

2023–24 FAST Progress Monitoring Remote Proctoring TA Certification Course Addendum

Cambium Assessment, Inc. (CAI) offers its Remote Proctoring application as a standard feature to all state partners for use with tests such as the Florida Assessment of Student Thinking (FAST) Progress Monitoring. Each state testing program can configure the feature to meet the unique needs of each testing program.

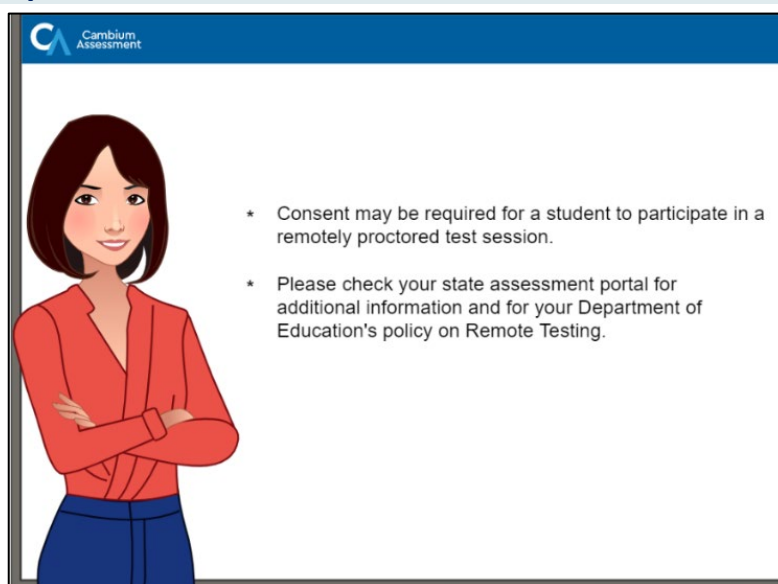
An overview of remote proctoring along with the *Remote Proctoring Test Administrator (TA) Certification Course* can be accessed online through the [FAST Portal](#). **This course addendum is designed to be used in conjunction with the *Remote Proctoring TA Certification Course*.** TAs should have this information sheet available for reference while taking the online course, as it identifies important differences between the course content and the configurations available to students and TAs taking part in a FAST Progress Monitoring test.

All TAs who will administer the FAST Progress Monitoring tests remotely must complete the Remote Proctoring TA Certification course.

Important Points and Major Course Differences



- Florida students will access FAST Progress Monitoring tests through the secure browser only.
- Currently, per Florida Department of Education (FDOE) state policy, remote testing will not be available for FAST Progress Monitoring 3 (PM3).
- FDOE requires cameras and microphones to be enabled when students are taking a remote assessment.
- Because FAST PM test sessions cannot be scheduled in advance, slides 16, 18, 20, 21, and 23 in the certification course are irrelevant and can be skipped.
- Quizzes and assignments are not available features in Florida.

Slide 5: Consent to Participate in a Remote Session



- All full-time virtual or Hospital Homebound students can participate in a remote testing session for PM1 and PM2. However, the consent of a parent or guardian is required to enable a web camera for video sharing between the student and teacher during a remote test.

Slide 6: Remote Testing Overview





This course covers both scenarios.

1. A teacher can create a remote test session and enable communication between the teacher and student during the test.
2. A teacher can schedule a remote session in advance without any communication during the test between the teacher and students. These remote sessions are typically student assignments or quizzes that the student is permitted to complete independently of a teacher or proctor.

- Florida TAs can create a remote session only at the time of testing and are not permitted to do so in advance.

Slide 7: Remote Testing System Overview



You use the same online testing system that is used to administer tests in the classroom to administer tests to remote students.

- * No additional software is needed to enable the remote testing capabilities.
- * This means that teachers log in to the same test administration site they would use if students were testing in the classroom. From this site, teachers can select a remote test session or a test session in a classroom.
- * Remote students use a web browser or Secure Browser (if available based on your state's policy) to access the same testing website they would access in school, and the test takes place the same way it would if everyone were together in the classroom.

- In the 2023-2024 school year, remote testing for Florida students is available only via the Secure Browser.
TAs will share a Session ID with students, who will enter the Session ID as part of their login credentials when they are ready to begin testing. Contrary to statements made in the course, TAs cannot share a link to the test session.

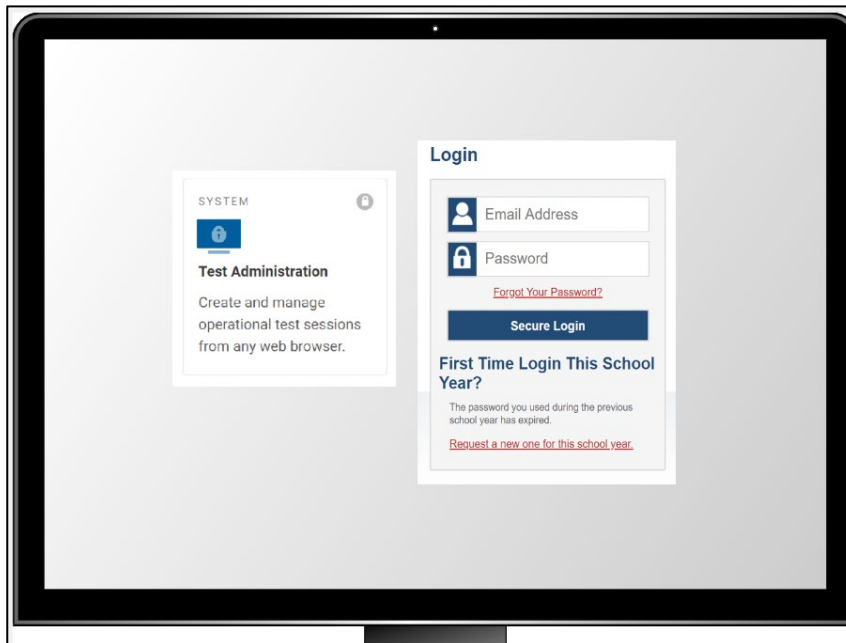
Slide 8: Ensuring Teacher and Student Have the Proper Hardware

Hardware	Teacher/Proctor	Student
Supported device such as a desktop, laptop, Chromebook, or iPad	✓	✓
Web browser <ul style="list-style-type: none">• Chrome on devices running Windows, macOS, or ChromeOS• Safari on iPads	✓	✓
Secure Browser		✓
Microphone*	✓	✓
Speaker*	✓	✓
Webcam*	✓	✓

*Only for states with video capabilities enabled.

- As previously mentioned, Florida students must use the Secure Browser to access all Cambium tests, whether the tests are administered remotely or in person.

Slide 14: How to Log In to the Test Administration Site



- TAs administering FAST PM tests can access the test administration site on the FAST page of the [Florida Statewide Assessments Portal](#). From this page, TAs should select the “Teachers & Test Administrators” link and then the “Administer Statewide Assessments” link.

Slide 15: Viewing Your Session Dashboard

The screenshot displays the Cambium Assessment Test Administration interface. At the top, there is a navigation bar with the Cambium Assessment logo, the title "Test Administration", a "Help" link, and a user profile "Demo User, TE3". Below the navigation bar are three tabs: "Active Sessions" (selected), "Upcoming Sessions", and "At Home Assignments". The main content area features a heading "These are your current/active testing sessions." followed by a sub-heading "The table below shows all the sessions that are live for you right now." Below this is a table titled "Active Sessions".

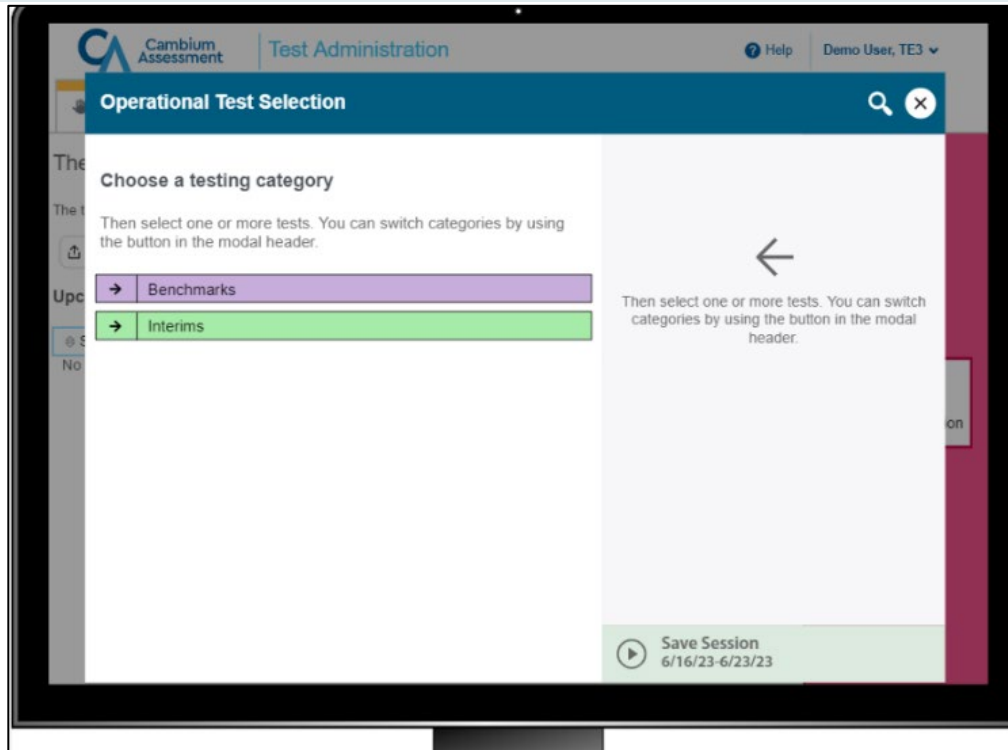
Session ID	Session Info	Type	Share	Action
ABC-043C-1		In Person session	Share Link	Join
ABC-E6A7-1		Remote session	Share Link	Join

On the right side of the dashboard, there is a prominent orange vertical bar containing a white button with a play icon and the text "Start a New Session Now".

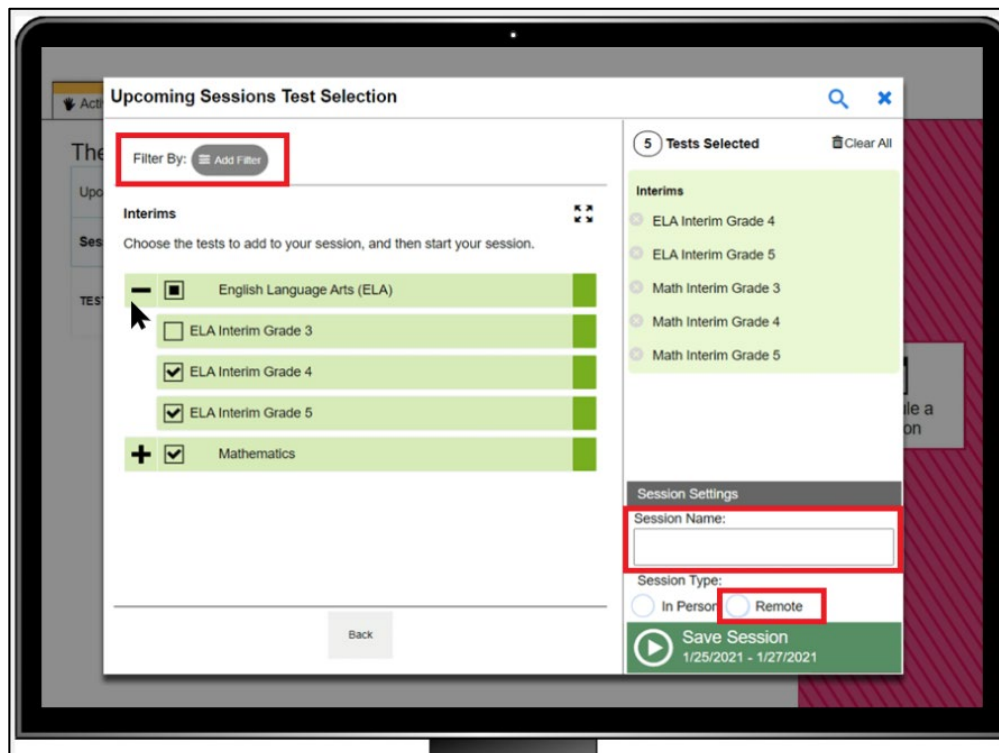
- Because Florida students can access their assessment only with the Secure Browser, the “Share Link” option will not be visible on the TA’s Session Dashboard.
- The Session Dashboard becomes available only when the TA logs back into a previously opened session. When logging in to a new session for the first time, TAs will see the Test Selection screen.
- Florida TAs will not see the Upcoming Sessions or Assignments tabs visible at the top left in this screen capture, as these options are not available for the FAST PM tests.

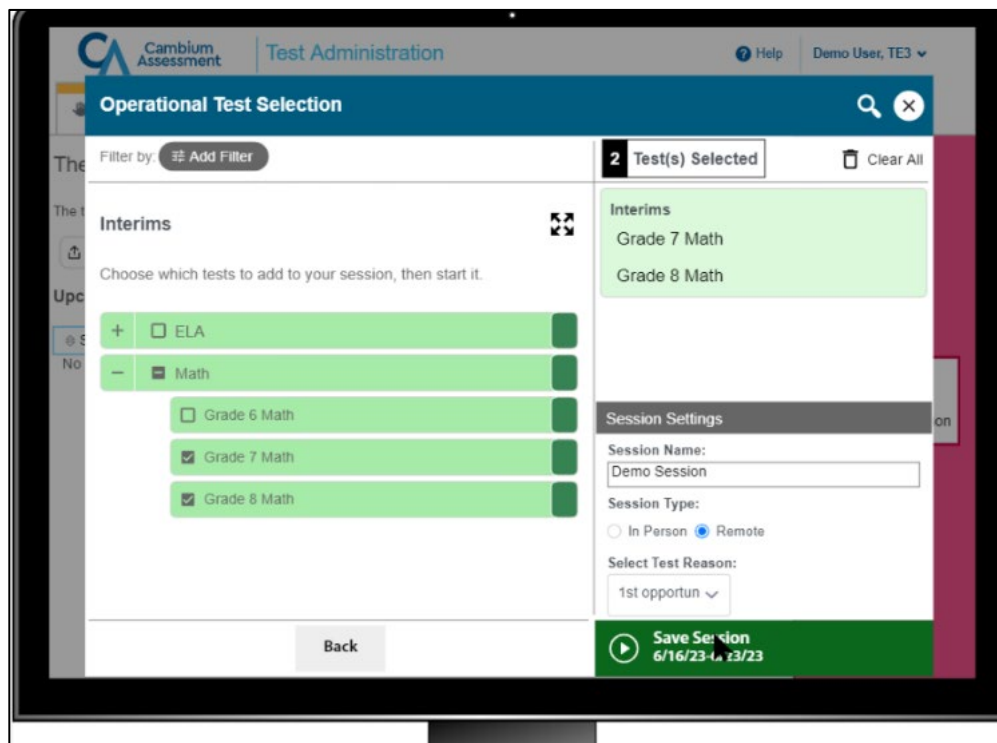
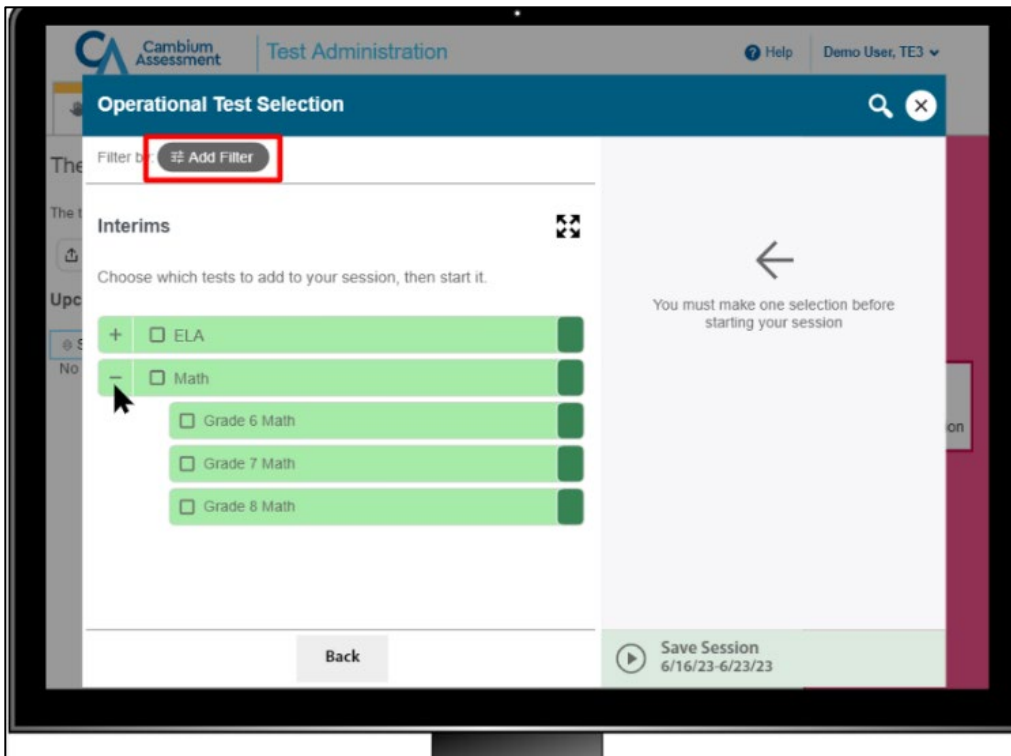
Note on Slide 16: Remote sessions of FAST PM tests cannot be scheduled in advance. All sessions must be set up on the day of testing.

Slide 17: Selecting a Test to Administer to Remote Students



- When administering the FAST PM tests, TAs will select cards that say “FAST – ELA Reading” and “FAST – Mathematics.”

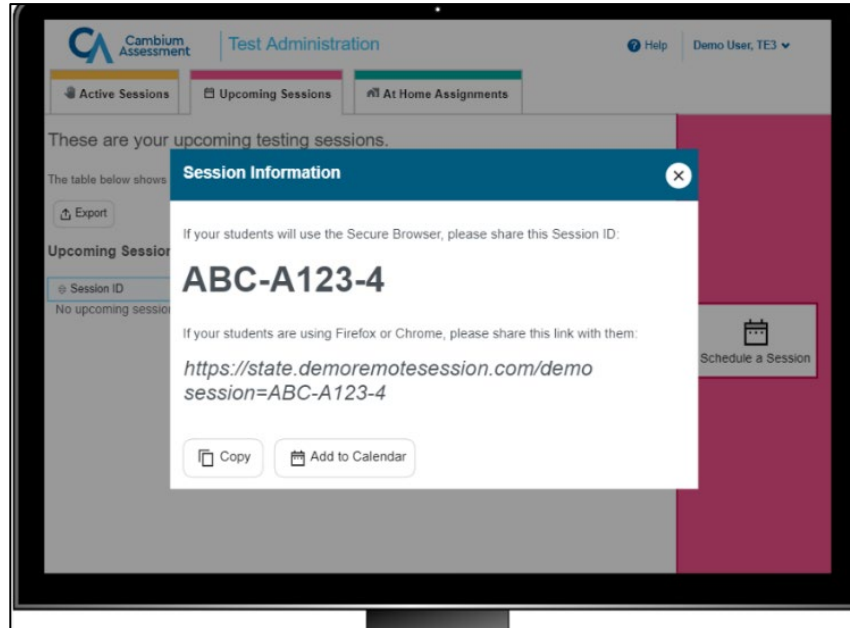




- When Florida TAs select “FAST – ELA Reading,” or “FAST – Mathematics,” they will see all grades applicable to the subject. These tests will no longer be separated into grade-specific categories.
- Filtering, entering a session name, and selecting a test reason are not available features for FAST PM tests.
- TAs will not see the “Save Session” button. Once all tests selections have been made, the TA will click “Start Operational Session” to begin the test session.
- Under Session Type, the TA will select either “In Person” or “Remote or Hybrid.”

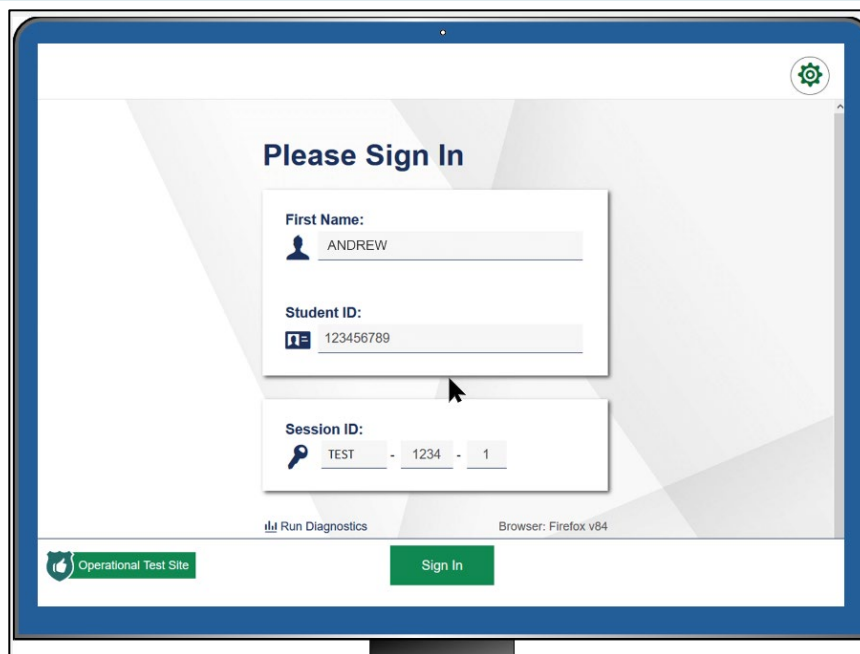
Note: Slides 18, 20, 21, and 23 are irrelevant to TAs administering the FAST PM tests. The options to schedule at-home assignments, create remote test sessions in advance, and make assignments are not available for these tests.

Slide 18: Joining the Session and Student Sign-In



- Students taking the FAST PM tests remotely will not be able to join a session by using a link. Students must use the Secure Browser and sign in with the Session ID distributed by the TA.

Slide 25: Joining the Session and Student Sign-In



- Students will log in using their first name, username, and Session ID provided by the teacher.

Slide 26: Overview of Audio/Video Checks Students Will See

Summary of Student Audio/Video Checks		
Audio/Video Check	Check is dependent upon the remote test students are taking	Check is dependent on the remote proctoring features states have enabled
Web Cam		✓
Audio Playback	✓	✓
Microphone	✓	✓
Text-to-Speech	✓	
Video Playback	✓	

- For students taking remote tests in Florida, they will be presented with a Camera Check, Recording Device Check, and a Text-to-Speech Sound Check.

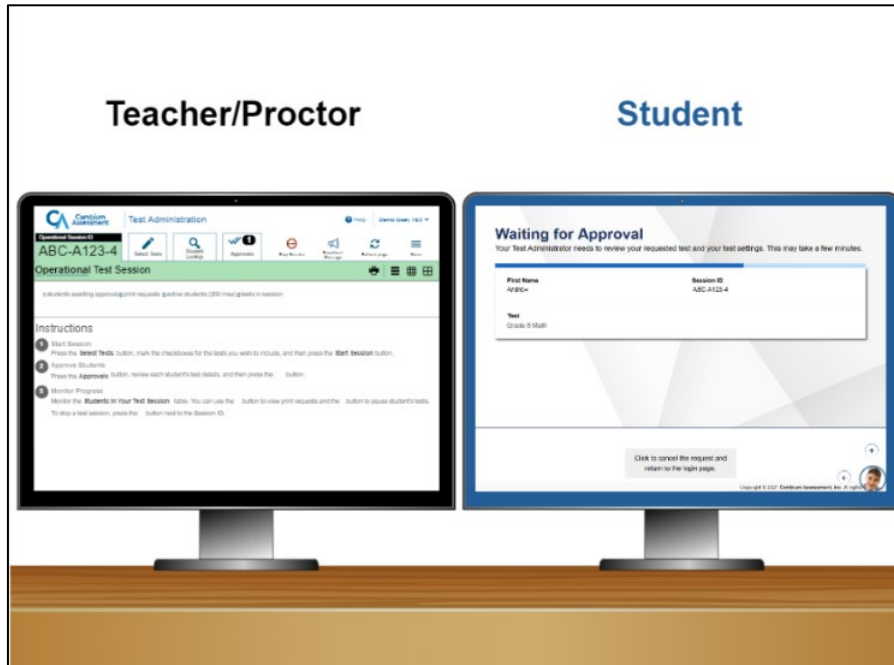
Slide 27: Approving Students to Take a Test

The screenshot shows the Cambium Assessment Test Administration interface. At the top, there is a header with the Cambium Assessment logo and 'Test Administration'. Below this, there is a navigation bar with 'Operational Session ID' (ABC-A123-4), 'Select Tests', 'Student Lookup', 'Approvals' (with a notification icon), 'Stop Session', 'Broadcast Message', 'Refresh page', and 'Menu'. The main section is titled 'Approvals & Student Test Settings' and includes a status bar showing '1 students awaiting approval', '0 active students (200 max)', and '0 tests in session'. Below this, there is a table for 'Grade 8 Math - 1 student(s)'. The table has columns for Student Name, Student ID, Opp#, See Details, and Action. The student listed is Smith, Andrew, with Student ID 123456789 and Opp# 1. The Action column shows a 'Standard' button and check/uncheck icons.

Student Name	Student ID	Opp#	See Details	Action
Smith, Andrew	123456789	1	Standard	✓ ✕

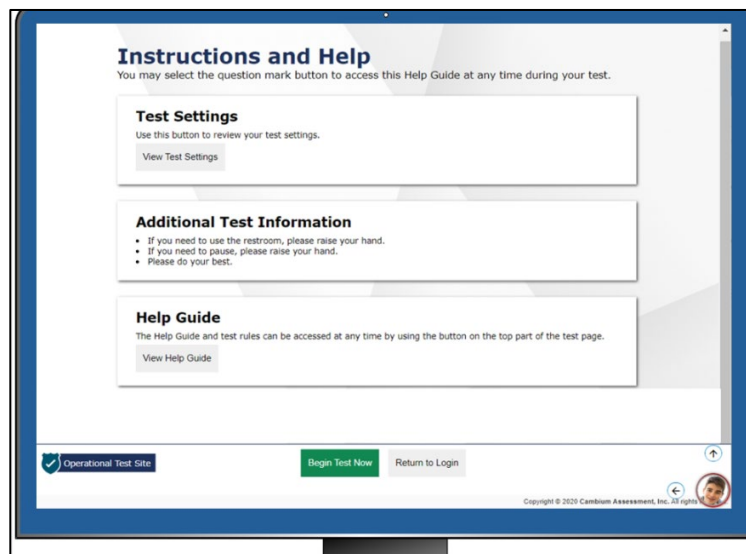
- When approving students for admission to a remote test session, TAs will see Username instead of Student ID and will not see the opportunity number.

Slide 30: How Teachers Can Broadcast a Message to All Students at Once



- To minimize interruptions to student testing, Broadcast messages should be brief since the messages are read out loud.

Slide 35: Completing the Approval Process So Students Can Begin Their Test



- In Florida, the Instructions and Help page is titled "Before You Begin". Students will see the Testing Rules Acknowledgment, Test Settings, and Help Guide on this page.

Slide 38: Responding to a Test Alert

The screenshot shows the Cambium Assessment Test Administration interface. At the top, there is a header with the Cambium Assessment logo, the title 'Test Administration', and a user profile 'Demo User, TE3'. Below the header, there is a navigation bar with icons for 'Select Tests', 'Student Lookup', 'Approvals', 'Stop Session', 'Broadcast Message', 'Refresh page', and 'Menu'. The main content area is titled 'Operational Test Session' and displays session statistics: '0 students awaiting approval', '0 print requests', '2 active students (200 max)', and '0 tests in session'. A red banner with a warning icon and the text 'Test with potential issues' is prominently displayed. Below this banner, there are two tables. The first table shows a student named 'Smith, Andrew' (ID: 123456789) taking a 'Grade 8 Math' test (Opp# 1) with '0% Answered - Started'. The second table shows a student named 'Johnson, Sally' (ID: 987654321) taking a 'Grade 6 Math' test (Opp# 1) with '8% Answered - Started'. Both tables include columns for 'Student Information', 'Test', 'Opp#', 'Progress', 'Test Settings', and 'Actions'. A 'Log Out' button is visible at the bottom of the interface.

- In Florida, two testing categories are shown on the TA Interface during a test session: “Tests in Started/Paused/Completed Status” and “Tests Requiring TA Intervention.”

Slide 40: How a Remote Student Submits a Test

The screenshot shows the 'Your Results' page. The title is 'Your Results' and the subtitle is 'Your test was submitted. You may review the test details below.' The page displays the following information:

Student Name: Smith, Andrew	Test Name: G8 Math Test
Test Completed On: 10/26/20xx	

You have finished the test. You may now log out.

Next Step

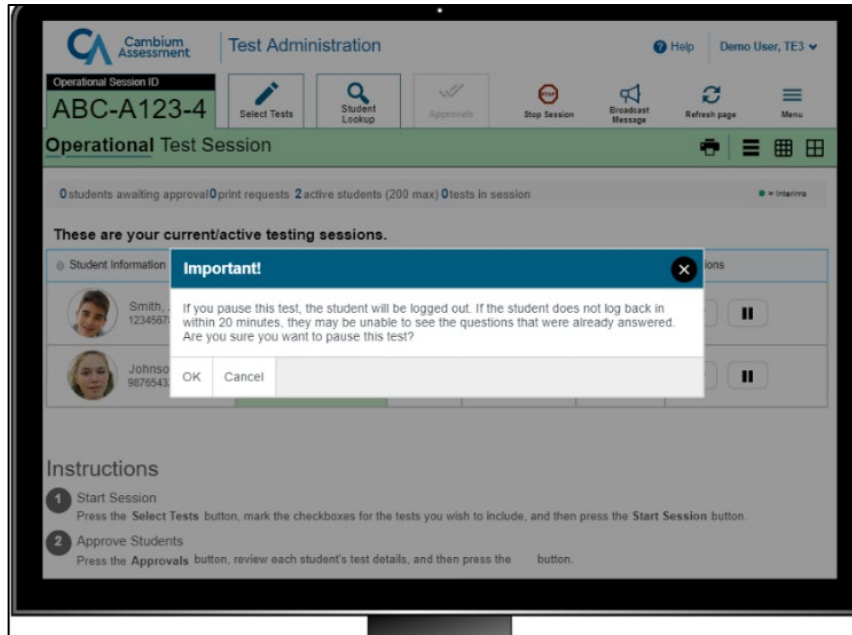
To log out of the test, select **Log Out**.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

At the bottom of the page, there is a green 'Log Out' button.

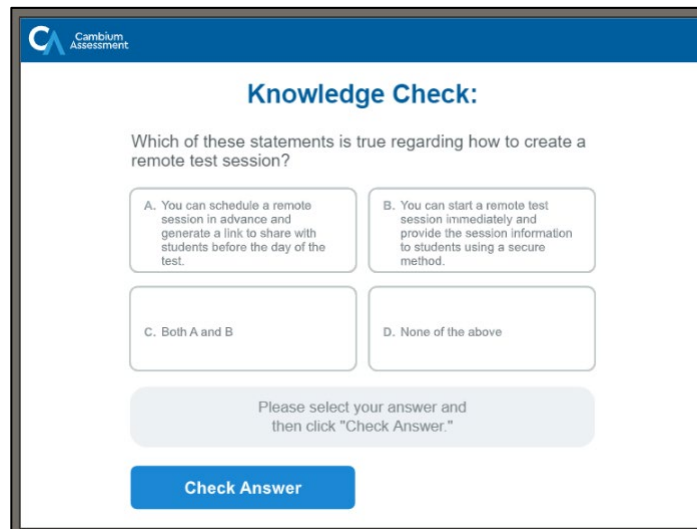
- In Florida, the “Your Results” page is titled “Test Completed”.

Slide 41: Pausing a Remote Session



- Students who take a FAST PM test can pause the test and return the same day to complete any unanswered items after being readmitted to the test session by the TA. If students return on a subsequent day, previously answered items will not be accessible and a FAST item unlock will be needed for students to have access to all items in the test.

Slide 45 and 46: Question #2 and #3



The screenshot shows a 'Knowledge Check' interface from Cambium Assessment. At the top left is the Cambium Assessment logo. The title 'Knowledge Check:' is centered. Below it is the question: 'How do you begin a test session that has been scheduled in advance?'. There are four multiple-choice options in rounded rectangular boxes: A. No action needs to be taken because the session will begin automatically on the scheduled day. B. The teacher must start the session by selecting Join from the Active Sessions tab. C. The teacher should go to the link that was generated when the session was scheduled in advance to start the session. D. All of the above actions will start a session scheduled in advance. Below the options is a light blue instruction box: 'Please select your answer and then click "Check Answer."'. At the bottom is a blue 'Check Answer' button.

- As a reminder, Florida TAs do not have the option to schedule a remote session in advance.

Slide 49: Congratulations

- For additional information on the FAST PM tests, refer to the *FAST Test Administration Manual* available under “Resources” on the FAST Program page of the Florida Statewide Assessments Portal.