Connecticut Foundations of Reading Survey Administration Manual

Quick Start Guide

CONFIDENTIAL AND PROPRIETARY

These Internet-based survey administration procedures have been developed by the Evaluation Systems group of Pearson and are proprietary and confidential. Discussion, copying, or disclosure by any other means of any part of this material is strictly prohibited.

Contact Numbers for Assistance

Technical Support for Survey Delivery

Technical support for survey administrators ONLY is available by calling Internet Testing Systems at 1-800-514-8494. This number is available both during and after business hours.

Questions about Survey Administration

Support for questions related to survey administration is available to survey administrators by calling Evaluation Systems at 866-565-4847 between 9:00 a.m. and 5:00 p.m., Monday through Friday (excluding holidays).
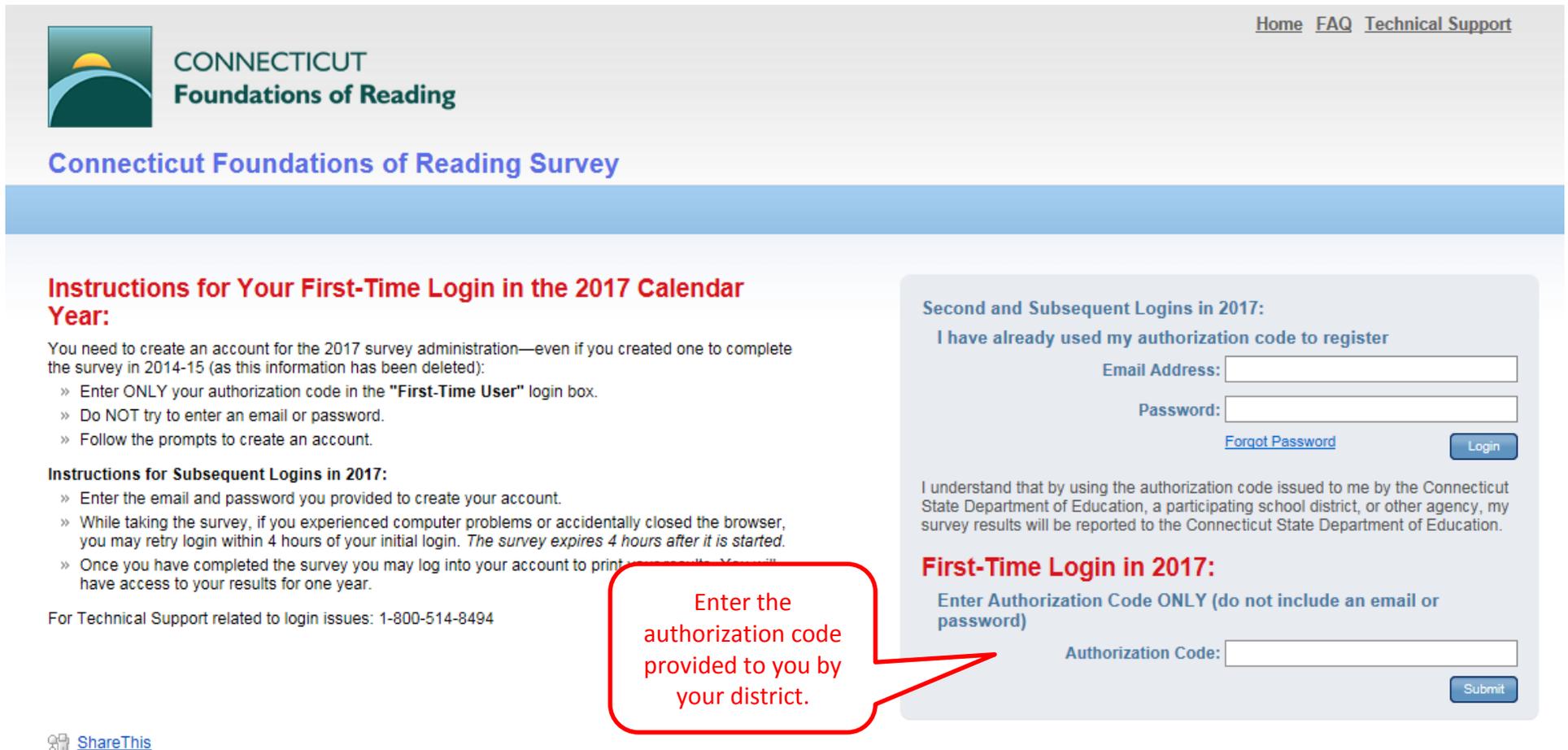
Questions about Survey Policy, Participation and Results Reporting

Support for questions related to who needs to take the survey and how results are reported is available through email to the Connecticut State Department of Education (CSDE), at reading.survey@ct.gov.

Quick Start Guide: First-time Login and Account Creation

To start your survey, go to: https://ctforsurvey.startpractice.com

1. **Enter the authorization code** provided to you by your district for the 2017 administration of the survey, as shown below. Click "Submit."

CONNECTICUT
Foundations of Reading

Connecticut Foundations of Reading Survey

Instructions for Your First-Time Login in the 2017 Calendar Year:

You need to create an account for the 2017 survey administration—even if you created one to complete the survey in 2014-15 (as this information has been deleted):

» Enter ONLY your authorization code in the **"First-Time User"** login box.
» Do NOT try to enter an email or password.
» Follow the prompts to create an account.

Instructions for Subsequent Logins in 2017:

» Enter the email and password you provided to create your account.
» While taking the survey, if you experienced computer problems or accidentally closed the browser, you may retry login within 4 hours of your initial login. *The survey expires 4 hours after it is started.*
» Once you have completed the survey you may log into your account to print your results. You will have access to your results for one year.

For Technical Support related to login issues: 1-800-514-8494

ShareThis

Second and Subsequent Logins in 2017:

I have already used my authorization code to register

Email Address: _____

Password: _____

Forgot Password   [Login]

I understand that by using the authorization code issued to me by the Connecticut State Department of Education, a participating school district, or other agency, my survey results will be reported to the Connecticut State Department of Education.

First-Time Login in 2017:

Enter Authorization Code ONLY (do not include an email or password)

Authorization Code: _____

[Submit]

> Enter the authorization code provided to you by your district.

2. Next, you will be prompted to create an account.

Enter your Email Address. Make sure that the bubble next to "No, I am a new user" is marked, as shown below. Click "Login."

Please log in below to assign the authorization code to your email address and start the test.
If you are a new customer, enter your email address and select "No, I am a new user".

If you are an existing customer, use the same email address that you previously created and enter your password.

Enter your Email Address

Email: [   ]

Enter your email address and click "Login."

Do you have a password?

○ No, I am a new user (you will create a password later)

○ Yes, I have a password. [   ]

[Login]

3. On the next screen, the Connecticut Foundations of Reading Survey will be listed under "Products." **Click "Continue."**

CONNECTICUT
Foundations of Reading

Welcome New User

Your practice tests are listed below.

Products	Restrictions
Connecticut Foundations of Reading Survey	This test can only be taken once.

Continue

Click "Continue."

4. **Fill out the required information** to update your profile. Required information is shown with an asterisk*.

CONNECTICUT
Foundations of Reading

Candidate Profile

Update your profile below
* Denotes required fields.

Login Information

Email*	
Confirm Email*	
Password*	
Confirm Password*	
Security Question*	Select One ▼
Security Answer*	

> Fill out the required* information.

> You will be prompted to confirm your email address.

General Information

First Name*	
Middle Name	
Last Name*	
Address 1	
Address 2	
City	
State/Province*	Select One ▼
Zip Code	
Country	Select One ▼
Ethnicity	Select One ▼
Gender	Select One ▼

5. **Read and agree to the Terms and Conditions** by clicking the box marked "I agree to the Terms and Conditions." When you have finished, click "Submit."

Acceptance of Terms and Conditions

1. Acceptance of terms of use and amendments

Each time you use or cause access to this web site, you agree to be bound by these Terms of use, as amended from time to time with or without notice to you. In addition, if you are using a particular service on this web site or accessed via this web site, you will be subject to any rules or guidelines applicable to those services, and they will be incorporated by reference within these Terms of use. Please read the site's Privacy policy, which is incorporated within these...

Read and agree to the terms and conditions of use, and click "Submit."

☑ I agree to the Terms and Conditions

[Submit] [Cancel]

6. **Start the Survey** by clicking the blue "Start" text on the next screen. Note that the survey will expire **4 hours** after the test has started.

Start a Test

Test Title	Must be Completed By Midnight	Click to Start
Connecticut Foundations of Reading Survey	Test expires 4 hours after the test has started. This test can be started once.	Start

Click "Start" to start the survey.

For more information on starting the Foundations of Reading Survey, refer to the Connecticut Foundations of Reading Survey Administration Manual, pages 4 through 13, **Taking the Survey**.