

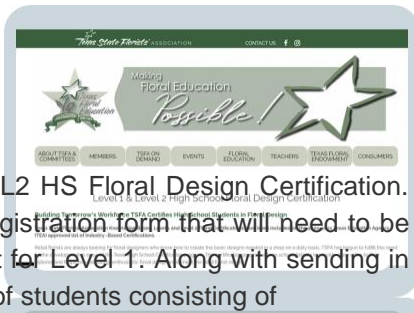


VIRTUAL GRADING PLATFORM

# 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](https://tsfa.org/Teachers/LVL2). 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, School Name, Teacher Fname, Teacher Lname, Teacher Email, Teacher phone #)** 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 documents will be sent out for the scheduled virtual testing.

## STEP 2 Prior to Test Day

- Teacher receives email from the TSFA office including the following: **QR Code Sheets (when scanning the QR code, it will take the teacher to the site for uploading photos), 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 to give access to AWS-S3 and <https://tsfatest.com>. School Wi-fi may be used.**
- 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 or TSFA Wholesaler)**

## STEP 3 Test Day

- Please take attendance and notify TSFA Office of all NO SHOWS for that 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 begin to 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. Please follow instructions in Test Information email provided by the TSFA Office.
- Note: When 2 smart devices are used it takes approximately 3 minutes per student to upload photos. With 20 students in one sitting, it will take approximately one hour to complete uploads.

## 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 14 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**

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**VISIT US AT [WWW.TSFA.ORG](http://WWW.TSFA.ORG)**

**FOR FUTURE TESTING LOCATIONS AND STUDENT/TEACHER TRAINING MATERIAL**

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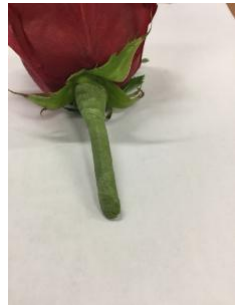
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## EXAMPLE

### ROSE BOUTONNIERE PHOTOS

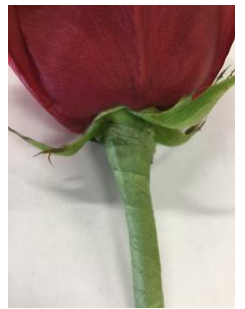
STEP 1  
Bottom of Stem



STEP 2  
Front



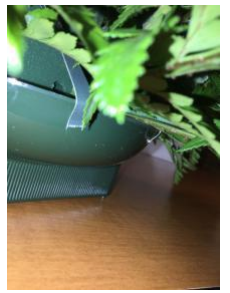
STEP 3  
Taping of Calyx



## EXAMPLE

### SYMMETRICAL TRIANGLE ARRANGEMENT PHOTOS

STEP 1  
Container Showing Tape



STEP 2  
Front



STEP 3  
Side



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