



Connecticut Foundations of Reading Survey Administration Manual

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Version 10/28/2020

Quick start instructions for first-time login and account creation are available at the back of this manual and as a separate “Quick Start Guide” on the Connecticut State Department of Education website for the Connecticut Foundations of Reading Survey.

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 1-866-565-4847 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.

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Introduction

Purpose of this Manual

This manual describes the procedures that a proctor should follow to administer the Connecticut Foundations of Reading Survey. You should thoroughly understand the instructions outlined in this manual before administering the survey. To provide for uniform procedures at all centers, **it is essential that you strictly follow the procedures in this manual.**

This manual is divided into five sections:

1. [Survey Preparation and Procedures](#)
2. [Survey Participant Check-In Process](#)
3. [Taking the Survey](#)
4. [Submitting the Survey and Ending the Session](#)
5. [Handling Interruptions/Emergencies During the Survey Session](#)

In addition, there is an appendix that provides additional information, and a Quick Start Guide that describes the login and account creation process, step-by-step:

- [Appendix: Workstation and Network Requirements](#)
- [Quick Start Guide: First-Time Login and Account Creation](#)

Survey Preparation and Procedures

Site Setup

See the [Appendix](#) for workstation and network requirements.

System Checks

Printer

- Check that the printer to be used for printing results reports has sufficient white paper and sufficient toner.

Input Devices

- Check that the keyboard and mouse are working properly: check that they are plugged in and have received appropriate maintenance (cleaning, etc.).
- Position the keyboard and mouse so that they will be comfortable for the survey participant to use.
- Be sure you know how to switch the button configuration of the mouse from "right-handed" to "left-handed" in case the survey participant asks to have it changed.

Screen

- Check that the computer screen is clean and free of smudges.
- Check to make sure the screen is functioning properly at the appropriate resolution (at least 1024 × 768 resolution).

See the [Appendix](#) for workstation and network requirements.

Survey Participant Check-In Process

The survey participant will visit the [Connecticut Foundations of Reading Survey login page](#).

The first time a participant enters this website, the participant will need to enter their authorization code. The participant will next be prompted to create an account.

In order to set up an account, the participant will do the following:

1. Provide an email address and confirm that they are a new user. Then click "Login."
2. On the following screen, "Welcome New User," the Connecticut Foundations of Reading Survey will be listed under the heading "Your practice tests are listed below." Click "Continue."
3. On the Candidate Profile Screen, the participant will complete the Login Information and the General Information.
 - Login Information:
 - email address (enter twice)
 - password (created by the participant)
 - General Information:
 - first and last names
 - state of residence

Next, the participant will be asked to accept the survey website terms and conditions of use. (These are separate from the survey nondisclosure agreement, which will be presented to the participant upon launching the survey.)

See the [Quick Start Guide: First-Time Login and Account Creation](#) at the back of the manual for step-by-step instructions for the first-time login and account creation processes.

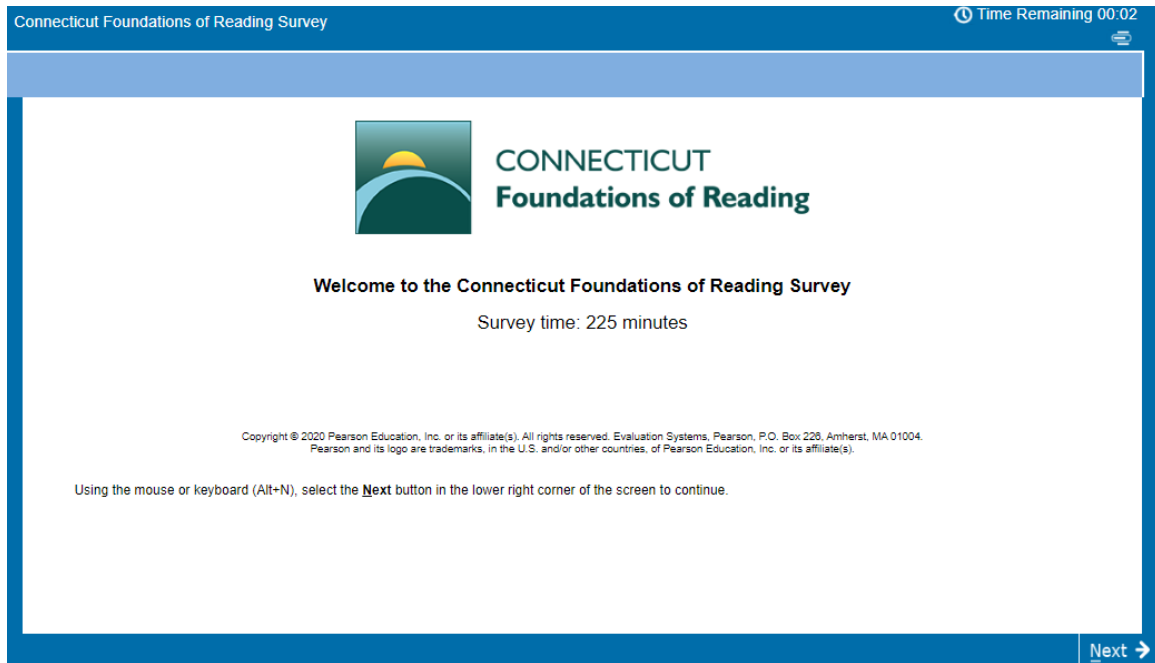
Launching the Survey

Once the participant has created their account and accepted the survey website terms and conditions of use, the participant will see the following screen. When the participant clicks "Start," the survey will launch.

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

Taking the Survey

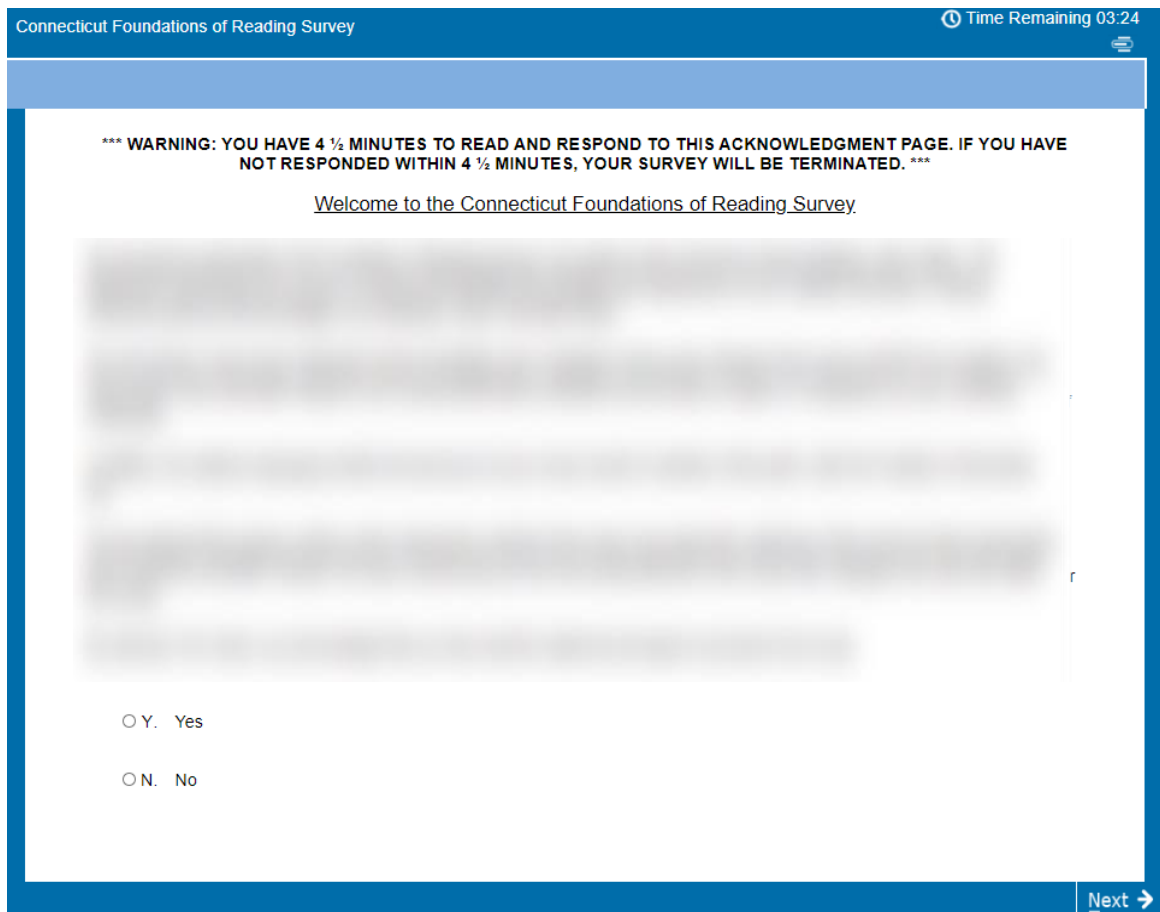
When the survey is launched from the “Start” link, the participant will see a welcome screen similar to the one shown below. Click “Next” in the bottom right corner to proceed to the next screen.



Nondisclosure Agreement

On the next screen, the participant will be presented with a Nondisclosure Agreement. The participant must select “Yes,” indicating that they agree to abide by the terms of the agreement. The participant will not be allowed to continue the survey if they do not agree. If the participant does not agree to the Nondisclosure Agreement, the survey will terminate, and the participant will be dismissed.

The participant has 4 1/2 minutes in which to read and respond to the Nondisclosure Agreement. If they do not respond within this time, the survey session will terminate.

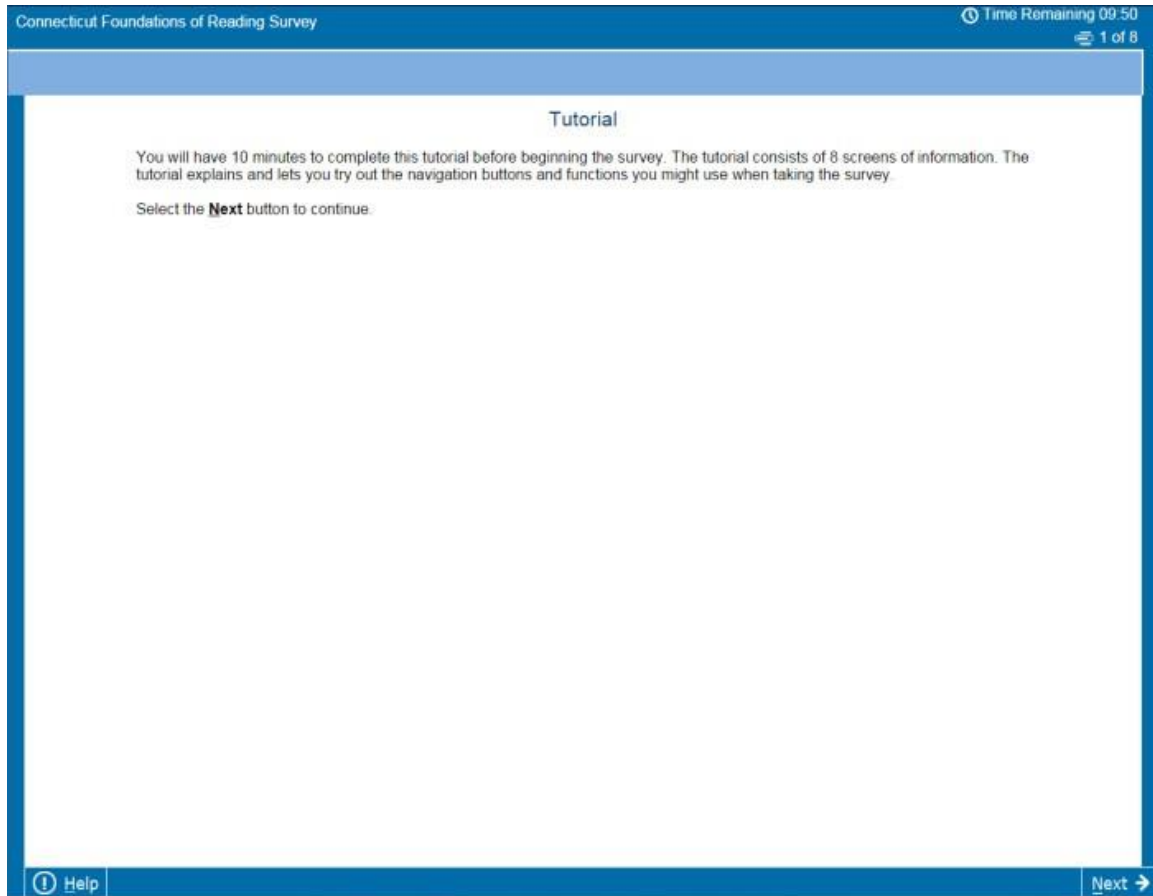


The screenshot shows a survey interface with a blue header. The header contains the text "Connecticut Foundations of Reading Survey" on the left and "Time Remaining 03:24" on the right. Below the header is a light blue bar. The main content area is white and contains a warning message: "*** WARNING: YOU HAVE 4 ½ MINUTES TO READ AND RESPOND TO THIS ACKNOWLEDGMENT PAGE. IF YOU HAVE NOT RESPONDED WITHIN 4 ½ MINUTES, YOUR SURVEY WILL BE TERMINATED. ***". Below the warning is a link: "[Welcome to the Connecticut Foundations of Reading Survey.](#)". The main content area is mostly blurred. At the bottom of the main content area, there are two radio button options: "Y. Yes" and "N. No". In the bottom right corner of the survey frame, there is a "Next" button with a right-pointing arrow.

After accepting the terms of the Nondisclosure Agreement, the participant will click “Next” in the bottom right corner of the screen to view the tutorial.

Tutorial



A tutorial is provided to allow participants to acclimate to the survey environment. The participant is given 10 minutes to progress through the seven tutorial screens.



Time and Progress

At any point in the survey, you can see how much time you have remaining in the upper right corner of the screen.

Just below the time remaining, you will see "2 of 8". This indicates that you are viewing the second of eight questions or screens.

You can minimize the "time remaining" and the "question number" reminders by clicking on them. To restore them, click on the  and  icons.

Using the Scroll Bar

Some questions may not fit entirely on the screen. For these questions, a scroll bar will appear. To reveal the remainder of the screen, either use the mouse to click and drag the scroll bar or click on the arrows on either end of the scroll bar.

If you attempt to complete a question without scrolling to the remainder of the screen, a user prompt will appear, reminding you to view the entire screen before completing the question. To close the user prompt, click OK and scroll to reveal the remainder of the screen. Be sure to read all the information carefully before proceeding to the next screen.

Navigation

The **Previous** and **Next** buttons on the bottom right corner of this screen will be available throughout the survey.

Previous moves you back one screen.

Next moves you to the following screen.

The navigation buttons and functions can be selected by:

- clicking the appropriate button with the mouse, or
- using the shortcut key.

Help

The **Help** button in the bottom left corner will also be available during the survey.

The **Help** function presents a reminder of how to navigate through the survey.

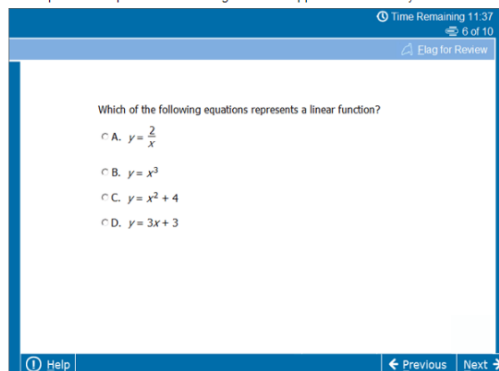
The button and function can be selected by:

- clicking the appropriate button with the mouse, or
- using the shortcut key.

Select the **Next** button to continue.

Multiple-Choice Questions

A multiple-choice question with a single answer appears like this on your screen:



Select the one best answer by:

- pressing the corresponding letter on the keyboard, or
- using the mouse to click the button next to the answer.

The next screen is a multiple-choice question with a single answer. Practice following the instructions and answering the question as you will on your survey.

Select the **Next** button to continue.

Flag for Review

This survey will allow you to flag questions you may wish to return to later. To flag a question, click the button in the upper right corner labeled **Flag for Review**. Once selected, the image of the flag will be highlighted. Questions you flag for review will also be highlighted on the review screen.

Unflagged Question

Time Remaining 11:57
1 of 10

Flag for Review

Flagged Question

Time Remaining 11:57
1 of 10

Flag for Review

Review of questions must be done during the time available for taking your survey. You can select questions for review whether or not you have answered them.

To flag a question for review:

- use the mouse to move the pointer to the **Flag for Review** button, and then click the LEFT mouse button.

If you wish to unflag a question, select the **Flag for Review** button again, and the highlighted flag image will disappear.

Select the **Next** button to continue.

Using the Survey Review Feature

The Survey Review feature allows you to move to any question within the survey. You can also use the Survey Review screen to review the questions you flagged for review. To view the **Survey Review** screen, select the Survey Review button in the lower right corner of the screen.

Blue headings label the different areas in the **Survey Review** screen. The screen contains three columns. The first column is the Question column, where you will find the list of question numbers.

The second column is the Status column; values here are either "Complete," "Incomplete," or "Unseen." "Complete" indicates that a selection has been made for a multiple-choice question, or at least one character has been typed in the answer box for a written assignment. "Incomplete" indicates that a question has not been answered. "Unseen" indicates that a screen has not yet been viewed.

The third column, Flagged for Review, indicates the questions that you have flagged for review. If you selected the **Flag for Review** button on a question screen, a flag appears beside this question on the **Survey Review** screen. In the example below, question 5 was flagged for review.

To select the question you would like to review, click on the question number. To exit the **Survey Review** screen, select the **Close** button in the lower right corner of the box.

You can go to the **Survey Review** screen at any time during the survey.

Survey Review - click on a question to go to it

Question #	Status	Flagged for Review
Multiple Choice		
Question 1	Complete	
Question 2	Complete	
Question 3	Complete	
Question 4	Complete	
Question 5	Incomplete	
Question 6	Complete	
Question 7	Complete	
Question 8	Incomplete	
Question 9	Unseen	
Question 10	Unseen	
Question 11	Unseen	
Question 12	Unseen	
Question 13	Unseen	

Ending the Survey

To exit the survey and end your session, select **Next** on the last question. **Once you exit the survey, you can no longer go back and review or change your responses to the survey.**

After you select **Next** on the last question of the survey, you will be prompted to confirm your decision to exit the survey. If you wish to continue to review your survey and/or change any of your answers, you may select **No** to go back to your survey. If you wish to exit the survey, select **Yes** at this time.

End Survey

You have chosen to end the survey, but have 85 incomplete questions. If you click Yes, you will NOT be able to return to this survey.

Are you sure you want to end this survey?

Select the **Next** button to continue.

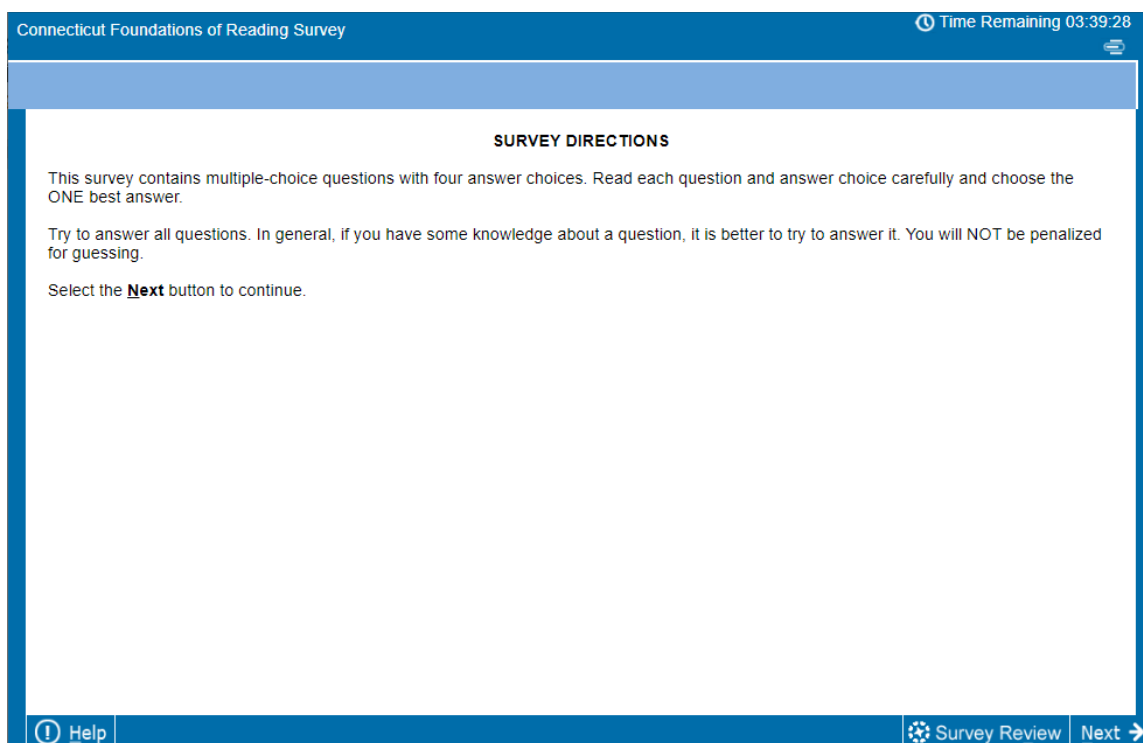
This completes your tutorial.
Select the **Next** button to begin your survey.

The Survey

The survey session time begins when the participant views the Survey Directions screen shown below. The survey cannot be paused or stopped once the countdown clock has started. The countdown clock is located in the upper right-hand corner of the screen.

The survey session times are as follows:

- Tutorial and nondisclosure agreement: 15 minutes
- Survey directions and questions: 225 minutes



Please refer to "[Handling Interruptions/Emergencies During the Survey Session](#)" in this manual for more information on how to handle interruptions and time lost due to technical issues during the survey session.

Survey Review Feature

During the survey, the participant may click on “Survey Review” at the bottom of the screen, which will bring up the Survey Review feature, as shown below.



The Survey Review feature summarizes the questions in the survey that are “Complete” (answered), “Incomplete” (not answered), or “Unseen.” The Survey Review feature allows the participant to select an item to go back to.

Survey Review - click on a question to go to it

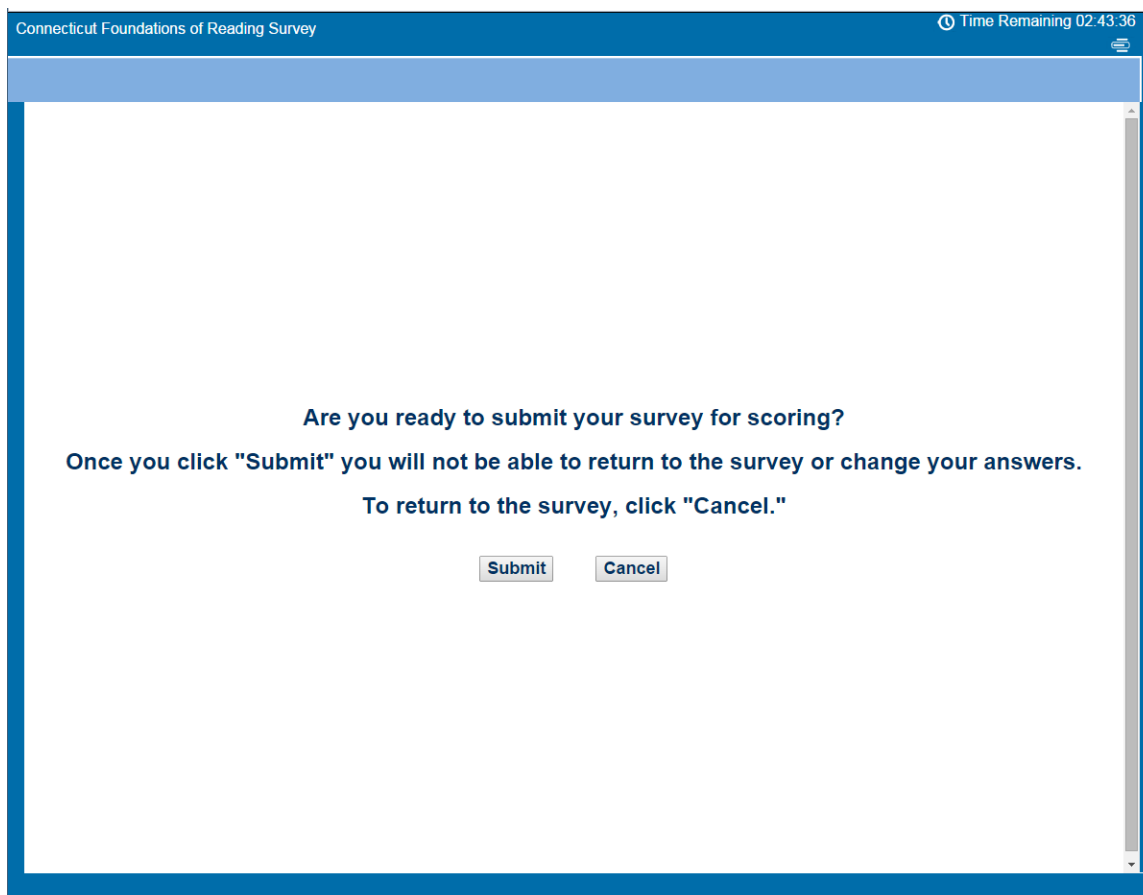
Question #	Status	Flagged for Review
Multiple Choice		
Question 1	Incomplete	
Question 2	Unseen	
Question 3	Unseen	
Question 4	Unseen	
Question 5	Unseen	
Question 6	Unseen	
Question 7	Unseen	
Question 8	Unseen	
Question 9	Unseen	
Question 10	Unseen	
Question 11	Unseen	
Question 12	Unseen	
Question 13	Unseen	
Question 14	Unseen	
Question 15	Unseen	
Question 16	Unseen	

85 Questions, 0 Complete, 85 Incomplete, 84 Unseen

Submitting the Survey and Ending the Session

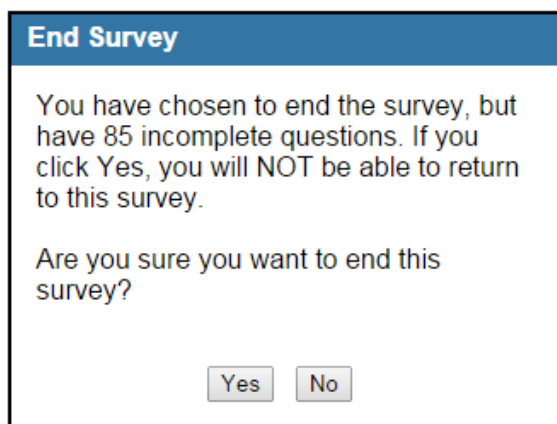
Submitting the Survey

When the participant reaches the end of the survey, a screen will appear, asking if the participant would like to submit responses.

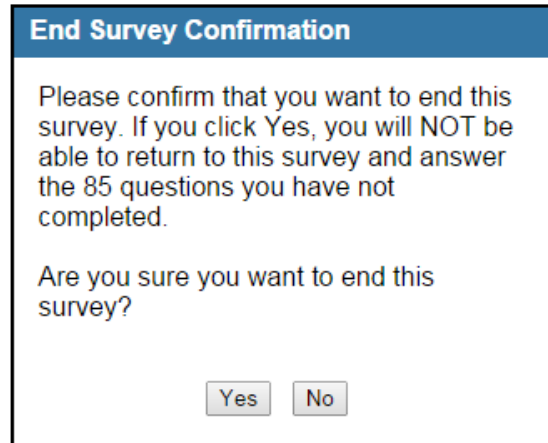


If the participant clicks "Cancel," they will return to the last item of the survey.

If they click "Submit," a pop-up message will appear, summarizing how many survey items have been completed and asking if the participant would still like to submit the answers for scoring.



After the participant clicks “Yes” on the first pop-up message, they will see a second pop-up message asking to confirm the survey submission.



End Survey Confirmation

Please confirm that you want to end this survey. If you click Yes, you will NOT be able to return to this survey and answer the 85 questions you have not completed.


Are you sure you want to end this survey?

Once the submission is confirmed, the participant will see a results report, which can be printed as detailed in the section of this manual titled “[Survey Results Report](#).”

Survey Results Report

A results report will be available once the survey is completed.

The participant is responsible for sharing their survey results with their supervisor, as detailed on the results report.



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Candidate Name:
Date:

Results

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 automatically reported to the Connecticut State Department of Education. I, also, understand that I am responsible for sharing my results with my supervisor responsible for designing and facilitating the program of professional development to develop student learning objectives and teacher practice goals that will be included in professional development.



Your survey results can be printed using the "Print" button in the lower left corner of the screen. You may also access them later at <https://ctforsurvey.startpractice.com>

Detailed Results – Connecticut Foundations of Reading Survey

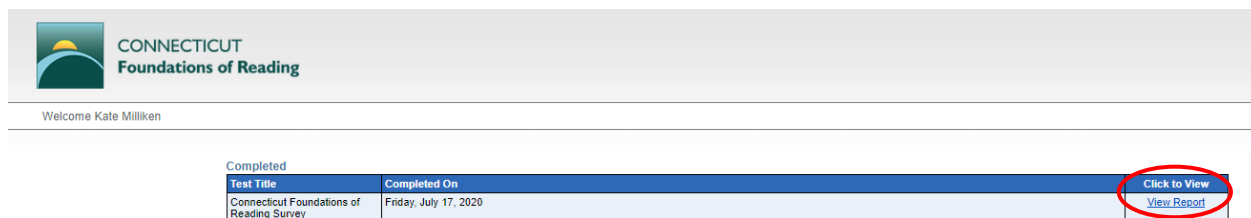
Subarea/Objective	Total Number of Questions	Number of Questions Correct	Objective Percent Correct				
			0%	25%	50%	75%	100%
I. Foundations of Reading Development							
0001: Phonological and phonemic awareness	9	9					
0002: Concepts of print; the alphabetic principle	10	8					
0003: Role of phonics in promoting reading development	9	7					
0004: Word analysis skills and strategies	9	9					
Total	37	33	<div style="width: 89%; height: 10px; background-color: #92D050;"></div>				
II. Development of Reading Comprehension							
0005: Vocabulary development	10	10					
0006: Reading comprehension: imaginative/literary texts	10	9					
0007: Reading comprehension: informational/expository texts	9	9					
Total	29	28	<div style="width: 97%; height: 10px; background-color: #92D050;"></div>				
III. Reading Assessment and Instruction							
0008: Methods for assessing reading development	10	10					
0009: Approaches to reading instruction	9	8					
Total	19	18	<div style="width: 95%; height: 10px; background-color: #92D050;"></div>				
Total	85	79	<div style="width: 93%; height: 10px; background-color: #92D050;"></div>				

Graph Legend:

- a green bar indicates 76% to 100% correct
- a yellow bar indicates 51% to 75% correct
- a red bar indicates 0% to 50% correct

 Print
 End

The participant may print the results at any time by logging in to the [Connecticut Foundations of Reading Survey](#) and clicking on “View Report.”



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Welcome Kate Milliken

Completed

Test Title	Completed On	Click to View
Connecticut Foundations of Reading Survey	Friday, July 17, 2020	View Report

Ending the Session

The survey session is over when the participant has finished and submitted the survey. Survey results may be printed upon completion or at a later date.

After the survey is completed, the proctor should do the following:

1. Check the computer workstation and verify that the survey has been submitted.
2. Dismiss the participant from the center.

Handling Interruptions/Emergencies During the Survey Session

Interrupted Session, Participant Has Remained in the Test Center

The survey is automatically saved every 30 seconds. A session may occasionally be interrupted by an event such as a power surge or power outage.

If the occurrence that caused the interruption is resolved within a few minutes and the participant has not left the authorized test area, the test center proctor will:

1. Open the Internet browser
2. Ask the participant to log in to [Connecticut Foundations of Reading Survey](#) and click "Resume."

The survey will resume at the point where the interruption occurred.

The clock in the upper right corner of the screen will resume counting down the remaining session time.

Interrupted Session, Participant Has Left the Test Center

If an interruption of longer duration occurs, and the participant cannot continue the session and leaves the center, the participant's responses to that point will not be submitted, and they will expire after four hours. If the candidate returns to the survey within the same day, the proctor should contact Internet Testing Services technical support (see "[Contact Numbers for Assistance](#)" in this manual) to request that the survey time be manually extended.

If Internet Testing Services is unable to extend the survey time, then it will be necessary for the participant to obtain a new authorization code.

Disruptions of the Survey Administration Environment

Occasionally an occurrence (such as loud, continuous noise) may disrupt the environment in such a way as to impact participant performance. If the disruption is resolved, the session may resume, and session time may be adjusted for time lost during the disruption. The proctor should contact Internet Testing Services technical support (see "[Contact Numbers for Assistance](#)" in this manual) and provide participant information in order to have the remaining session time adjusted.

Before technical support can adjust the time, the participant must close the survey by clicking simultaneously on Ctrl + Shift + Alt + F10. The participant will then log in and relaunch their survey. The clock will reflect the time that was added.

Participant Illness During the Session

If a participant becomes ill and cannot continue taking the survey, the proctor will:

1. End the survey by clicking on "Survey Review," scrolling to the last question and clicking on it, clicking "Next," and then clicking "Submit."
2. Inform the participant that they should contact the District Liaison for further steps to take.

Appendix: Workstation and Network Requirements

Workstation System Requirements

In order for your center to administer an Internet-based survey, the following requirements must be met or exceeded:

1. Current model PC running Windows 7 or higher, minimum IE 11.0
OR
Current model Mac running Mac OS 10.11 or higher, minimum Safari 9.0
2. All current security patches applied
3. Network printer (not connected to individual computer)
4. High-speed Internet connection (not dial-up)
5. Monitor (17" or greater recommended) with a screen resolution of at least 1024 x 768
6. Mouse and keyboard

Network Settings

You may require a system administrator to configure your network system with these settings. Check that your system is configured with these settings; you should check these settings for any proxy, firewall, content filter, or other security device that might be set up on your local network:

- Http (80)
- Https (443)

The following IP Addresses are set as approved / unblocked / or given the highest priority:

- 64.27.100.27
- 64.27.64.232
- 206.188.17.0/24
- 64.106.193.0/24
- 64.106.220.0/24

Note: The last 3 options provided are IP Ranges. If your system does not accept '0/24', please try using '0' at the end.

The following Domains have been approved and given unrestricted access. You can add them as approved domains as shown below.

- http://*.starttest.com
- https://*.starttest.com
- http://*.starttest2.com
- https://*.starttest2.com
- http://*.startpractice.com
- https://*.startpractice.com

Note: Add the domain names provided through one of the following pathways:

1. <http://starttest.com>
2. <http://starttest2.com>
3. [*.starttest.com*](http://*.starttest.com)
4. [*.starttest2.com*](http://*.starttest2.com)

Quick Start Guide: First-Time Login and Account Creation

To start your survey, go to [Connecticut Foundations of Reading Survey](#).

1. **Enter the authorization code** provided to you by your district for the 2020 administration of the survey, as shown below. Click "Submit."

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[Home](#) [FAQ](#) [Technical Support](#)

Connecticut Foundations of Reading Survey.

Instructions for Your First-Time Login in the 2020 Calendar Year:

You need to create an account for the 2020 survey administration—even if you created one to complete the survey in prior years (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 2020:

- » 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

Second and Subsequent Logins in 2020:

I have already used my authorization code to register

Email Address:

Password:

[Forgot Password](#)

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 2020:

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

Authorization Code:

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.”

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Login Required

» [Forgot my Password](#)
» [Return to 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:

Do you have a password?

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

Yes, I have a password.

Login

Enter your email address and click "Login".

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

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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*.



Candidate Profile

Update your profile below
* Denotes required fields.

Login Information

Email*	<input type="text"/>
Confirm Email*	<input type="text"/>
Password*	<input type="password"/>
Confirm Password*	<input type="password"/>
Security Question*	Select One ▼
Security Answer*	<input type="text"/>

General Information

First Name*	<input type="text"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State/Province*	Select One ▼
Zip Code	<input type="text"/>
Country	Select One ▼
Ethnicity	Select One ▼
Gender	Select One ▼

Fill out the required information.

You will be prompted to confirm your email address.

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 Terms of use.

2. The information you provide on and via this web site are provided on an "AS IS" basis. You agree that the site editor reserves the right to modify, suspend, or terminate the site and its services, and to remove the data you provide, either temporarily or permanently, at any time, without notice. The site editor will not be held responsible or liable for timeliness, removal of information, failure to store information, accuracy of information, or improper delivery of information.

3. Your responsibilities and registration obligations

I agree to the Terms and Conditions

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 [“Taking the Survey”](#) in this manual.