



Ministry of  
Education

# FOUNDATION SKILLS ASSESSMENT (FSA) ADMINISTRATION INSTRUCTIONS 2017

Electronic FSA Logon Site: <https://www.awinfosys.com/eassessment/fsa.htm>

## Important Dates

Assessment Administration in Schools	January 9 – February 17, 2017
Scoring and Score Entry Complete	March 10, 2017
Identifying Score Entry Errors and Students No Longer Enrolled	March 10, 2017
Schools Send Response Booklets & Student Results Home to Parents	March 31, 2017

## AWIS Technical Support:

**1-866-558-5339** (toll free)  
**support@awinfosys.com**

**District FSA Technical Lead** (contact your district):

.....  
Print name and number

**District FSA Contact** (contact your district):

.....  
Print name and number

## Ministry Contacts

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FSA General Website: [www.bced.gov.bc.ca/assessment/fsa/](http://www.bced.gov.bc.ca/assessment/fsa/)

## Helpful Hints for e-FSA

### Before the e-Assessment:

- Invigilators should thoroughly familiarize themselves with the “Invigilation Checklist” (see *FSA Administration Instructions*, pages 8-12).
- Call AWIS Technical Support (1-866-558-5339) at any time to trouble-shoot technical problems.
- If you experience problems connecting with AWIS Technical Support via phone due to your district not allowing long distance or toll-free calling from schools, your district technician or school board office should be contacted.
- Make sure your school technician or district technician has performed the Pre-Administration Systems Test on the computers (see *FSA Administration Instructions*, page 14).
- Place a shortcut on each desktop or bookmark the e-FSA logon page so it is easy to navigate to on the day of the assessment. [https://www.awinfosys.com/eassessment/fsa\\_secure.htm](https://www.awinfosys.com/eassessment/fsa_secure.htm)
- Generate and review your “List of Students Registered Report”. You may need to add or remove students (see *FSA Administration Instructions*, pages 21-26).
- Help students become familiar with the e-FSA format and content by having them complete the sample assessment. <https://www.awinfosys.com/eassessment/fsa.htm>
- Each e-FSA component does not have to be administered to all students at the same time. Rotate groups of students through computer stations as needed.
- Assign computers by writing each student’s name and PEN on a card or label and placing it next to or on a computer.
- Have the session passwords ready so that students can easily enter them during logon.
- Plan to take about 15 to 20 minutes to get students logged on. This should not be included in the assessment time.
- Stagger students’ logons to decrease simultaneous web traffic and possible slow computer response.

### During the e-Assessment:

- Have students take a stretch break part-way through.
- Have students bring extra work or reading to do so that when they have finished the e-FSA component they are not disruptive to other students still working.
- Let students know that if the administration of the electronic format is interrupted for any reason, their work is saved and will be restored when logging back on.
- If a technical problem cannot be resolved quickly, consider rescheduling the session.
- Contact AWIS Technical Support at any time to trouble-shoot technical problems. Telephone 1-866-558-5339. E-mail [support@awinfosys.com](mailto:support@awinfosys.com).

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## Section 1: General Information

### Printed Materials

School administrators receive the FSA Supplies Package that includes these administration instructions and the following:

- Packing Slip and Additional Supplies Request Form
- List of Students
- Password Information Sheet
- Student Response Booklets
- Scoring Package(s)

No printed materials from the FSA are to be returned to the Ministry of Education except Braille materials. Schools using Braille materials will have been supplied with special return instructions.

Please review your printed materials to ensure you have enough. Randomly check the Student Response Booklets to ensure there are no missing or repeated pages. Follow instructions on the packing slip to acknowledge receipt or to request additional materials.

### District FSA Contact

Each district has identified a District FSA Contact and a District FSA Technical Lead. It is important to know who these individuals are and how to contact them in case of an emergency that might prevent the school from completing the electronic components of the FSA or if you have questions/concerns about administration or computer set-up.

### Administrator Account – Electronic Components

Principals and delegates have access to an Administrator Account that is unique to each school based on the Eight Digit School Code and password. Information concerning the password for this account is on the Password Information Sheet included with the printed materials. The Administrator Account provides access to the following:

- Adding Walk-in Students
- Indicating Students no Longer Enrolled
- Administrative Reports:
  - List of Registered Students
  - Confirmation Codes for Completed Assessments
  - Password Information Sheet
  - Student Results Reports and Data Extracts
- Preview Assessments: Allows teachers to preview the FSA multiple-choice components

### Assessment Overview

FSA 2017 will involve students' use of school computers as well as the printed Student Response Booklets. Students answer multiple-choice questions electronically online and written-response questions in the supplied Student Response Booklets.

It is advisable that you review the Specifications available at:

<http://www.bced.gov.bc.ca/assessment/fsa/specifications/>. The specifications provide information on how grade 4 and 7 foundation skills will be assessed.

## Section 1: General Information

**Note:** Administer the assessment components according to the instructions in the “Invigilation Checklist” and “E-Administration System User’s Guide” sections within this booklet.

The assessment should be administered over several sessions and not in a single day.

If a student misses part of an FSA component, a make-up session should be scheduled within the administration window for the student to write the incomplete component. The three components are: Reading (Part I: multiple-choice questions and Part II: written-response); Writing (Part III: Short Writing and Part IV: Long writing); and Numeracy (Part V: multiple-choice questions and Part VI: written-response questions).

Time	Component	Response Mode	Suggested Facility
60 minutes	Part I: Reading Comprehension – 6 reading passages and 40 multiple-choice questions	Online	Computer lab or stations
30 minutes	Part II: Reading Comprehension – 2 passages and 1 written response question	Paper	Classroom
30 minutes	Part III: Short Writing	Paper	Classroom
60 minutes	Part IV: Long Writing	Paper	Classroom
60 minutes	Part V: Numeracy – 40 multiple-choice questions	Online	Computer lab or stations
30 minutes	Part VI: Numeracy – 2 written-response questions	Paper	Classroom
Total assessment time: 4.5 hours* Computer time: 120 minutes or 2 hours Non-computer time: 150 minutes or 2.5 hours			

**\*Students may be given more time to complete the assessment if needed.**

**Note:** The online components of the FSA are available from 8 a.m. to 4 p.m. Monday to Friday

## Who Should Write the Assessment?

All students write FSA including:

- ALL students enrolled in Grade 4 or Grade 7 of the English program, French Immersion program or Programme francophone, including students enrolled in a distributed learning program.
- All students enrolled in non-graded programs who were born in:
  - 2007 write Grade 4 level
  - 2004 write Grade 7 level
- English Language Learners (ELL) - formerly known as “English-as-a Second Language (ESL)” students.
- Students with special needs who require adaptations, as documented in their Individual Education Plans (IEPs).
- Students receiving learning assistance services.

Exceptions include:

- students who have previously written the FSA. Students write the FSA for a specific grade once only. If a student is retained, s/he does not write a second time,
- students who have IEPs documenting a disability that significantly impacts their performance in reading, writing or numeracy and who cannot meaningfully participate in all or part of the assessment, even with adaptations,

- students with IEPs who would need extensive adaptations or who would need such extended periods of time as to create a hardship for the individual student, or
- those students who are reported and funded as receiving English Language Learning support who have not yet reached a level of proficiency sufficient for them to provide meaningful responses to the reading or writing or numeracy sections of the FSA.

Principals identify which students, if any, are excused from one, two or all three components of the FSA. Principals must notify a parent or guardian if they intend to excuse a student from participating in one or more components of the FSA. Such notification should be made prior to the administration date by letter or telephone call.

Principals may excuse a student in the event of a family emergency, a lengthy illness or other extenuating circumstances.

Principals of public schools are to send a list of excused students to their superintendent.

## Adaptations

Students with special needs are allowed adaptations that have been provided during classroom assignments and for tests, as documented on their IEPs.

For the e-assessment section some of the adaptations for students with special needs may include: Braille, Large Print, Sign Language or Oral Interpreter, Reader, Scribe, a word recognition program such as Kurzweil, or a voice recognition program such as “Dragon Naturally Speaking”.

Any student may have extra time, supervised breaks or use a computer with spellchecker for the written-response sections. These are not considered adaptations.

**Braille:** Students requiring Braille format will receive materials and instructions in a separate package.

**Large Print:** Students requiring large print will respond to multiple-choice questions online in the FSA system with on-screen large font. Students will respond to the written-response questions in the large-print Student Response Booklet sent to your school.

**Readers and Scribes:** If a reader or scribe is provided, he or she will be required to read multiple-choice questions from, or input answers into, the online system. For written-response questions, the reader or scribe will work from the Student Response Booklet.

**Text-Reader Software:** For students requiring text-reader software, please note that the software will need to be installed on the computer prior to the administration of the online test. Schools are responsible for ensuring that any text-reader software they are using, such as Kurzweil or Dragon Naturally Speaking, is compatible and has been tested with their current Operating System and web browser versions prior to the test session. In addition, schools should contact their School or District support technicians if they are experiencing difficulties in getting these applications to work correctly.

For further information about text-reader software, please refer to the Text-Reader Tip Software Sheet available at [http://www.bced.gov.bc.ca/eassessment/fsa\\_doc\\_manuals\\_tech.htm](http://www.bced.gov.bc.ca/eassessment/fsa_doc_manuals_tech.htm)

**Please note that the electronic components of the FSA are available from 8 a.m. to 4 p.m. Monday to Friday.**

## Children Registered as Home-Schooled and Students Enrolled in Distributed Learning Programs

Distributed learning program students and participating home-schooled children write the FSA components at the school at appointed times, or make other arrangements. A principal may arrange for a student to write the assessment at another public or independent school where space and facilities are available. The principal must arrange for scoring of written responses.

If the alternate writing site is at another school, a copy from the school's supply of Student Response Booklets may be "borrowed" for the participating home-schooled child or distributed learning student, but identified with the name and PEN of the student and student's registering (home) school. Additionally, the visiting student should log-on to the electronic components of the FSA using the access information for the student's registering (home) school, and not for the host school accommodating the visiting student.

For distributed learning program students or participating home-schooled children, a principal may permit a student to sit the assessment at home, under the supervision of a principal-designated invigilator. The principal shall ensure log-on and website instructions, as well as any necessary printed materials, are forwarded to and returned from the home site. **Please note that the electronic components of the FSA are available from 8 a.m. to 4 p.m. Monday to Friday.**

Home-schooled children who are not participating in the FSA may be flagged online by the principal as "no longer enrolled" for the purposes of the FSA. Record such information following instructions in the "E-Administration System User's Guide" section.

### Requesting Personal Education Numbers (PENs)

The principal will ensure each student participating in the FSA has his or her unique 9-digit Personal Education Number (PEN) to be used when logging on to the electronic FSA components and on the cover of each FSA Student Response Booklet.

Questions about the PEN request process may be directed to a PEN administrator in one of two ways:  
E-mail: [pens.coordinator@gov.bc.ca](mailto:pens.coordinator@gov.bc.ca); Tel: (250) 356-8020

### Materials Permitted

For all components, students may use dictionaries and thesauruses. Any type of calculator may be used when completing the Numeracy component.

Students may need some scrap paper for their rough work for the Numeracy multiple-choice section.

If students use a word-processor for the short and long writing or the reading written-response question, schools will have to print out the responses and put them into the Student Response Booklet.

**Note:** Students may use the electronic dictionary that is built in the word-processor. Other electronic dictionaries are not permitted. Students cannot use search engines to find online dictionaries.

### Familiarizing Students with the Assessment Format

Access the following resources to familiarize students with the assessment format:

1. Sample Assessment: A complete sample assessment, including online and paper components, is available online. Go to [www.bced.gov.bc.ca/assessment/fsa](http://www.bced.gov.bc.ca/assessment/fsa) and click on "Preparing Students for FSA: Sample Questions and Scoring Guides in English and French". It is strongly recommended that students review the sample questions for both the electronic and paper formats. In particular, students should be familiar with the e-FSA format prior to the actual administration.



## Keeping the Assessment Secure

Principals and teachers are responsible for ensuring all FSA Student Response Booklets, online components of the assessment and marking information are handled in a secure manner before, during and after administration.

Questions in the Student Response Booklet are released each year, but online multiple-choice items will remain secure. This will allow for the re-use of such items in subsequent FSA administrations for the purpose of determining trends in student performance over time.

Parents and teachers who want to know what the multiple-choice sections cover may refer to the sample assessment at [www.bced.gov.bc.ca/assessment/fsa/specifications](http://www.bced.gov.bc.ca/assessment/fsa/specifications)

## Cheating

Cheating is defined as:

- Giving or receiving assistance of any kind in answering an FSA question during an assessment. This includes copying other students' work or allowing one's written or multiple-choice responses to be viewed by others.
- Possessing any book, paper, or item that might assist in writing the FSA, other than dictionaries and thesauruses for the Reading and Writing components, dictionaries and calculators for the Numeracy component where permitted, or any other material or equipment consistent with the student's IEP.
- Communicating with another student during the test-taking time for an FSA component.

Any student deemed to have cheated on FSA should receive a score of zero on that assessment component, as well as any additional penalty the school deems fitting.

## Identifying Students No Longer Enrolled

The Ministry has pre-loaded each school's enrolment with the most recent data collection information. In order to ensure for an accurate school report, the Principal needs to cross-reference and update this information with their current school enrolment. The electronic component of the FSA provides the principal with functions on-screen to identify a student as "no longer enrolled" at the school. Record such information following instructions in the "E-Administration System User's Guide".

### Notes:

- *If students are moving from one school to another within the province of BC, they should be identified as "no longer enrolled."*
- *If students have not written any component of the tests and are moving Out-of-Province permanently, please contact the Ministry immediately or no later than March 10, 2017 via e-mail: [educ.fsascore@gov.bc.ca](mailto:educ.fsascore@gov.bc.ca).*

## Scoring and Score Entry

The scoring guide for written-response questions has been included in the FSA Supplies Package delivered to each school and can also be found at the following website:

<http://www.bced.gov.bc.ca/assessment/fsa/training.htm>. The secure reading sample responses and numeracy solutions are included in your FSA Supplies Package. Provincial exemplars will be available for all written-response questions by the last week of February, accessible through the "FSA Score Entry" system or via your District FSA Contact.

## Section 1: General Information

Following the scoring arrangements at your school or in your school district, the principal must ensure the scoring of Student Response Booklets is completed and the scores are entered electronically into the online FSA system by **March 10, 2017**. Follow instructions on the inputting of scores in the “Score Entry System Guide” on pages 27-32.

The following codes are to be used in scoring and score entry for written-response questions in reading, shorter writing, longer writing and numeracy. Detailed descriptions of these codes are provided in the Scoring Guide.

- 4
- 3
- 2
- 1
- 0
- NR = No response (page is blank)
- Unscored (default) = Students did not write FSA

**Score entry deadline is March 10, 2017.**

**Please note: the score-entry deadline cannot be extended for any reason.** Principals are advised to build a step for checking the data into their timelines so that necessary data corrections can be entered by end of the day on March 10, 2017. No corrections to student scores can be made beyond this deadline.

## Generating and Printing Student Results

The principal or designate will print the individual student results from the online FSA system at [https://www.awinfosys.com/eassessment/fsa\\_secure.htm](https://www.awinfosys.com/eassessment/fsa_secure.htm). Prior to printing the student reports, please ensure written-response scores have been entered and students have completed all components of the assessment.

The printed reports are to be attached to the inside cover of the Student Response Booklet and sent home to parents by March 31, 2017.

School and district summary results reports, compiled and released by the Ministry of Education in late spring, will be made publicly available at [www.bced.gov.bc.ca/assessment/fsa/results/](http://www.bced.gov.bc.ca/assessment/fsa/results/).

## About the Student Results Report

Reading and numeracy test scores are a combination of the number of correct responses from the multiple-choice questions and the written-response scores. Writing test scores are based on the scores from the two writing tasks. Written-responses are worth four points each, except for the long writing, where the score is multiplied by two when the score is entered into the system.

Students are required to complete all parts of each component, i.e., Reading, Writing and Numeracy. Should a student miss part of a component, the student results will be reported based on what the student had completed.

Students who have not responded to any question of a component are reported out as “Performance Level Unknown” for that component.

## Section 2: Administering the FSA

### Getting Ready for the FSA

- Write the names and phone numbers of your district FSA Technical Lead and Contact on the front cover of this booklet.
- Prior to Live administration of FSA 2017, have students complete the sample e-FSA to become familiar with the format and type of questions.
  - e-FSA Sample: available anytime from [https://www.awinfosys.com/eassessment/fsa\\_sample.htm](https://www.awinfosys.com/eassessment/fsa_sample.htm). Follow the instructions on screen to access the sample.
  - FSA Written Response Questions: Review or print the Sample Student Response Booklet at [www.bced.gov.bc.ca/assessment/fsa](http://www.bced.gov.bc.ca/assessment/fsa) and click on “Preparing Students for FSA: Sample Questions and Scoring Guides in English and French”.
- Have your school/district technician prepare workstations for the electronic FSA components before students arrive (see E-Administration System User’s Guide for details). A Pre-Administration systems check should also be done prior to administration.
- Ensure you have students’ PENs and all session passwords required to access the e-FSA system.
- To streamline logon procedures, you may wish to assign a computer to each student and write the student’s name and PEN on a card or label and place it next to the computer.
- Plan 15 to 20 minutes at the beginning of the session to get students logged on. This should not be included in the assessment time.
- Each e-FSA component does not have to be administered to all students at the same time. Schools may rotate groups of students through computer stations as necessary.
- Have students bring extra work or reading to do when they are finished sections of the FSA.
- Check your “List of Students Registered” for accuracy and cross reference with your current enrolment information. Instructions on how to print this list and add/remove students can be found in the “How to Use Administrative Functions” in Section 3 of this booklet.

### Important Technical Notes

- Advise students that if the administration of the electronic format is interrupted for any reason, their work will be saved and restored when re-logging on.
- If your school experiences technical difficulties, contact your district technical support or AWIS technical support at [support@awinfosys.com](mailto:support@awinfosys.com) or 1-866-558-5339.
- More technical information can be found in the “E-Administration System User’s Guide” in Section 3.

## Invigilation Checklist

### Reading

Reading consists of two parts. Students may use dictionaries and thesauruses for both parts.

Part 1	Online	Read passages and answer multiple-choice questions online (60 minutes). A break half way through is recommended.
Part 2	On Paper	Read two passages and answer one written-response question in the Student Response Booklet (30 minutes).

### Checklist for Part 1: Reading – Multiple-Choice Questions

- Read passages and answer multiple-choice questions online
- 60 minutes (students may be given more time if needed)

	Open a web browser on each computer that will be used and go to: <b><a href="https://www.awinfosys.com/eassessment/fsa.htm">https://www.awinfosys.com/eassessment/fsa.htm</a></b> – click on FSA Live Administration Login
	Instruct students, on their computer, to: – select their District; – select the Font Size: Regular or Large Print (any student may select Large Print); – enter their PEN; – enter the Session Password*; – click Login.
	Review the Instructions for Navigation with the students as they appear on screen. <b>Note: The scroll bar on the right of the instructions allows for moving down the screen to view the instructions.</b>
	Ask students to follow along as you read aloud the Instructions for Students at the beginning of Part 1.
	Make sure students know that all multiple-choice questions should be answered online only.
	Remind students to: – read the context statement at the top of each passage and any footnotes at the bottom of the page (show an example); – keep working steadily and try to answer all questions; – stop and use the remaining time to check their work when they reach the review screen.
	Instruct students to click on “Start FSA Live” and begin.
	After 30 minutes, instruct students to take a short break without logging off.
	After the break, instruct students to continue with the assessment.
	Let students know when they have approximately 5 minutes left to finish this part.
	At the end of the session, instruct students to: – go to the Review Screen and click on Submit; – click on “Yes, I Am Finished” (upon submission a confirmation number will display on the screen).
	Go to <b><a href="https://www.awinfosys.com/eassessment/fsa.htm">https://www.awinfosys.com/eassessment/fsa.htm</a></b> – click on Administrative Functions; – select your district from the list; – enter your Administrator username and password; – click on the “Confirmation Codes for Completed Assessments” box; – this will automatically generate your list of confirmation codes; – check to ensure that all students have submitted their assessments.

\* The passwords are on a separate sheet that is included in the FSA Supplies Package mailed to school principals in January 2017. They can also be printed from the e-FSA website. Refer to page 25.

### Checklist for Part 2: Reading – Written-Response Question

- Read two passages and answer one written-response question in the Student Response Booklet
- 30 minutes

	Distribute Student Response Booklets (not personalized), and ask students to write their name, Student PEN, School Name, and Classroom on the cover.
	Ask students to turn to the appropriate page of the Student Response Booklet and follow along as you read aloud the Directions to the Student at the beginning of Part 2.
	Make sure students know their work should be done in the Student Response Booklet.
	Remind students to: <ul style="list-style-type: none"> <li>– read the context statement at the top of each passage and any footnotes at the bottom of the page (teacher may show an example in the booklet);</li> <li>– keep working steadily and try to give a complete and clear answer;</li> <li>– stop at the STOP sign and use the remaining time to check their work.</li> </ul>
	Instruct students to begin.
	Let students know when they have approximately 5 minutes left to finish this part.

**Note:** *Part 2 in Reading and Part 3 in Short Writing of the assessment are linked thematically and should be administered back-to-back with a short break in between.*

### Writing

Writing contains two writing tasks. Students may use dictionaries and thesauruses in both parts.

Part 3	On Paper	Short Writing piece (30 minutes).
Part 4	On Paper	Long Writing piece (60 minutes).

### Checklist for Part 3: Short Writing

	Make sure students have the same Student Response Booklet from the previous session.
	Ask students to turn to the appropriate page of the Student Response Booklet and follow along as you read aloud the Overview and Instructions for Students at the beginning of Part 3.
	Make sure students know that their work should be done in the Student Response Booklet.
	Guide students through the pre-writing activity: <ul style="list-style-type: none"> <li>– ask students to follow along as you read aloud the Writing Topic and Criteria (approx. 3 minutes);</li> <li>– direct students, step-by-step, to use the Planning Page (approx. 5 minutes). Allow 1 to 2 minutes for students to work independently on the Planning Page.</li> </ul>
	Instruct students to begin their writing in the Student Response Booklet. Remind students to: <ul style="list-style-type: none"> <li>– use some of the ideas from their Planning Page in their written work;</li> <li>– write on every other line (double-space).</li> </ul>
	Let students know when they have approximately 5 minutes left and remind them to: <ul style="list-style-type: none"> <li>– bring their writing to a conclusion;</li> <li>– use the Criteria to look back on their writing and make changes or corrections.</li> </ul>
	At the end of the session, collect the Student Response Booklets.

### Checklist for Part 4: Long Writing

	Distribute Student Response Booklets (with students' names written from previous session).
	Ask students to turn to the appropriate page of the Student Response Booklet and follow along as you read aloud the Overview and Instructions for Students at the beginning of Part 4.
	Make sure students know their work should be done in the Student Response Booklet.
	Guide students through the pre-writing activity: <ul style="list-style-type: none"> <li>– ask students to follow along as you read aloud the Writing Topic and Criteria (approx. 3 minutes);</li> <li>– direct students, step-by-step, to use the Planning Page (approx. 5 minutes). Allow 1 to 2 minutes for students to work independently on the Planning Page;</li> <li>– instruct students to talk about their ideas with a partner. Both partners need time to share (approx. 2 minutes).</li> </ul>
	Instruct students to begin their writing in the Student Response Booklet. Remind students to: <ul style="list-style-type: none"> <li>– use some of the ideas from their Planning Page in their written work;</li> <li>– write on every other line (double-space).</li> </ul>
	Let students know when they have approximately 10 minutes left and remind them to: <ul style="list-style-type: none"> <li>– bring their writing to a conclusion;</li> <li>– use the Criteria to look back on their writing and make changes or corrections.</li> </ul>
	At the end of the session, collect the Student Response Booklets.

### Numeracy

Numeracy consists of two parts. Students should have a short break between Part 5 and Part 6 if administered back-to-back.

*Students may use any type of calculator available to them.*

*Students may need some scrap paper for the multiple-choice questions.*

Part 5	Online	Answer multiple-choice questions online (60 minutes). A break half way through is recommended.
Part 6	On Paper	Answer two written-response questions in the Student Response Booklet (30 minutes).

### Checklist for Part 5: Numeracy – Multiple-Choice Questions

- Answer multiple-choice questions online
- 60 minutes (Students may be given more time if needed)
- Students may use any type of calculator available to them
- Students may need some scrap paper

	Hand out some scrap paper to each student.
	Open a web browser on each computer that will be used and go to: <b><a href="https://www.awinfosys.com/eassessment/fsa.htm">https://www.awinfosys.com/eassessment/fsa.htm</a></b> – click on e-FSA Live.
	Instruct students, on their computer, to: – select their District; – select the Font Size: Regular or Large Print (any student may select Large Print); – enter their PENS; – enter the Session Password*; – click Login.
	Review the Instructions for Navigation with the students as they appear on screen. <b>Note: The scroll bar on the right of the instructions allows for moving down the screen to view the instructions.</b>
	Ask students to follow along as you read aloud the Instructions for Students at the beginning of Part 5.
	Make sure students know that all multiple-choice questions should be answered online.
	Instruct students to click on “Start FSA Live” and begin.
	After 30 minutes, instruct students to take a short break without logging off.
	After the break, instruct students to continue with the assessment.
	Let students know when they have approximately 5 minutes left to finish this part.
	At the end of the session, collect all scrap paper and instruct students to: – go to the Review Screen and click on Submit; – click on “Yes, I Am Finished” (upon submission a confirmation number will display on the screen).
	Go to <b><a href="https://www.awinfosys.com/eassessment/fsa.htm">https://www.awinfosys.com/eassessment/fsa.htm</a></b> – click on Administrative Functions; – select your district from the list; – enter your Administrator username and password; – click on the “Confirmation Codes for Completed Assessments” box; – this will automatically generate your list of confirmation codes; – check to ensure that all students have submitted their assessments.
	Destroy all scrap paper in a secure manner.

\* The passwords are on a separate sheet that is included in the FSA Supplies Package mailed to school principals in January 2017. They can also be printed from the e-FSA website. Refer to page 25.

**Checklist for Part 6: Numeracy – Written-Response Questions**

- Answer two written-response questions in the Student Response Booklet
- 30 minutes

	Distribute Student Response Booklets (with students’ names written from previous session).
	Ask students to turn to the appropriate page of the Student Response Booklet and follow along as you read aloud the Instructions for Students at the beginning of Part 6.
	Make sure students know that their work should be done in the Student Response Booklet.
	Remind students to: <ul style="list-style-type: none"> <li>– keep working steadily and try to answer both questions;</li> <li>– stop at the STOP sign and use the remaining time to check their work.</li> </ul>
	Instruct students to begin.
	Let students know when they have approximately 5 minutes left to finish this part.
	At the end of the session, collect the Student Response Booklets.

**After the Assessment**

- Ensure that you have generated confirmation codes for each of the completed electronic components (see Section 5.2.2 of the “E-Administration System User’s Guide” in this document). A confirmation code indicates that a student has successfully submitted the assessment component. Students who do not appear on this list have not yet submitted the assessment or have not participated. Please contact AWIS technical support if you experience any difficulties.
- Score student response booklets and complete score entry online according to the scoring arrangements at your school or district.



## Section 3: E-Administration System User's Guide

TECHNICAL SUPPORT – A. WILLOCK INFORMATION SYSTEMS: 1-866-558-5339 (toll free)

### 1.0 Tips for Computer Technicians

These tips should be shared with the school technician in order to prepare each workstation for e-FSA.

<b>Computer Requirements</b>	<b>PC:</b> Windows 2000, XP, Vista, 7, 8.0, 8.1, 10 <b>Minimum</b> recommended monitor resolution setting: <b>1024 × 768</b>	<b>MAC:</b> OSX 10.3, OSX 10.4, OX 10.5, OSX 10.6, OSX 10.7, OSX 10.8 No recommended minimum monitor resolution setting	<b>LINUX:</b> Linux Kernel 2.2.1.4+ No recommended minimum monitor resolution setting
	Detailed information regarding computer requirements is available at: <a href="https://www.awinfosys.com/eassessment/fsa_computer_require.htm">https://www.awinfosys.com/eassessment/fsa_computer_require.htm</a>		
<b>Supported Browsers</b>	<b>PC:</b> Internet Explorer (v. 6.0+) Firefox (v. 3.6.10+)	<b>MAC:</b> Safari (v. 4.0+) Firefox (v. 3.6.10+)	<b>LINUX:</b> Firefox (v. 3.6.10+)
	Detailed information regarding computer requirements is available at: <a href="http://www.bced.gov.bc.ca/eassessment/eexam_computer_requirements.htm">http://www.bced.gov.bc.ca/eassessment/eexam_computer_requirements.htm</a>		
<b>Fonts</b>	The standard Browser Font setting should be: <ul style="list-style-type: none"> <li>• Language Script: Latin Based</li> <li>• Web Page Font: Times New Roman</li> <li>• Plain Text Font: Courier New</li> </ul> Right click on your mouse, select "Encoding" and then select "Western European (ISO)".		
<b>Chinese Characters</b>	Some computers may display Chinese characters if the standard font setting is not set as stated above. Before logging in to the exam, right click on your mouse, and select "Encoding – Western European (ISO)".		
<b>Popup Blockers</b>	Must be turned "off" during administration, that is, pop-ups must be <b>ALLOWED</b> . If a popup blocker is "on", then a blank screen will appear when you click on the "Login" button or the e-exam will open in a small window. If this is the case, then you have a hidden pop-up blocker on your system. This hidden pop-up blocker also causes the Confirmation Number that appears at the end of the student's assessment to disappear quickly.		
<b>Trusted Sites</b>	You may need to list the assessment server as a trusted site in your web browser or proxy server. If so, please use <a href="https://www.awinfosys.com">https://www.awinfosys.com</a> as the trusted site.		
<b>Cookies</b>	<b>Must be enabled.</b> If cookies are disabled, you will continue to see the following error message: "the password entered is incorrect".		
<b>Java Scripting</b>	<b>Must be enabled.</b> If Java scripting is disabled, the system will display "Page Cannot Be Displayed" which will state a "Java Scripting Error".		
<b>Proxy Caching</b>	<b>Must be turned "Off"</b> during administration. This setting should be checked in advance. See required browser settings as above.		
<b>Logging-in Difficulties</b>	If you are having difficulties on the Login page, hit F5 on your keyboard (Apple + R on the Mac) to Refresh the screen and try logging in again.		
<b>Technical Support</b>	Questions should be directed to A. Willock Systems at: Phone: 1-866-558-5339 or E-mail: <a href="mailto:support@awinfosys.com">support@awinfosys.com</a>		

## 2.0 How to Prepare Workstations

### 2.0.1 Pre-Administration Systems Test

The Pre-Administration Systems Test ensures that you have the correct Java Scripting components enabled, that your browser is set to accept Cookies and that Pop-Up Blockers are turned off.

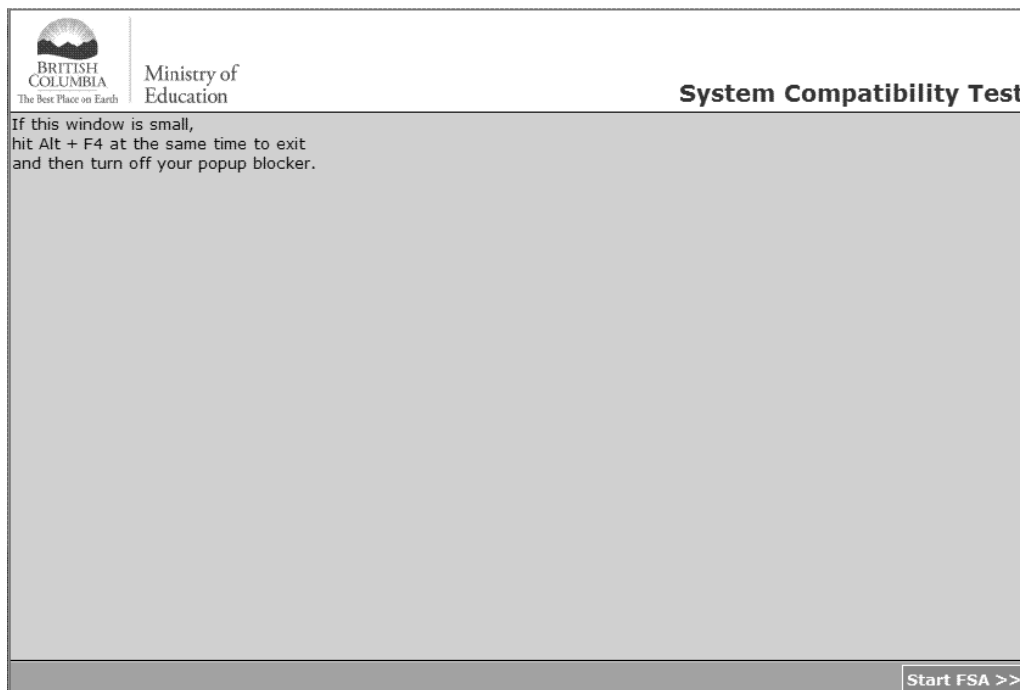
Before students enter the lab, please be sure to test (or have a technical support person test) each workstation that will be used to administer the e-FSA by navigating to <https://www.awinfosys.com/eassessment/fsa.htm> and selecting the Pre-Administration System Testing link.

#### 2.0.1.1 Successful Pre-Administration Systems Test Illustration

Navigate to the Pre-Administration System Test and follow the instructions on screen. The following screen will appear after clicking "Login":

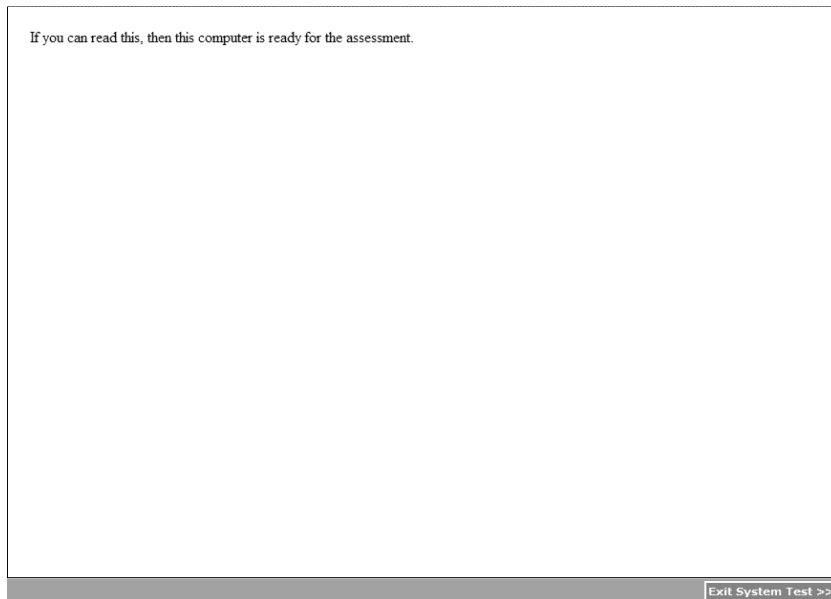
Is the information below correct?	
PEN:	999999999
Legal First Name:	System
Legal Last Name:	Test
	<input type="button" value="Yes"/>
	<input type="button" value="No"/>

Click the "Yes" button. The following window should be displayed (full screen).



Click on the "Start FSA" bottom right-hand side of the screen.

If the following screen appears the workstation is ready for the Assessment.



Click on the "Exit System Test" button located at the bottom right-hand corner.

Repeat the Pre-Administration Systems Test on each workstation as needed.

### 2.0.1.2 Unsuccessful Pre-Administration Systems Test Illustrations

#### Illustration 1: Browser is not set to Accept Cookies

If you navigate to the Pre-Administration System Test and follow the instructions on screen and you receive the following message after clicking "Login", your browser is not set to accept Cookies. Please set your browser to accept Cookies and redo the test.



**Illustration 2: Browser does not have Java Scripting Enabled**

Navigate to the Pre-Administration System Test and follow the instructions on screen. If you receive a blank window after clicking "Login", or any other window with an error message such as "Page Cannot Be Displayed" this means that Java Scripting is not enabled within the browser. Enable Java Scripting and redo the test.



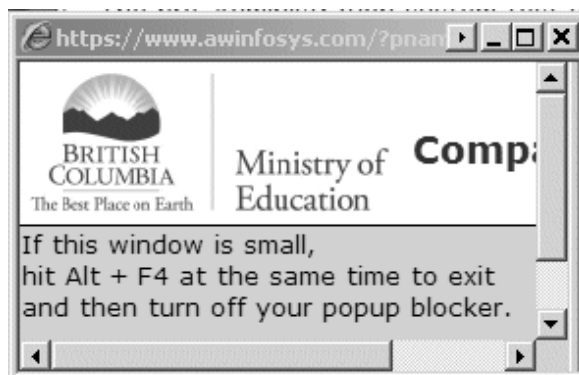
**Illustration 3: Browser has Pop-Up Blockers Turned On**

Navigate to the Pre-Administration System Test and follow the instructions on screen. The following screen will appear after clicking "Login":

Is the information below correct?	
PEN:	999999999
Legal First Name:	System
Legal Last Name:	Test
	<input type="button" value="Yes"/>
	<input type="button" value="No"/>

Click the "Yes" button.

If the following window is displayed (small window), you have a Pop-Up Blocker turned on. Please exit the Pre-Administration System Test, turn off the Pop-Up Blocker and redo the test.



### 2.0.2 Important Proxy Server Information for your District FSA Technical Lead

The Pre-Administration System Test does not check for proxy server or caching configurations.

Proxy servers can slow down the computers in your classroom during the e-FSA. A proxy server must scan every item or page coming into a network for viruses or malicious content. A proxy server will not usually affect a student during regular usage within a classroom setting (See Important Caching Information below), but since the e-FSA application repeatedly returns to the main servers for new information, this proxy scanning will noticeably slow down the e-FSA in your lab.

Please ensure that proxy servers are either turned off or that <https://www.awinfosys.com> will bypass the proxy server during the administration of the e-FSA on all computers being used by students.

**School Networks:** Ensure that proxy servers at the school level are either turned off or that <https://www.awinfosys.com> will bypass the proxy server within the school network.

**District Networks:** Ensure that proxy servers at the district level are either turned off or that <https://www.awinfosys.com> will bypass the proxy server within the district network.

### 2.0.3 Important Caching Information for your District FSA Technical Lead

Another proxy server role is to cache web pages and sites for quicker load the next time a user visits a site. This means that a user may not be accessing the internet to retrieve the most up-to-date information, but is actually retrieving information from the proxy server instead. During a regular classroom setting, this is beneficial since it typically speeds up a lab.

The e-FSA application is a dynamic application, which means that it must return to the host servers on every click of the Next or Back buttons. If a proxy server is caching information, it is possible that a student's responses may appear "lost" when the computer does not check back to the main servers. Ensure that caching is turned off within the student's computer and that the school and district networks also have caching configurations turned off.

It is not recommended that schools use a single guest login for all students to sign into the school network before logging into the e-FSA application. A single login can possibly cache multiple students' information and cause "test switching" between those students.

## 3.0 How Students Login

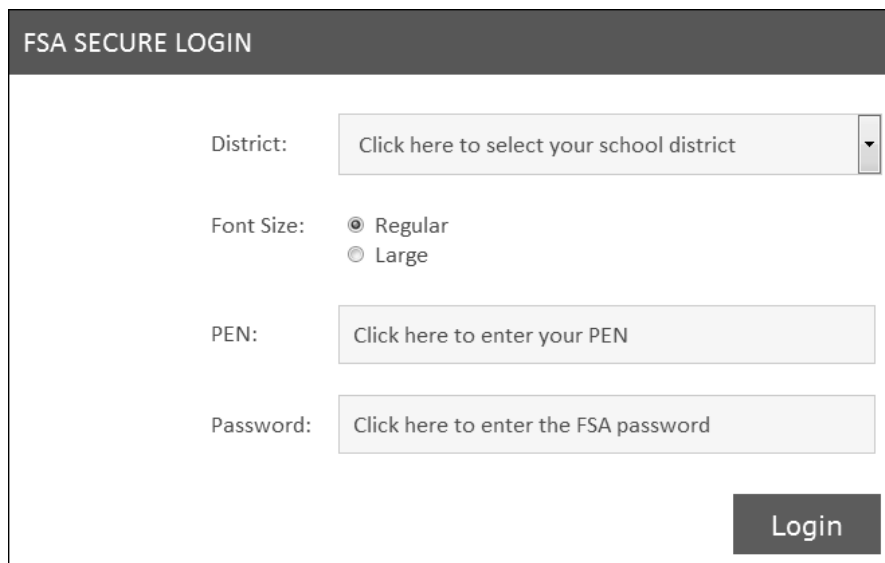
- Go to: <https://www.awinfosys.com/eassessment/fsa.htm>; click on "FSA Live Administration Login".

Students will need to select or enter:

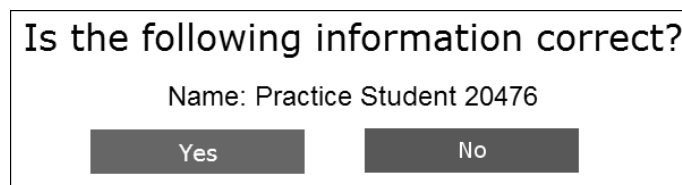
1. **District:** select your district from the drop down list.
2. **Font Size:** the system default is 'Regular' but any student may choose 'Large Print' by selecting the large print button.
3. **PEN:** enter the student's Personal Education Number (PEN).
4. **Session Password:** session passwords will have been mailed to your school along with other assessment information. Each electronic component has its own password, meaning there is a separate password for reading comprehension MC and numeracy MC at each grade level.

### Section 3: E-Administration System User's Guide

An example is shown in the image below:



Once students have clicked "Login", the 'Confirm Student Information' screen will appear:

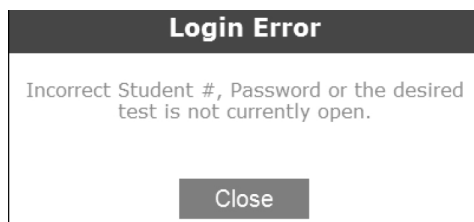


- If this window does not appear, the window might be minimized on the task bar; select the window to reopen it.
- If the information is correct, the student should click "Yes".
- If the information displayed is incorrect, the student has typed in the wrong PEN or is not registered, and should click "No".

**Note:** *Student legal name information has been pre-loaded into the assessment system based on the legal names submitted by your school to the Ministry for 1701 data collections. These names may not match exactly to what the student is 'known by' in the classroom.*

If the "Confirm Student Information" screen does not appear and students receive the error message below, they have either:

- Typed in an invalid PEN, or
- The student has not been pre-registered at your school and they will need to be added as a walk-in student using the Administrator Functions. (See Section 5.0, "How to Add a Student").



Once students have successfully logged on, follow the specific instructions outlined in the “Invigilation Checklist” in Section 2 of this document.

**Warning:** *Should the student exit the assessment system, the assessment system will automatically track the number of times that a student re-enters into a particular assessment. The system auto-saves every 60 seconds as well as when the student navigates to the next question(s) using the “Next” button. Students who log out and log back in will be automatically directed to the last saved location.*

## How to Navigate the e-Assessment

### 4.0 How to Navigate to the Next Page

Students may move forward and backward through the e-Assessment using the green ‘Back’ and ‘Next’ buttons provided at the bottom right hand side of the screen. An example is provided below:



### 4.1 How to Flag a Question


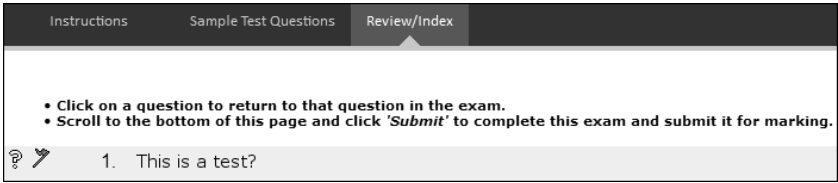

Students may flag a question for later review by clicking on the checkbox  located on the right side of the question number (see figure 1 below). This will cause a flag icon  to appear beside the question on the review screen (see figure 2 below). Students can click on the question number in the review screen to go directly back to that question for review.

Figure 1	Figure 2
<p>1. <input checked="" type="checkbox"/> This is a test?</p> <p><input type="radio"/> Maybe it is.</p> <p><input type="radio"/> Maybe it isn't.</p> <p><input type="radio"/> It can't be.</p> <p><input type="radio"/> All of the above</p>	 <p>Instructions    Sample Test Questions    <b>Review/Index</b></p> <ul style="list-style-type: none"> <li>• Click on a question to return to that question in the exam.</li> <li>• Scroll to the bottom of this page and click 'Submit' to complete this exam and submit it for marking.</li> </ul> <p> 1. This is a test?</p>

### 4.2 How to Navigate the Main Menu

Students may also navigate through the e-Assessment using the tabs at the top left hand side of the e-Assessment screen. The tabs are only available after students have clicked “Start FSA”. A sample image is below:

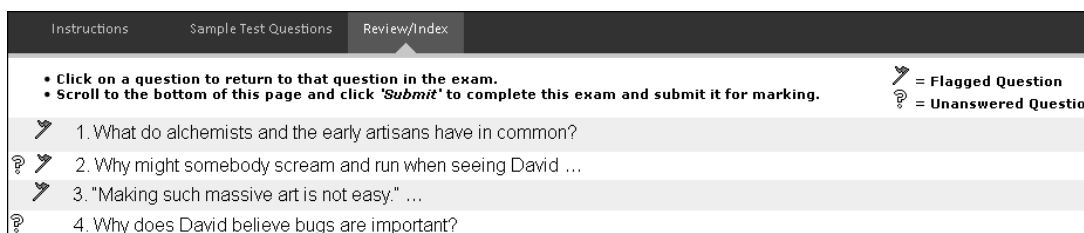


## Section 3: E-Administration System User's Guide

- Click on “Instructions” to see the instructions screen.
- Click on “FSA Questions” to return to the last set of questions students were working on in the e-Assessment.
- Click on “Review” to enter the Review screen. Students will automatically enter the review screen once they reach the end of the assessment.

### 4.3 How to Use the Review Screen

Once students have completed their online assessment, they will click on the “Submit” button at the top or bottom right side of the Review Screen. This screen will show students a list of all the questions with graphical indicators showing which questions they have not answered and which questions they have flagged. Specific information on these elements is provided below.



Question 1: Answered and not flagged

Question 2: Flagged and unanswered

Question 3: Flagged and answered

Question 4: Unanswered and not flagged

#### 4.3.1 Unanswered Questions

Questions that haven't been answered by the student will display a ? icon in the review screen. Students can click on the question to go directly to that question. See section 4.3 for a sample screen shot.

#### 4.3.2 Flagged Questions

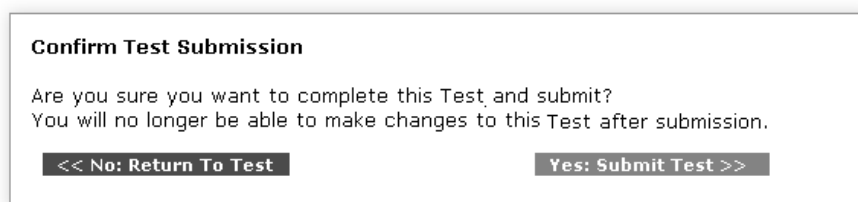
Questions that have been flagged by students will display a ✓ icon in the review screen. Students can click on the question to go directly to that question. See section 4.3 for a sample screen shot.

### 4.4 How to Submit and Exit the Assessment

Once students have completed their online assessment, they will click on the “Submit” button at the bottom right side of the Review screen.



Students will be presented with the following confirmation screen:



If they are not ready to submit, students may click “No: Return to Test”.



Once students have clicked on "Yes: Submit Test", they will receive a confirmation code which indicates that the assessment has been received. At this point students can no longer work on, or re-enter the e-Assessment.

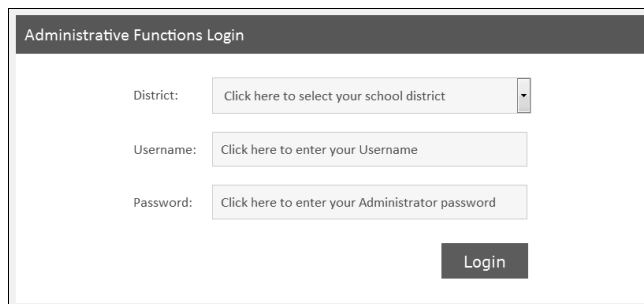
**Note:** Administrators may generate a list of all confirmation codes by following the instructions in Section 5.3.3 of this document.

## How to Use the Administrative Functions

To access the "Administrative Functions":

1. Go to <https://www.awinfosys.com/eassessment/fsa.htm>. All important information and any other links for e-FSA are accessible from this link.
2. Click on the "Administrative Functions" link which is located in the "January/February 2017 FSA Administration" section.

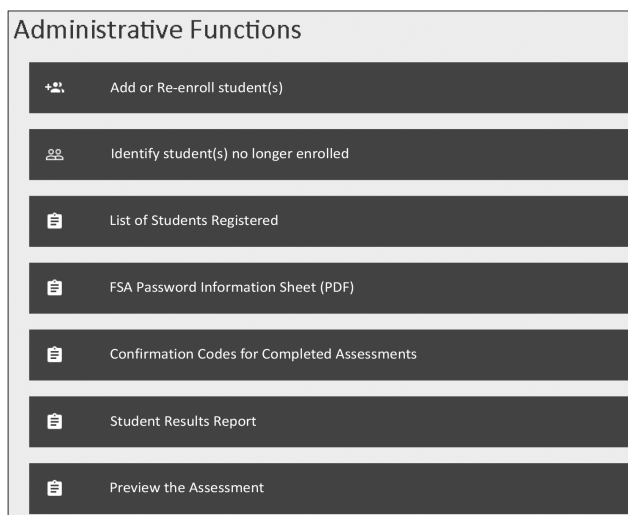
This will display the Administrative Functions Login screen, as seen below:



The screenshot shows the "Administrative Functions Login" interface. It features a title bar at the top. Below the title bar, there are three input fields: "District" with a dropdown arrow, "Username", and "Password". Each field contains a placeholder text: "Click here to select your school district", "Click here to enter your Username", and "Click here to enter your Administrator password" respectively. A "Login" button is positioned at the bottom right of the form.

3. Select your District from the dropdown.
4. Type in your Username (your school code).
5. Type in the unique Password that you were provided.
6. Click Login.

The following screen will appear:



The screenshot displays the "Administrative Functions" menu. The title "Administrative Functions" is at the top. Below the title, there is a list of seven menu items, each with an icon and a text label:
 

- +2: Add or Re-enroll student(s)
- ☰: Identify student(s) no longer enrolled
- 📄: List of Students Registered
- 📄: FSA Password Information Sheet (PDF)
- 📄: Confirmation Codes for Completed Assessments
- 📄: Student Results Report
- 📄: Preview the Assessment

Any students added or removed during the new FSA Field Test will carry over into the January-February e-FSA. You will not need to complete these steps twice and your List of Students Registered will be your most current list.

## 5.0 How to Add a Student or Re-Enroll a Student

Most or all of your grade 4 and 7 students should already be in the system. You only need to add students if they do not already appear in the List of Students Registered. You can use this function to:

- Add student(s) newly enrolled in your school who are not listed in the List of Registered Students.
- Change a student's grade or the spelling of their name.
- Re-add any student's who may have been accidentally removed from the list.
- Re-add any student's who may have left and then returned to your school.

After logging in by following the instructions in the section "How to Use the Administrative Functions" above, click on "Add or Re-enroll student(s)". The following screen will appear:

#	Student PEN	Student First Name	Student Last Name	Grade
1				<input type="radio"/> 4 <input type="radio"/> 7
2				<input type="radio"/> 4 <input type="radio"/> 7
3				<input type="radio"/> 4 <input type="radio"/> 7
4				<input type="radio"/> 4 <input type="radio"/> 7
5				<input type="radio"/> 4 <input type="radio"/> 7

1. Select your School from the school drop down list, unless it already appears.
2. Enter the student's PEN, First Name, and Last name (you can add up to 20 at a time).
3. Select the applicable grade level for the student.
4. Click on "SAVE" in the upper right corner to save added students.

The student(s) will now be able to login and complete the assessment.

### 5.0.1 How to Re-Enroll a Student

If you need to re-enroll a student that you previously identified as "No Longer Enrolled", use the same procedures as "Add a Student" in section 5.0.

## 5.1 How to Identify Students who are No Longer Enrolled

Students who are reported on your "List of Students Registered" (see Section 5.3.1) but are no longer enrolled at your school will need to be flagged as "No Longer Enrolled".

**Notes:**

- *If students are moving from one school to another within the province of BC, they should be identified as "no longer enrolled."*
- *If students have not written any component of the tests and are moving Out-of-Province permanently, please contact the Ministry immediately or no later than March 10, 2017 via e-mail: [educ.fsascore@gov.bc.ca](mailto:educ.fsascore@gov.bc.ca).*

After logging in by following the instructions in the section "How to Use the Administrative Functions" on page 21, click on "Identify student(s) no longer enrolled". The following screen will appear:

**Identify student(s) no longer enrolled**

Please Note:  
If you wish to add a student, change a student's grade or re-enroll a student, please click "CANCEL" and then select "Add or Re-enroll student(s)" from the Administrative Functions menu.

List of students currently identified as "No Longer Enrolled" at your school.

#	Student PEN	Name	Grade
1	111111118	Test Student	4

Identify students as no longer enrolled by entering their PENs in the fields below and then clicking on "SAVE" above.

#	Student PEN	Grade
1	<input type="text"/>	<input type="radio"/> 4 <input type="radio"/> 7
2	<input type="text"/>	<input type="radio"/> 4 <input type="radio"/> 7
3	<input type="text"/>	<input type="radio"/> 4 <input type="radio"/> 7
4	<input type="text"/>	<input type="radio"/> 4 <input type="radio"/> 7
5	<input type="text"/>	<input type="radio"/> 4 <input type="radio"/> 7
6	<input type="text"/>	<input type="radio"/> 4 <input type="radio"/> 7
7	<input type="text"/>	<input type="radio"/> 4 <input type="radio"/> 7
8	<input type="text"/>	<input type="radio"/> 4 <input type="radio"/> 7
9	<input type="text"/>	<input type="radio"/> 4 <input type="radio"/> 7
10	<input type="text"/>	<input type="radio"/> 4 <input type="radio"/> 7
11	<input type="text"/>	<input type="radio"/> 4 <input type="radio"/> 7

1. Enter the student's PEN (you can add up to 20 at a time).
2. Select the applicable grade level for the student.
3. Click on "SAVE" in the upper right corner to save added students.

The student(s) will now display in the "No Longer Enrolled" section of the List of Registered Students report.

## 5.2 How to Preview an Assessment

An administrator or teacher can preview what an assessment looks like before administering the assessment.

After logging in by following the instructions in the section "How to Use the Administrative Functions" above, click on the desired assessment link to go directly to that assessment.

Go!	<a href="#">GRADE 4 NUMERACY</a>
Go!	<a href="#">GRADE 4 READING COMPREHENSION</a>
Go!	<a href="#">GRADE 7 NUMERACY</a>
Go!	<a href="#">GRADE 7 READING COMPREHENSION</a>

## 5.3 How to Generate Administrative Reports

There are four administrator reports:

- List of Students Registered
- Password Information Sheet
- Confirmation Codes for Completed Assessments
- Student Results Reports

### 5.3.1 How to Generate the List of Students Registered Report

After logging in by following the instructions in the section "How to Use the Administrative Functions" above, click on "List of Students Registered". The report will automatically display to your screen. From there you can print a hardcopy of your students registered.

Generating this report will provide you with a list of registered students which the Ministry has pre-loaded for you from the most recent data collection. The pre-loaded data may not be an exact representation of your current enrolment. Printing the 'List of Students Registered' and using it to cross-check with your current enrolment is recommended. Students who are attending your school and do not appear on the list will need to be added manually using the "Add or Re-enroll student(s)" function, (Section 5.0). Students who are no longer attending your school need to be identified as no longer enrolled in your school. (See Section 5.1). If you have added students, you can re-run this report and your new students will immediately display in this list.

A sample report is provided below:

<u>PEN#</u>	<u>Last Name</u>	<u>First Name</u>
<b>Grade 4</b>		
123456789	Doe	John
987654321	Doe	Jane
<b>Grade 7</b>		
345678123	Smith	Julie
321987456	Smith	Jake
<b>The following students are currently flagged as "No Longer Enrolled" for your school.</b>		
<u>PEN#</u>	<u>Last Name</u>	<u>First Name</u>
<b>Grade 4</b>		
111111118	Student	Test

### 5.3.2 FSA Password Information Sheet

An Administrator or teacher can access a copy of the FSA Password Information Sheet prior to administering the assessment.

After logging in by following the instructions in the section "How to Use the Administrative Functions" above, click on "FSA Password Information Sheet (PDF)". A copy of the Password Information sheet will open (or download to your browser downloads area). You may then print a copy of the Sheet for reference. If the document doesn't load properly to your screen, try saving it to your computer first, before opening it.

### 5.3.3 How to Generate the Confirmation Codes for Completed Assessments Report

After logging in by following the instructions in the section "How to Use the Administrative Functions" above, click on "Confirmation Codes for Completed Assessments". The report will automatically display to your screen. From there you can print a hardcopy of the Confirmation Codes.

Generating this report will provide a list of all the students with confirmation codes. A confirmation code indicates that a student has successfully submitted the online assessment component. Students who do not appear on this list have either not yet submitted the assessment, have not participated in the assessment or may not be in your List of Registered Students. A sample report is provided below. The name of the assessment (e-FSA) will appear at the top of the report.

PEN#	Student Name	Confirmation #
<b>Confirmation Codes for Grade 4 eFSA</b>		
15	Doe, John	011-14082007-1-24
25	Doe, Jane	011-15082007-1-34

### 5.3.4 How to Generate the Student Results Reports

After logging in by following the instructions in the section "How to Use the Administrative Functions" above, click on "Student Results Reports" from the report drop down menu. This function combines the marks of the multiple-choice components completed online and the written response scores as entered into the Score Entry system. (Detailed instructions for Score Entry are contained in the "Score Entry System Guide" See page 27).

Before printing the Student Results Reports, check the Data File (Excel spreadsheet) to ensure the results include the multiple-choice and written response scores.

The following screen will appear:

**Please Note:**

To print this report effectively you must turn off the Header/Footer option in your internet browser. See the System User's Manual for details.

Keep your printer's capacity in mind prior to printing. Consider printing one grade at a time.

<p><b>By Student</b></p> <p>Enter PEN and click Go</p> <p>PEN: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Go"/></p>	<p><b>By Grade</b></p> <p>Select a Grade and click Go</p> <p><input checked="" type="radio"/> Grades 4 and 7</p> <p><input type="radio"/> Grade 4 Only</p> <p><input type="radio"/> Grade 7 Only</p> <p style="text-align: right;"><input type="button" value="Go"/></p>	<p><b>Data File (Excel Spreadsheet)</b></p> <p>Select a Grade and click Go</p> <p><input checked="" type="radio"/> Grades 4 and 7</p> <p><input type="radio"/> Grade 4 Only</p> <p><input type="radio"/> Grade 7 Only</p> <p style="text-align: right;"><input type="button" value="Go"/></p>
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### Section 3: E-Administration System User's Guide

There are two ways to generate Student Results Reports (SRR):

**By Student:** Enter the students PEN and click "GO".

**By Grade(s):** Select grade 4 and 7, grade 4 or grade 7 and click "GO" to generate all the SRRs for the selection made.

**Data File:** Select grade 4 and 7, grade 4 or grade 7 to generate all the Excel data files for the selection made. This data is for school use and does not replace printing and sending the SRR home to parents with the written-response booklet.

***Important Printing Note:***

***In order to print the Student Results Reports effectively, you must turn off the header/footer option in your internet browser. Before you print, click <File>, then <Page Setup...>, then delete the text (code) in the Header and Footer fields in the dialog box that appears, and click <OK>. This only needs to be done once per computer.***

## Section 4: FSA Score Entry System Guide

TECHNICAL SUPPORT – A. WILLOCK INFORMATION SYSTEMS: 1-866-558-5339 (toll free)

### Entering Written Responses

#### 1.0 Introduction to Written-Response Data Entry

Response booklets have been designed to allow markers to hand write the final score for each written response question on the front cover of the response booklet enabling efficient data entry of scores.

There are three score entry options available to schools/districts, each accessible with the mode specific username and password supplied to your school with other printed FSA materials:

1. Score Entry – Batch Mode
2. Score Entry – Find Mode
3. Score Entry – District Score Entry Option

Each option is explained in detail within this document.

**Score entry deadline is March 10, 2017.**

**Please note: The score-entry deadline cannot be extended for any reason.** Principals are advised to build a step for checking the data into their timelines so that necessary data corrections can be entered by end of the day on March 10, 2017. No corrections to student scores can be made beyond this deadline.

#### 2.0 How to Enter Scores in Batch Mode

Written-Response “Score Entry” is accessible from the e-Assessment home page located at: <https://www.awinfosys.com/eassessment/fsa.htm>

**Use the Batch mode to enter scores for all students in a school on a spreadsheet.**

1. Click on “Score Entry”.

The following screen will appear:

## Section 4: FSA Score Entry System Guide

2. Select your District.
3. Enter your Username and Password for *Score Entry – Batch Mode*. This information will have been mailed to your school along with other assessment information.
4. Click on the “Login” button as shown in the image on page 27.

The following screen will appear:

The screenshot shows the 'FSA Score Entry' interface. On the left, there is a sidebar with 'Assignments' and 'Add/Re-Enroll Students' buttons, and 'Save & Continue' and 'Save & Logout' buttons below. The main area contains a message: 'Please select a grade to begin score entry.' Below this message are two options: 'Grade 4 Written Response Score Entry' and 'Grade 7 Written Response Score Entry'.

5. Select the appropriate grade level as shown in the above image.

The following screen will appear:

The screenshot shows the 'FSA Score Entry' interface with a table for entering scores. The table has columns for 'Student', 'RE', 'WR-SH', 'WR-LN', 'NU-1', and 'NU-2'. The rows list 18 students with their corresponding scores in the respective columns.

Student	RE	WR-SH	WR-LN	NU-1	NU-2
15 Bat, Kasey					
16 Elliot, Luke					
13 Gullhee, John					
10 Montoya, Inigo					
12 Peets, Greg					
11 Roberts, Jody					
19 Sally, Sonia					
14 West, Sean					
17 Williams, Lee					
18 Wilson, Margaret					

**Note:** This screen matches the layout of the scoring boxes located on the bottom right hand corner of the student response booklet. Enter the scores as they have been written in the boxes by the scorer.

To find a record using “ctrl+F” (MAC: Apple+F) on your keyboard at the same time, enter the PEN and click “Find”. Once you have entered all the scores on the response booklet you have two options:

1. Click the “**Save and Continue**” button. This will save the data you have entered for the current record. Then find the next record by using “ctrl+F” (MAC: Apple+F) on your keyboard at the same time, enter the PEN and click “Find”.
2. Click the “**Save and Logout**” button. This will save the data you have entered for the current record and log you out of score entry.



- Adding or Re-Enrolling a Student During Score Entry — If you are entering FSA scores for students, and find that a student is missing from the listing that should be there, you can “Add” them or “Re-Enroll” them. Simply click on the “Add/Re-Enroll Students” button on the left. The following screen will appear:

The screenshot shows the 'FSA Score Entry' interface. On the left, there is a sidebar with 'Assignments' and 'Add/Re-Enroll Students' buttons. Below these are 'Save & Continue' and 'Save & Logout' buttons. The main area contains a form titled 'Please enter the follow information to add or re-enroll a student'. The form fields are: PEN: [text box], First Name: [text box], Last Name: [text box], Grade 4: , and Grade 7: .

- Enter the student’s PEN, First and Last Name, and select the Grade. Then click “Save & Continue” to add/re-enroll the student and return to the score entry screen.

Click “**Provincial Exemplars**” to download the 2017 provincial exemplars for reading, writing and numeracy.

Click on “**Rubric**” to download the 2017 rubrics.

Click on “**Data File**” to download an Excel export of data entered to date.

Click “**Registered Students**” to view a list of all students registered at the school.

### 3.0 How to Enter Scores in Find Mode

Written-Response Score Entry is accessible from the e-Assessment home page located at: <https://www.awinfosys.com/eassessment/fsa.htm>

Use the Find mode to enter scores for an individual student.

1. Click on ‘Score Entry’.

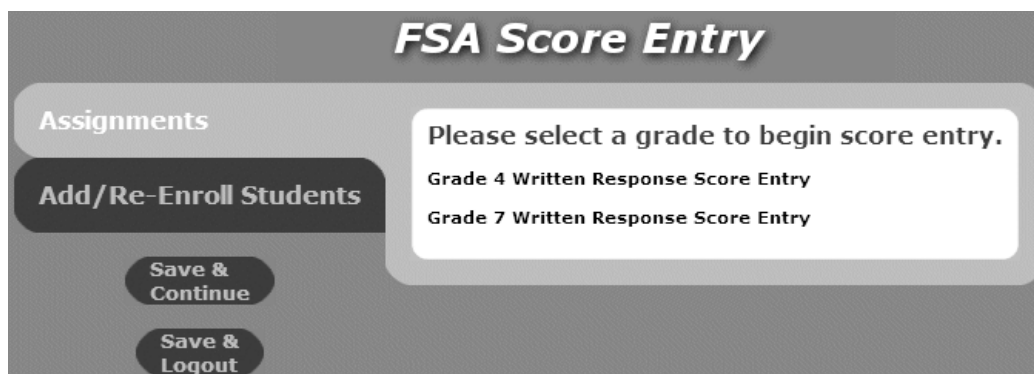
The following screen will appear:

The screenshot shows a login form titled 'Please enter your Username and Password to begin entering assessment marks'. The form includes: District: [dropdown menu with text '-- Please select your school district --'], Username: [text box], Password: [text box], and a 'Login >>' button.

2. Select your District.
3. Enter your Username and Password for *Score Entry – Find Mode*. This information will have been supplied to your principal along with other printed assessment information.
4. Click on the ‘Login’ button as shown in the image above.

## Section 4: FSA Score Entry System Guide

The following screen will appear:



The screenshot shows the 'FSA Score Entry' interface. On the left, there is a sidebar with 'Assignments' selected, and buttons for 'Add/Re-Enroll Students', 'Save & Continue', and 'Save & Logout'. The main content area has a message: 'Please select a grade to begin score entry.' Below this message are two options: 'Grade 4 Written Response Score Entry' and 'Grade 7 Written Response Score Entry'.

5. Select the appropriate grade as shown in the image above.

The following screen will appear:



The screenshot shows the 'FSA Score Entry' interface. On the left, there is a sidebar with 'Assignments' and 'Score Entry' (selected), and a 'Logout' button. The main content area has three buttons: 'Provincial Exemplars', 'Rubric', and 'Data File'. Below these is a 'Go To PEN:' field with an input box and a 'Go!' button. A message below the input field says: 'Please enter a PEN and click the 'Go!' button.'

6. Enter a student's PEN number in the "Go to PEN:" field and then click "Go!", or hit the [Enter] key on your keyboard.

**Note:** *If you enter the PEN number incorrectly you will receive an error message after which you will be able to try again. You can click on "Assignments" in the left menu at any time to save and return to the list of Assessments.*

Click "Provincial Exemplars" to download the 2017 provincial exemplars for reading, writing and numeracy.

Click on "Rubric" to download the 2017 rubrics.

Click on "Data File" to download an Excel export of data entered to date.

The following screen will appear:

The screenshot shows the 'FSA Score Entry' interface. On the left, there is a sidebar with buttons for 'Assignments', 'Add/Re-Enroll Students', 'Score Entry', 'Save & Continue', and 'Save & Logout'. The main area contains a 'Provincial Exemplars' tab, a 'Rubric' tab, and a 'Data File' tab. Below these is a 'Go To PEN:' field with a 'Go!' button. The main content area displays the following information:

**Assessment:** Grade 4 Written Response Score Entry  
**Student:**  
**PEN:**

**Reading Comprehension**  
 1. [Unscored]

**Writing**  
 Focused (Shorter) [Unscored]  
 Extended (Longer) [Unscored]

**Numeracy**  
 1. [Unscored]  
 2. [Unscored]

The 'Unscored' dropdown for Numeracy 2 is open, showing the following options: Unscored, 4, 3, 2, 1, 0, and No Response.

**Note:** This screen matches the layout of the scoring boxes located on the bottom right hand corner of the student response booklet. Select the appropriate scores from the drop down as they have been written on the student response booklet cover by the scorer.

- Adding or Re-Enrolling a Student During Score Entry — If you are entering FSA scores for students, and find that a student is missing from the listing that should be there, you can “Add” them or “Re-Enroll” them. Simply click on the “Add/Re-Enroll Students” button on the left. The following screen will appear:

The screenshot shows the 'FSA Score Entry' interface for adding or re-enrolling a student. On the left, there is a sidebar with buttons for 'Assignments', 'Add/Re-Enroll Students', 'Save & Continue', and 'Save & Logout'. The main area contains the following information:

**Please enter the follow information to add or re-enroll a student**  
**PEN:** [Text Field]  
**First Name:** [Text Field]  
**Last Name:** [Text Field]  
**Grade 4:**   
**Grade 7:**

- Enter the student’s PEN, First and Last Name, and select the Grade. Then click “Save & Continue” to add/re-enroll the student and return to the score entry screen.

## Section 4: FSA Score Entry System Guide

7. Once you have entered all the scores on the response booklet you have three options:
  1. Enter a new PEN in the “Go to PEN” field and click “Go”. This will save the data you have entered and retrieve the new record.
  2. Click the “Save and Continue” button. This will save the data you have entered for the current record. Then enter a new PEN in the “Go to PEN” field and click “Go” to retrieve the record.
  3. Click the “Save and Logout” button. This will save the data you have entered for the current record and log you out of score entry.

### **4.0 How to Enter Scores in District Score Entry Option**

The District Score Entry Option may be useful when a district chooses to enter FSA scores for all students by district staff. The district staff will be given access to school-by-school spreadsheets within the district.

Users wanting to enter scores in District Score Entry Option will need to contact A. Willock Information Systems at 1-866-558-5339.

## Section 5: Feedback Forms

### School Feedback Form for Assessment Content

GRADE:     4     7

1. Do you consider the Reading assessment appropriate for this grade level?  
Yes / No?

Comments:

2. Do you consider the Writing assessment appropriate for this grade level?  
Yes / No?

Comments:

3. Do you consider the Numeracy assessment appropriate for this grade level?  
Yes / No?

Comments:

4. Was the Administrative Instructions booklet helpful? How could it be improved?

5. Any other questions or comments?

*Please fax to Denise Philadelphia, Ministry of Education, (250) 356-8334*

## **School Feedback Form for the e-FSA Components**

1. How well did the e-FSA sample prepare students for the actual e-FSA administration?
2. How easy or difficult was the online e-FSA for students to use?
3. Suggestions for improving e-FSA that would make it easier for students to use.
4. Suggestions for improving the score entry function.

*Please fax to Denise Philadelphia, Ministry of Education, (250) 356-8334*



