

BEFORE THE DAY OF THE TEST

Technology Requirements for FCLE Remote Testing

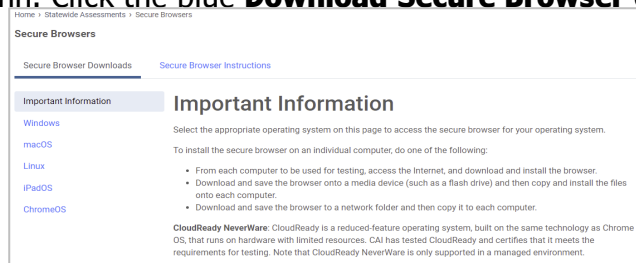
You can use most modern desktops or laptops running most versions of **Windows, macOS, Ubuntu, Fedora, or Chrome OS. Mobile devices** such as iPads are also supported for remote administration.

Download and Install the Secure Browser

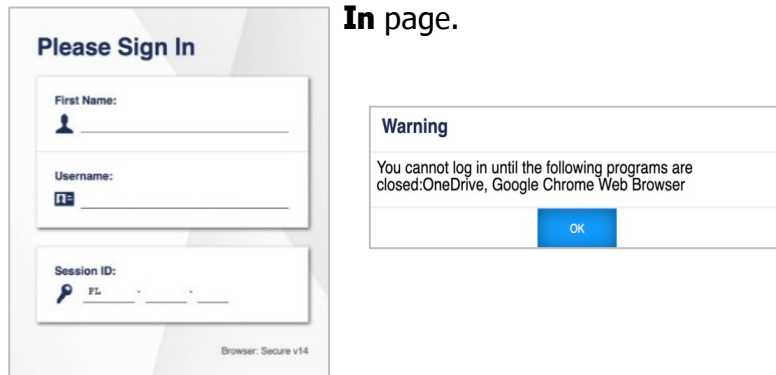
To download the *Cambium Assessment, Inc. Secure Browser*, follow the link below:

<https://flfast.org/secure-browsers.html>

Select the appropriate operating system on the left column. Click the blue **Download Secure Browser** option.



After downloading the file, **install** and **open/run** the secure browser. Once open, you will see the **Please Sign In** page.



If you receive a **warning message** (example pictured above) when you open the Secure Browser, make sure to close all applications before opening again.

Check Your Internet Connection/Device

To ensure that your internet speed and device meet the minimum requirements necessary for remote testing.

Follow this link:

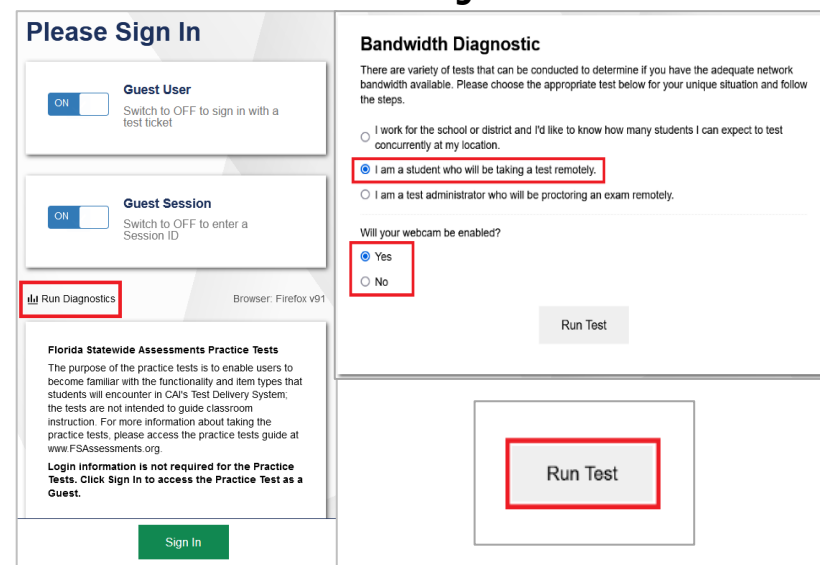
<https://flpt.cambiumtds.com/student/?a=Student>

Click on **Practice Tests**.

OR

Open the **Secure Browser**. At the bottom left, you will see a dark blue box with a button labeled **Go to the Practice Test Site**. Click this button to take the **Practice Test**.

Select **Run Diagnostics**.

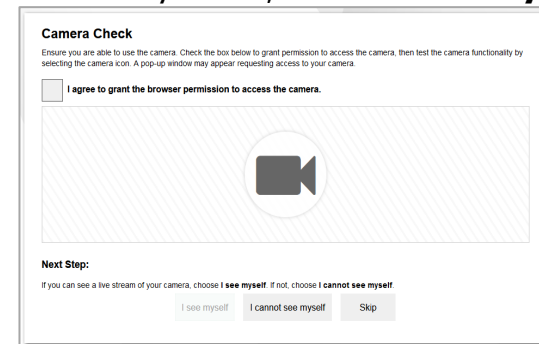


Select **I am a student who will be taking a test remotely**. Select **Yes** to the question "Will you have a webcam enabled for the test?" Select **Run Test**.

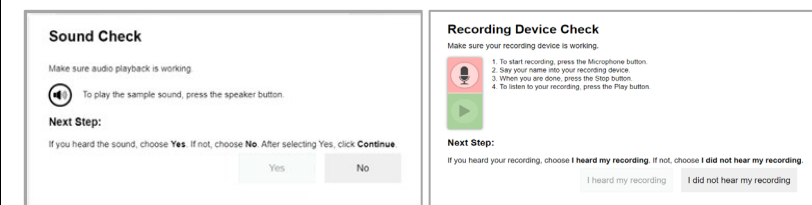
The speed test will show a **green message box** to indicate that your speed meets the requirements. If you do **not** meet the requirements, **notify us** before the day of your test.

(Optional) You can test the **Audio Checks** now (*Camera check, Sound check, TTS Check**) to ensure your software works with the Secure Browser.

For the *Camera check*, **check the box** to agree to allow the **Secure Browser** permission to your computer camera. If you can see yourself, click **I can see myself**.



For the *Sound check*, click the **Play Audio** icon. If you hear the sound, select **Yes**.



For the *Recording Device check*, click the **Microphone** icon and speak into your computer microphone. Click the **Stop** icon to stop the recording. Click the green **Play** icon to play the recording back to you. If you hear the recording, select **I heard my recording**.

Login Information

You will receive the login information from the Broward College Remote Testing Team the day of your test. This will include your **Username** and **Session ID**.

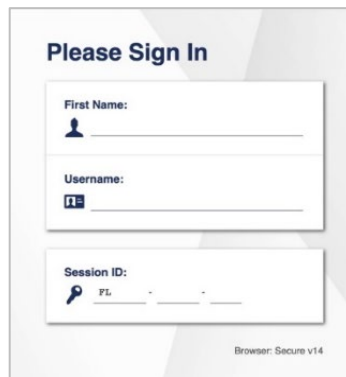
If you require accommodations, please send an email to: remote-placement@broward.edu

THE DAY OF THE TEST

Before the day of your test, if you have any issues installing the Secure Browser, the proctor will provide you with the instructions on how to download the Secure Browser and they will also provide you with your login information on the day of your test.

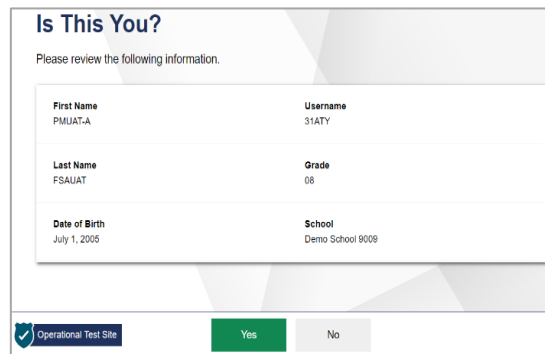
Sign In

In the **First Name** field, enter your **first name**. In the **Username** field, enter the **username** provided by your proctor. In the **Session ID** field, enter the **session ID** provided by your proctor. Select **Sign In**.



The 'Please Sign In' screen features three input fields: 'First Name' with a person icon, 'Username' with a key icon, and 'Session ID' with a key icon. Below the fields is a 'Sign In' button. The browser version 'Secure v14' is noted at the bottom right.

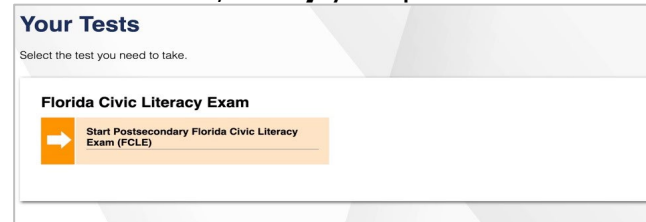
If all the information on the **Is This You?** Page is correct, select **Yes**. If any information on this page is incorrect, **notify** your proctor.



The 'Is This You?' screen displays a table of personal information for review. At the bottom, there is a 'Yes' button and a 'No' button.

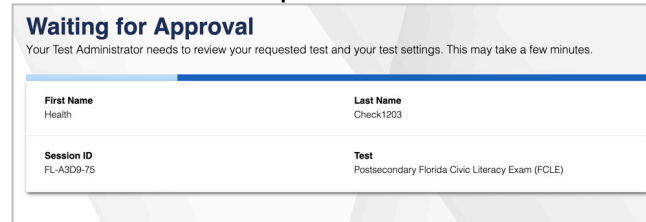
Please review the following information.	
First Name PMUAT-A	Username 31ATY
Last Name PSAUAT	Grade 08
Date of Birth July 1, 2005	School Demo School 9009

The **Your Tests** page displays. Select **Start Postsecondary Florida Civic Literacy Exam (FCLE)**. If you don't see this test, **notify** your proctor.



The 'Your Tests' screen shows a list of available tests. The 'Start Postsecondary Florida Civic Literacy Exam (FCLE)' is highlighted with an orange arrow.

The **Waiting for Approval** page displays. Your request to join the test session is sent to the proctor. Your proctor must approve you into the session before you can proceed.



The 'Waiting for Approval' screen displays a table with test details. The 'Continue' button is visible at the bottom right.

Your Test Administrator needs to review your requested test and your test settings. This may take a few minutes.	
First Name Health	Last Name Check1203
Session ID FL-A309-75	Test Postsecondary Florida Civic Literacy Exam (FCLE)

AUDIO CHECKS

It is mandatory that you complete the **Audio/Video Checks** before starting your test. These checks include **Camera, Sound, Recording, and TTS*** (*TTS is only for students with accommodations*)*.

If you encounter any issues while performing this check, please notify the proctor or the Remote Testing Team.

Phone: 954-201-6447

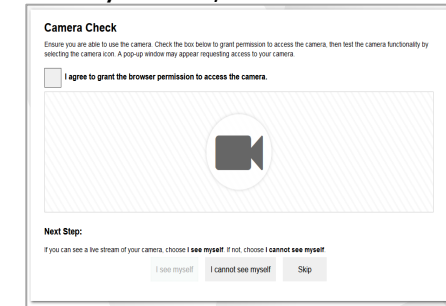
Email: remote-placement@broward.edu

We will try and assist you through the problem.

Please note: Your test session will be recorded. You will be required to have your camera and microphone on throughout the test session.

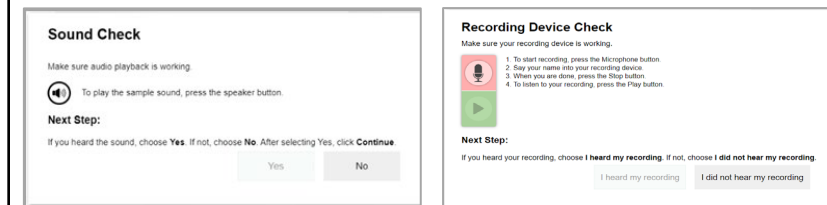
If you fail to follow our guidelines, your test may be **invalidated**.

For the **Camera check**, **check the box** to agree to allow the **Secure Browser** permission to your computer camera. If you can see yourself, click **I can see myself**.



The 'Camera Check' screen includes a checkbox for granting camera permissions and a 'Next Step' section with buttons for 'I see myself', 'I cannot see myself', and 'Skip'.

For the **Sound check**, click the **Play Audio** icon. If you hear the sound, select **Yes**.

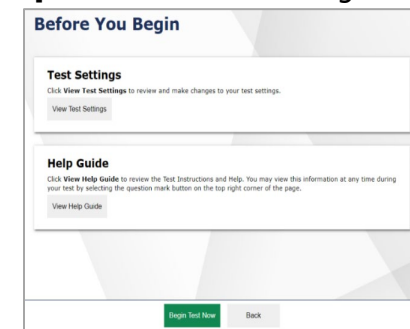


The 'Sound Check' screen features a speaker icon and a 'Next Step' section with 'Yes' and 'No' buttons. The 'Recording Device Check' screen includes a microphone icon, a list of instructions, and a 'Next Step' section with 'I heard my recording' and 'I did not hear my recording' buttons.

For the **Recording Device check**, click the **Microphone** icon and speak into your computer microphone. Click the **Stop** icon to stop the recording. Click the green **Play** icon to play the recording back to you. If you hear the recording, select **I heard my recording**.

If you were **not** able to **see** and/or **hear** yourself, reach out to the Broward College Remote Testing Team.

The **Before You Begin** page will show. You can access the **Settings** or **Help Guide** before clicking on **Begin Test Now**.



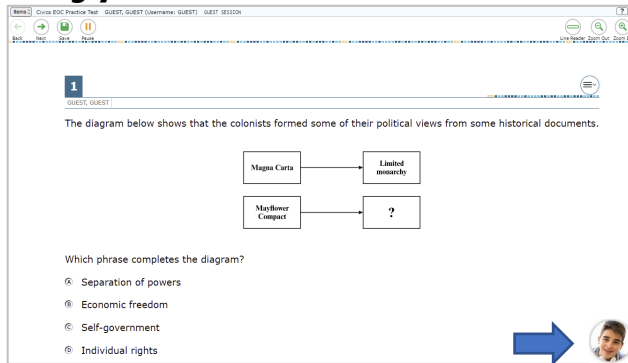
The 'Before You Begin' screen contains links for 'Test Settings' and 'Help Guide'. At the bottom, there are 'Begin Test Now' and 'Back' buttons.

DURING YOUR TEST

Asking Proctor for Help

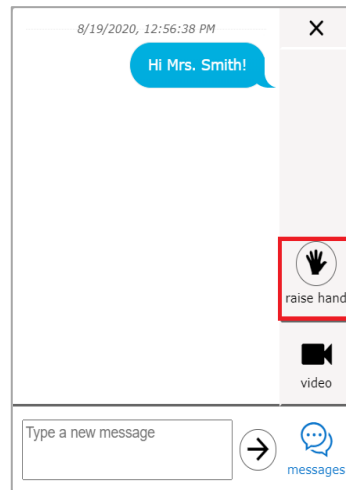
Once you **begin the test**, questions display on the screen. The proctor may now ask you to show your **picture ID** to verify your identity.

If you need assistance from the proctor, you can do so by **raising your hand**. Select the **Student** icon.



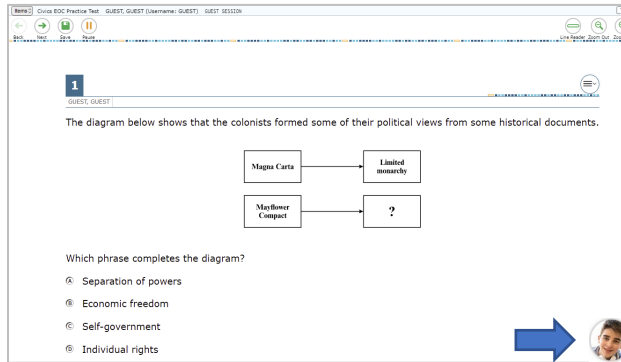
The **Video pop-up window** will show. Select **Raise Hand**. The proctor will send you a message to see what they can assist you with.

To lower your hand, select **Lower Hand**. Click the **X** to exit the pop-up window.

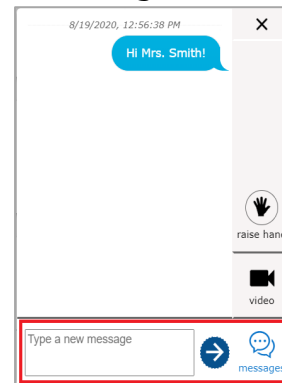


Send Chat Messages to Proctor

Select the **Student** icon.



The **Video pop-up window** will show. Select the **Messages** icon.



In the **blank text box**, enter the message you would like to send to the proctor. Select the **Send** icon. The proctor will respond shortly.

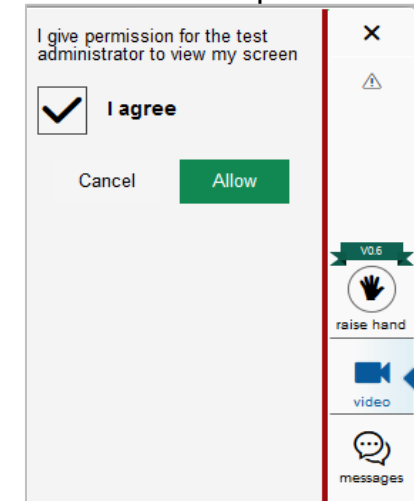
Respond to Chat or Broadcast Message

Messages sent by your proctor automatically display on your screen. If the proctor chooses to **Broadcast** a message to the whole class, the **audio transcript** will also play.

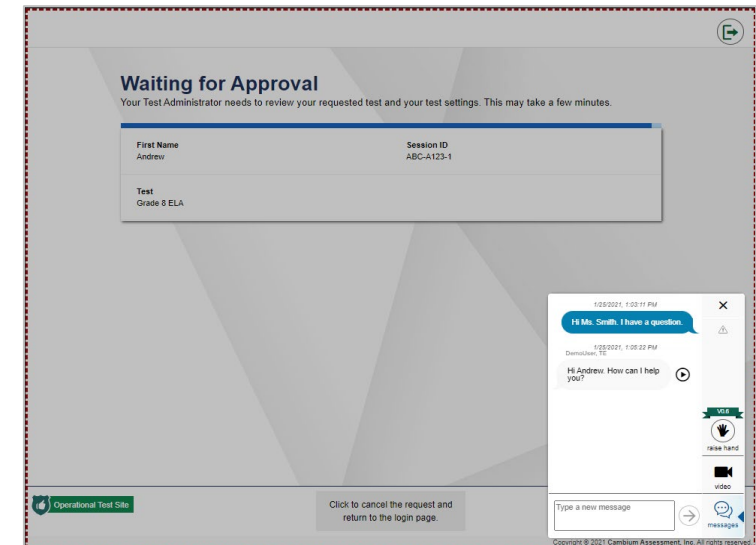
To respond, follow the steps above, in the section **Send Chat Messages to Proctor**.

Share Your Screen

Proctors can request to view your screen. You will need to **grant permission** for the proctor to do so.



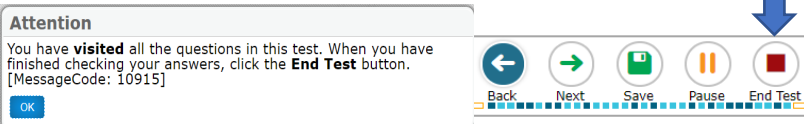
A message will pop up saying **"I give permission for the test administrator to view my screen."** Click to **check the box** next to **I agree** and select **Allow**.



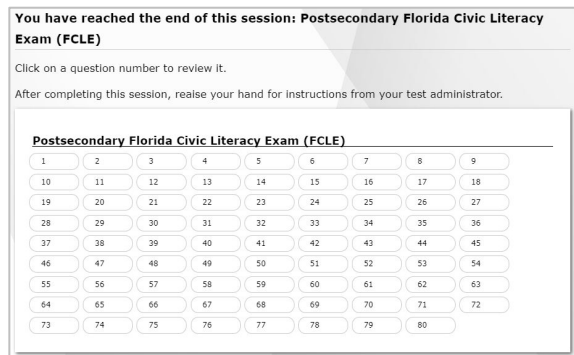
When you see the **red dotted border** around your screen, it means that you are now **sharing your screen**.

Submit Your Test

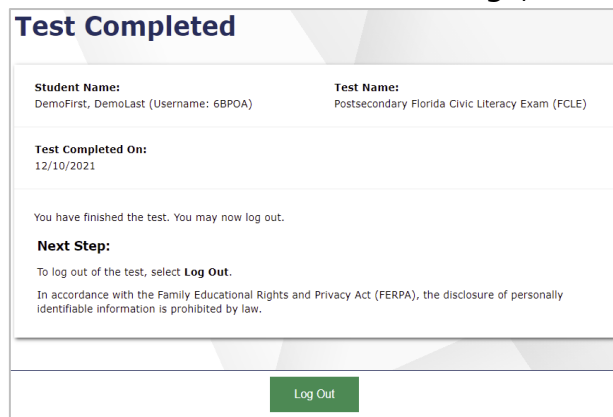
When you reach the end of the test, click the **red square** labeled **End Test**.



A **confirmation message** will appear. Select **Yes**. The **End Test** page will display. If you have **flagged** any questions, you will be able to go back and **review** them.



If you are done reviewing the questions, click **Submit Test**. In the **2nd confirmation message**, select **Yes**.



The **Test Completed** page will show. This page will show your **name, test name, and completion date**. To exit, select **Log Out** and then **close** the **Secure Browser**.

Frequently Asked Questions

What should I do if I have trouble logging in to the test?

If you are having issues opening the Secure Browser, please contact the proctor and they will be able to help. If you can access the Secure Browser but are having difficulty signing in, confirm with the proctor the login information that was given for you to sign in, including the correct spelling of your first name, username, and Session ID.

Is anyone allowed to help me complete questions?

In order to make sure your test is scored accurately, you may not receive outside help from other people or devices that would help you answer questions.

What happens if I am unable to submit the test?

If you complete a test but do not submit it, the test will expire 14 days after you start it, and then it will be scored.

What if my Internet connection is lost?

If you lose your Internet connection during a test, the test is paused, and the proctor is notified. Your responses are automatically saved up to the point the connection was lost. When the connection resumes, you will sign in again and follow the same steps that were completed the first time you signed in to continue taking the test.

How do I see my results?

Results are provided to proctors and school staff. Please contact the Remote Testing Team if you do not receive your scores within 24 business hours.

Score Report

Scores will be entered into the **student information system**, and we will **email** you the **score report** within **24 business hours**.

For questions, contact us:

Email: remote-placement@broward.edu

Phone: 954-201-6447

Help Desk

If we cannot assist you with the issue, you may need to contact the Florida Help Desk.

Toll-Free Phone Support: 1-866-815-7246 Option 3

Email Support:

FloridaHelpDesk@cambiumassessment.com