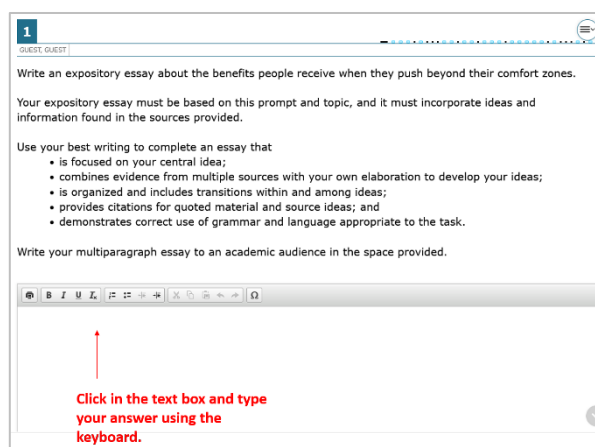Richard divides incorrectly to get the given quotient.

Click on the incorrect parts of Richard's quotient.

$2x^6 + 4x^3 - 7x^1$

Open Response Items

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

Figure 27. Open Response Item Sample

Multiple Choice Items

Multiple choice items require students to select a single answer option.

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

Figure 28. Multiple Choice Item Sample

Multiselect Items

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

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

Figure 29. Multiselect Item Sample

Evidence-Based Selected Response (EBSR)

EBSR items require students to select the correct answers from Part A and Part B. Typically Part A is a multiple choice question, whereas Part B may be multiple choice or multiselect.
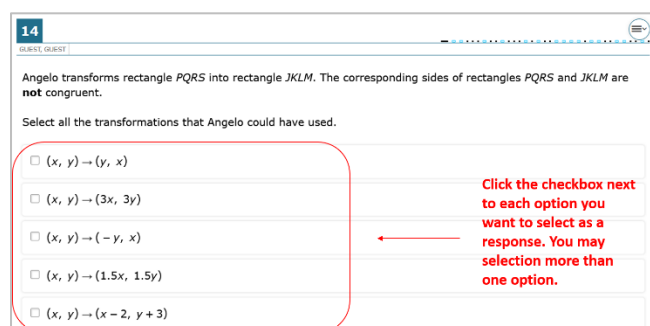
Part A often asks students to make an analysis or inference, and Part B requires students to select text to support their answer in Part A.

Figure 30. Evidence-Based Selected Response Item Sample

This question has two parts. First, answer Part A. Then, answer Part B.

Part A

How are Mott's and Blackwell's perspectives similar?

Ⓐ Both view women's rights as an ethical issue.

Ⓑ Both think intellect can conceal destructive ideas.

Ⓒ Both recognize positive signs in women's progress.

Ⓓ Both emphasize the importance of self-confidence.

Part B

Select **two** quotations that support the answer in Part A.

☐ ". . . a more elevated position than that which custom for ages has allotted to her." (paragraph 2)

☐ "I regretted the more that these sentiments should be presented with such intellectual vigor. . . ." (paragraph 2)

☐ "A new generation of women is now upon the stage, improving the increased opportunities. . . ." (paragraph 4)

☐ ". . . the idea was a good one, but that it was impossible to accomplish it." (paragraph 6)

☐ ". . . rather an encouragement than otherwise to a young and active person. . . ." (paragraph 7)

☐ "It was to my mind a moral crusade on which I had entered, a course of justice and common sense, . . ." (paragraph 11)

Graphic Response Item Display (GRID) Items with Action Buttons

GRID items may require students to use the point, line, or arrow buttons to create a response. Other GRID items may require students to select words, phrases, or images and use the drag-and-drop feature to place them into an answer area.

Note: The "active" action button is white.

Figure 31. GRID Item Samples

Action buttons.

Points and lines added to graph.

1 ft

Select two (2) points to connect or press and drag to create and connect points.

Click the arrow button if you do not want to add an extra point or line by accident.

Equation Editor Items

Equation editor items require students to create a response. Responses may be in the form of a number, variable, expression, or equation, as appropriate to the item.

Students click the button for each letter or symbol to enter their response.

Figure 32. Equation Editor Item Sample

Some equation editor items may require students to select a keyboard icon to make the editor appear.
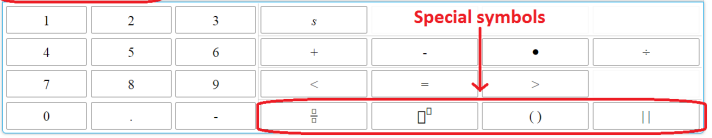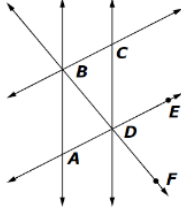
Figure 33. Equation Editor Item with Keyboard Sample

Copy Interaction

Copy interaction items require students to select text from the passage to copy into the answer space.

Figure 34. Copy Interaction Item

If a student changes their mind, they can click the undo button and select another group of words from the passage.

Figure 35. Copy Interaction Item Undo Button

About the Navigation Buttons for Equation Editor Items

To navigate and perform actions in the equation editor field, students can select any appropriate navigation button listed in Table 6.

Table 6. Navigation Buttons

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

About Special Symbols

Students can select an appropriate button to insert a special symbol into an equation. After entering a number or symbol, they will use the straight arrow buttons to move the cursor between fields.

Table 7. Special Symbols

Special Symbol	Description
Fraction	This symbol allows students to enter a **fraction** into the equation editor. The student will select the numerator, then navigate to the denominator and select the value for that field.
Exponent	This symbol allows students to enter an **exponent** into the equation editor. The student will enter the base number, then select the exponent button and enter the exponent number.
Subscript	This symbol allows students to enter a **subscript** into the equation editor. The student will enter the base number, then select the subscript button and enter the subscript number.
Parentheses	This symbol allows students to enter **parentheses**. Once a student selects the symbol, the parentheses will appear in the equation editor. Then the student can select the numbers and symbols that should appear between the open and close parentheses.

Absolute Value ‖ ‖	This symbol allows students to enter an **absolute value**. Once a student selects the symbol, the lines will appear in the equation editor. Then, the student can select the numbers and symbols that should appear between the lines.
Square Root $\sqrt{\Box}$	This symbol allows students to enter a **square root** value. Once a student selects the symbol, the radical sign will appear in the equation editor. Then, the student can enter the number that should appear under the radical sign.
n^{th} Root $\sqrt[\Box]{\Box}$	This symbol allows students to enter an **n^{th} root** value. Once a student selects the symbol, the radical sign will appear in the equation editor. Then, the student can enter the number that should appear under the radical sign. Students can use the straight left arrow to navigate to the nth field and enter the number that should appear there.

Matching/Table Items

Matching items require students to check a box to indicate if the information in the column headers matches the information in each row.

Figure 36. Matching Item Sample

Select the values of x that make each equation or inequality true.

	$x = 1$	$x = 2$	$x = 3$
$2x + 5 = 9$	☐	☐	☐
$2x + 5 < 9$	☐	☐	☐
$2x + 5 \leq 9$	☐	☐	☐

Multi-Interaction Items

Multi-interaction items require students to interact with different item types within a single item. The example in Figure 37 represents an item with two parts: Part A is an editing task item, and Part B is multiple-choice.

Figure 37. Multi-Interaction Item Sample

The graph of function f models the specific humidity in the atmosphere, in grams of water vapor per kilogram of atmospheric gas $\left(\frac{g}{kg}\right)$, versus temperature, in degrees Celsius (°C), as shown. Four of its points are labeled.

This question has **two** parts.

Part A. Felicia wants to model the relationship between temperature, in °C, and specific humidity, in $\frac{g}{kg}$.

Select words to complete the statement about the type of model Felicia should use.

The relationship is [▾] because the specific humidity increases by equal [▾] over equal intervals of temperature.

Part B. Which relationship must be true to justify the function type that models the relationship?

Ⓐ $\dfrac{f(20)-f(35)}{20-35} = \dfrac{f(25)-f(40)}{25-40}$

Ⓑ $\dfrac{f(25)}{f(20)} = \dfrac{f(40)}{f(35)}$

Ⓒ $\dfrac{f(40)-f(35)}{40-35} = \dfrac{f(25)-f(20)}{25-20}$

Ⓓ $\dfrac{f(40)}{f(20)} = \dfrac{f(35)}{f(20)}$

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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 the keyboard contains a numeric keypad (often located on the right), do not use those keys.

This section can be printed for students to use as a reference when taking the practice tests or sample test materials (but must not be provided during operational tests).

Keyboard Commands for Test Tools

Students can use keyboard commands to navigate between test elements, features, and tools. Table 8 lists the available keyboard commands.

Table 8. Keyboard Commands/Buttons

Button/ Image (if applicable)	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 **NEXT** test page	**Ctrl** + Right Arrow key [→] (or use the Global Menu)
←	Go to the **PREVIOUS** test page	**Ctrl** + Left Arrow key [←] (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**
Ⓐ	Select **OPTION A**	**Tab** to move between answer choices
Ⓑ	Select **OPTION B**	
Ⓒ	Select **OPTION C**	**Space** or **Enter** to select an option as the answer
Ⓓ	Select **OPTION D**	
🔍	**ZOOM IN** (increase the size of text and graphics on a page)	**Ctrl + G** (via Global Menu)

Button/ Image (if applicable)	Description of Function	Keyboard Commands
🔍	**ZOOM OUT** (decrease the size of text and graphics on a page)	**Ctrl** + **G** (via Global Menu)
✏️	Open the global **NOTES** tool (FAST ELA Reading and Writing)	**Ctrl** + **G** (via Global Menu)
🖩	Open the **CALCULATOR** (FAST Mathematics, Geometry, Algebra 1, and Biology 1 EOC tests)	**Ctrl** + **G** (via Global Menu)
⏸️	**PAUSE** the test	**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** (for the selected passage, question, or answer option)	**Ctrl** + **M**
❶	Open a **TUTORIAL** to view information about that question type	**Ctrl** + **M** (via Context Menu)
✏️	Open a question's **NOTEPAD** to enter a comment about that question	**Ctrl** + **M** (via Context Menu)
▶	**MARK/UNMARK** a question for review	**Ctrl** + **M** (via Context Menu)
✎	**HIGHLIGHTER** (highlight text on the page)	**Ctrl** + **M** (via Context Menu)
a̶b̶c̶	**STRIKETHROUGH** an answer option	**Ctrl** + **M** (via Context Menu)
⊡	Activate the **MASKING** tool	**Ctrl** + **G** (via Global Menu)

Keyboard Commands for Test Selection Pages and Messages

Students can use the keyboard commands in Table 9 to select options on the login pages or pop-up messages that appear during the test or sample items. For example, students can use

keyboard commands to navigate between the **Yes** or **No** buttons on an applicable screen and select one of these options.

Table 9. Keyboard Commands on Pages/Pop-up Messages

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

Opening the Global Menu

To access the global menu using keyboard commands, follow these steps:

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

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

3. Press the **Space** or **Enter** key to select the desired menu option.

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

Opening the Context Menus

To access the context menus using keyboard commands, follow these steps:

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 will appear.

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

3. Press the **Space** or **Enter** key to select the desired 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:

1. **Answer Space**. The answer space is the grid area where students enter their responses.

2. **Button Row**. Action buttons may appear in a row above the answer space. These buttons may include **Delete**, **Add Point**, **Add Arrow**, **Add Line**, and **Connect Line**.

3. **Object Bank**. The object bank is a panel containing objects that students can move to the answer space.

Figure 38. GRID Item Sections

To move between the main sections:

1. Press **Tab** to move clockwise.

2. Press **Shift** + **Tab** to move counter-clockwise.

To add an object to the answer space:

1. Ensure that the object bank is active and use the arrow keys to move between objects. Note: The active object has a blue background.

2. Press **Space** to add the active object to the answer space.

To use the action buttons:

1. Ensure that the button row is active and use the left and right arrow keys to move between the buttons. Note: The active button is white.

2. Press **Enter** to select a button.

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. Ensure that the answer space is active and press **Enter** to move between the objects. Note: The active object will display a blue border.

2. Press **Space**.

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

User Support

Questions related to the 2023–2024 Florida Statewide Assessments may be directed to the Florida Help Desk. The Help Desk will be open Monday–Friday (except holidays) from 7:00 a.m. to 8:30 p.m. ET.

If a test administrator encounters an issue during testing, he or she must immediately contact the school assessment coordinator and the Help Desk. In turn, the school assessment coordinators must contact the district assessment coordinator to report any issues.

Florida Help Desk

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

Email Support:
FloridaHelpDesk@CambiumAssessment.com

Emails to the Help Desk will be automatically logged and responded to within one working day (typically sooner). Urgent requests will be given priority. When contacting the Help Desk, callers will be asked to provide as much detail as possible about the issue(s) encountered.

If contacting the Help Desk regarding a concern related to computer-based testing, please provide the following information:

- Test administrator name and IT/network contact person and contact information
- Username(s) of affected student(s)
- Device type, operating system, and browser version
- Any error messages and codes that appeared, if applicable
- Information about the network configuration:
    - Secure browser installation (on individual machines or on the network)
    - Wired or wireless Internet network setup

Supported Operating Systems

As a reminder, official technical support is provided for only the systems listed on the Supported Operating Systems and Devices page on the portal.

Appendix A. Change Log

Location	Change	Date
Throughout Guide	Updated screenshots where appropriate.	8/08/23
Throughout Guide	Updated screenshots where appropriate.	2/09/24
Item Types on Tests	Added Copy Interaction item type and Statewide Science row.	2/09/24
Item Types on Tests	Removed second image of Graphic Response Item Display (GRID) Items with Action Buttons example.	2/16/24
Item Types on Tests	Added new examples of Editing Task Items and Hot Text Items.	2/16/24