

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 to test administration in a remote testing environment. They are organized into the following stages: student directions for taking the test, full log-in directions, paraphrased log-in directions, student directions during testing, and 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.*

Once students are comfortable with the log-in process, TAs may substitute the paraphrased log-in directions for the full log-in directions for subsequent test administrations. However, TAs should remain attentive to the needs of individual students who are new to Oregon’s online testing system or who may continue to benefit from having the full log-in directions read to them at the start of each testing event.

Translated Spanish student directions appear immediately following the English directions. The directions below may be translated to the student’s preferred language and will count as a standard administration.

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)

Student Directions for Taking the Remote Test

To maintain test security and avoid student coaching, TAs must read the script below verbatim to students before having students log into the test.

Today, you will take the [INSERT NAME OF TEST] test. Before we discuss how the test process works, it’s important that we take time 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 only be used to inform big, general decisions. Your performance will not affect your grade or your teacher.]

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

It is a chance for you to show us all what you know and can do! In our normal classroom work, we all help each other, but here it is important that you demonstrate your own level of knowledge and skills for the process to work.

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. 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 going on to the next one. Go ahead and give what you think is the best answer even if you are unsure and mark it before going on to the next question if you would like to review that answer at a later time. You may go back and change the answer during this test session.

[Math CAT (grades 6 – 8 and 11): 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.]

You may pause at any point in the test by clicking PAUSE rather than NEXT after answering an item. 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.

[ELA CAT, Math CAT, and Science: If you pause your test for 20 minutes or more, you will no longer be able to go back and change your answers]

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.

*[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.**]*

Full Log-in Directions for Remote Administration

Now we are ready to go to our remote testing log in page. 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. I will not be able to communicate with you until you have finished the log-in process.

On the log in page, you will be asked to enter your full first name, not your nickname, followed by your SSID number. Then enter the test session ID [The TA will need to share the test session ID at this time or have sent it to students in advance.]

If at any point you have trouble with the log in, you will return back to this space and wait for me to help.

When you have entered in all the correct information, you will select the “Sign In” button. 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 return back to this space and wait for me to help.

On the next screen, you will be asked to select the test. Today we will be taking the [INSERT NAME OF TEST]. After you have selected your test, you will see a screen with a moving bar and a message saying that you are waiting for Test Administrator approval. Please wait while I verify each of the tests. This might take a few minutes so please be patient. If you have waited more than 5 minutes, please return back to this space and wait for me to help.

*[**ELA:** 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 to hear the sound. If you hear the chime, click I HEARD THE SOUND and then CONTINUE. If not, return back to this space and wait for me to help.]*

*[**Science:** Next you should see a screen that prompts you to verify that the video on your computer is working. Click the play button. If you see the video, select I COULD PLAY THE VIDEO and then CONTINUE. If not, return back to this space and wait for me to help.]*

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

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 return back to this space and wait for me to help.

Next, you will verify that the video and sound on your computer are working. Put your headsets on and 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, return back to this space and wait for me to help.]

After I approve you to begin testing, you will see instructions and a help screen. You will be able to view a help guide and your test settings. Select VIEW TEST SETTINGS to make sure you have the right test and settings. If any settings are incorrect, please raise your hand. If you have any device that could access the Internet, please raise your hand and I will come and collect it before the test begins.

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

Paraphrased Log-in Directions

Now we are ready to go to our remote testing log in page. Enter your full first name, not your nickname, followed by your SSID number. Then enter the test session ID.

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

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

After I approve you to begin testing, select VIEW TEST SETTINGS to make sure that you have the right test and settings. If any of the test information is incorrect, please return back to this space and wait for me to help.

[ELA: 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 to hear the sound. If you hear the chime, click I HEARD THE SOUND and then CONTINUE. If not, please return back to this space and wait for me to help.]

[Science: Next you should see a screen that prompts you to verify that the video on your computer is working. Click the play button. If you see the video, select I COULD PLAY THE VIDEO and then CONTINUE. If not, please return back to this space and wait for me to help.]

[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 to stop recording.

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 return back to this space and wait for me to help.

Next, 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 return back to this space and wait for me to help.]

Please remember that the use of any device or material that is not allowed in the test session to obtain answers to questions is not allowed.

When you are ready to begin your test, you will be asked to click the BEGIN TEST NOW button 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, you may 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 if you wish by clicking on the Comment button also available through the dropdown menu.

On the ELPA Summative, if during the Speaking segment 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 the Test Session

We are nearing the end of 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.

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.]

If you have answered all the questions on your test and have finished reviewing your answers, click END TEST. You will be asked to confirm that you are ready to end your test. Click YES, and after reviewing any marked 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. 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.

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 before having students log into the test.

Today, you will take a test called the ELPA Summative. You will be given a test session ID to start the test. Before logging in, let's go over some test rules.

You must answer each question on the screen before going to the next one. Give what you think is the best answer, 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. You will need to click NEXT to go to the next question.

You can pause the test by clicking PAUSE, but remember to ask permission first. Please let me know if you need a break during the test.

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

This is how you will log in to your test. You will need to enter your full first name, not your nickname, followed by your SSID number. Then you will enter the test session ID. 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.

Next, you will need to click "Sign In." Once you have done this, you will see a screen with your first name and other information about you. If all of the information on your screen is correct, you will click YES to continue. If any of the information is incorrect, 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.

On the next screen, select "ELPA Summative". Please wait while I verify your tests. This might take a few minutes so you will need to wait patiently.

After I approve you to begin testing, you will see a instructions and help screen. You will be able to view a help guide and your test settings. Select VIEW TEST SETTINGS to make sure you have the right test and settings. If any settings are incorrect, 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.

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.