



Test Instructions and Help

Test Rules

Basic Test Rules

- You cannot skip questions.
- You must answer all questions on a page before you can go to the next page. Some pages contain multiple questions. You may need to use the vertical scroll bar to view all questions on a page.
- You may mark questions for review and change your answer to previous questions (see Pause Rules below).

Navigation Rules

- You can navigate to any available test page by clicking the **Back** or **Next** buttons or selecting a page from the **Questions** drop-down list at the top of the page.

Overview of the Student Interface

All tests have navigation and test supports. Some test supports are available only for specific tests or questions.

Sample Test Layout

The screenshot shows a student interface for a Grade 5 Mathematics test. At the top, there is a 'Questions' drop-down menu showing '23' and 'Grade 5 Mathematics (23 out of 23)'. Below this, there are navigation buttons: 'Back', 'Next', 'Pause', and 'End Test'. To the right of these are 'Test Tools' including 'Calculator', 'Zoom Out', and 'Zoom In'. Further right are 'Help & Volume buttons'. The main content area displays question 23: 'What is the product of 68 and 9?' with multiple-choice options (A) 6,120, (B) 1,260, (C) 612, and (D) 6,300. A context menu is visible over the question. The interface also shows 'Last Saved: 11:09 AM' and 'DEMO STUDENT'.

There are two types of test tools available:

- **Global Tools:** Global test tools appear at the top of the screen on the right side.
- **Context Menu Tools:** Menu tools are for passages and questions. To use these tools, select the context menu button  or right-click in the area of the passage or question.

Available Test Supports

Tool Name	Availability Notes
American Sign Language	This tool is only available for the following tests: <ul style="list-style-type: none"> • Listening questions on the Smarter Balanced ELA tests • All questions on the Smarter Balanced Math tests
Calculator	This tool is only available for the following tests: <ul style="list-style-type: none"> • OAKS Science 5, 8, and HS • OAKS Social Sciences 5, 8, and HS • Smarter Balanced Math 6, 7, 8, 11, and 12
Comments	
Dictionary	This tool is only available for ELA Performance Task assessments.
Expand/Collapse Passage	
Help [?]	
Highlighter	
Line Reader	This tool is only available for the following tests: <ul style="list-style-type: none"> • OAKS Science • Social Sciences and ELPA21
Mark for Review	
Masking	
Notepad	This tool is only available for the following tests: <ul style="list-style-type: none"> • Smarter Balanced ELA and Math • Math Performance Task assessments
Global Notes	This tool is only available for ELA Performance Task assessments.
Pause	See the Pause Rules below.
Periodic Table	This tool is only available for OAKS Science 8, and HS.
Print on Request	
Select Previous Version	This tool is only available for Smarter Balanced ELA Performance Tasks
Strikethrough	

Tool Name	Availability Notes
System Settings	
Text-to-Speech	English TTS is available on: Smarter ELA and Math, OAKS Science and Social Sciences Spanish TTS is NOT available on Smarter Balanced Math or ELA tests Text-to-speech is not supported for ELPA21.
Tutorial	
Glossary	The English Glossary is only available for Smarter Balanced ELA and Math tests. The Translation Glossary is only available for Smarter Balanced ELA and Math Performance Task assessments.
Zoom buttons	

Pause Rules

Smarter Balanced ELA and Math Computer Adaptive Tests

- If your test is paused for less than 20 minutes, you can review questions you already answered.
- If your test is paused for more than 20 minutes, you cannot review questions you already answered. (The only exception is if you pause on a page that has at least one unanswered question.)
- When you resume the test, you will see the first page that has unanswered questions.
- All answers are saved immediately; you do not lose them when the test is paused.

OAKS Science and Social Studies

- If your test is paused for less than 20 minutes, you can review questions you already answered.
- If your test is paused for more than 20 minutes, you cannot review questions you already answered. (The only exception is if you pause on a page that has at least one unanswered question.)
- When you resume the test, you will see the first page that has unanswered questions.
- All answers are saved immediately; you do not lose them when the test is paused.

ELPA21

- In this test you can review questions you already answered, even after pausing the test. You can pause the test for as long as you need to.
- When you resume the test, you will see the first page that has unanswered questions.
- All answers are saved immediately; you do not lose them when the test is paused.

ELPA 21 and Smarter Balanced ELA and Math Performance Task Assessments

- No pause limit is in effect for ELPA21 or Smarter Balanced ELA and Math Performance Task assessments. You can pause the test for as long as you need to.

Tool Instructions

The following test supports are available in the menu at the top of the screen.

Tool Name	Instructions
Calculator	To open the on-screen calculator, select the Calculator  button.
Dictionary	To open the on-screen dictionary, select the Dictionary  button. <i>Note: The dictionary works like any other online dictionary. Enter words to look up definitions or synonyms.</i>
Help [?]	The  button at the top right opens the Test Instructions and Help page.
Line Reader	To highlight an individual line of text in a passage or question, select the Line Reader  button. This tool cannot be used while the Highlighter tool is in use. <i>Line Reader must be enabled.</i>
Masking	To temporarily cover a section of the test screen, use the Masking  tool. <i>To use the Masking tool:</i> <ol style="list-style-type: none"> Select the Masking button. The button will become orange. Click and drag until the area you want to cover is fully selected. (The preview will have a blue dashed border.) Release the mouse button. The masked area will become dark gray. You can mask other areas if you want to. To close the Masking tool, select the Masking button again. It will become green. To remove a masked area, select X in the upper-right corner of that area.

Tool Name	Instructions
Global Notes	To open an on-screen notepad, select the Notes  button. In the notepad, type comments or notes for yourself. Your notes are saved when you select the Submit and Close button on the notepad window.
Pause	To pause the test, select the Pause  button. You can pause your test at any time. You will be presented with a warning message asking you to verify that you want to pause the test.
Periodic Table	To open an on-screen periodic table of elements, select the Periodic Table  button.
System Settings	The cog wheel  at the top right allows you to adjust volume during the test.
Zoom buttons	Select the Zoom In  button to make the text and images in the test bigger. Select the Zoom Out  button to make the text and images smaller again. You can zoom in and out up to four levels.

The following test supports are available for passages and questions. To use these supports, click the context menu.

Tool Name	Instructions
American Sign Language	Watch a video of test content translated into ASL. To use this tool, select American Sign Language . <ul style="list-style-type: none"> If only one ASL video is available, the video opens automatically. If multiple ASL videos are available, sign language icons  appear next to the test content for each video. Select the icon for the test content you wish to translate into ASL.
Comments	To provide feedback for a question, select Comments from the context menu and select a comment option from the drop-down list that appears.
Expand/Collapse Passage	Some test pages have a passage or activity on the left side of the page. You can expand this section. <div style="text-align: center; margin: 10px 0;">  </div> Select the double arrow button to expand the left section so that it takes up most of the screen. Select the double arrow button again to collapse the passage or activity.

Tool Name	Instructions
Highlighter	<p>Highlight a section of text in a passage or test question. Select text on the screen, and then select Highlight from the context menu. The selected text will become yellow.</p> <p><i>Note that text in images cannot be highlighted.</i></p>
Mark for Review	<p>To mark a question for review, select Mark for Review from the context menu. The question number displays a dog-eared flap  in the upper-right corner, and a flag icon  appears next to the number. The Questions drop-down list displays "(marked)"  for the selected question.</p>
Notepad	<p>To enter notes for a question, select  Notepad from the context menu. The notepad window opens. After you enter a note, a pencil icon appears next to the question number.</p>
Select Previous Version	<p>To review and restore responses previously entered for an open-response question, select the Select Previous Version option from the context menu. A list of saved responses appears. Select the appropriate response and click Submit.</p>
Strikethrough	<p>For selected-response questions, you can cross out an answer option to focus on the options you think might be correct. There are two options for using this tool:</p> <p><i>Option A:</i></p> <ol style="list-style-type: none"> To activate Strikethrough mode, open the context menu and select Strikethrough. Select each answer option you wish to strike out. To deactivate Strikethrough mode, press Esc or click outside the response area. <p><i>Option B:</i> Right-click on an answer option and select Strikethrough.</p>
Tutorial	<p>Each question has a tutorial video that you can watch to learn more about that type of question. To use this tool, select Tutorial from the context menu. The video will open on the screen.</p>
Glossary	<p>A glossary is available for selected words in passages and questions. To open the glossary, click or tap a word that has a dashed line above and below it.</p>

About Print-on-Request and Text-to-Speech

About Print-on-Request:

1. To print a passage, select the  **Print Passage** button in the Global Menu. Your print request will be sent to your Test Administrator for approval.
2. To print a question, open the question context menu and select **Print Item**. Your print request will be sent to your Test Administrator for approval, and a printer icon  will appear next to the question number.

For Performance Task assessments, you can also use this tool to print a draft of your response for open-response items. If you type a response before selecting **Print Item** from the context menu, your entered text will appear on the printout.

3. To print a passage and all questions on the page, select the  **Print Page** button in the Global Menu. Your print request will be sent to your Test Administrator for approval.

About Text-to-Speech:

You can listen to test instructions, passages, and questions as appropriate.

How to listen to test content:

1. To listen to a passage, open the passage context menu and select the **Speak** option you want. You can also select a small portion of text, such as a word, phrase, or paragraph to listen to. Select the text, open the passage context menu, and select the **Speak Selection** option.
2. To listen to a question or answer options, open the question context menu and select the **Speak** option you want.
 - To listen only to the question, select **Speak Question**.
 - To listen to the selected-response question and all answer options, select **Speak Question and Options**.
 - To listen only to the answer option, right-click the answer option and select **Speak Option**. (For example, if you want to listen to answer option A, right-click that answer option and select **Speak Option A**.)



Tips on Using Your Testing Tools

Opening a Context Menu for Passages and Questions

Students can access context menus by right-clicking elements or by selecting the context menu button. To access the context menu for a passage or question:

1. Click the context menu  button in the upper-right corner of the passage or question. The context menu opens.
2. Select a tool.

Opening a Context Menu for Answer Options

Students can use the context menu to access tools for answer options in a multiple-choice or multi-select question. To access an answer option's context menu:

1. To open the context menu, do one of the following:
 - If you are using a **two-button mouse**, right-click an answer option.
 - If you are using a **single-button mouse**, click an answer option while pressing **Ctrl**.
 - If you are using a **Chromebook**, click an answer option while pressing **Alt**.
 - If you are using a **tablet**, tap the answer option and then tap the context menu button (this selects the answer option until you select a different option).
2. Select a tool from the context menu.

Highlighter

To highlight text, select the text on the screen and then select **Highlight Selection** from the context menu. To remove highlighting, select **Reset Highlighting** from the context menu.

Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use. When a test pauses, highlighting may not persist for certain hot text questions or if the student switches testing devices.

Mark for Review

To mark a question for review, select **Mark for Review** from the context menu. The question number displays

a flap  in the upper-right corner and  appears next to the number. The **Questions** drop-down lists displays "(marked)"  for the selected question.

Strikethrough

For selected-response questions, you can cross out an answer option to focus on the options you think might be correct. There are two options for using this tool:

- Option A:
 - a. To activate Strikethrough mode, open the context menu and select **Strikethrough**.
 - b. Select each answer option you wish to strike out.
 - c. To deactivate Strikethrough mode, press **Esc** or click outside the question's response area.
- Option B: Right-click an answer option and select **Strikethrough**.

Glossary

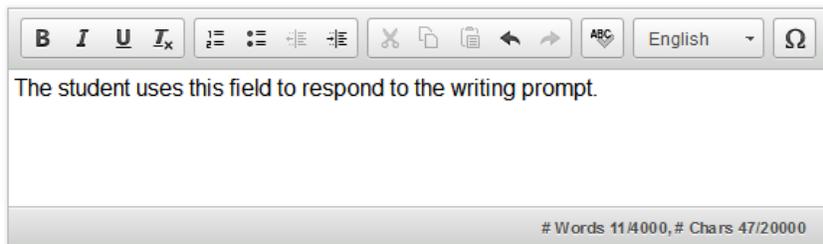
To open the glossary, click a word or phrase that has a border around it.

Note: This tool appears throughout the content of a test rather than in the context menu.

Formatting Tools

Formatting tools for the response field for open-resource questions. The formatting toolbar allows students to apply styling to text and use standard word-processing features.

Open-Response Formatting Toolbar



Description of Formatting Tools

Tool	Description of Function
	Bold, italicize, or underline selected text.
	Remove formatting that was applied to the selected text.
	Insert a numbered or bulleted list.
	Indent a line of selected text.
	Decrease indent of text.
	Cut selected text.
	Copy selected text.
	Paste copied or cut text.
	Undo the last edit to text or formatting in the response field.
	Redo the last undo action.
	Use spell check to identify potentially misspelled words in the response field. The drop-down list allows you to set a language for this tool.
	Add special characters in the response field.

Spell Check

The spell check tool identifies words in the response field that may be misspelled.

To use spell check:

1. Select a language for the spell check tool from the drop-down list, if necessary.
2. In the toolbar, select .
3. Potentially incorrect words change color and become underlined.
4. Select a misspelled word. A list of suggestions appears.
5. Select a replacement word from the list. If none of the replacement words are correct, close the list by clicking anywhere outside it.
6. To exit spell check, select  again.

