

## BEFORE THE DAY OF THE TEST

### Technology Requirements for FCLE Remote Testing

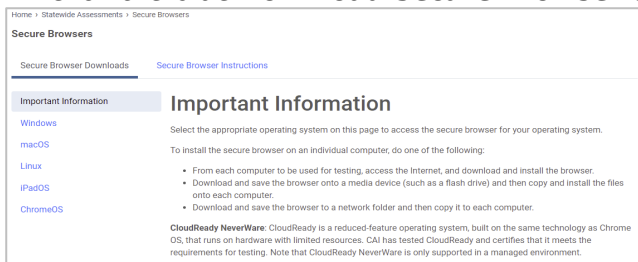
You can use most modern desktops or laptops running most versions of **Windows, macOS, Ubuntu, Fedora, or Chrome OS. Mobile devices** such as iPads are also supported for remote administration.

### Download and Install the Secure Browser

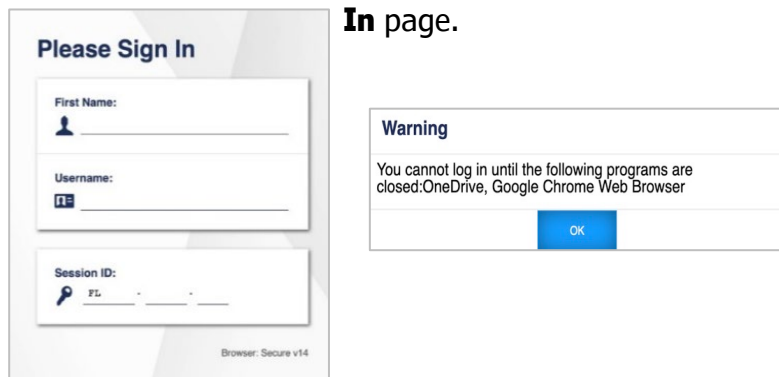
To download the *Cambium Assessment, Inc. Secure Browser*, follow the link below:

<https://fsassessments.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:

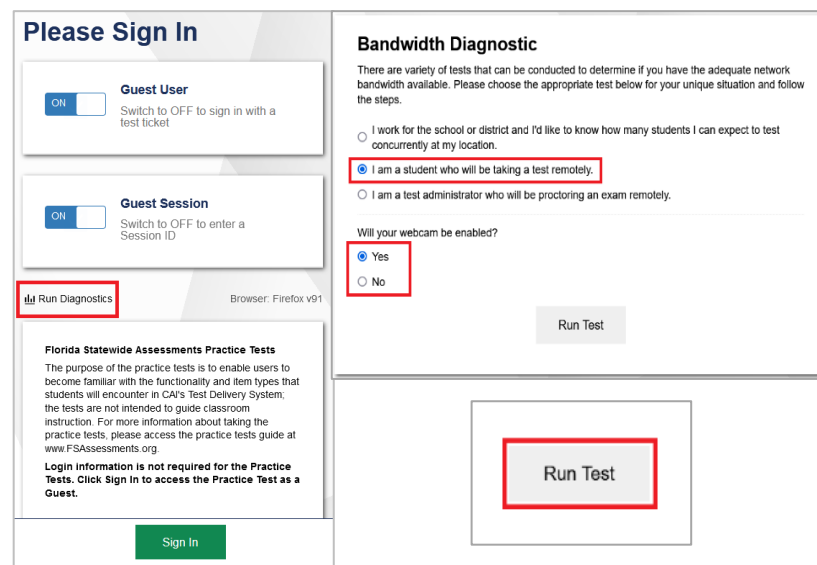
<https://fsassessments.org/families.html>

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**.

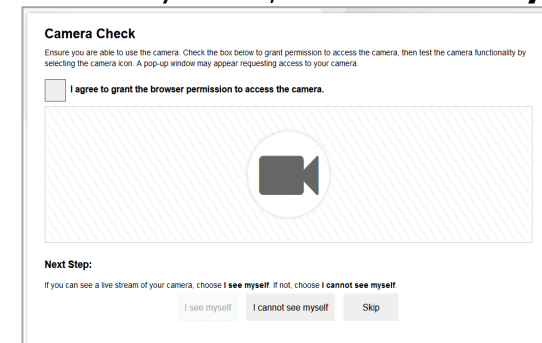


Select **I am a student who will be taking a test remotely**. Select **Yes** to the question "Will you have a webcam enabled for the test?" Select **Run Test**.

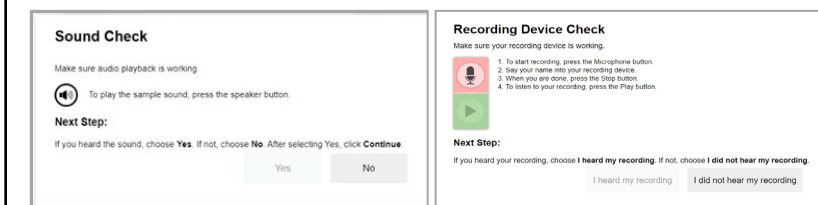
The speed test will show a **green message box** to indicate that your speed meets the requirements. If you do **not** meet the requirements, **notify us** before the day of your test.

**(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**.

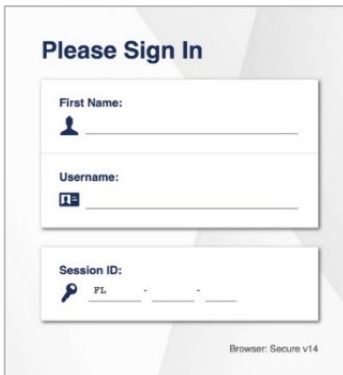
If you require accommodations, please send an email to: [remote-placement@broward.edu](mailto:remote-placement@broward.edu)

## 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**.



Please Sign In

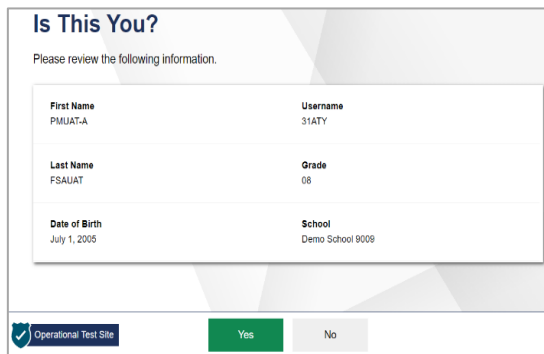
First Name:

Username:

Session ID:

Browser: Secure v14

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.



Is This You?

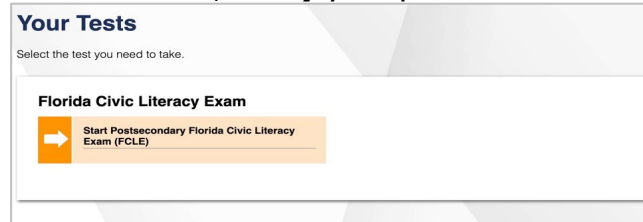
Please review the following information.

First Name PMLUAT-A	Username 31ATY
Last Name FSAUAT	Grade 08
Date of Birth July 1, 2005	School Demo School 9009

Operational Test Site

Yes No

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



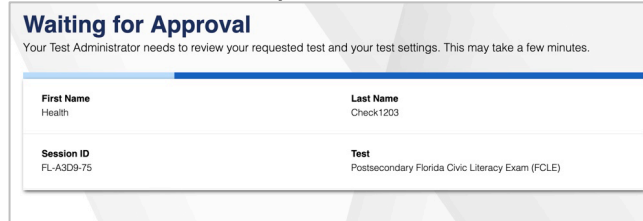
Your Tests

Select the test you need to take.

Florida Civic Literacy Exam

Start Postsecondary Florida Civic Literacy Exam (FCLE)

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.



Waiting for Approval

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

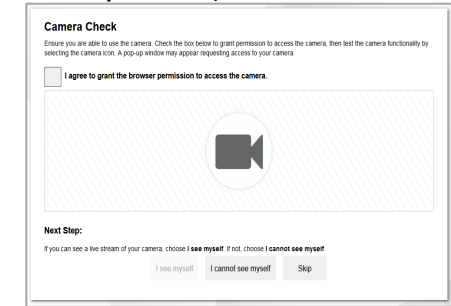
**Email:** remote-placement@broward.edu

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**.



Camera Check

Ensure you are able to use the camera. Check the box below to grant permission to access the camera, then test the camera functionality by selecting the camera icon. A pop-up window may appear requesting access to your camera.

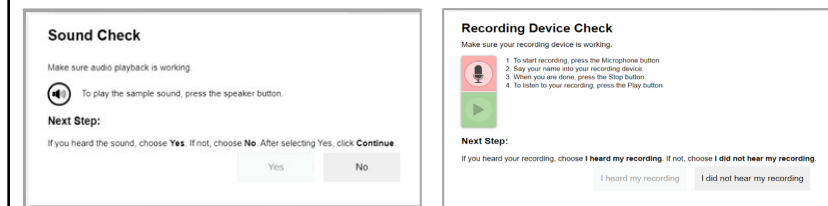
I agree to grant the browser permission to access the camera.

Next Step:

If you can see a live stream of your camera, choose **I see myself**. If not, choose **I cannot see myself**.

I see myself I cannot see myself Skip

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



Sound Check

Make sure audio playback is working.

To play the sample sound, press the speaker button.

Next Step:

If you heard the sound, choose **Yes**. If not, choose **No**. After selecting Yes, click **Continue**.

Yes No

Recording Device Check

Make sure your recording device is working.

- To start recording, press the Microphone button.
- Stop your name into your recording device.
- When you are done, press the Stop button.
- To listen to your recording, press the Play button.

Next Step:

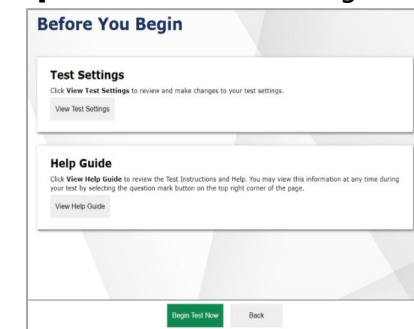
If you heard your recording, choose **I heard my recording**. If not, choose **I did not hear my recording**.

I heard my recording I did not hear my recording

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**.



Before You Begin

Test Settings

Click **View Test Settings** to review and make changes to your test settings.

View Test Settings

Help Guide

Click **View Help Guide** to review the Test Instructions and Help. You may view this information at any time during your test by selecting the question mark button on the top right corner of the page.

View Help Guide

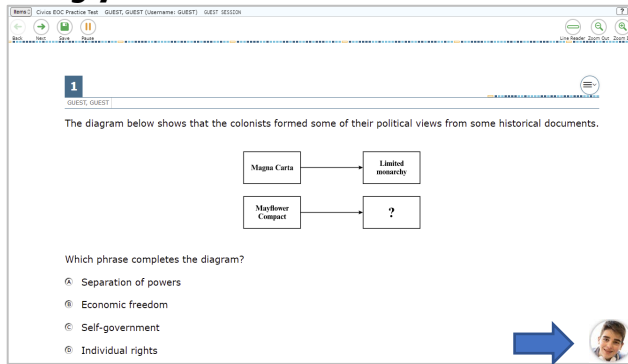
Begin Test Now Back

## DURING YOUR TEST

### Asking Proctor for Help

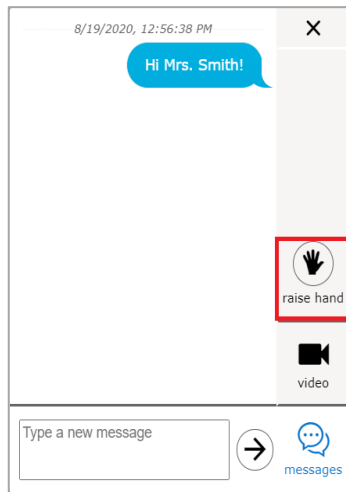
Once you **begin the test**, questions display on the screen. The proctor may now ask you to show your **picture ID** to verify your identity.

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



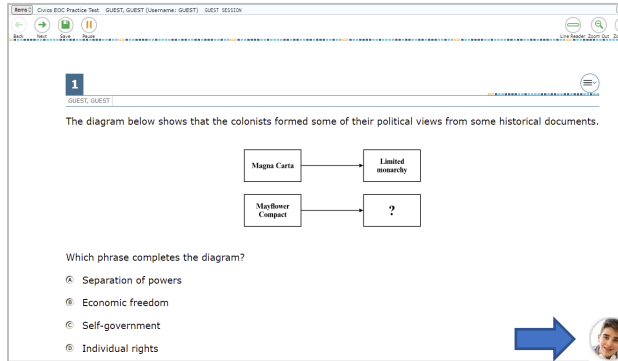
The **Video pop-up window** will show. Select **Raise Hand**. The proctor will send you a message to see what they can assist you with.

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

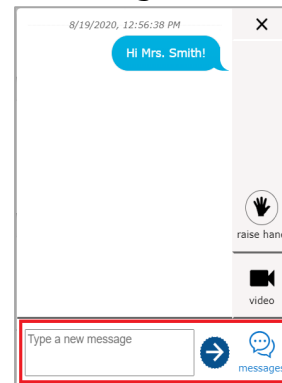


### Send Chat Messages to Proctor

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.

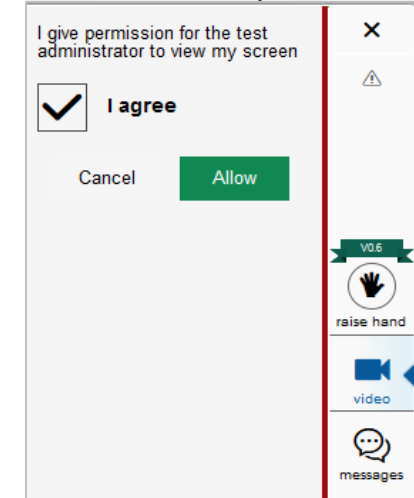
### Respond to Chat or Broadcast Message

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.

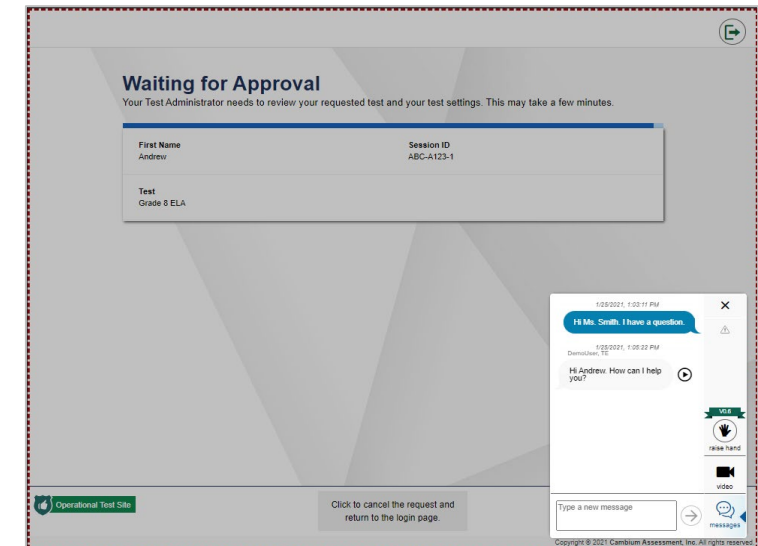
To respond, follow the steps above, in the section **Send Chat Messages to Proctor**.

### Share Your Screen

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



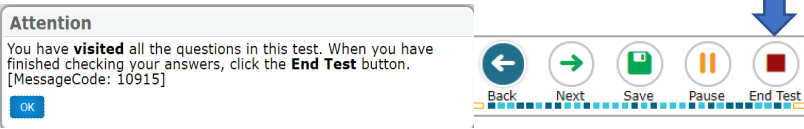
A message will pop up saying **“I give permission for the test administrator to view my screen.”** Click to **check the box next to I agree** and select **Allow**.



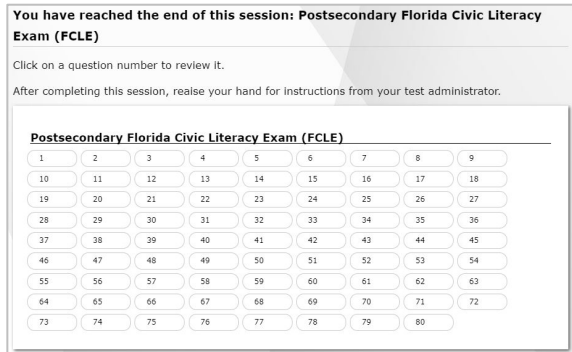
When you see the **red dotted border** around your screen, it means that you are now **sharing your screen**.

## Submit Your Test

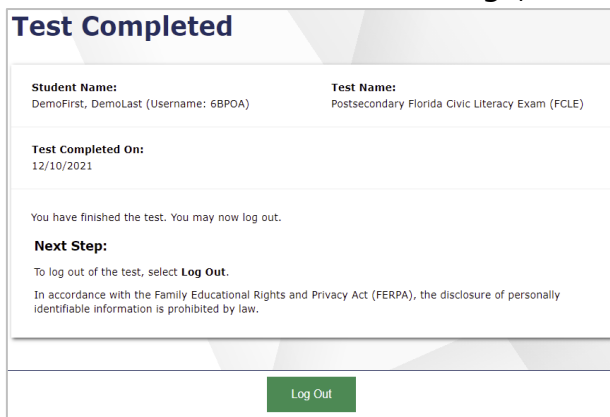
When you reach the end of the test, click the **red square** labeled **End Test**.



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 **2<sup>nd</sup> 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](mailto: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](mailto:FloridaHelpDesk@cambiumassessment.com)