

## Printable Script for Administration with Directions

It is recommended that schools have at least one lab or mobile cart where all students in a single class can be assessed at the same time for ease of administration. Refer to Table 9 in the *Smarter Balanced Summative Test Administration Manual* for testing time estimates by grade level and assessment.

Before Testing	
1. Make sure you are prepared for testing.	<p>Complete the online TA Certification Course available at <a href="http://alohahsap.org">alohahsap.org</a>. This will take approximately 30 minutes. You will not be able to log into the TA Live Site to administer assessments or exams without completing this course.</p> <p>Administer a Smarter Balanced Practice Test to students on the TA Training Site to become familiar with the procedures for creating a test session.</p> <p>Know what your students will see. Take a Smarter Balanced Training Test at <a href="http://alohahsap.org">alohahsap.org</a>.</p> <p>Download and read relevant user guides and manuals, including the <i>Smarter Balanced Summative Test Administration Manual</i>, the <i>Guide to Navigating Online HSAP Administration</i>, and the <i>Centralized Reporting User Guide</i>.</p>
2. Make sure students are prepared for testing.	Make sure all of your students have taken the grade/subject appropriate Training and Practice Tests at before testing.
3. Get a list of secure 10-digit State Student Identification Numbers (SSIDs).	Students will log into the online system using their legal first names, their 10-digit State Student Identification Numbers (SSIDs), and a Test Session ID. Your school clerk or registrar can export a list with student names and 10-digit State Student Identification Numbers (SSIDs) from Infinite Campus for students to use when logging into a test session. Talk to your Test Coordinator about how you will obtain this list. Remember that student personal information, including 10-digit State Student Identification Numbers (SSIDs), is confidential.
On Testing Day	
4. Log into the Test Administrator Live Site.	<p>Using your username and password, log into the TA Live Site by going to <a href="http://alohahsap.org">alohahsap.org</a>. If you do not have a username and password, contact your Test Coordinator. The Test Coordinator must add each TA as a user in the TIDE system in order to generate a username and a secure web link, which will be emailed to the TA. The TA must use the secure link to create a password in TIDE and also select and answer a security question. If you forget your password, go to the TIDE home page, select the "Forgot Your Password?" link, and follow the instructions.</p> <p>Remember that you cannot log in to the TA Live Site unless you have successfully completed the online TA Certification Course. The words "Live Test" should appear adjacent to the Test Selection Table to confirm that you are in the TA Live Site and not the TA Training Site.</p>
5. Select tests to administer.	<p>Once you have logged in, select the tests you would like to administer by selecting the subject(s) and grade(s) in the box.</p> <p>Each test session that you create will be automatically assigned a unique Test Session ID number (e.g., "ORANGE-49F5-3"). Write this down somewhere where students will be able to see it. Students will need the Test Session ID to log into the test.</p>



6. Launch the secure browser on each computer students will use for testing.	Before students arrive to take an assessment or exam, make sure that the student login screen is showing on each computer. Select the HI Secure Browser icon on each computer to open the secure browser. It is recommended that Test Administrators rather than students launch the browsers in order to prevent students from accessing other applications. Once the secure browser is launched, students can no longer access other applications.
7. Distribute materials.	Refer to <a href="#">Table 13</a> in the <i>Smarter Balanced Summative Test Administration Manual</i> for additional details on allowable resources for a Smarter Balanced Assessment.
8. Read Directions for Administration.	<p><b>SAY:</b> Today, you will take the Smarter Balanced [insert grade, ELA/mathematics, and CAT/PT] 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.</p> <p>You may only use the computer to take this test. You may not use the computer for another reason before, during, or after testing.</p> <p>Take your cell phone and any other electronic devices out of your pocket, backpack, or bag and turn it off. Do not leave it on or place it on silent mode. If you have a backpack or bag, place the turned off phone or device in your backpack or bag and place it in the area I have designated. If you do not have a backpack or bag, bring your phone or device to my desk and place it in the area I have designated. Your phone or device will be returned to you at the end of the test session. If you do not follow these test security directions and you use your phone or device during the test session for any reason, your test will be invalidated, your parents will be informed of your behavior and any consequences that will be determined by the principal.</p> <p><u>During testing:</u></p> <p>You must answer each question on the screen before going on to the next one. If you are unsure, go ahead and provide what you think is the best answer and mark it for review before going on to the next question. You may go back and change the answer during this test session.</p> <p>If you have a question or need help during the test, raise your hand and I will come to you. Some of you may not finish your tests during this session, and that is okay. You will be able to finish on another day.</p>
	<div data-bbox="483 1625 548 1709" data-label="Image"> </div> <p><b>NOTE:</b> If a school has a more stringent cell phone policy, then that policy may be stated in place of the minimum cell phone test security requirements stated above.</p> <p><b>NOTE:</b> TAs may not limit the number of questions a student may answer during a test session.</p>



	<p><b>SAY:</b> Please write your name on the scratch paper. I will collect all papers at the end of this session.</p> <hr/> <p><b>The following should be read for the Math CAT in grades 6 – 11 and ELA PT only]</b></p> <p><b>SAY:</b> Please keep in mind that this test is divided into segments. When you get to the end of a segment, you will be prompted to review your answers before moving on. Once you move to the next segment, you will not be able to return to any of the questions in the previous segment.</p> <hr/> <p><b>SAY:</b> You may pause at any point in the test by selecting PAUSE after answering an item. Please raise your hand if you need a break and ask permission before selecting PAUSE.</p> <p><b>[The following should be read for the CAT test only]</b></p> <p><b>SAY:</b> If you pause your test for more than 20 minutes, you will no longer be able to go back and change your answers, even the ones you marked for review. You may check your answers to any questions before you pause your test.</p> <hr/> <p><b>SAY:</b> 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 still have a cell phone or an electronic device, please turn it off, raise your hand and I will come and collect it before the test begins.</p> <p>If you finish your test early, review your answers. Once you have done so, submit your test and log out. You must sit quietly in your seat until dismissed. You may not use the computer for any reason.</p> <p>We have [x] minutes to work on this test today. I will let you know when there are 10 minutes remaining in the session. Begin to log in now.</p>
<p>9. Approve students for testing.</p>	<p>Students can now log in using their first names, 10-digit State Student Identification Numbers (SSIDs), and Session ID. After students log in, you will see a box in the upper right corner that tells you which students have signed in and are waiting for your approval. Students cannot proceed to their test without the approval of the Test Administrator. Select the “Approvals” Tab in the header to approve the waiting students. After carefully checking each student’s designated supports and accommodations, you can select the “Approve” button for each individual student. Or you can select the “Approve All” button to approve all of your students at once. Be careful using the “Approve All” feature.</p> <hr/> <p><b>SAY:</b> 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.</p>



	<p>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.</p> <p>Please do not share your SSID with anyone. This is private information.</p> <p>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.</p> <p>On the next screen, select the [INSERT NAME OF TEST (e.g., ELA Grade 4 CAT)], and then select <b>[START TEST]</b>. After you have selected your test, you will see a screen with a moving bar and message saying that you are waiting for Test Administrator approval. This step helps ensure that you are taking the correct test. Please wait quietly while I verify each of your tests.</p> <p>After I approve you to begin testing, you will see a screen asking you to check your test content area and settings. If all the information is correct, you may select <b>[YES, START MY TEST]</b>. If any of it is incorrect, please raise your hand.</p> <p><b>[The following should be read for the ELA CAT]</b></p> <p><b>SAY:</b> Next you should see a screen that prompts you to verify that the sound on your computer is working. Put your headsets on and select the icon of the speaker in the circle to hear the sound. If you hear the chime, select [I heard the sound]. If not, raise your hand.</p> <p><b>[The following should be read for any students who have the Text-to-Speech designated support or accommodation]</b></p> <p><b>SAY:</b> Next, if you have the Text-to-Speech designated support available to you, you should see a screen that prompts you to verify that the sound on your computer is working. Put your headsets on and select the icon of the speaker in the circle to hear the sound. If you hear the chime, select [I heard the sound]. If not, raise your hand.</p> <p><b>SAY:</b> 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. Please read this carefully. You can also find this information during your test by selecting the <b>[HELP]</b> button in the top right corner. When you are ready to begin your test, select <b>[BEGIN TEST NOW]</b> at the bottom of the page.</p>
10. Monitor student progress.	Once your students have been approved, you will see a list of students who are currently testing in the session, and you can view which questions they have answered, as well as how long their tests have been paused.



	<p>Circulate through the testing room to ensure that all conditions of test security are maintained.</p> <p>If you notice that a student is off task, you may read the statement below <b>verbatim</b>.</p> <p><b>SAY:</b> It is important that you do your best. Do you need to pause the test and take a break?</p> <div data-bbox="469 554 534 632"> </div> <p><b>NOTE:</b> If a student is not actively engaged with the test, the TA may pause the student's test and should consult with the TC to determine if additional test sessions are appropriate. TAs are not required to provide additional test sessions for a student who has exceeded the average test taking time and is not actively engaged in the test.</p> <p>If a student is concerned about an item, you may direct the student to review a tutorial by reading the script below <b>verbatim</b>.</p> <p><b>SAY:</b> 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 select Tutorial from the context menu to view a short video.</p>
<p>11. Give students an alert before the end of the test session.</p>	<p><b>SAY:</b> There are 10 minutes remaining in this test session. If you have not reached the last question on the test, please answer the current question on your screen and stop.</p> <p>You may review any completed or marked items now. Do not submit your test unless you have answered all of the questions. If you have not finished the test, you will have a chance to answer the rest of the test questions on another day.</p> <p><b>[The following should be read for the ELA CAT portion only]</b></p> <p><b>SAY:</b> If you are working on a set of questions for a reading passage, please finish all of the questions in that set.</p> <p><b>SAY:</b> If you need additional time let me know.</p> <p>After answering the last item in each segment, each student is presented with a screen prompting them to review answers (marked and unmarked) for all items available to the student or prior to submitting the test.</p> <p>After answering the last test question, students click <b>[Next]</b> in the global menu. The "Congratulations, you reached the end of the test!" Review Page appears, displaying a list of questions available to review. To review a question again, students select the question number they want to review. The test page for that question appears. Students can return to the review page by selecting Review from Items drop down menu in the top-left corner. To complete the review, students must click <b>[Submit Test]</b>. A confirmation prompt will appear, the student must first check the box next to <b>I Agree</b>, then click <b>[Yes]</b> to confirm.</p>



	<p>Once a student selects <b>[Submit Test]</b> and <b>confirms</b>, the student will not be able to review answers. Students must then select <b>[Log Out]</b> to exit the testing site.</p> <p>Students who have not finished can select <b>[Pause]</b>.</p>
12. End the session and log out.	<p><b>SAY:</b> This test session is now over. If you have not finished, please answer the current question on your screen and select <b>[Pause]</b>, and <b>[Yes]</b> to confirm, and you will be able to finish at another time. Then select <b>[Log Out]</b>.</p> <p>Follow appropriate testing policies regarding allowing students who need additional time to finish testing. Keep in mind the 20 minute pause rule; students whose test is paused for longer than 20 minutes will not be able to go back to any questions that contain a response or are marked for review. Students will also not have access to notes entered in the Digital Notepad.</p> <p><b>SAY:</b> <b>[For CAT portion only]</b> 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.</p> <p><b>SAY:</b> If you have answered all the questions on your test and have finished reviewing your answers, please carefully read the questions presented at the bottom of the item review screen, just above the <b>[Submit Test]</b> button. You should provide an answer for each question, before you select <b>[Submit Test]</b>. You will not be graded on these questions. If you have trouble reading these questions you may raise your hand and I will read them to you.</p> <p><b>SAY:</b> Once you have answered the five questions at the bottom of the item review screen, select <b>[Submit Test]</b>. You will then see a prompt asking you to confirm. Click the checkbox next to <b>I Agree</b> and then Click <b>[Yes]</b>. Then select <b>[Log Out]</b>. I will now collect any scratch paper or other materials. Please be sure your name is written on your scratch paper.</p> <p>TAs should select <b>[Stop Session]</b> to end the test session and pause any student test in the session that is still in progress. A prompt will appear, asking the TA to confirm that they would like to stop the session. The TA must click <b>[Ok]</b> to end the session. When finished, TAs can log out of the TA Interface by selecting the <b>[Logout]</b> button from the top right drop down menu. When finished, TAs can log out of the TA Interface by selecting the <b>[Logout]</b> button at the top right. TAs should also collect any scratch paper (and graph paper for math grades 6 and up).</p>
13. Collect any used paper or other materials.	<p>Scratch paper and other handouts that students have written on <i>must be shredded</i> and disposed of immediately after each test session (<i>note: ELA PT scratch paper may be securely stored after each test session. Once the student has completed the ELA PT, the scratch paper should be shredded</i>). Refer to the Section 3.2 in this <i>Smarter Balanced Summative Test Administration Manual (TAM)</i> for additional information.</p>