# Printed Test Directions in English

Online Test Administration Manual

Test Administration Script Supplement

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10.1 Starting a Test Session

**SAY:** Today, you will take the Smarter Balanced [NAME OF TEST (e.g., English Language Arts Grade 4 Computer Adaptive Test)] test. You will be given a test session ID that is required to start the test. Before logging in, let’s go over some test rules.

 You must answer each question on the screen before selecting NEXT. If you are unsure about an answer, provide what you think is the best answer. 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 the answer during this test session.

 You may pause at any point in the test by selecting PAUSE rather than NEXT after answering a question**.** Please raise your hand if you need a break and ask permission before selecting PAUSE.

**SAY:** Today, you will take the Smarter Balanced [NAME OF TEST (e.g., ELA Grade 4 Computer Adaptive Test)] test. You will be given a test session ID that is required to start the test. Before logging in, let’s go over some test rules.

 You must answer each question on the screen before selecting NEXT. If you are unsure about an answer, provide what you think is the best answer. 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 the answer during this test session.

 You may pause at any point in the test by selecting PAUSE rather than NEXT after answering a question**.** Please raise your hand if you need a break and ask permission before selecting PAUSE.

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**SAY:** Your answers need to be your own work. Please keep your eyes on your own test and remember, there should be no talking. If you have a cell phone, smartwatch, or other non-approved electronic devices, please raise your hand and I will collect it before the test begins.

If you finish your test early, please raise your hand and sit quietly.

**SAY:** Now we are ready to log in. Once you have logged in, you will have to wait for me to approve the test before you start. I’ll be checking that you have correctly entered the test session ID and other information.

 Enter your legal first name, not your nickname, followed by your SSID number. Then enter the test session ID. Raise your hand if you need help typing this information on your keyboard.

 Now select SIGN IN. Once you have successfully logged in, you will see a screen with your first name and other information about you. 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 and show me what is incorrect.

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**SAY:** You will now see a screen asking you to check your test content area 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.

**[The following should be read for the for ELA test only]**

**SAY:** Next you should see a screen that prompts you to check that the sound on your computer is working. Put on your headsets and select the icon of the speaker in the circle to hear the sound. If you hear the chime, select YES. If not, raise your hand.

**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. You can also find this information during your test by selecting the HELP button.

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

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**Student Directions During Testing**

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

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**SAY:**  Try your best and choose the answer that makes the most sense to you. If you are unsure about how a question works, you can review a tutorial by selecting on the “i" button on the right side of the screen.

**SAY**: We are nearing the end of this test session. Please review your answers, including any questions you marked for review now.Do not submit your test unless you have answered all of the questions.

**[The following should be read for the ELA CAT portion only]**

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

**[The following should be read for all tests]**

**SAY:** If you need additional time let me know.

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**SAY**: This test session is now over. If you have not finished, select PAUSE, and you will be able to finish at another time.

**[The following should be read for the Computer Adaptive Test portion only if the length of time pausing the test is greater than 20 minutes, e.g., the student will continue testing on another day]**

**SAY**: Remember, if you are not finished and need to pause your test for more than 20 minutes, you will not be able to go back to the questions from this test session, including questions marked for review. You will also not have access to the notes you entered in the Digital Notepad.

**SAY**: If you have answered all the questions on your test and have finished reviewing your answers, select SUBMIT TEST. I will now collect any scratch paper or other materials.

**[The following should be read for the performance task portion for students who will continue testing on another day]**

**SAY**: Please write your name on your scratch paper if you are not finished with the performance task. I will collect it for use during the next test session.

**SAY**: If you have answered all the questions on your test and have finished reviewing your answers, select SUBMIT TEST.

I will now collect any scratch paper or other materials.