



# FCLE Remote Testing Guide for Students

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2021–2022

**Updated January 14, 2022**

This user guide contains the following sections:

- [Technology Requirements for FCLE Remote Testing](#)
- [The Day of the FCLE](#)
- [Frequently Asked Questions](#)

## Technology Requirements for FCLE Remote Testing

For the Florida Civic Literacy Exam (FCLE), 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 administrations. You can find out more about supported devices, operating systems, and browsers on the [Supported Systems and Requirements](#) page on the Florida Statewide Assessments Portal.

The checklist below is designed to help you complete set-up tasks in advance of the day of the test. Details are described in the sections below the checklist.

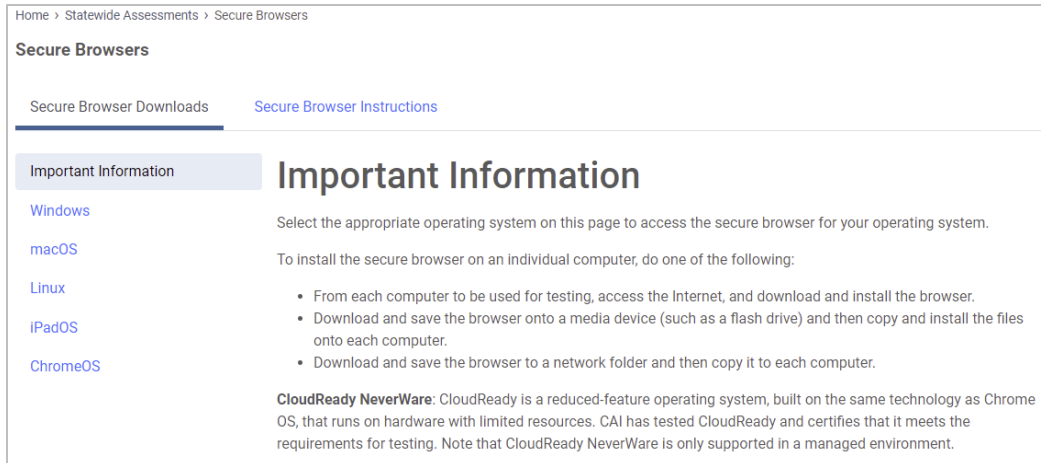
Task	Status
You will install the latest secure browser on the computer or device you will use to take the FCLE.	
You will need access to speakers or headphones to hear any proctor broadcasts and to use Text-to-Speech (TTS), if applicable.	
(Optional) For campuses that require the video communication option, make sure your device has a built-in or plug-in webcam, microphone, and speaker.	
(Optional) Make sure that your device has any necessary assistive technology like TTS software or screen readers.	
You will use the diagnostic checker to make sure you have an adequate Internet connection, and that the speaker and webcam/microphone (optional) are working properly.	

### Downloading and Installing the Secure Browser

To access online tests, you will need the Cambium Assessment, Inc. (CAI) Secure Browser installed on your device. The Secure Browser is CAI’s customized web browser designed to keep tests secure by locking down your device and preventing access to anything except the tests. It is installed the same way as most other software by downloading a file, opening that file, and following prompts to install the secure browser.

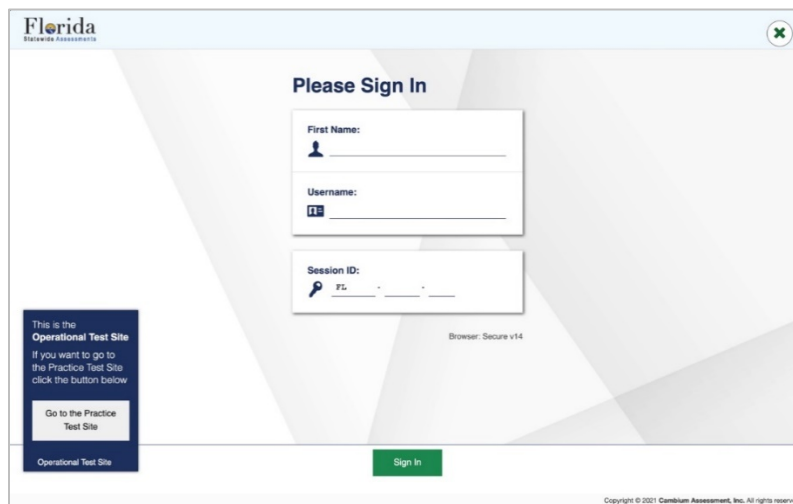
1. To install the Secure Browser, navigate to the [Secure Browser](#) page on the Florida Statewide Assessments portal ([Figure 1](#)).
2. Select the appropriate operating system on the left column and click the blue **Download Secure Browser** or **Download SecureTestBrowser** option.

Figure 1. Secure Browser Portal Page



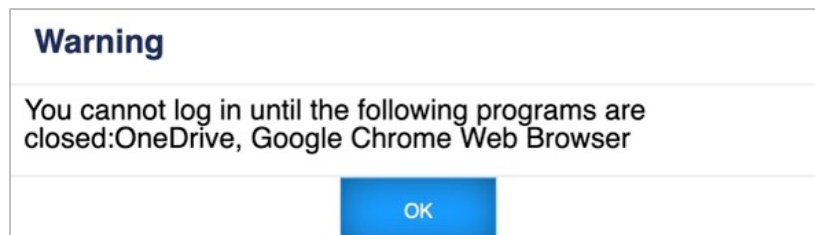
3. After downloading the file, install the secure browser on your device.
4. Open or run the secure browser. When successfully installed, the secure browser will open displaying the student login screen (Figure 2). To exit the browser, click X in the upper-right corner of the screen.

Figure 2. Secure Browser Student Login



If you have issues opening the secure browser, ensure that all software applications, including Internet browsers, are closed on your computer or device. The Secure Browser will show a warning message displaying the programs that will need to be closed (Figure 3).

Figure 3. Secure Browser Sample Warning



## Checking Your Internet Connection and Device Set Up Prior to Testing

To ensure your Internet speed and device meet the minimum requirements necessary for remote testing, run the test indicated below.

Students using video conferencing features may need a faster Internet speed for those features to work properly during a test.

You can ensure your Internet speed meets the minimum requirement for taking a test from home by following the steps below:

1. Open the secure browser and select **Go to the Practice Test Site**.

Florida  
Statewide Assessments

Please Sign In

First Name:  
[Person icon] \_\_\_\_\_

Username:  
[Key icon] \_\_\_\_\_

Session ID:  
[Key icon] FL . - \_\_\_\_\_

Browser: Secure v14

Sign In

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This is the  
**Operational Test Site**  
If you want to go to  
the Practice Test Site  
click the button below

Go to the Practice  
Test Site

Operational Test Site

2. Select **Run Diagnostics**. The **Network Diagnostics** page will appear.

**Please Sign In**

**Guest User**  
Switch to OFF to sign in with a test ticket

**Guest Session**  
Switch to OFF to enter a Session ID

Run Diagnostics Browser: Firefox v91

**Florida Statewide Assessments Practice Tests**  
The purpose of the practice tests is to enable users to become familiar with the functionality and item types that students will encounter in CAI's Test Delivery System, the tests are not intended to guide classroom instruction. For more information about taking the practice tests, please access the practice tests guide at [www.FSAssessments.org](http://www.FSAssessments.org).

**Login information is not required for the Practice Tests. Click Sign In to access the Practice Test as a Guest.**

3. Select **I am a student who will be taking a test remotely** and then select whether you will have a webcam enabled for the test.

**Bandwidth Diagnostic**

There are variety of tests that can be conducted to determine if you have the adequate network bandwidth available. Please choose the appropriate test below for your unique situation and follow the steps.

I work for the school or district and I'd like to know how many students I can expect to test concurrently at my location.

**I am a student who will be taking a test remotely.**

I am a test administrator who will be proctoring an exam remotely.

Will your webcam be enabled?

**Yes**

No

4. Select **Run Test**.

**Bandwidth Diagnostic**

There are variety of tests that can be conducted to determine if you have the adequate network bandwidth available. Please choose the appropriate test below for your unique situation and follow the steps.

I work for the school or district and I'd like to know how many students I can expect to test concurrently at my location.

I am a student who will be taking a test remotely.

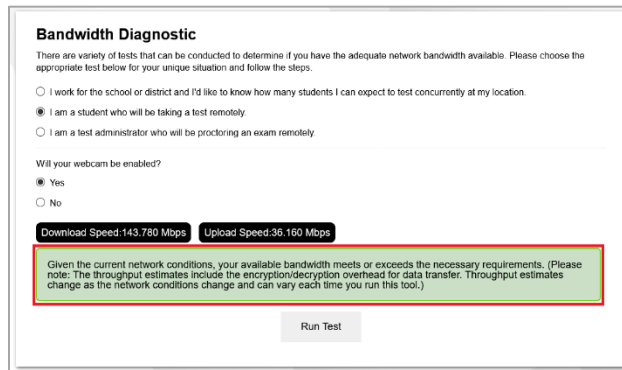
I am a test administrator who will be proctoring an exam remotely.

Will your webcam be enabled?

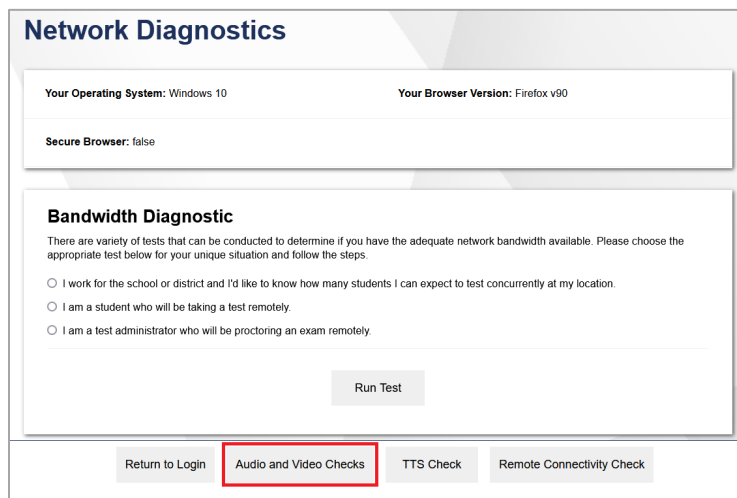
Yes

No


5. The speed test will indicate if your Internet speed is fast enough to take the test from home. If your speed is not fast enough, notify your school before the day of the test.



- From the diagnostic page, you can also test your speaker and webcam/microphone (optional) to make sure they are working properly. Select **Audio and Video Checks** to access audio and video checks for your device.

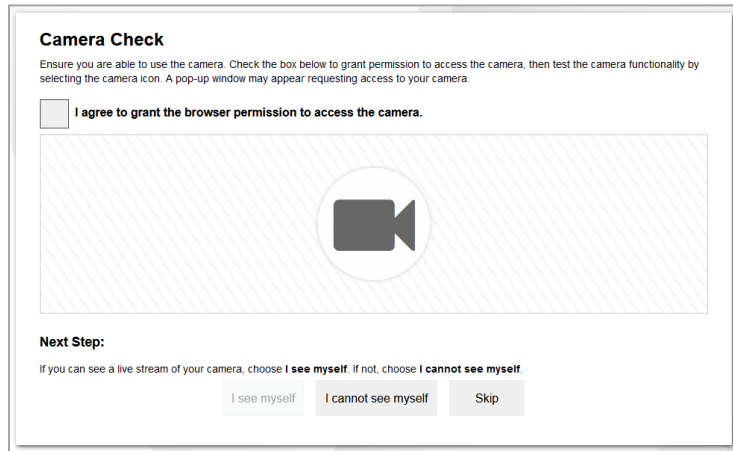


(Optional) If you will be using a webcam, ensure it is working properly by following the steps below:


- In the *Camera Check* field, mark the checkbox next to **I agree to grant Browser permission to use camera**.
- Select the **Camera** icon ()
- A pop-up window displays in your web browser, requesting access to your camera. Select **Allow**. If you do not select Allow, the online testing system will not be able to access your camera.

4. Do one of the following:

- If live video from your webcam displays, select **I see myself**. A checkmark displays in the upper right corner of the *Camera Check* field to indicate that your camera works.
- If live video from your webcam does not display, select **I cannot see myself** and exit the Network Diagnostics to troubleshoot the problem.

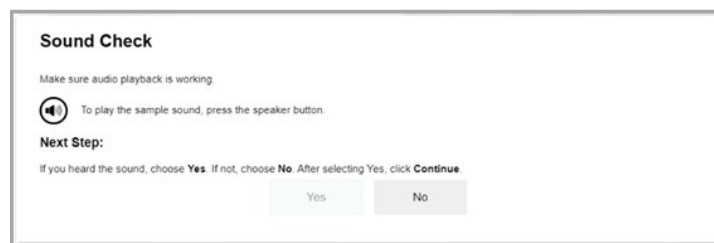


You can ensure your speaker or headphones are working properly by following the steps below:

1. In the *Sound Check* field, select the **Play Audio** icon (.

2. Do one of the following:



- If you hear the sound from your speaker or headphones, select **Yes**. A checkmark displays in the upper right corner of the *Sound Check* field to indicate that your audio works.
- If you do not hear the sound from your speaker or headphones, select **No** and exit the Network Diagnostics to troubleshoot the problem.

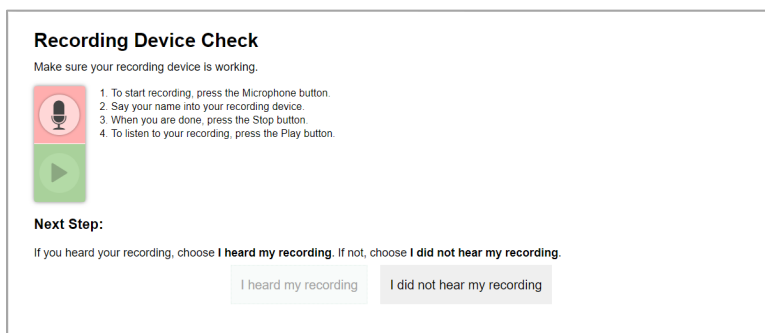


(Optional) You can ensure your microphone is working properly by following the steps below:

1. In the *Recording Device Check* field, select the **Microphone** icon (.

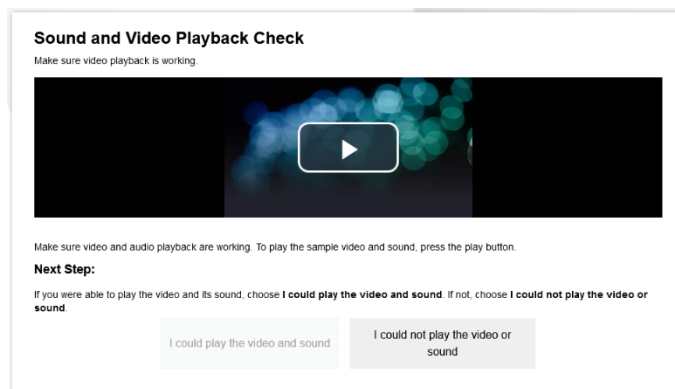
2. Speak into your microphone.

3. When you are done speaking, select the **Stop** icon (  ) to stop recording.
4. To listen to your recording, select the **Play** icon (  ).
5. Do one of the following:
  - If you hear the audio you recorded from your speaker, select **I heard my recording**. A checkmark displays in the upper right corner of the *Recording Device Check* field to indicate that your microphone works.
  - If you do not hear the audio you recorded from your speaker, select **I did not hear my recording** and exit the Network Diagnostics to troubleshoot the problem.



(Optional) You can ensure your video and audio playback is working properly by following the steps below:

1. In the *Sounds and Video Playback Check* field, select **the play icon** on the screen.
2. Do one of the following:
  - If you could see and hear the video, select **I could play the video and sound**.
  - If you did not see or hear the video, select **I could not play the video or sound** and exit the Network Diagnostics to troubleshoot the problem.





## Receiving Login Information from the Test Proctor

You will receive login information from your proctor that you will use to access the FCLE on your device at home. This will be done through an established classroom management system or through an alternative method, such as private text messages or emails. The proctor will provide the following login information:

- Username
- First Name (as it appears in the registration system)
- Session ID

## Using Accommodations on the FCLE

If you normally use assistive technologies during a test, you should use the same assistive technologies when they take a test from home. Most assistive technologies are built into the online testing system and work the same way at home as they do in the classroom. Some accommodations require some setup, such as TTS and screen readers. You should work with the campus's technology or testing coordinator to ensure you can access accommodations properly on your device.

If you will take a test using assistive technologies that are not built into the online testing system, such as screen readers, magnifiers, or switch devices, those technologies will still work with the online testing system even if you are taking a test at home.

## The Day of the FCLE

This section lists and explains the tasks that you will need to complete on the day of the remote FCLE. If time permits, it is recommended that you prepare to join the remote test session twenty minutes prior to the start time provided by your proctor to allow time to troubleshoot any issues. The sections below cover the following topics:

- [How to Sign In to Take the FCLE;](#)
- [How to Ask Your Proctor for Help while You Are at Home;](#)
- [How to Send Chat Messages to Your Proctor;](#)
- [How to Respond to Chat or Broadcast Messages from Your Proctor;](#)
- [How to Share Your Screen with Your Proctor;](#) and
- [How to Submit the FCLE after You Finish.](#)

## How to Sign In to Take the FCLE

Before or on the day of the assessment, the proctor will provide you with log in information. On the day of the assessment, the proctor will provide a Session ID for signing in to the test session.

When you open the secure browser, you will first see the sign in page, where you will enter your first name, username, and the Session ID provided by the proctor. Ensure you have a way to communicate with your proctor during the login process in case you run into any problems.

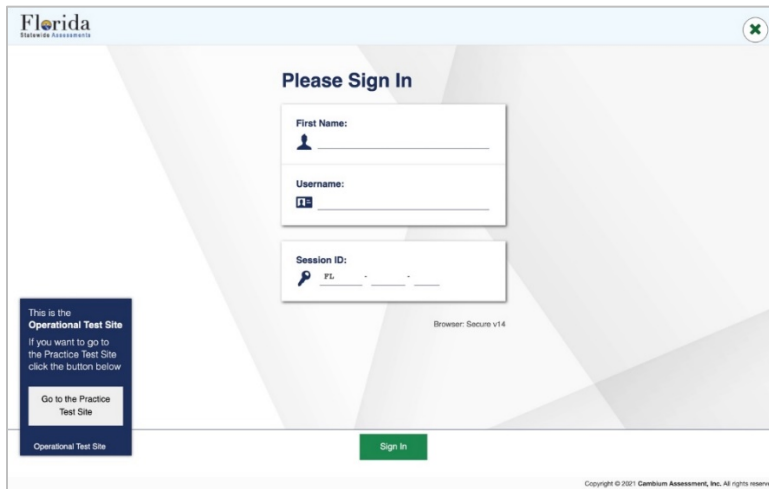
Sign in to take the FCLE by following the steps below:

1. To access the *Sign In* page on the day of the FCLE, double-click the secure browser shortcut on your desktop to launch it.

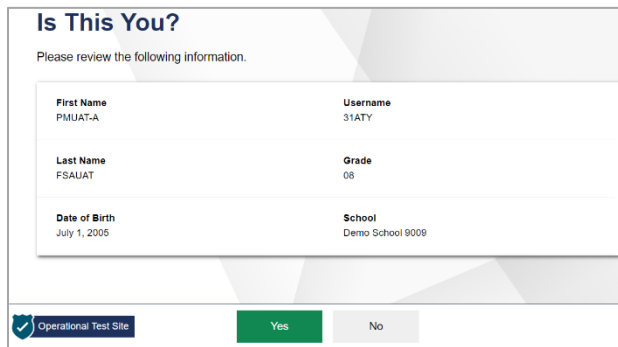
Figure 4: The Secure Browser Desktop Icon



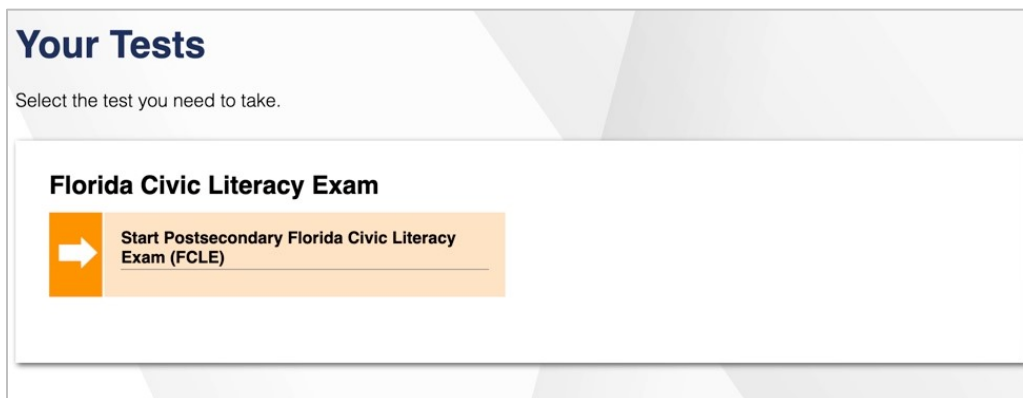
2. The *Sign In* page displays. Your proctor should provide you with information needed to sign in. Do the following:
  - a. In the *First Name* field, enter your first name exactly as the proctor has communicated it to you (which is how you were pre-registered in the testing system).
  - b. In the *Username* field, enter your username exactly as the proctor has communicated it to you.
  - c. In the *Session ID* field, enter the *Session ID* provided by your proctor.
  - d. Select **Sign In**.



3. The **Is This You?** page displays. The information on this page includes your first name, username, last name, grade, date of birth, and school. If all the information on the **Is This You?** page is correct, select **Yes**. If any information on this page is incorrect, select **No** and notify your proctor.



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




5. 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.


<b>First Name</b> Health	<b>Last Name</b> Check1203
<b>Session ID</b> FL-A3D9-75	<b>Test</b> Postsecondary Florida Civic Literacy Exam (FCLE)

6. You then may be asked to complete a series of Audio/Video Checks depending on any accommodations you may be using and the use of video during the assessment. These checks include Camera, Sound, Recording, and TTS.
  - a. (Optional) If you are using video during the test, in the *Camera Check* field, you will need to follow the steps below. If you are not using video, select **Skip**.
    - i. Click the checkbox next to **I agree to grant the browser permission to access the camera**.
    - ii. Select the **Camera** icon ().
    - iii. Next, you will need to do one of the following:
      - If live video from your webcam displays, select **I see myself**. A checkmark displays in the upper right corner of the *Camera Check* field indicating that your camera works.
      - If live video from your webcam does not display, select **I cannot see myself** and contact your proctor to troubleshoot the problem.

#### 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.

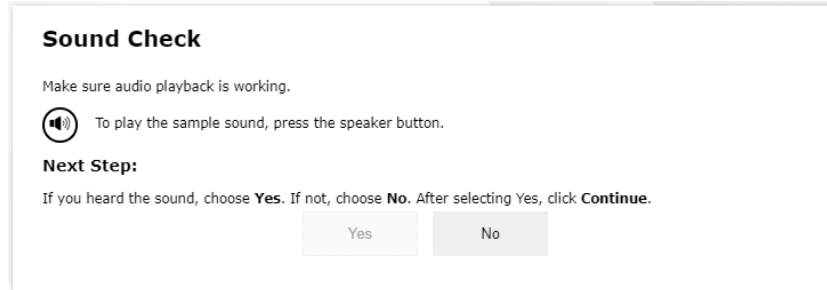


**Next Step:**  
If you can see a live stream of your camera, choose **I see myself**. If not, choose **I cannot see myself**.

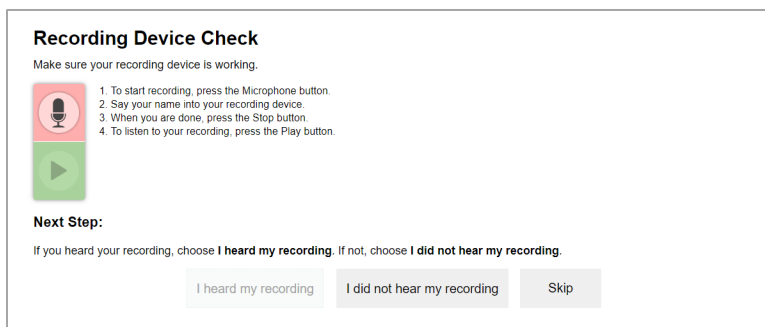
I see myself
I cannot see myself
Skip

- b. To complete the Sound Check on your device:
  - i. Select the **Speaker** icon () and listen to the audio.
  - ii. If you hear the sound, select **Yes**. A checkmark displays in the upper right corner of the *Sound Check* field indicating that your speaker works.
  - iii. If you do not hear the sound, select **No** and contact your proctor.

- a. Also check that the audio on the device or headphones is not muted, and if using headphones/earbuds, that they are securely plugged in.
- b. After checking your volume, you can click **Try Again**. This will direct you back to the *Sound Check* field. If issues persist, contact your proctor before selecting **No**.

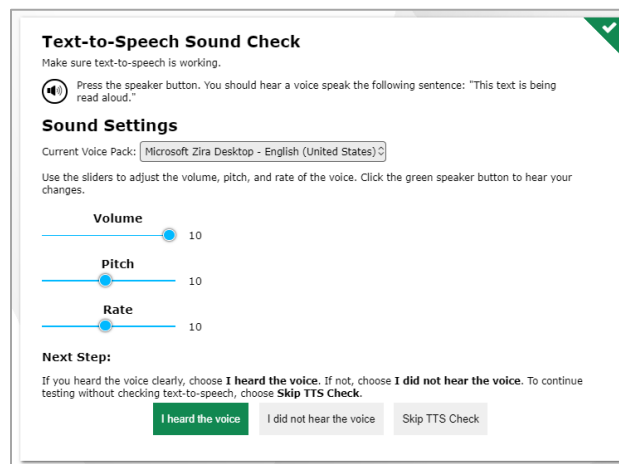


- c. (Optional) If you are using a microphone, you will use the Recording Device Check. If you are not using a microphone, select **Skip**.
  - i. Select the **Microphone** icon ()
  - ii. Speak into your microphone.
  - iii. When you are done speaking, select the **Stop** icon () to stop recording.
  - iv. To listen to your recording, select the **Play** icon ()
  - v. Do one of the following:
    - a. If you hear the audio you recorded from your speaker, select **I heard my recording**. A checkmark displays in the upper right corner of the *Recording Device Check* field indicating that your microphone works.
    - b. If you do not hear the audio you recorded from your speaker, select **I did not hear my recording** and contact your proctor to troubleshoot the problem.

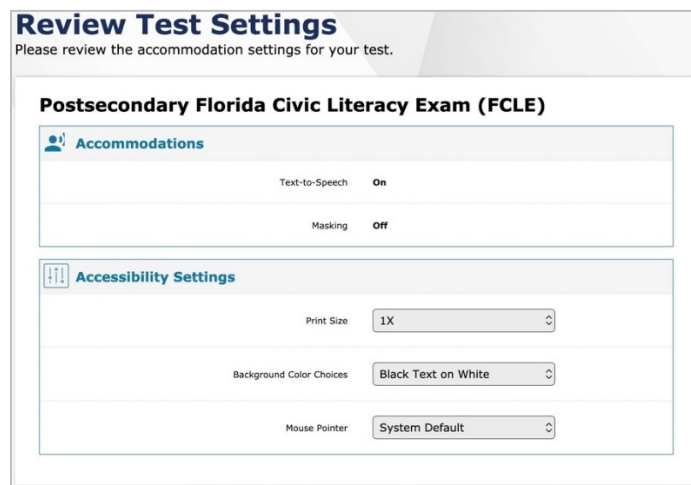


- d. If using Text-to-Speech (TTS), you should complete the *Text-to-Speech Sound Check*. If not using TTS, select **Skip TTS Check**.

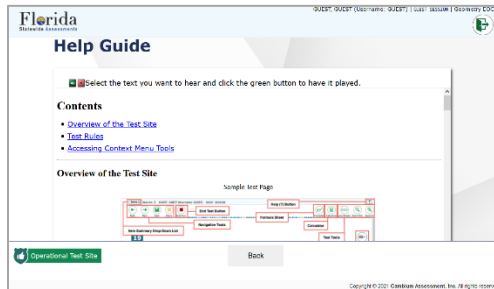
- i. Select the speaker icon (🔊) to play the sound. You should hear a voice speaking that says, “This text is being read aloud.”
  - a. Under Sound Settings you will see which voice pack is being used on your device. You may have an option to choose a voice pack.
- ii. Do one of the following:
  - If you hear the text being read aloud, select **I heard the voice**. A checkmark displays in the upper right corner of the *Text-to-Speech Sound Check* field indicating that your TTS works.
  - If you do not hear the text being read aloud, select **I did not hear the voice** and contact your proctor to troubleshoot the problem.



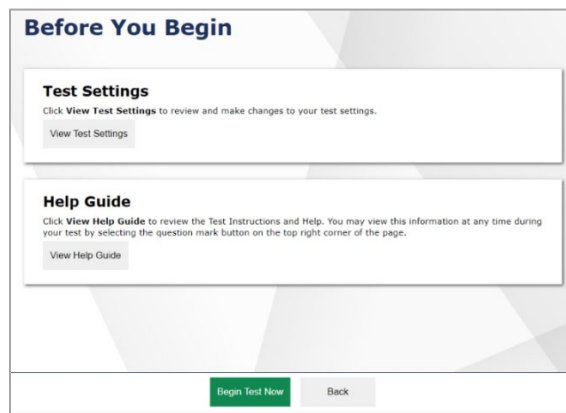
7. Once you have completed the audio and camera checks, the **Before You Begin** page displays. On this page, you can do any of the following:
  - a. To review your test settings, select **View Test Settings**. Your test settings and accommodations for the test display. If any of this information is incorrect, notify your proctor. This screen allows you to choose the print size, background color, and mouse pointer for your test. If you would like to change your selections, do so now. You should see your changes made on the screen once you select them. To return to the *Before You Begin* page, select **OK**.



- b. To view the help guide, select **View Help Guide**. The Help Guide displays. You can also view the Help Guide at any time during the test by selecting the Help button inside the test. To return to the *Before You Begin* page, select **Back**.



- c. To start the test, select **Begin Test Now**.



Once you begin the test, questions display on the screen. Your proctor can monitor your progress throughout the test even while you are taking the test from home. Please make sure you read each item carefully and review your responses. It is also important that you work independently and without help from other people or devices.

1

GUEST, GUEST

The diagram below shows that the colonists formed some of their political views from some historical documents.

Magna Carta	→	Limited monarchy
Mayflower Compact	→	?

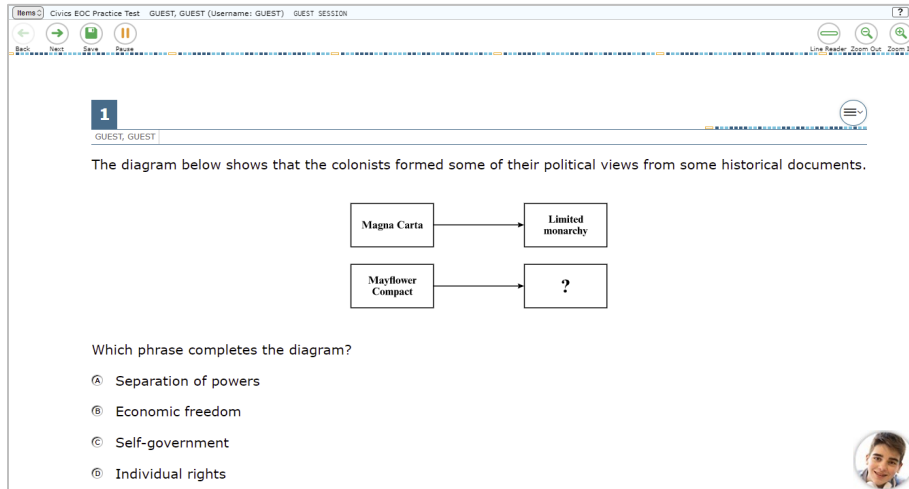
Which phrase completes the diagram?


- Ⓐ Separation of powers
- Ⓑ Economic freedom
- Ⓒ Self-government
- Ⓓ Individual rights

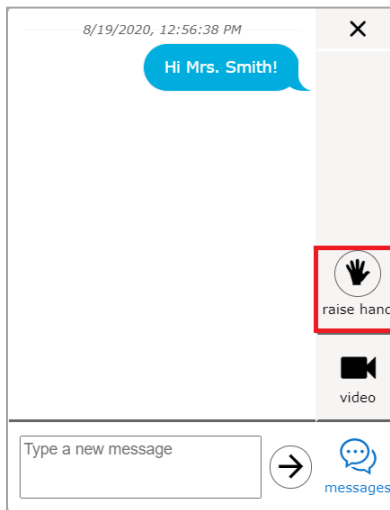
## How to Ask Your Proctor for Help while You Are at Home

You can request assistance from your proctor while you are taking a test from home either by chat or by using the video feature, if enabled. You will follow the steps below to ask the proctor for help:


1. While in the test, select the **Student** icon (  ).



2. The *Video* pop-up window opens. Select the **Raise Hand** icon (  ).



Your proctor will see a message on their computer alerting them that you need help. Your proctor can send you a chat message or, if you have permission to use video, start a video conference. Your proctor can also lower your hand.

3. To lower your hand, select the **Lower Hand** icon (  ).
4. To close the window, select **X**.

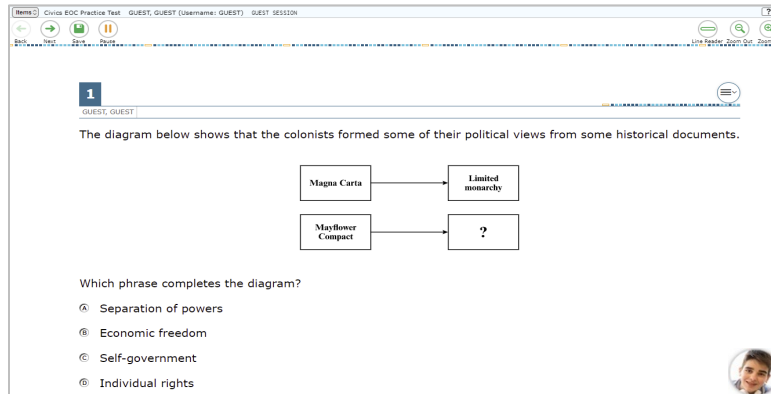


## How to Send Chat Messages to Your Proctor



You can send chat messages to your proctor through the online testing system while taking a test at home.

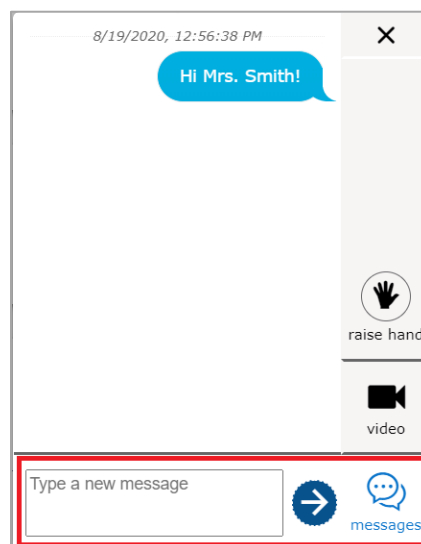
You can send chat messages to your proctor by following the steps below:

1. While in the test, select the **Student** icon (  ).



2. The *Video* pop-up window opens. Do the following:

- a. Select the **Messages** icon (  ).
- b. In the *Type a new message* field, enter the message you wish to send to your proctor.
- c. Select the **Send** icon (  ).



A notification displays on your proctor's screen. Your proctor can respond by sending you a chat message.

3. To close the window, select **X**.


## How to Respond to Chat or Broadcast Messages from Your Proctor

While you are taking the test at home, your proctor can send chat messages through the online testing system to one student at a time or broadcast messages to all students in a session. These messages display on your screen while you are taking the test. You can respond to these messages by sending a chat message back to your proctor. Broadcast messages will be read aloud automatically. You can also have chat messages read to you by clicking the play button.

You can respond to chat or broadcast messages from your proctor by following the steps below:

1. Messages sent by your proctor automatically display on your screen. If a proctor chooses to address the entire class in a broadcast, an audio transcription of the announcement will also play.

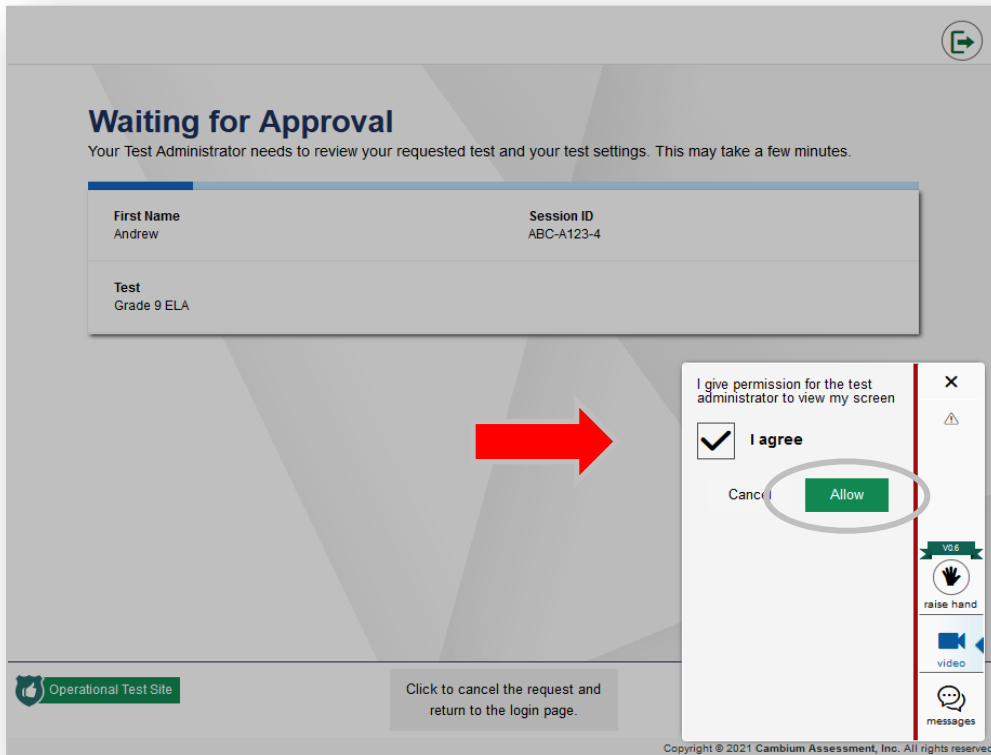


2. To respond to a chat or broadcast message, do the following:
  - a. In the *Type a new message* field, enter the message you wish to send to your proctor.
  - b. Select the **Send** icon (.
3. To close the chat window, select **X**.

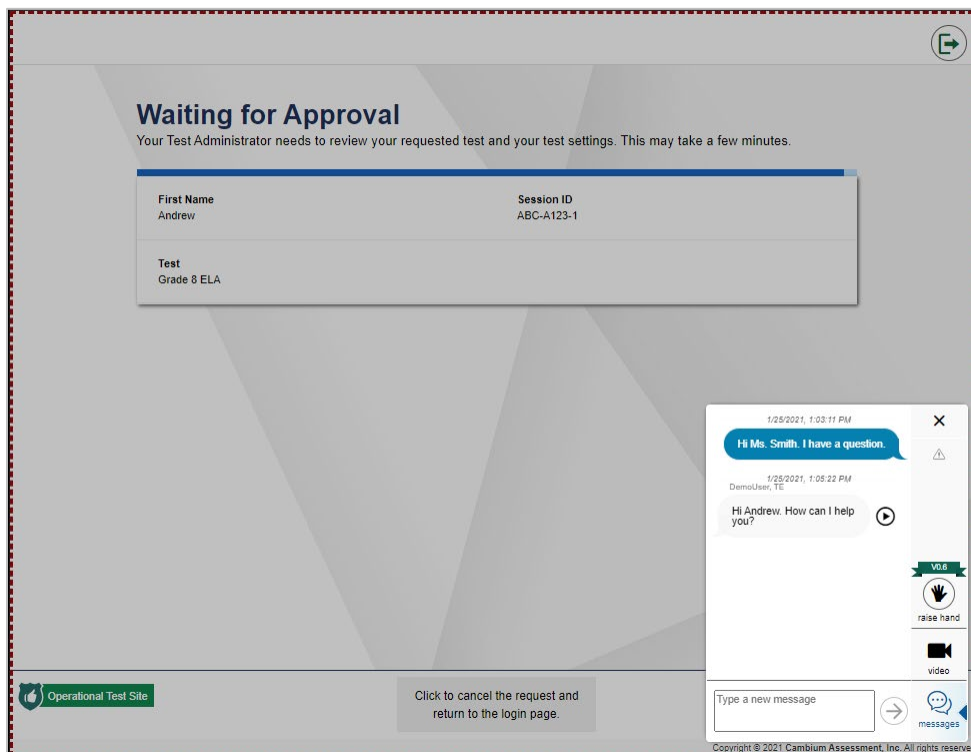
## How to Share Your Screen with Your Proctor

Proctors can request to view your screen while testing. In order for the proctor to view your screen, you must first give permission to the proctor. This feature is not available if you are using an iPad.

A message will pop up on your screen, saying “I give permission for the test administrator to view my screen.” To grant your proctor permission, mark the “I agree” checkbox and then select Allow.

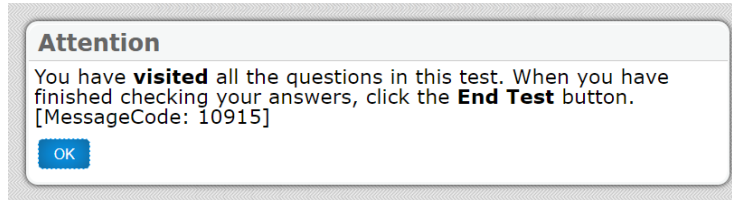


A red dotted line will appear around your screen, letting you know that your proctor is now viewing your screen. When the proctor is finished viewing your screen, the red dotted line will no longer appear, letting you know the proctor cannot see your screen.

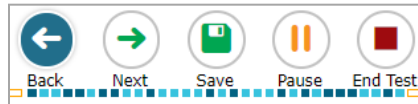



## How to Submit the FCLE after You Finish

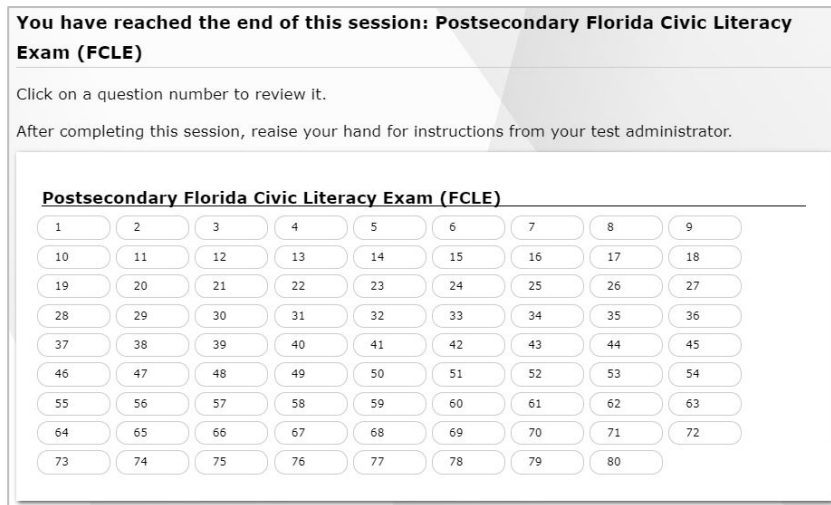
1. When you reach the end of the test, you are asked to click the **End Test** button.



2. Select **End Test** in the upper left corner, which displays after you respond to the last test question.



3. A confirmation message displays. Select **Yes**. The **End Test** page displays, allowing you to review answers and submit the test for scoring.
  - A flag icon (  ) displays for any questions marked for review.
4. *Optional:* To review previous answers, select a question number. When done reviewing, return to the **End Test** page by selecting **End Test** again.
5. To submit the test, select **Submit Test**, then select **Yes** in the confirmation message that displays.



- The **Test Completed** page displays your name, the test name, and the completion date. To exit the Student Testing Site, select **Log Out**, and then close the secure browser.

## Test Completed

<b>Student Name:</b> DemoFirst, DemoLast (Username: 6BPOA)	<b>Test Name:</b> Postsecondary Florida Civic Literacy Exam (FCLE)
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**Test Completed On:**  
12/10/2021

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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.

Log Out

## Frequently Asked Questions

### 1. 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 he or she will be able to provide additional guidance.

If you can access the Secure Browser but are having difficulty signing in, confirm with the proctor information he or she provided for you to sign in, including the correct spelling of your first name, username, and Session ID.

### 2. Is anyone allowed to help me complete questions?

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

### 3. 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.

### 4. 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.

### 5. How do I see my results?

Results are provided to proctors and school staff. Please contact the proctor to see when or how results will be distributed.

## Help Desk

The test proctor or campus testing coordinator should be able to answer any questions you have or resolve most issues you may encounter. If directed by your proctor or school, you may contact the Help Desk which is open Monday–Friday (except holidays) from 7:00 a.m. to 8:30 p.m., E.T.

### Florida Help Desk

Toll-Free Phone Support: 1-866-815-7246; option 3

Email Support: [FloridaHelpDesk@CambiumAssessment.com](mailto:FloridaHelpDesk@CambiumAssessment.com)

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