WASHINGTON
COMPREHENSIVE ASSESSMENT PROGRAM

TA Script of Student Test Directions
SMARTER BALANCED ONLINE
Spring 2017

English Language Arts & Mathematics
Summative Assessments

This document contains the *TA Script of Student Directions* for the Smarter Balanced online ELA and Math summative assessment administration.

It is required that TAs review the test specific *TA Script of Student Directions* (SAY) boxes prior to administering a state summative assessment. Contents of this document include best practices for the day of testing (before, during, after) and student directions (SAY) boxes.

Translation student direction sheets, in 18 languages, are available on the WCAP Portal and can be used in conjunction with this document to help support TAs and students with the login instructions.

School Test Coordinator Contact Information

Name: _____

_____

Email: _____

Phone: (_____) _____ – _____

Cell: (_____) _____ – _____

Visit WCAP Portal at: http://wa.portal.airast.org/

Contents

TA TESTING SUPPORTS

This document contains the TA Script of Student Directions for the Smarter Balanced ELA and Math summative assessment administration. It is required that TAs review the test specific script and directions prior to administering a state assessment. Contents of this document include best practices for testing (before, during, after) and student directions (SAY) boxes.

It is highly recommended to allow students an opportunity to practice on the Training and Practice Tests prior to taking the summative assessment.

Pausing a Test

Click ▐▐ to pause an individual student's test. It is important that TAs are thoroughly familiar with the pause rules for the test being administered. The rules for pausing a test are different for each content area, including, but not limited to the PT and CAT. For complete details, refer to section 3.4 of the Online TAM.

- If the TA Interface is closed while students are testing, the session will remain open until it times out after 30 minutes. The TA can open the browser and navigate back to the TA Interface. The TA will be prompted to enter the active session ID. If the current session ID was not retained, TAs will need to start a new session.
- Sessions are automatically logged out and closed after 30 minutes of TA and student inactivity. A new session ID would have to be created and students would log in to the new session to resume testing. **Students will not be able to return to CAT items from previous sessions, even if the responses were marked for review.**

Testing Over Multiple Sessions or Days

If the TAs approved testing schedule requires administering the test over the course of multiple days for a student or group of students, TAs are required to become thoroughly familiar with section 4.0 of the Online TAM to ensure that students are able to complete their testing opportunity.

When testing is resumed on a subsequent day, the TA will need to start a new test session. When instructing students to log in, TAs will read the un-italicized sections of the general script (SAY boxes) to the students beginning on page 7.

PRIOR TO TESTING

Before Testing

☐ For all before testing activities, refer to the TA Checklist in Appendix A of the [Online TAM](#).

☐ It is recommended to print the TA Script of Student Directions (SAY) boxes prior to testing.

☐ TAs should try to maintain a natural classroom atmosphere during the test administration. Before each test begins, he or she should encourage students to do their best.

During Testing

☐ For all during testing activities, refer to the TA Checklist in Appendix A of the [Online TAM](#).

☐ Follow professional practices and test security protocols.

☐ At least one trained TA is required to supervise students at all times during the testing session and until materials have been collected and accounted for. Students left unattended will have their test results invalidated.

☐ Provide all required student settings according to each student's plan. If the correct setting is unavailable, do not approve that student's test session. Notify your SC immediately.

☐ TAs must ensure that students do not have access to digital, electronic, or manual devices during testing.

☐ Break schedules should be followed according to [Online TAM](#). Additional breaks may be provided based on student needs and TA judgement.

- Students who have not completed the assessment must be monitored during breaks and lunches.

☐ Should a testing incident occur during your session, you should stop testing immediately and notify your SC.

☐ Share your plan for students who finish early. How are materials processed and accounted for? Do students leave the testing room, and if so, where do they go? If students remain in the testing room, what quiet activity is available? **Electronics are not permitted.**

☐ Each test specific script must be followed exactly and used when a test is administered. When reading directions to students:

- Do not paraphrase the directions.

- Read the directions to students exactly as they are written, using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "Listen again" Then read the direction again. Never deviate from the directions as written. Deviating from the printed directions is a testing violation. Read all material printed in boxes next to the word **SAY:**. The italicized text outside of the **SAY:** boxes and the text below the perforated line is information for you and should not be read to students.

- You may repeat any part of these directions as many times as needed.

- Do not provide suggestions to students on how to respond to the task or evaluate student work.

☐ For detailed instructions on the TA support permitted during testing sessions, see section 6.3 of the [Online TAM](#).

☐ For each question, direct students to give the best answer, even if they flag the question for review. Due to the adaptive nature of the test, using preliminary student responses to select subsequent questions, students should give their best answer to each question as they are presented to them.

After Testing

☐ Review early and follow the instructions in the [Final Processing Steps for TAs section](#), prior to releasing students from the testing location.

SUMMATIVE—TA INSTRUCTIONS

Monitoring Test Progress

Once students have started their tests, TAs should circulate through the room to ensure all conditions of test security are maintained. If the TA witnesses or suspects a possible test security incident, the SC should be contacted immediately in accordance with *Test Security and Building Plan*.

The TA Interface is used to view the testing progress of students. This site will not show test items or scores but will let the TA see how many items have been delivered to each student (e.g., question 24/40). The CAT generates items based on student responses, so the actual number of items presented to a student may not accurately display in the TA Interface.

The TA Interface automatically refreshes every minute. The TA can also refresh it manually by clicking the [🔄] button at the top of the page. **Do not** click the web browser's refresh button.
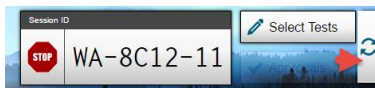
Students in Your Session

Students' test statuses appear in the **Students in Your Test Session** table.

- Statuses include: approved, started, in-progress, review, completed, submitted, and paused.
- The **Student Status** column indicates how many test questions the student has answered out of the total number of questions in the test.

Supplemental Student Directions During Testing

If a student asks for assistance with technology, TAs are permitted to:

- Re-read student directions in English or the student's Native language.
- Acknowledge that the student has used the system correctly.
- Redirect the student to tutorial videos on how to properly use the technology.
- Direct students to the keyboard or toolbar; however, TAs may not include identifying correct tool buttons.
- Advancing computer screens or turning pages for print on demand papers.

Off Task: If you notice that a student is off task, you may read the statement below verbatim.

SAY:	It is important that you do your best. Do you need to pause the test and take a break?

Item Concern: If a student is concerned about an item, you may support the student by reading the script below verbatim.

| SAY:	I cannot help you check your work. If you are unsure about how a question works, select Tutorial from the context menu to view a short video. You may also read the question again and think about what the question is asking you to do. Try your best and choose the answer that makes the most sense to you.

TA Interface: Login and Test Selection

The online state assessments have two components. TAs use one component, the TA Interface, to create and manage test sessions. Students use the other component, the Student Interface, to take the Summative Assessments.

1. Access the WCAP Portal homepage.
2. Select the Test Administrator User Card.
3. Click the **Test Administration** card.
4. The login page appears.
5. Enter username and password.
6. Click **Secure Login**.
   The Test Administration Site appears.
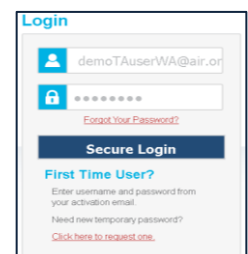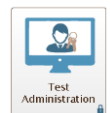
Creating a Test Session

⚠️ A test session should not be started more than 20 minutes prior to beginning the test session.

When you are ready to begin a test session, drill down to the test label of the specific test being proctored in this session, by clicking on the **+** (plus) sign. **Do not check a box at this time.**

⚠️ TAs must ensure that the correct test (interim or summative) is being administered. **Do not select Summative if you are providing students with an opportunity to practice the Interim.**

It is highly recommended to select **only** the test label being administered now. This will ensure students log in to the correct test, eliminating a situation that may limit a student's ability to complete their test.

Highly Recommended: This example displays the appropriate time to check a test label box. In this example the "G3 ELA CAT" for Smarter Balanced is selected.
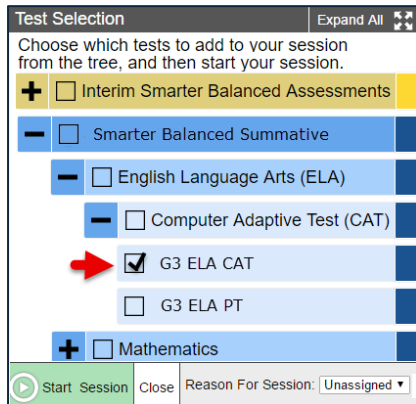
Not Recommended: This method allows a student to select a test that is not currently being administered. This example would allow a student to incorrectly select the ELA PT, Math PT, or Math CAT, when the intent is that the student select only the ELA CAT.
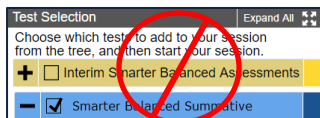
Starting a Test Session

When the appropriate test has been selected, click on **Start Session** to create a Session ID.

System Generated Session ID.

The system-generated session ID, shown below, appears in the top-right corner of the screen. The session ID will need to be shared with students. TAs may write it on a board. Following security protocols, the TA should write down the session ID, in case of session inactivity or a technology or system error which closes the session. Having the session ID will allow the TA to immediately resume the session without creating a new one.

Instructions for Approving Students' Tests

When students select their tests, the Approvals box in the upper-right corner of the TA Interface displays. Click the **Approvals** button to view the list of students awaiting approval.

If a student selected an incorrect test, deny access.

Verify student's test settings by clicking the 👁 in that student's row, if they are incorrect, deny access and notify your SC.

When information is verified, click [**Approve**] or [**Approve All**]

- Click ✔ to approve an individual student.
- To deny a student for testing, click ✖ and enter the reason in the box.
- To approve all students in the list for testing, click Approve All Students ⊘ Approve All Students tab in the top of the Approvals window.
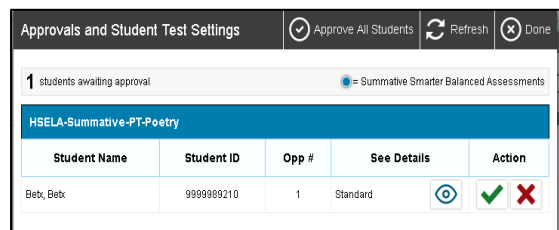
You will now have students log in to the Secure Browser site by reading the Summative Student Directions (SAY boxes) beginning at the top of page 7.

SUMMATIVE: STUDENT DIRECTIONS

Before beginning administration of the Summative Assessment, make sure you have any necessary materials, including student log in information (test tickets) and headsets. Headsets are required for ELA Listening, Text-to-Speech, and Audio Glossaries. If students are using test tickets, distribute them prior to this login process.

TAs now:

☐ Pass out all login information, scratch/graph paper, and headphones, as approved for the test being administered.

☐ Read the student **SAY:** directions verbatim. All **SAY:** boxes have labels to the front of them that indicate whether they should be read for all tests or only read for certain tests. Labels for certain tests are called out in red font.

Direct students to the location for retention of unapproved electronics, bags, materials, etc.

ALL	**SAY:**	If you have a bag, cell phone, or any other electronic device, please raise your hand and I will show you where to place it before the test begins. Use of a non-approved electronic device during this test session will need to be reported and may invalidate your test.

Pause. Show students where to place their electronics and bags.

Students will click the testing icon on their screens to launch the Student Test Interface.

ALL	**SAY:**	On your computer screen, locate the icon titled **Secure Browser.** If you cannot locate this icon, please raise your hand and I will come help you.

Pause. Assist students as needed.

ALL	**SAY:**	Double-click this icon and the program will launch. Once the program has opened, you will see the **Student Sign In** page. Do not enter anything until you have been instructed to do so. Can everyone see the **Student Sign In** page? If you cannot see this page, raise your hand.

```
         TEST TICKET
DEMOLAST, DEMOFIRST DEMOMIDDLE

9997,Demo District 9997

9997_999701,Demo School 999701

Grade: 03       Gender: F      Date of
                               Birth:
                               07/06/2007

SSID: 900000002
```
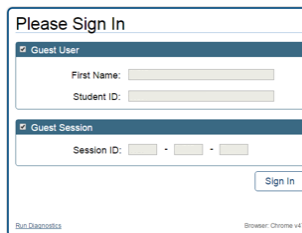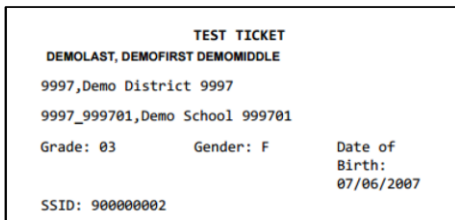

Pause. Assist students as needed.

Students enter their information exactly as it appears on their login paper (test ticket).

ALL	**SAY:**	Type your first name into the field titled **First Name.**

Pause.

ALL

SAY:	Now click on the Student ID field. Type in your **SSID** number.

Pause. If you have not already done so, write the Session ID on the board now.

ALL

SAY:	Now click on the Session ID field. Type in the **Session ID** I have written on the board.
	Please raise your hand if you need help.

Pause. Ensure that all students successfully enter their information as it displays.

ALL

SAY:	Now click the **Sign In** button.

If a student is unable to log in, a message appears with the reason (an invalid SSID, for example). If a student receives this message, notify your SC.

*On the next screen, students will confirm the information is correct, then click the **Yes** button. If corrections are required, contact your SC to make the corrections in TIDE before the student logs into the test.*

ALL

SAY:	Now you should see the **Is This You?** screen with your name on it. Do you see your name?
	If you do not see your own name, or if your name is not spelled correctly, raise your hand.

Is This You?
Please review the following information.

First Name:

Grade:

SSID:

School:

Next Step:
If the information is correct, choose **Yes**. If not, choose **No**.

[Yes] [No]

Pause. Assist students as needed

ALL

SAY:	Now look at the rest of the information on the screen. Make sure it is correct.
	-- your Grade
	-- your SSID
	-- your School
	If any of the information is not correct, please raise your hand.
	If all of the information is correct, you can click **Yes** now. The **Yes** button is at the bottom of the screen.
	Do not go past the next screen until I tell you to.

Pause. Assist students as needed.
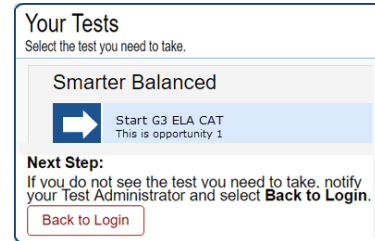
On the next screen, students will choose the test that you are administering. *In the next SAY box you will instruct students to select the correct test.* *Make sure all students have logged in and are at the **Your Tests** screen.*

The TA Directs Students to the Appropriate Test

ALL	**SAY:**	To select the test you will take today, click on the blue link that says **Start Grade_____**.

⚠️ If multiple tests were selected by the TA, students will have access to selecting any of the tests, including the one that is intended to be administered in this session. TAs are responsible to verify each student asking to join their test session, prior to providing approval. *If the incorrect test was selected for students, do not continue with the test session. Stop and notify your SC immediately.*

> **Your Tests**
> Select the test you need to take.
>
> **Smarter Balanced**
> ➡️ Start G3 ELA CAT
> This is opportunity 1
>
> **Next Step:**
> If you do not see the test you need to take, notify your Test Administrator and select **Back to Login**.
>
> Back to Login

*If students started testing on a previous day "Resume" displays instead **of "Start". If a student had previously started a test but did not finish it, you will read the next SAY box.***

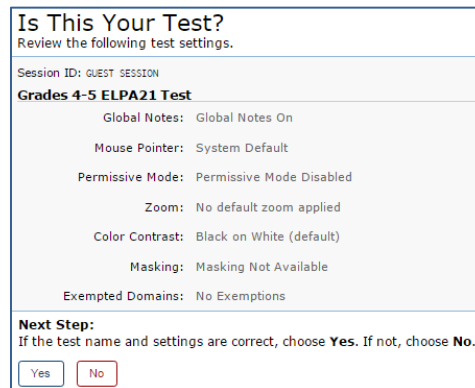| **SAY:**	If you previously started a test but did not finish it, **Resume** displays next to the test name. Click this button now to resume the test.

Pause.

ALL	**SAY:**	You should now see the **Waiting for Approval** screen. Please sit quietly and wait for me to approve your test.

The TA will need to approve students in the TA Interface for this test. If needed, refer back

Verify Test Information

ALL	**SAY:**	Review the information on the **Is This Your Test?** screen and verify that your test settings are correct. If the information is not correct, please raise your hand.

> **Is This Your Test?**
> Review the following test settings.
>
> Session ID: GUEST SESSION
> **Grades 4-5 ELPA21 Test**
>
> Global Notes: Global Notes On
> Mouse Pointer: System Default
> Permissive Mode: Permissive Mode Disabled
> Zoom: No default zoom applied
> Color Contrast: Black on White (default)
> Masking: Masking Not Available
> Exempted Domains: No Exemptions
>
> **Next Step:**
> If the test name and settings are correct, choose **Yes**. If not, choose **No**.
>
> Yes   No

Pause. Assist students as needed. If settings are not correct, do not allow the student to begin testing. Pause the student's test and contact your SC to change the settings in TIDE.

CAT & PT ELA

SAY: Next you should see a screen that prompts you to verify that the sound on your computer is working. Put your headsets on and click the icon of the speaker in the circle. If you hear the sound, click "**I heard the sound**". If you did not hear the sound, click "**I did not hear the sound**" and raise your hand.

Pause. Assist students as needed to adjust the features of the audio so it is acceptable to the student.

⚠️ If a student's volume is not working, troubleshoot basic steps such as ensuring that the headset is fully plugged in, mute is not selected, and the volume setting is turned up. You may need to have the student log out and close the Secure Browser to make these changes. If the student is still experiencing issues, contact your school Technology Coordinator or the WA Help Desk toll-free at 1-844-560-7366 or wahelpdesk@air.org.

Audio Playback Check
Make sure audio playback is working.
🔊 To play the sample sound, press the speaker button.
Next Step:
If you heard the sound, choose **I heard the sound**.
If not, choose **I did not hear the sound**.
| I heard the sound | I did not hear the sound |

ALL

SAY: You should now see the **Instructions and Help** screen. Does everyone see the instructions? If you do not see the instructions, please raise your hand.

*Pause. Assist students as needed and make sure all students are on the **Instructions and Help** screen.*

ALL

SAY: This screen contains information about the test tools. You can access these instructions at any time during the test by clicking on the **Question Mark** ❓ button on the top right corner of the screen.

Do you have any questions about the **Instructions and Help** screen?

Pause. Answer any questions the students may have.

ALL

SAY: Before starting the test, let's go over some test rules.

During this test, you must answer each question on the screen before going on to the next screen. It is important to give what you think is the best answer even if you are unsure. If you would like to review that answer at a later time, mark the question for review before going on to the next question. You may go back and change your answer during this test session.

Pause.

CAT Math, ELA

SAY: If you pause your test for more than 50 minutes, **you will not be able to go back and change your answers, even if you marked them for review.**

Pause.

SAY: This test is divided into two segments. When you get to the end of the first segment, you will be prompted to review your answers before moving on to the second segment. Once you move on to the second segment, **you will not be able to go back and change your answers, in the first segment.**

Pause.

SAY: You may pause at any point in the test by clicking the **Pause** button, rather than clicking the **Next** button, after answering a question. Please raise your hand if you need a break and ask permission before clicking **Pause.**

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

When you reach the **Attention** box telling you that you have answered all the questions on this test, do not go on, please raise your hand and I will help you.

Pause. Answer any questions the students may have regarding these test rules.

ALL

SAY: When you are ready to begin your test, click on the **Begin Test Now** button.

Monitoring Test Progress

Once students have started their tests, the TA should circulate through the room to ensure that all conditions of test security are maintained and that students are working independently. Refer to the [Monitoring Test Progress](#) section.

*Refer to the [Item Concern](#) or [Off Task](#) sections for **SAY** directions, page 5, when a student is off task or asks for assistance.*
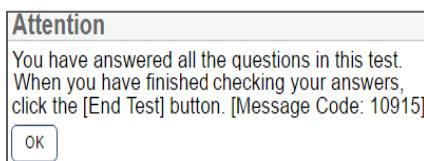
Ending Students Test Session and Closing out TA Interface

When there are approximately ten minutes left in the test session, the TA should give students a brief warning.

SAY: We are nearing the end of this test session. When you reach the last question of the test you will see an **Attention** box prompting you to select **OK.** Then you will select the **End Test** button and **Yes** on the attention box that appears to review your answers. On the next screen you will see the questions you have marked for review. **Do not click the Submit Test button until I tell you to do so.** If you need help with these steps, raise your hand and I will help you.
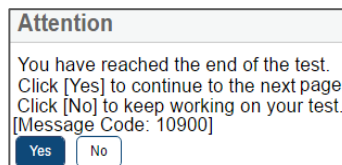
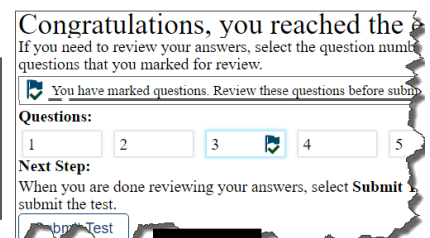*Pause.* If needed, help students navigate to the review test page.

Attention
You have answered all the questions in this test. When you have finished checking your answers, click the [End Test] button. [Message Code: 10915]

[OK]

Step1

Pause | End Test

Step2

Attention
You have reached the end of the test. Click [Yes] to continue to the next page. Click [No] to keep working on your test. [Message Code: 10900]

[Yes] [No]

Step3

Congratulations, you reached the
If you need to review your answers, select the question numb
questions that you marked for review.

You have marked questions. Review these questions before sub

Questions:

| 1 | 2 | 3 | 4 | 5 |

Next Step:
When you are done reviewing your answers, select **Submit** submit the test.

Submit Test

Step4

CAT ELA

SAY:	If you are working on a set of questions for a reading passage, please finish all of the questions in that set.

Pause.

ALL

SAY:	If you have not finished and need additional time, please click **Pause** and raise your hand.

Pause.

ALL

SAY:	If you have answered all the questions on your test and have finished reviewing your answers, click the End Test button and then click the **Submit Test** button. I will now collect any paper or other materials provided to you during this test session.

When students have completed testing, the TA will stop the test session and log out.

a. *Click* **STOP** *to end the session and automatically pause any in-progress tests in your session. (in-progress tests may include students who have extended time written in their plan)*

b. *Click* **Log Out** *to exit the TA Interface.*

Final Processing Steps for TAs

1. If students are allowed to leave the testing room when they finish, explain the procedures for leaving without disrupting others and where they are expected to report once they leave. Prior to releasing students who have completed their test and collect and account for all testing materials provided to students. If students are expected to remain in the testing room until the end of the session, instruct them on what activities they may engage in when finished testing. **Electronic devices not permitted.**

2. For security reasons, only trained TAs may handle secure test materials.

3. Collect and account for all individual ancillary materials, as distributed and permitted for each test session (i.e., scratch/graph paper, glossaries, student login information).

4. Per your testing plan, students who need more time may remain in the same testing room or move to another location to finish the assessment.

   – For students remaining in the same room, redistribute test materials and instruct students to continue with the assessment.

   – For students moving to a new location, go to the new location and then redistribute test materials and instruct students to continue with the assessment. Students are not permitted to transfer secure materials.

5. When testing has completed, promptly return all secure materials to your SC according to your *Test Security and Building Plan.*

Revision Log:

Page	Section	Description of Revision	Revision Date
11	SAY box	Corrected **PT ELA HS Only** to read **PT ELA**.	3/14/2017
7-12	SAY boxes	All SAY boxes have been updated to include whether they are to be read for all **ALL** assessments or only to a unique test(s) **ELA CAT only**.	3/14/2017
7	Summative Student Directions	Added: . Headsets are required for ELA Listening, Text-to-Speech, and Audio Glossaries	3/10/2017
Cover	Statement Box	Added: Translation student direction sheets, in 18 languages, are available on the WCAP Portal and can be used in conjunction with this document to help support TAs and students with the login instructions.	3/6/2017