TEST ADMINISTRATION
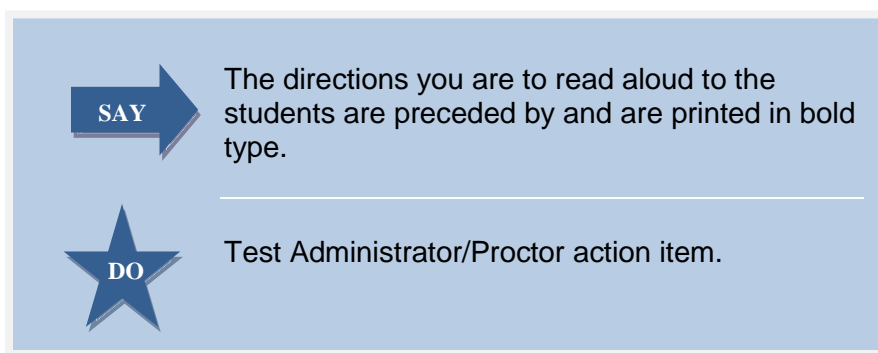
This section provides guidelines and specific directions for the test. Be sure to review the test directions in advance. In order to ensure that all students are tested under the same conditions, adhere strictly to the script. Instructions can be found in the boxes in bold on the following pages. When asked, you should answer questions raised by students, but you should never help the class or individual students with specific test items. No test items can be read to any student for any content or subject area, unless specified as an accommodation. Please remember that the script must be followed exactly and used each time a test is administered using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "I made a mistake. Listen again." Then read the direction again. Try to maintain a natural classroom atmosphere during the test administration. Before each test begins, encourage students to do their best.

> **RECOMMENDATION:**
>
> Consider printing the script pages for use on the day of testing.

The following elements are used throughout the specific directions:

> **SAY** ➤ The directions you are to read aloud to the students are preceded by and are printed in bold type.
>
> ⭐ **DO** Test Administrator/Proctor action item.

Login Script

Any time a student logs into the testing system, the Test Administrator should follow this script. This includes logging in to complete the computer-administered (non-PT) items, the classroom activity, or the performance task. If you are resuming a test and are sure that all students are able to log in without hearing the login directions again, you may skip the italicized portions of the directions.

> **SAY** ➤ **Today, you will take a test in the area of (insert name of test being given at this time). You will be given a Test Session ID that is required to start the test. If you need an individual break during the test, raise your hand and wait for my instructions and permission.**
>
> **Once you have logged in, you will have to wait for me to approve the test before you can start. I'll be checking that you have correctly entered your ID number and other information.**

DO Give students the test session ID. Write the test session ID for the test being giving on the board or another place where students can see it. Make sure students know that they must enter the test session ID exactly as it is written, without extra spaces or characters.

Student information, such as the Student Statewide Idenifier (SSID), and test confirmation code may be provided to students ahead of time on a card to help them type it in accurately. However, please remember that student ID numbers are confidential information and cards will need to be collected and securely shredded if used.

SAY **Enter your confirmation code, your two-letter state abbreviation followed by a hyphen and your SSID, and the test session ID that I provided.**

Raise your hand if you cannot see these numbers well enough to type them on your keyboard.

Please do not share your confirmation code or SSID as it is your own private information.

Once you have successfully logged in, you will see a screen with your confirmation code, SSID, school, and grade.

If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand so that you can show me what is wrong.

DO Make sure all students have successfully entered their information.

If a student is unable to log in, he or she will be prompted to try again and provided with a message describing the reason (an invalid SSID, for example). If the student is still having difficulty, the TA can look up the correct information using the Student Lookup function on the TA Site. TAs may assist students with logging in if necessary.

If the problem cannot be resolved, please contact the Smarter Balanced Help Desk at 1-855-833-1969 or smarterbalancedhelpdesk@ets.org.

SAY **On the next screen, select the test you will be taking today and click START TEST. After you have selected your test, you will see a screen with a moving bar and message saying that you are waiting for Test Administrator approval. This step helps ensure that you are taking the correct test. Please wait quietly while I verify each of your tests.**

DO Confirm that these are the correct students to take the test and approve the students' login requests. The upper right corner of your screen will always display a list of students who are awaiting approval at any time. Please make sure the correct students have logged in.

Once students begin appearing in the preview box, you can click [Approvals (#)] to open the Approvals pop-up window, shown below. Review each student's test settings and edit as necessary. You can either click [Approve] for each individual student (recommended) or, when you are satisfied that all students in the list can be approved, click [Approve All Students]. Reminder: If any student's test settings are incorrect, do NOT approve that student.

To refresh the list of students awaiting approval at any time, click the [Refresh] button at the top of the pop-up window.

REMINDER:

If any student's test settings are incorrect, do **NOT** approve that student.

TIP:

Each student will be logging in at different times. Monitor the sessions and get all students logged in who are currently ready before assisting any students who are having problems. A second staff person to assist those having trouble is beneficial.

Approvals and Student Test Settings ✔ Approve All Students 🔄 Refresh ✖ Done

G3 ELA

Student Name	State-SSID	Opp #	Test Settings		Action	
▷ STUDENT A	AI-99999991843	1	Standard Settings	✏ See/Edit Details	✔ Approve	✖ Deny

G3 Math

Student Name	State-SSID	Opp #	Test Settings		Action	
▷ STUDENT B	AI-99999991086	1	Standard Settings	✏ See/Edit Details	✔ Approve	✖ Deny
▷ STUDENT C	AI-99999990553	1	Custom Settings	✏ See/Edit Details	✔ Approve	✖ Deny

SAY After I approve you to begin testing, you will see a screen asking you to check your test subject and settings. If all the information is correct, you may select YES, START MY TEST. If any of it is incorrect, please raise your hand and I'll be with you shortly.

SAY *Before your test appears you will see a tutorial page listing the test tools and buttons that you may use during the test or that will appear on the test. Please read this carefully. You can also find this information during your test by clicking the HELP button in the top right corner.*

You must answer each question on the screen before going on to the next question. During the test, you may see a page with no test questions. Follow the directions on the page to continue taking the test.

If you are unsure of an answer, provide what you think is the best answer; there is no penalty for guessing. If you would like to review that answer at a

later time, mark the item for review by clicking the box next to the flag in the upper right corner of the screen before going on to the next question.

Flagging the item will remind you to go back and decide whether you need to change the answer during this test session.

You may PAUSE at any point in the test by clicking PAUSE rather than NEXT after answering an item. (The following statement only applies to computer administered (non-PT) test.) The PAUSE button is used to stop the test. Note that PAUSING for more than 20 minutes will prevent you from changing any answer on previous pages of the test. Please raise your hand if you need a break and ask me prior to clicking PAUSE.

Your answers need to be your own work. Please keep your eyes on your own test and remember that there should be no talking.

SAY **When you are ready to begin your test, click BEGIN TEST NOW at the bottom of the page.**

Please keep in mind that this test is divided into segments. When you get to the end of each segment, you will be prompted to review your answers before moving on. Once you submit your answers and move on to the next segment, you will not be able to return to the previous segment.

Responsibilities During Testing

Monitoring

During testing, circulate through the room to ensure that all conditions of test security are maintained. If you witness or suspect the possibility of a testing security incident that could potentially affect the integrity of the tests or the data immediately contact your SC and DC.

You may also use the TA Site to view the testing progress of any student. This site will not show test questions or scores but will let you see how many questions have been delivered to each student (e.g., question 24 of 40).

While the TA Site is designed to automatically refresh every minute, you can manually refresh at any time by clicking the [Refresh Now] button at the top left of the page. Do NOT click the web browser's refresh button.

Student Name	State-SSID	Opp #	Test	Test Settings		Requests	Student Status	Pause Test
STUDENT A	AI-99999991843	1	G3 Math	Standard Settings			started: 1/14	Pause
STUDENT C	AI-99999990553	1	G3 ELA	Standard Settings			started: 2/7	Pause
STUDENT B	AI-99999991086	1	G3 Math	Custom Settings			paused: 0/14, 2 min	

Students in your test session
3 Students in Session   Approved Requests   ⇅ = Sort Column By   Requests = New Request   Hide/Show Columns ▾

If you notice that a student is off task, you may say the following statement to the student, verbatim, to keep him or her focused.

SAY → **It is important that you get back to your test and answering the questions.**

Assistance

Administrators/Proctors should answer questions raised by students, but should never help the class or individual students with specific test items. If a student asks for assistance either in answering an item or manipulating an item type, gently instruct the student to review the tutorial for help and let the student know that he or she should try his or her best, but that you cannot help answer an item.

SAY → **I can't help with the test. Try to do your best.**

Ending the Session

When there are approximately five minutes left for the test session, give students a brief warning.

SAY → **We are nearing the end of this testing period. Please review any completed or marked items now. If you have not finished, you will have the chance to finish the test at another time.**

After answering the last question in each section, each student is presented with a screen prompting him or her to review answers (marked and unmarked) for all questions available to the student (presented after any pause taken) or to end the test. Tests can no longer be paused after the last question has been presented.

After answering the last question and reviewing test questions, students must end their test. They do so by clicking [REVIEW MY ANSWERS] or [SUBMIT TEST]. If a student clicks [SUBMIT TEST], the student will not be able to review answers.

SAY → **This testing session is now over. If you have finished, click SUBMIT TEST. If you have not finished, click PAUSE, and you will be able to finish at another time. I will now collect any scratch paper or other materials.**

DO — Collect any scratch paper. Then click [Stop Session] to end the test session and pause any student tests in your session that are still in progress. When you are finished, you can log out of the TA Site by clicking the [Logout] button at the top right.