

# Training and Practice Tests Quick Guide

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## Introduction to this Quick Guide


This user guide provides information for individuals accessing the Florida Standards Assessments (FSA) training and practice tests. This introduction describes the contents of this 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 Training and Practice Test Site](#) provides information on how to log in and select a training or practice test.
- [Overview of Training and 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 question types that students may see on the training and 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.
<b>Text</b>	Bold text is used to indicate a link or button that is clickable.

# Signing In to the Training Test Site

Students must use a supported web browser or the secure browser to access the Training and Practice Test site. The supported web browsers for the training and practice tests are Firefox 10–36, Chrome 41–44, Safari 5–8, or Internet Explorer 10 or 11.

## 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 Florida Standards Assessment portal ([www.fsassessments.org](http://www.fsassessments.org)).
  - a. In the right-hand panel, click the **Training and Practice Tests** card. The **Training and Practice Tests** page appears.
  - b. Click **Take the Computer-Based Training and Practice Tests** card. The **Student Practice Test** login page appears.
3. You will sign in as a guest user. Click **Sign In**.

The screenshot shows the 'Student Practice Test' login page. At the top is the 'Florida Standards Assessments' logo. Below it is a red banner with the text 'Student Practice Test'. The main content area is divided into two sections. On the left, under the heading 'Please Sign In', there are two sections: 'Guest User' and 'Guest Session'. The 'Guest User' section has input fields for 'First Name' and 'Username', both with 'GUEST' as the default value. The 'Guest Session' section has a 'Session ID' field with three 'GUEST' values separated by dashes. A 'Sign In' button is located at the bottom right of the 'Please Sign In' section. On the right, there is a box titled 'Florida Standards Assessments Training Tests' containing text about the purpose of the training tests and a link to the 'Training Test User Guide'. Below this text, it states 'Login information is not required for the Training Tests. Click Sign In to access the Training Test as a Guest.' At the bottom left of the page, there is a link 'Run Diagnostics'. At the bottom right, it says 'Browser: Firefox v40'.

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

**Is This You?**

Please review the information below. If all of the information is correct, click [Yes]. If not, click [No].

First Name: GUEST

Username: GUEST 0

Last Name: GUEST

Student Grade Level: Select Grade







Date of Birth: None

School: GUEST School

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

**Your Tests**

Select a test.

 <b>Start Grades 9-10 ELA Reading Training Test</b> This is opportunity 1 of 99	 <b>Start Grades 9-10 ELA Writing Training Test</b> This is opportunity 1 of 99
 <b>Start EOC Mathematics Training Test</b> This is opportunity 1 of 99	 <b>Start Grade 10 ELA Reading Practice Test</b> This is opportunity 1 of 99
 <b>Start Grade 10 ELA Writing Practice Test</b> This is opportunity 1 of 99	 <b>Inactive FSA Infrastructure Trial Test</b> You cannot take this test with this browser.

6. Select an available test. The list of available tests depends on the grade level selected.
- a. To select a test, click the test name.



**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.

The screenshot shows a web form titled "Choose Settings:". Below the title is a section header "EOC Mathematics Training Test". There are four dropdown menus: "Masking:" with the value "Masking Not Available", "Text-to-Speech:" with the value "No Text-to-Speech", "Print Size:" with the value "1X", and "Background Color Choices:" with the value "Black Text on White". At the bottom of the form are two buttons: "Go Back" (outlined in red) and "Select" (solid blue).

- a. If necessary, change the default settings for the test. You can change the background color combination and print size or set an accommodation (masking or text-to-speech), as needed.
- b. When you have made your selections, click **Select**.
8. The **Is This Your Test?** page appears.

The screenshot shows a web form titled "Is This Your Test?". Below the title is the text "Session ID: GUEST SESSION". There is a section header "Grades 7-8 Mathematics Training Test". There are three dropdown menus: "Masking:" with the value "Masking Not Available", "Print Size:" with the value "1X", and "Background Color Choices:" with the value "Black Text on White". Below these is a text box containing the question: "Is the test listed above the test you want to take? If it is, click [Yes, Start My Test]. If not, click [No].". At the bottom are two buttons: "No" (outlined in red) and "Yes, Start My Test" (solid blue).

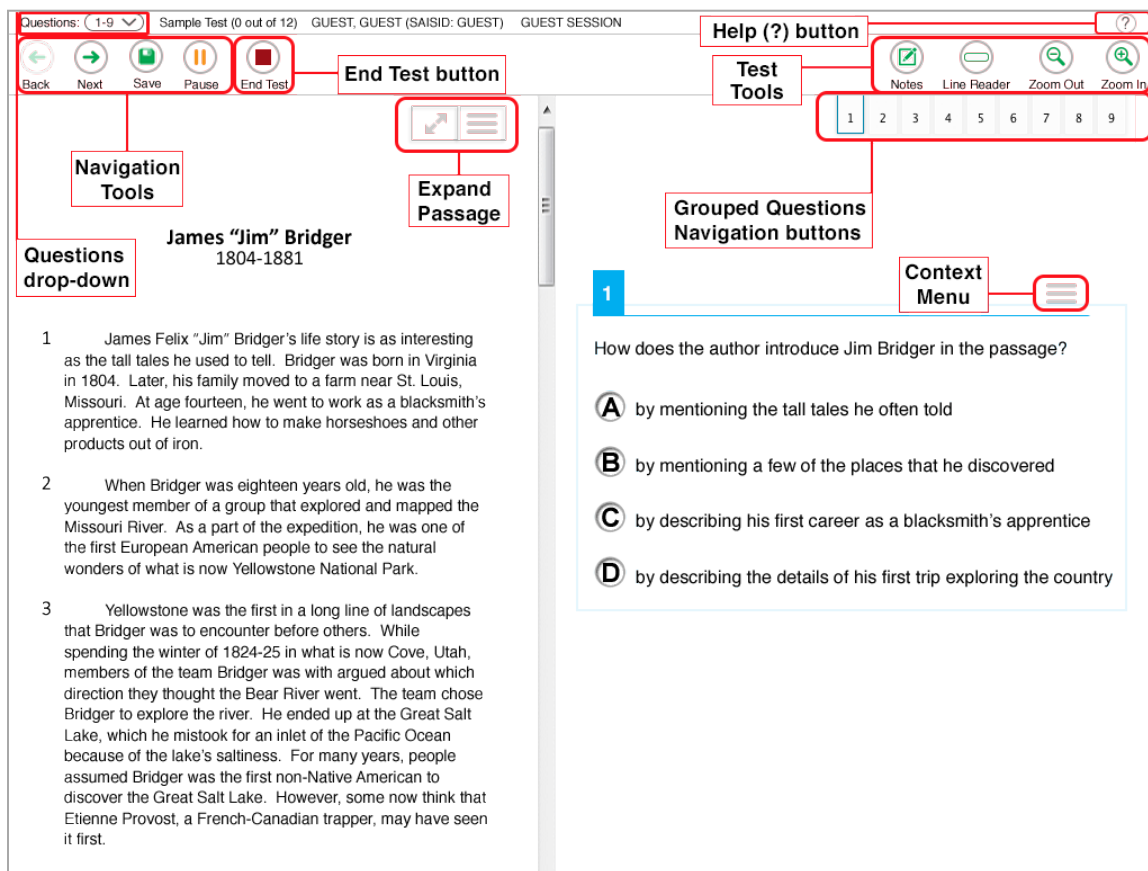
- a. Review the information on this page and verify that your test settings are correct.
- If the test name or test settings are incorrect, click **No**.
  - If the test name and test settings are correct, click **Yes, Start My Test** when you are ready to begin. The **Test Instructions and Help** page 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, 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 Training and Practice Test Features

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

## Test Layout

This sample image for an ELA test shows the primary features and available tools:



Each test has two major sections:

- **Global Menu bar** (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 stimulus, question, or selected-response option. For more information, see the next page.

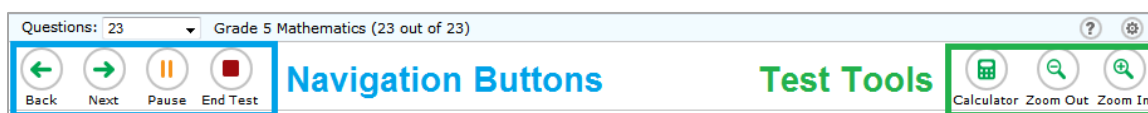
## Global and Context Menus

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 visible tools displayed at the top of the student's test screen. Most universal tools, as well as the student help button, are in the global menu.

Sample Global Menu



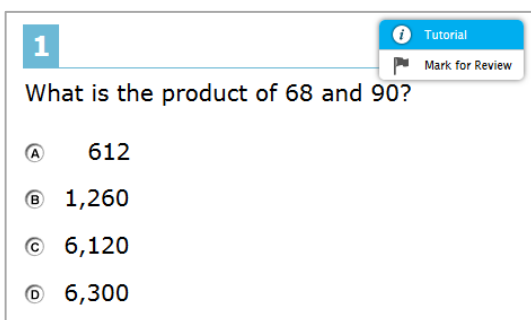
*To open a test tool in the global menu:*

1. Select the button for the tool. The selected test tool activates.

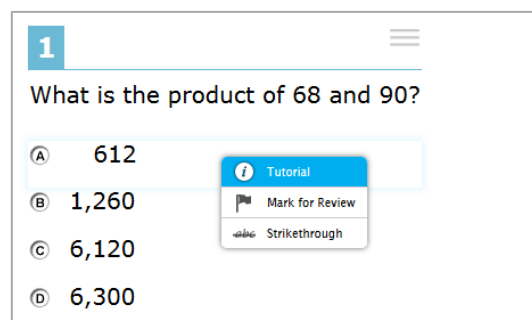
### About the Context Menus

Each test question may include several elements, such as the question number and answer options. The context menu for each element (including the stimulus) 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 right-clicking elements or by selecting elements and then clicking the context menu button.

*To access the context menu for a passage or question:*

1. Click the context menu button  in the upper-right corner of the passage or question. The context menu opens.
2. Select a tool.



## Opening a Context Menu for Answer Options


You can use the context menu to access tools for answer options in a multiple-choice or multi-select question.

*To access an answer option's context menu:*

1. To open the context menu, 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.

Global Tools	Description
<b>Help (?) button</b>	The ? button at the top right opens the on-screen <b>Test Instructions and Help Guide</b> window.
<b>Zoom buttons</b>	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.
<b>Line Reader</b>	Use the <b>Line Reader</b> button to highlight a single line of text at a time in passages and questions.
<b>Notes button</b>	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. <i>Note: This tool is available for ELA Reading and ELA Writing tests.</i>
<b>Calculator button</b>	Click the <b>Calculator</b> button to open the on-screen calculator. <i>Note: The calculator is available for Grades 7-8 Mathematics and End-of-Course (EOC) Mathematics tests.</i>
<b>Questions drop-down list</b>	This feature enables you to quickly return to a specific test page. Questions that were marked for review display "(marked)."

Global Tools	Description
<b>Save button (Optional)</b>	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.
<b>Pause button</b>	This button allows you to pause and log out of the test.
<b>Navigation buttons</b>	<p>The <b>Back</b> and <b>Next</b> buttons in the top left corner permit you to move between pages on a test.</p> <p>For <i>Mathematics</i> tests and <i>ELA Reading</i> tests, clicking the navigation buttons permits you to move between questions.</p> <p>For <i>ELA Writing</i> tests, clicking <b>Next</b> prompts you to end the test.</p> <p><i>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.</i></p>
<b>End Test button</b>	Click this button to begin the process of submitting the test.

Stimulus/Question Tools	Description
<b>Highlighter</b>	<p>Highlights a section of text in a passage or test question.</p> <p>To highlight text, select text on the screen, right-click with the mouse, and select Highlight Selection.</p> <p>To remove a single instance of highlighting from selected text, right-click on the highlighted text and select Remove Highlighting.</p> <p>To remove all instances of highlighting in a reading passage or question, right-click the highlighted text and select Reset Highlighting.</p>
<b>Mark for Review</b>	Select <b>Mark for Review</b> from the context menu. A flap appears in 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> .
<b>Notepad</b>	<p>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.</p> <p><i>Note: This tool is only available for Mathematics tests.</i></p>
<b>Expand Passage Tool</b>	<p>Some test pages have a passage or activity on the left side of the page. You can expand this section.</p> <p>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.</p>
<b>Strikethrough</b>	<p>For multiple-choice questions, you can "eliminate" an option and focus on the options you think may be correct.</p> <ul style="list-style-type: none"> <li>To strikethrough an answer option, right-click on the option and select <b>Strikethrough</b>. A line appears through the text or image.</li> <li>To remove the strikethrough from an answer option, right-click on the option and select <b>Undo Strikethrough</b>.</li> </ul>

<b>Tutorial</b>	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.
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## Question Types on Tests

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



Note about technology-enhanced question 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 Questions

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

- Some editing task questions require you to enter the replacement word or phrase.
- Other editing task questions require you to select the replacement word or phrase from a 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 drawn aside, the screen lights up with black and white images from another t

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 drawn aside, the screen lights up with black and white images from another t

Replace "what" with:

OK Cancel

#### 17

Correct the highlighted mistake in the passage below.

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

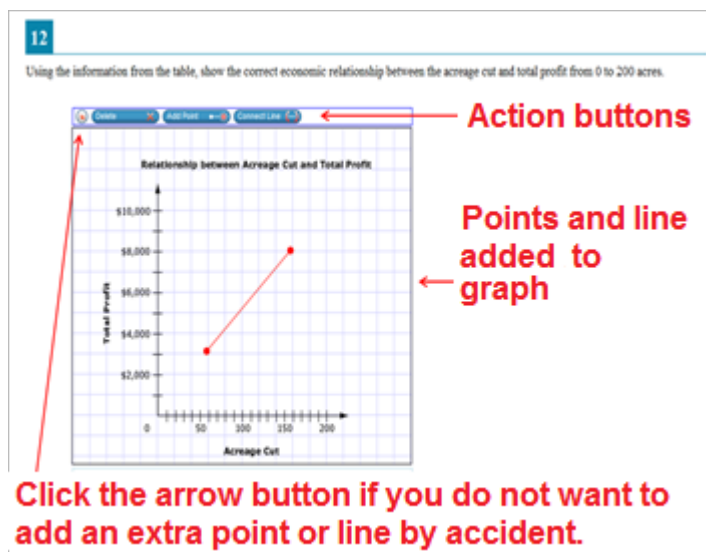
Replace "better" with:

most good  
most good  
more better  
best  
better

## Grid Questions with Action Buttons

Grid questions 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 Questions

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

5

Before the War of 1812, different groups were trying to reach their goals. These goals were part of what started the War of 1812.

Place the group label in the blank box next to their goal.

Goals	Group
Wanted to gain northern and western land	?
Wanted to maintain control of forts and the fur trade	?
Resisted settlers moving into the region	?

**Drag your response to each answer box**

**Available response options**

**Groups**

American Indians	British
Americans	Mexicans
Texans	

## Multiple-Choice Questions

Multiple-choice questions 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.

7

Lisa is trying to earn money to buy a bike. She can either open a lemonade stand or sell cookies, but she does not have the time to do both.

What is the opportunity cost for Lisa if she decides to open a lemonade stand?

☐ A She cannot buy a bike.

☐ B She cannot sell lemonade.

☒ C She cannot sell any cookies.

☐ D She cannot earn any money.

**Click on an answer option or row to select it as your answer.**

## Multi-Select Questions

Multi-select questions 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.

12

Select the values that are greater than or equal to  $\frac{1}{2}$ .

☐ 0.6

☐  $\frac{2}{6}$

☐  $\frac{5}{8}$

☐ .5

☐ .45

☐ One Fifth

☐  $\frac{2}{10}$

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

## Open-Response Questions

Open-response questions require you to use the keyboard to enter the response into a text field.

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

12

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 Questions

Equation questions 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.

4

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

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 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.

Special 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.
n <sup>th</sup> Root 	This symbol allows you to enter an <b>n<sup>th</sup> 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 training and practice 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 <b>GLOBAL MENU</b>	<b>Ctrl + G</b>
	Go to the <b>NEXT</b> test page	<b>Ctrl + →</b> (or use the Global Menu)
	Go to the <b>PREVIOUS</b> test page	<b>Ctrl + ←</b> (or use the Global Menu)
	Move to the <b>NEXT ELEMENT</b> (on a page containing multiple test questions and/or a reading passage)	<b>Tab</b>
	Move to the <b>PREVIOUS ELEMENT</b> (on a page containing multiple test questions and/or a reading passage)	<b>Tab + Shift</b>
	Select <b>OPTION A</b>	<b>Tab</b> to move between answer choices  <b>Space</b> to select it as the answer
	Select <b>OPTION B</b>	
	Select <b>OPTION C</b>	
	Select <b>OPTION D</b>	
	<b>ZOOM IN</b> (increase the size of text and graphics on a page)	<b>Ctrl + G</b> (via Global Menu)
	<b>ZOOM OUT</b> (decrease the size of text and graphics on a page)	<b>Ctrl + G</b> (via Global Menu)
	Open the global <b>NOTES</b> tool (ELA Reading and ELA Writing)	<b>Ctrl + G</b> (via Global Menu)



Button/ Image	Description of Function	Keyboard Commands
	Open the <b>CALCULATOR</b> (Mathematics)	<b>Ctrl + G</b> (via Global Menu)
	<b>PAUSE</b> your test	<b>Ctrl + G</b> (via Global Menu)
	<b>END TEST</b> and submit it	<b>Ctrl + G</b> (via Global Menu)
	<b>SCROLL UP</b> in an area of the test page	↑
	<b>SCROLL DOWN</b> in an area of the test page	↓
	<b>SCROLL</b> to the <b>RIGHT</b> in an area of the test page	→
	<b>SCROLL</b> to the <b>LEFT</b> in an area of the test page	←
	Open the <b>CONTEXT MENU</b> (for the selected passage, question, or answer option)	<b>Ctrl + M</b>
	Open a <b>TUTORIAL</b> to view information about that question type	<b>Ctrl + M</b> (via Context Menu)
	Open the question <b>NOTEPAD</b> to enter a comment about that question	<b>Ctrl + M</b> (via Context Menu)
	<b>MARK/UNMARK</b> a question for review	<b>Ctrl + M</b> (via Context Menu)
	<b>HIGHLIGHTER</b> (highlight text on the page)	<b>Ctrl + M</b> (via Context Menu)
	<b>STRIKETHROUGH</b> an answer option	<b>Ctrl + M</b> (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
<b>Tab</b>	Move to the next option
<b>Shift + Tab</b>	Move to the previous option
<b>Enter</b>	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:*

1. 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.

Grid Question

The screenshot shows a grid question interface. On the left is the **Object Bank**, a vertical list of numbers: 0.1, 0.2, 0.3, 0.4, 0.5, 0.9, 1.6, 2.5, 3.2, and 4.1. Above the answer space is the **Button Row**, which includes a **Delete** button. The **Answer Space** is divided into two parts: **Part A** and **Part B**. **Part A** contains the instruction "Each full row = 1.0 meter" followed by three rows of ten empty boxes for grid entry. **Part B** contains two sentences: "He will have [ ] meters of wire left over." and "He needs [ ] more meters of wire.", with "OR" between them. A red box highlights the entire answer area, including the button row and both parts of the grid.

*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