

## Framework for Teaching Proficiency Guide

Keys to a successful user experience:

### 1. Conduct a complete System Check every time you use the FFTPS

- Follow System Check Guide when you first log in
- Contact School IT department if you fail system check
- Contact Teachscape if you have a technical issue during the test at 888.479.7600
- Wired internet connection always works better than wireless

### 2. Take the time to train

- Take the time to complete the entire online training - even if you have previous FFT knowledge
- Several users who considered themselves FFT experts took the assessments without training and failed on their first attempt. Once they took the time to train they were able to pass.

### 3. Practice scoring early and often

- After you have completed the entire training, complete 2-3 scoring practice videos before attempting the first stage of the test
- If you are not consistently scoring in agreement with Master Scores, re-train on those specific component areas
- If you don't pass a stage of the test, use the remaining scoring practice videos to identify where you are not in alignment with Master Scorers.

### 4. Allocate enough time to take the tests

- Each test will take 3-4 hours (up to 6 hrs total). Make sure your schedule is clear and avoid interruptions.

### 5. Study hard but be confident!

- Hundreds have trained and passed
- Those individuals who completed the entire training and scored in consistent agreement with the Master Scorers in scoring practice did very well on the assessments
- If you study hard you will be prepared

Things to know before you take the exam:

Stage 1 (3-3.5 hrs): combination multiple-choice questions and video lesson scoring

Stage 2 (3-3.5 hrs): video lesson scoring

- Each participant has 2 chances to pass each stage of assessment
  - Must pass stage 1 before moving onto stage 2
- The maximum length of a test session is 6 hours
  - Videos can be paused for short breaks (e.g. restroom) but if the computer is idle for more than 60 minutes or the user logs out they will fail the attempt.
  - Detailed instructions are provided prior to each test session attempt.