

Appendix O. Test Administration Script



Policy: Use the following script and information in [Day of Test Administration](#) and [Signing in to the Student Testing Site](#) to assist students with the log-in procedures. Please refer to [Chapter III, The Test Delivery System](#) to become familiar with TDS.



Note: In this section, when “test proctor” is mentioned, it refers to anyone who proctors a test, regardless of his or her user role in TIDE.

Please remember that the script must be followed exactly and used each time a test is administered, except for students who are assigned the Simplified Test Directions non-embedded designated support. If the class is resuming a test and the test proctor is sure that all students are able to log in without hearing the log-in directions again, the test proctor may skip the italicized portion of the directions.

All directions that a test proctor needs to read to students are indicated by the word “SAY” so they stand out from the regular text. They should be read exactly as they are written, using a natural tone and manner. If the test proctor makes a mistake in reading a direction, the test proctor should stop and say, “I made a mistake. Listen again.” Then the direction should be reread.

The test proctor creates and begins a test session. The test proctor informs the students of the test session ID and indicates the following information:

SAY:

Today, you will take the [insert grade, test subject] test. I will give you a test session ID that is required to start the test. Once you have logged in, wait for me to approve the test before you start. I will be checking that you have correctly entered the test session ID and other information.

You must answer each question on the screen before clicking 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. Please raise your hand if you need a break and get permission from me before clicking PAUSE.

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 or smartwatch, 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.

[The following should be read for the CAT portion and Science tests only.]

SAY:

If you pause your tests for more than 20 minutes, you will not be able to go back and review or change your answers to any question, even the ones you marked for review. You may check your answers to any questions before you pause your test.

[The following should be read for the Mathematics CAT in grades 6 – 11 and ELA/literacy PT only.]

SAY:

Please keep in mind that this test is divided into segments. When you get to the end of a segment, you will be told 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 any of the questions in the previous segment.

Provide students the test session ID and other log-in information. The test session ID, the Education Unique Identification (EDUID), and the student's first name may be provided to students ahead of time on a card or piece of paper to help them type it in the computer accurately.

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 may start. I will 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 EDUID number. Then enter the test session ID. Raise your hand if you need help typing this information using your keyboard.

Please do not share your EDUID with anyone. This is private information.

Now click SIGN IN. *Once you have successfully logged in, you will see a screen with your first name, EDUID, school, and grade. 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.*

The test proctor informs students of the name of the test they will take.

SAY:

On the next screen, select the [INSERT NAME OF TEST (i.e., Grade 6 ELA/literacy Summative CAT)]. After you have selected your test, you will see a screen with a moving bar and message saying that you are waiting for Test Proctor approval. This step helps ensure that you are taking the correct test. Please wait quietly while I verify each of your tests.

The test proctor views and approves students who are waiting for test session approval.

SAY:

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 YES. If any of it is incorrect, please raise your hand.

[The following should be read for the ELA/literacy tests only.]

SAY:

Next, you should see a screen that prompts you to check that the sound on your computer is working. Put your headsets on and click the green icon of the speaker to hear the sound. If you hear the sound, click YES. If not, raise your hand.

Read the following to all students.

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. Please read this carefully. You can also find this information during your test by clicking the HELP button in the top right corner.

You must answer each question on the screen before going on to the next page. If you are unsure of an answer, provide what you think is the best answer; there is no penalty for guessing. If you would like to review that answer at a later time, mark the item for review by opening the context menu in the upper-right corner of the question and clicking “Mark for review” before going on to the next question. Flagging the item will remind you to go back and decide whether you want to change the answer during this test session.

You may PAUSE the test by clicking PAUSE rather than NEXT after answering an item. [The following statement only applies to the CAT and Science.] The PAUSE button is used to stop the test. Note that PAUSING for more than twenty minutes will prevent you from changing any answer on previous pages of the test. Please raise your hand if you need a break and ask me before you click PAUSE.

Your answers need to be your own work. Please keep your eyes on your own test and remember that 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.

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

If the test proctor notices that a student is off task, the test proctor may say the following statement to the student, verbatim, to keep him or her focused.

SAY:

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

If a student asks for assistance in either answering an item or manipulating an item type, the test proctor should gently instruct the student to review the tutorial for help and let the student know that he or she should try his or her best, but that the test proctor cannot help answer an item. The test proctor may remind the student to re-read the instructions for that item.

SAY:

I cannot help you with your test. Try to 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 context menu button on the right side of the screen.

The test proctor ends the test session and logs out of the Test Administrator (TA) site.

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.

If you need additional time, let me know.

After answering the last question, students must submit their tests. If students would like to review their answers before submitting their test, they should click [REVIEW MY ANSWERS] and then [SUBMIT TEST] after they finish reviewing. Once a student clicks [SUBMIT TEST], the student will not be able to review answers.

SAY:

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

[For the CAT and Science tests only] 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.

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