

Student Directions for Remote Test Administration

To ensure that students understand which test they are taking and correctly log in to the proper test, it is important that TAs review directions with students before testing. These directions have been slightly modified to align with test administration in a remote testing environment. They are organized into the following stages: (1) student directions for taking the test, (2) log-in directions, (3) student directions during testing, and (4) directions for ending the test.

- *Note: For ELPA Summative, each stage of directions is provided in a simplified version for Kindergarteners and 1st grade students, as well as a standard version for students in grades 2 – 12.*

TAs should be attentive to the needs of individual students who are new to Oregon’s online testing system. The district should also have plans in place for responding to any questions the student may have.

All directions that the TA must read to students are in boxes so they stand out from the regular text. TAs must read these directions exactly as they are written, using a natural tone and manner. If the TA makes a mistake in reading a direction, the TA should stop and say, “I made a mistake. Listen again,” then read the direction again.

Student Directions (English)

To maintain test security and avoid student coaching, TAs must read the script below verbatim to students prior to having students log into a general summative test for ELA, Mathematics, Science, or ELPA. This section includes simplified K-1 directions for the ELPA Summative.

Today, you will take the [INSERT NAME OF TEST] test. Before we discuss how the test process works, it’s important to ensure that you are calm, focused, and understand how the test results will be used.

We know that taking tests can be stressful or you may feel some anxiety, and it is okay to be having those feelings. Many students do. *[The following is optional text. TAs may substitute their own calming procedure if appropriate. “I want everyone to take a deep breath. Breathe in deeply and breathe out slowly. Feel your body calm down.”]*

Being calm will help you focus and do your best work.

[ELA, Math, and Science: *This test will help Oregon educators understand where our class is strong and what your teachers might need to focus on next year. The results from tests like yours will help us improve teaching and learning for students across Oregon. Test results won’t be used to make decisions about individual students or individual teachers.]*

[ELPA Summative: *This test will help your teacher know if you need to continue in the English learner program next year.]*

This test is a chance for you to show us all what you know and can do! It is important that you demonstrate your own knowledge and skills.

Worrying during test-taking is understandable. It is okay to do what you need to do to take care of yourself during the test taking process.

Now I will explain how the testing process works. First, let's go over some test rules.

Give what you think is the best answer to each question even if you are unsure. Mark the question if you want to remember to review that answer later. You may go back and change the answer during this test session.

[ELA CAT, Math CAT, and Science: You must answer each question on the screen before going on. If you pause your test for 20 minutes or more, you will no longer be able to go back and change your answers.]

Please remember, your answers need to be your own work and another person is not allowed to help you solve your test questions. If you have a question about the test please send it to me using the raise your hand tool or the chat tool on your testing screen.

[Math CAT (grades 6 – 8 and 11) and ELA PT: 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.]

You may pause at any point by clicking PAUSE. Please use the raise your hand tool or the chat tool on your testing screen if you need a break and ask permission before clicking PAUSE.

[ELPA Summative: When you record your speaking responses, a “too soft” warning may appear on your screen. If this warning appears, please listen to your recording to make sure you can clearly hear your response. If you have trouble hearing your response, please re-record your answer. If your recording sounds fine, click ok and move to the next test item. You do not need to re-record your answer if it sounds okay when you listen to it.]

Log-in Directions

TAs may assist students who need additional help logging in.

Now we are ready to log in. I will not be able to communicate with you until you have finished the login process. Please wait while I verify each of the tests. This might take a few minutes, so please be patient. If at any point you have trouble with the login, or if you have waited more than 5 minutes, please return to this space and wait for me to help.

You will be prompted to enter your full last name, not your first name, followed by your SSID number. Click "Sign In". Make sure that your personal information on the next screen is correct and click YES to continue.

Enter the test session ID, click "Join Session."

On the next screen, select the [INSERT NAME OF TEST].

After I approve you to begin testing, make sure that you have the right test and settings.

If any of the test information is incorrect, please return to this space and wait for me to help, and I will provide help or new directions.

[ELA: Next you should see a screen that prompts you to check the sound on your computer. Put your headsets on and click the icon of the speaker in the circle to hear the sound. If you hear the chime, click I HEARD THE SOUND and then CONTINUE. If not, raise your hand.]

[Science: Next you should see a screen that prompts you to check the video on your computer. Click the play button. If you see the video, select I COULD PLAY THE VIDEO and then CONTINUE. If not, raise your hand.]

[ELPA Summative: Now we will test the microphone. First, put your headsets on. Press the microphone button to begin recording, and clearly say your name into the microphone. When you are done, press the red stop button.

Now press the green play button to listen to your recording. If you hear your voice clearly, press I HEARD MY RECORDING. If you do not hear your voice, press I DID NOT HEAR MY RECORDING, and raise your hand for help.

Next you will check the video and sound on your computer. Click the play button. If you hear the chime and see the video, select I COULD PLAY THE VIDEO AND SOUND and then CONTINUE. If not, raise your hand.]

Devices that can access the internet are not permitted during testing. *[It may be appropriate to remind students of the remote testing agreement form.]*

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

Student Directions During Testing

If you notice that a student is off task, you may read the statement below verbatim. (*As a reminder, these directions can be copied and pasted into the broadcast icon, and the directions will automatically be read to the students using text-to-speech.*)

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

If a student is concerned about an item, there is a share screen option that the TA can access. You may also direct the student to enter the concern in Online Comments by reading the script below **verbatim**.

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 clicking on the Tutorial button available through the dropdown menu on the right side of the screen. You can send a comment about this item by clicking on the Comment button also available through the dropdown menu.

On the ELPA Summative, if on a Speaking item a student receives a pop-up warning that their response may have been too soft, the TA may instruct the student in reviewing their response and determining whether they need to re-record by reading the script below **verbatim**.

Please listen to your recording to make sure you can clearly hear your response. If you have trouble hearing your response, you can re-record your answer. If your recording sounds fine, click ok and move to the next test item. **You do not need to re-record your answer if it sounds okay when you listen to it.**

Directions for Ending or Pausing the Test Session

These directions can be copied and pasted into the broadcast icon, and the directions will automatically be read to the students using text-to-speech.

- 1) We are about to stop this test session. Please finish the question you are working on now and do not start another one. If you need additional time, let me know by using the chat feature.
- 2) This test session is now over. If you have not finished, click PAUSE, and you will be able to finish at another time.

[ELA CAT, Math CAT, and Science: Remember, if you are pausing your test for 20 minutes or more, you will no longer be able to go back and change your answers when you return to the test.]

[ELA PT and Math PT: Remember, if you have not finished your Performance Task, use the PAUSE button in the top right corner. During the next testing session, you will be able to resume at the same place and finish your work.]

- 3) If you finished answering all the questions and are at the end of your test, you will see a SUBMIT TEST button. If you have finished reviewing your answers, click SUBMIT TEST. You will be asked to confirm that you are sure you want to submit your test. Click YES. Click LOG OUT on the next screen.
- 4) If you have any scratch paper or other materials, you must throw them away as I have directed you in previous conversations about remote testing. Please do not share or discuss the test questions you saw today, or how to answer them, with others. Thank you for doing your best today!

Simplified K-1 ELPA Summative Student Directions

To maintain test security and avoid student coaching, TAs must read the script below **verbatim** to Kindergarteners and 1st grade students prior to having students log into the test.

Today, you will take a test called the ELPA Summative. Before logging in, let's go over some test rules.

Give what you think is the best answer to each question, even if you are not sure. If you aren't sure, you can mark it to review later. During this testing time, you can always go back and change your answers. Click NEXT to go to the next question.

You can pause the test by clicking PAUSE, but remember to have someone help you ask permission first.

Your answers need to be your own work, and another person is not allowed to help you solve your test questions.

Simplified K-1 ELPA Summative Log-In Directions

Parents/Guardians may assist a student who needs additional help logging in. *[It may be appropriate to remind the parent/guardian of the remote testing agreement form.]*

This is how you will log into your test. I will not be able to communicate with you until you have finished the login process. Please wait while I verify each of the tests. This might take a few minutes, so please be patient. If at any point you have trouble with the login, or if you have waited more than 5 minutes, please return to this space and wait for me to help.

You will need to enter your full last name, then your SSID number. If there is an adult in the room with you, let them know if you need help typing this information. It's all right to have an adult help you log into the test session.

Click "Sign In". Make sure that your personal information on the next screen is correct and click YES to continue.

Enter the test session ID, click "Join Session."

On the next screen, select the [INSERT NAME OF TEST].

After I approve you to begin testing, make sure that you have the right test and settings.

If any of the test information is incorrect, please return to this space and wait for me to help, and I will provide help or new directions.

You will need to test the microphone. First, you will put your headsets on. Once you have your headset on, you will click the microphone button to begin recording. You will say your name and then click the red stop button to stop recording.

After recording your name, press the green volume button to listen to your recording. If you hear your voice clearly, press I HEARD MY RECORDING. If you do not hear your voice, press I DID NOT HEAR MY RECORDING, and please let the adult in the room with you know and they can tell me what is incorrect. If there is no adult in the room with you, then you will need to come back to this space and wait for me to help.

Finally, you will verify that the video and sound on your computer are working. Click the play button. If you hear the chime and see the video, select I COULD PLAY THE VIDEO AND SOUND, and then CONTINUE. If not, please let the adult in the room with you know and they can tell me what is incorrect. If there is no adult in the room with you, then you will need to come back to this space and wait for me to help.

If everything thing works and you are ready to begin your test, click BEGIN TEST NOW at the bottom of the page.