

## Revised ELA Scripted Directions for Fall 2018 EOC

Test Administrators using the *Summer and Fall 2018 Test Administration Directions End-of-Course* manual must use the following scripted directions for administering ELA Writing and Reading tests. Please use these directions in place of the directions found on pages 13 – 20.

These revised scripted directions are already included for Test Administrators using the *Revised Fall 2018 Test Administration Directions*.

Separate revised scripted directions are provided for Test Administrators that will be administering Math tests.

### Day 1–ELA Writing Test

Prior to opening a test session, verify all students have appropriate accommodations marked in TIDE. Prior to approving students, verify all appropriate accommodations are selected on the approval screen.

The AzMERIT ELA Writing test is administered in one test session.

Launch the AzMERIT Secure Browser on each device being used for student testing.

- Write the Session ID clearly on the board or somewhere else where students will be able to see it.
- Distribute test tickets (if using).
- Distribute scratch paper.

Students testing may use scratch paper, but the student's response must be recorded on the computer. Students will have access to basic formatting tools for their writing, as well as an embedded Dictionary and Thesaurus tool.

### Scripted Directions for Day 1 ELA Writing Test

<b>SAY</b>	<p>Today you will be taking ELA Writing, a portion of Arizona's Statewide Achievement Assessment, AzMERIT.</p> <p>Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own computer. Personal electronic devices, including but not limited to cell phones, smart watches, or any other electronic devices, are not permitted during the entire test session. Any student who has any personal electronic device in his or her possession during this test session <b>may</b> have his or her Writing test invalidated. If you have a question or need help during the test, raise your hand, and I will come to you. Remember that you have a "Help" button on your screen during testing that shows you how to use some of the testing features.</p> <p>The Writing test is not a timed test. If you have not completed the Writing test at the conclusion of the test session, you will be allowed to continue working. However, you must complete this Writing test by the end of today's school day.</p> <p>Are there any questions?</p>
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Answer any questions.

<b>SAY</b>	<p>Today's Writing test has one prompt and one or more passages for you to read and respond to. There is also a Writing Guide that provides criteria expected for your response. You may use the Dictionary/Thesaurus tool in your test as well.</p> <p>You may use scratch paper to plan your response and write your rough draft. When you have finished planning your response, you must type your final response on the computer. Remember that your work must address the writing prompt and passages.</p> <p>Are there any questions?</p>
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Answer any questions.

<b>SAY</b>	<p>You will now sign in to the test. On the sign-in screen on your computer, enter your legal first name (not your nickname), your SSID, and the Session ID I have written on the board.</p> <p>Click "Sign In."</p>
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**Note: If you provided students with a Test Ticket, the student's legal name and SSID are provided for the student's reference.**

If a student is unable to sign in, he or she will be prompted to try again or contact the Test Administrator. Be sure that the student has entered his or her legal first name, not a nickname, has entered the correct SSID, and has entered the correct Session ID. The Test Administrator can look up the student's information using the Student Lookup function on the TA Interface.

Test Administrators may assist students with signing in, if necessary.

<b>SAY</b>	<p>Once you have signed in, the screen will display your legal first name, SSID, last name, grade, birth date, and school. If all the information on your screen is correct, select "Yes" to continue.</p> <p>If any of the information is incorrect, please raise your hand, and I will help you.</p>
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**Note: If the student's grade is incorrect, the student may continue to test.**

**Note: If a student's accommodations are not showing properly on the screen, do not approve the student to test.**

If any other student information is incorrect, the student **must not** proceed with testing. The student should click "No." Student information must be updated in TIDE prior to testing. There can be up to a 24-hour delay between TIDE and the Test Delivery System (TDS) to display the updated student information in the TDS. Once the change has been made in TIDE, the student can continue to test even if the prior information is still showing.

Verify that all students are signed in.

<b>SAY</b>	<p>Now select the ELA Writing Test and then you will see the "Waiting for Approval" page. You should wait for your test to be approved. I will approve your tests now.</p>
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In the TA Interface, you will see an "Approvals" box in the upper right corner that tells you which students have signed in and are waiting for your approval. Students cannot proceed without the approval of the Test Administrator. Once approved, students will be taken to the "Audio/Video Checks" page.

Verify appropriate accommodations are set before approving students.

You may review and edit student test settings during the approval process. All accommodations and settings can be updated in the TA Interface. To confirm the settings and approve the student for testing, click “Set & Approve” To deny students access to testing, click “Deny” for the student.

Once all students are signed in to the test session and are approved to begin testing:

<b>SAY</b>	<p>Listen carefully to my instructions about the next two pages. You should now see the “Audio/Video Checks” page. In the “Text-to-Speech Check” panel, you will click the speaker icon to hear the voice. If the voice is audible, you will click “I heard the voice.” If the voice is not audible or clear, adjust the settings using the sliders and click the speaker icon again. If you still cannot hear the voice clearly, click “I did not hear the voice” and raise your hand.</p> <p>On the next page, you will be able to read the Help Guide and review your Test Settings. The Help Guide lists what test tools are available and how to navigate through the test. The Test Settings lists the settings for your test.</p> <p>Put on your headphones and begin the Audio/Video Check. Remove your headphones when you have completed the check.</p>
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**Note: All students will see the “Text-to-Speech Check” panel since all students have the ability to use Text-to-Speech for the Writing test.**

Assist any students who are unable to hear the audio.

- Check to make sure the headphones are securely plugged in to the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the computer is not muted.

If audio issues cannot be resolved, move student to another computer with working audio.

<b>SAY</b>	<p>When you have finished your Writing test, be sure to reread your response and make any necessary edits. When you are satisfied with your final response, click “End Test.” Once you click “End Test” you will have a chance to go back and review your response. If you are satisfied with your response, click the “Submit Test” button. Once you click the “Submit Test” button you will <b>NOT</b> be able to return to your response.</p> <p>You must remain silent until the conclusion of the test session.</p> <p>Are there any questions before we begin?</p>
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Answer any questions.

<b>SAY</b>	<p>Put your headphones on and click “Continue” and on the next page, when you are ready to begin your test, click “Begin Test Now.”</p>
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While students are taking the Writing test, move around the room to make sure students are progressing through the test. Test Administrators may answer student questions about test directions. **Test Administrators may not answer student questions about test content.**

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break.

As each student finishes the test, collect the student's scratch paper. Do not allow students to use electronic devices, including cell phones, until after all materials have been collected from each student testing and all students are signed out of the test session.

When the test session ends:

<b>SAY</b>	<p>The test session is now over. If you have not finished testing, you will be allowed to continue working, but click "Pause your test" at this time.</p> <p>If you have already finished testing, reviewed your response, and clicked "End Test" you may click "Submit Test" now.</p> <p>This concludes the test session.</p>
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Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Verify that these students have their test in "pause" status.

Verify that all other students have submitted their test.

***Follow the procedures established by your Test Coordinator for students who need additional time to complete the test.***

Collect the test tickets that were distributed to students. Save in a secure location to be used for other test sessions. After students have completed all test sessions, securely destroy.

Collect any scratch paper. Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper.

If all students have completed testing in the test session, click the red "Stop Session" button in the top banner of the Test Administrator (TA) Interface. This will end the test session. Next, click "Log Out" in the upper right corner of the TA Interface.

## **Day 2 and/or Day 3–ELA Reading Test (Parts 1 and 2)**

Prior to opening a test session, verify all students have appropriate accommodations marked in TIDE. Prior to approving students, verify all appropriate accommodations are selected on the approval screen.

The AzMERIT ELA Reading test is administered in two parts, one test session for each part.

- Launch the AzMERIT Secure Browser on each device being used for student testing.
- Write the Session ID clearly on the board or somewhere else where students will be able to see it.
- Distribute test tickets (if using).
- Distribute scratch paper.

Students testing may use scratch paper, but the student’s response must be recorded on the computer. **The use of a dictionary or thesaurus is prohibited on both of the reading parts. No test direction or item may be read aloud to students.**

### **Scripted Directions for Day 2 and/or Day 3 ELA Reading (Part 1 or 2)**

<b>SAY</b>	<p>Today [you will be taking ELA Reading Part [1 or 2], a portion of Arizona’s Statewide Achievement Assessment, AzMERIT.</p> <p>Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own computer. Personal electronic devices, including but not limited to cell phones, smart watches, or any other electronic devices, are not permitted during the entire test session. Any student who has any personal electronic device in his or her possession during this test session <b>may</b> have his or her Reading test invalidated. If you have a question or need help during the test, raise your hand, and I will come to you. Remember that you have a “Help” button on your screen during testing that shows you how to use some of the testing features.</p> <p>Today’s Reading test contains several passages and questions about those passages. You may use scratch paper, but you need to record your answer on the computer.</p> <p>The Reading test is not a timed test. If you have not completed this part of the test at the conclusion of this test session, you will be allowed to continue working. However, you must complete this part of the test by the end of today’s school day.</p> <p>Are there any questions?</p>
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Answer any questions.

<b>SAY</b>	<p>You will now sign in to the test. On the sign-in screen on your computer, enter your legal first name (not your nickname), your SSID, and the Session ID I have written on the board.</p> <p>Click “Sign In.”</p>
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**Note: If you provided students with a Test Ticket, the student’s legal name and SSID are provided for the student’s reference.**

If a student is unable to sign in, he or she will be prompted to try again or contact the Test Administrator. Be sure that the student has entered his or her legal first name, not a nickname, has entered the correct SSID, and has entered the correct Session ID. The Test Administrator can look up the student’s information using the Student Lookup function on the TA Interface.

Test Administrators may assist students with signing in, if necessary.

<b>SAY</b>	Once you have signed in, the screen will display your legal first name, SSID, last name, grade, birth date, and school. If all the information on your screen is correct, select “Yes” to continue. If any of the information is incorrect, please raise your hand, and I will help you.
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**Note: If the student’s grade is incorrect, the student may continue to test.**

**Note: If student’s accommodations are not showing properly on the screen, do not approve the student to test.**

If any other student information is incorrect, the student must not proceed with testing. The student should click “No.” Student information must be updated in TIDE prior to testing. There can be up to a 24-hour delay between TIDE and the Test Delivery System (TDS) to display the updated student information in the TDS. Once the change has been made in TIDE, the student can continue to test even if the prior information is still showing.

Verify that all students are signed in.

<b>SAY</b>	Now select the ELA Reading test (Part 1 or Part 2) you will be taking today and then you will see the “Waiting for Approval” page. I will approve your tests now.
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In the TA Interface, you will see an “Approvals” box in the upper right corner that tells you which students have signed in and are waiting for your approval. Students cannot proceed without the approval of the Test Administrator. Once approved, students will be taken to the “Audio/Video Checks” page.

Verify appropriate accommodations are set before approving students.

You may review and edit student test settings during the approval process. All accommodations and settings can be updated in the TA Interface except for ASL and Closed Captioning, which must be changed in TIDE. To confirm the settings and approve the student for testing, click “Set & Approve.” To deny students access to testing, click “Deny” for the student.

Once all students are signed in to the test session and approved to begin testing:

Help any students who have raised their hands.

<b>SAY</b>	<p>Listen carefully to my instructions about the next two pages. You should now see the “Audio/Video Checks” page.</p> <p>In the “Sound and Video Playback Check” panel, you will play a video with sound. If you see the video and hear the sound, you will click “I could play the video and sound.”</p> <p>In the “Text-to-Speech Check” panel, you will click the speaker icon to hear the voice. If the voice is audible, you will click “I heard the voice.” If the voice is not audible or clear, adjust the settings using the sliders and click the speaker icon again. If you still cannot hear the voice clearly, click “I did not hear the voice” and raise your hand.</p> <p>On the next page, you will be able to read the Help Guide and review your Test Settings. The Help Guide lists what test tools are available and how to navigate through the test. The Test Settings lists the settings for your test.</p> <p>Put on your headphones and begin the Audio/Video Checks. Remove your headphones when you have completed the checks.</p>
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**Note: All students will see both the “Text-to-Speech Check” and “Sound and Video Playback Check” panels since all students will encounter listening passages and all students have the ability to use Text-to-Speech for the test items.**

Assist any students who are unable to hear the audio.

- Check to make sure the headphones are securely plugged in to the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the computer is not muted.

If audio issues cannot be resolved, move student to another computer with working audio.

<b>SAY</b>	When you have finished your ELA Reading test, click “End Test.” Once you click “End Test” you will have a chance to go back and review your answers. If you are satisfied with your answers, click the “Submit Test” button. Once you click the “Submit Test” button, you will <b>NOT</b> be able to return to your answers.  You must remain silent until the conclusion of the test session.  Are there any questions before we begin?
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Answer any questions.

<b>SAY</b>	Put your headphones on and click “Continue” and on the next page, when you are ready to begin your test, click “Begin Test Now.”
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While students are taking the Reading test, move around the room to make sure students are progressing through the test. Test Administrators may answer student questions about test directions. **Test Administrators may not answer student questions about test content.**

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break.

As each student finishes the test, collect the student’s scratch paper (if provided). Do not allow students to use electronic devices, including cell phones, until after all students are signed out of the test session.

When the test session ends:

<b>SAY</b>	The test session is now over. If you have not finished testing, you will be allowed to continue working, but click “Pause your test” at this time.  If you have finished testing, reviewed your answers, and clicked “End Test” you may click “Submit Test” now.  This concludes the test session.
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Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Verify that these students have their test in “pause” status.

Verify that all other students have submitted their test.

***Follow the procedures established by your Test Coordinator for students who need additional time to complete the test.***

Collect the test tickets that were distributed to students. Save in a secure location to be used for other test sessions. After students have completed all test sessions, securely destroy.

Collect any scratch paper. Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper.

If all students have completed testing in the test session, click the red “Stop Session” button in the top banner of the TA Interface. This will end the test session. Next, click “Log Out” in the upper right corner of the TA Interface.