

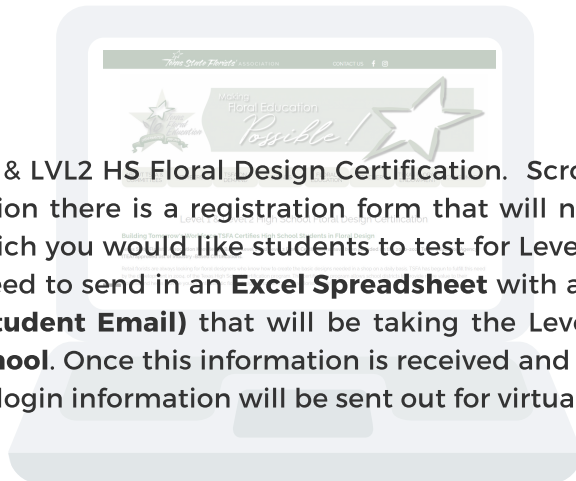


VIRTUAL GRADING PLATFORM

LEVEL 1 TEST GUIDE FOR TEACHERS

A STEP-BY-STEP GUIDE FOR LEVEL 1 HANDS-ON FLORAL CERTIFICATION TESTING USING THE TSFA VIRTUAL GRADING PLATFORM.

STEP 1 Register



Visit [TSFA.org/Teachers/LVL1](https://tsfa.org/Teachers/LVL1) & LVL2 HS Floral Design Certification. Scroll down until you see **Level 1 Virtual Testing**. In this section there is a registration form that will need to be filled out with the desired date and time in which you would like students to test for Level 1. Along with sending in the registration form, you will need to send in an **Excel Spreadsheet** with a list of students consisting of **(Student FName, LName, Student Email)** that will be taking the Level 1 Floral Exam as well as a **Purchase Order from the school**. Once this information is received and processed by the TSFA office, the virtual testing website & login information will be sent out for virtual testing.

STEP 2 2 Weeks Prior to Test Day

- Teacher receives email from the TSFA office including the following: **Login Credentials, Virtual Testing Website Link, Level 1 Grading Rubrics, Level 1 Study Materials, Level 1 Test Instructions.**
- **Verify with IT staff at the school to make sure that the web address provided will allow for students to upload photos to the TSFA server prior to Test Day. IT department will need to check both internal and external firewall settings.**
- Once the information needed is received, teacher may log into the Virtual Testing website using the credentials provided by TSFA.
- Once logged into the Virtual Testing website, the teacher will need to click on the "Generate Labels" button to print out the sheets that will have QR codes for grading. Each sheet consists of a QR code for both the **Rose Boutonniere** and **Symmetrical Triangle Arrangement** for each student who is registered. These sheets will be used on test day to scan and upload photos.
- Procure flowers and supplies needed for testing using the supply list on the Test Instruction page. **(Important: TSFA will not provide flowers and supplies for student Virtual Testing, it is suggested that schools must order 2 weeks prior to testing day from school Wholesaler)**

STEP 3 Test Day

- On Test Day, students will have one hour to complete the Level 1 Virtual Hands-On Floral Certification test. Once time is up, Students or Teachers will then take a photo of the completed Rose Boutonniere and Symmetrical Triangle Arrangement. If students are taking the photos, please have them follow instruction on the separate How-To page on photography.
- Once all students have completed their hands-on test of both the Rose Boutonniere and the Symmetrical Triangle Arrangement or time has run out, using a Smart Phone or Device, please log in to the Virtual Test site, scan the QR code (s) one at a time for each student to bring up the screen where the photos will be taken and submitted. (Important: Each student QR code sheet must be scanned one at a time.)
- There are two different QR codes, one for the Symmetrical Triangle Arrangement and one for the Rose Boutonniere. Make sure to click on the submit button on the photo screen once all images look correct according to the specifications on the "HOW-TO take photos" sheet (Page 2 of this document. There will be six photos total, 3 for the Rose Boutonniere and 3 for the Symmetrical Triangle Arrangement. All are required to be uploaded for grading for the Level 1 HS Floral Certification.

STEP 4 After Test Completion

Congratulations! The testing is complete. Once all photos have been submitted properly, you may close the application/web browser. Grading of the images may take up to 7 business days to complete by offsite judges. If the students pass all portions of the Level 1 Floral Certification, TSFA will notify teachers of the passing students and the teacher will receive the student certificates by mail to distribute. Teachers will also receive a notification of the students who do not pass the Level 1 Certification Test so that they may critique students accordingly.



FOR QUESTIONS CALL OR EMAIL THE OFFICE AT
(512) 528-0806
txsfa@sbcglobal.net

VISIT US AT WWW.TSFA.ORG
FOR FUTURE TESTING LOCATIONS AND STUDENT/TEACHER TRAINING MATERIAL

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EXAMPLE ROSE BOUTONNIERE PHOTOS

STEP 1
Bottom of Stem



STEP 2
Front

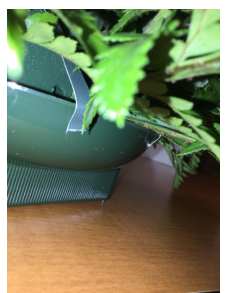


STEP 3
Taping of Calyx



EXAMPLE SYMMETRICAL TRIANGLE ARRANGEMENT PHOTOS

STEP 1
Container Showing Tape



STEP 2
Front



STEP 3
Side



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