Script for Administering the Accommodated Computer-Based FSA Geometry EOC Practice Test

This script should be used to administer the FSA Geometry EOC Practice Test to students who will take this practice test with text-to-speech and/or masking accommodations via the AIR secure browser. You may modify this script if students will participate as guest users; however, it is recommended that students participate with test tickets to become familiar with logging in and pausing/exiting procedures. Students using the text-to-speech accommodation must sign in with the secure browser.

This script describes the presentation of items and tools in the Test Delivery System for the FSA Geometry EOC assessment. This script is intended to provide instruction for all aspects of the practice test. However, test administrators should modify the script as appropriate to the needs of the students participating in the practice test. Test administrators may, for instance, feel that it is unnecessary to describe each item type in great detail. In that case, they may consolidate the item type section of the script as they see fit, using the instructions in that part of the script to answer questions as needed. Test administrators may also find it helpful to project the practice test and walk through items along with students.

Before Beginning the Practice Test

1. Before students arrive to test, ensure that the testing room is prepared as it will be on the day of the test.
2. Ensure that each student has a pen or pencil and a piece of paper to work the problems.
3. If your school will be providing handheld scientific calculators on the day of the operational test, ensure all students receive a calculator to use for Session 2 of the practice test.
4. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
5. Check that each student using the text-to-speech accommodation has headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
6. Launch the secure browser on student computers or devices prior to beginning the test session.
7. Select the **Go to the Practice Test Site** link.
8. Ensure that you have a test ticket for each student, printed from TIDE, displaying their First Name, Username, and other information.
9. Ensure that the students taking this practice test have been assigned the correct accommodations in TIDE.

Create a Practice Test Session

1. Go to the FSA Portal, click **Test Administration**, and then click **TA Training Site**.
2. Log in to the TA Training Site using your username (email address) and password.
3. Select the **Geometry EOC Practice Test** (under End-of-Course), and then click **Start Practice Session**.
4. Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students.

Note: As a security measure, test administrators are automatically logged out of the TA site after 90 minutes of test administrator **and** student inactivity. A session will remain active if students are waiting

for approval, if students are actively taking the test, or if the Test Administrator is interacting with the TA Training Site.

Beginning the Practice Test

SAY	Today, you are going to learn how to use the Test Delivery System, the test platform you will use to take the FSA assessments. This practice test is designed for students who will take the FSA Geometry End-of-Course assessment using the text-to-speech and/or masking accommodation(s).
	You will be given a work folder on the day of the test to help you work the problems during each session of the End-of-Course tests; however, today you may use your own paper.
	Remove all materials from your desk except your pen or pencil and scratch paper. Your computer or device should be opened to the Student Practice Test login screen. Please follow my instructions, and do not change screens until I tell you to do so.
	Now, look at the login screen. If you do not see this screen, raise your hand.

If a computer or device is not opened to the login screen, open the secure browser on that computer or device and navigate to the practice test login screen.

SAY	Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start.

Distribute the test tickets.

SAY	Look closely at your test ticket and make sure it has your correct name, date of birth, and partial ID number on it.
	Do **not** sign in before I instruct you to do so.
	Raise your hand if you do not have the correct ticket.

If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

Display the Session ID for students.

SAY	Make sure the box to the left of **Guest User** is not checked. Enter your First Name as it appears on your test ticket and enter your Username. Now, enter the Session ID ____-_____-____. The Session ID is displayed for you. Select **Sign In**. Raise your hand if you need assistance.
	Now, you will see a screen that says *Is This You?* Select **Yes** to continue.
	Now, select the green arrow by **Start Geometry EOC Practice Test** to proceed and sit quietly while I approve your tests.

In the TA Training Site, select the Approvals button to review the list of students ready to begin testing.

Once you ensure that all students have logged in correctly, approve students to test by selecting **Approve All Students**.

SAY	Now you should see a screen that says *Is This Your Test?*. Verify that the screen displays the correct test.
	This screen allows you to choose the print size, background color, and mouse pointer size and color for your test. If you would like to change your print size, background color, or mouse pointer selections, do so now.
	If you have any questions, raise your hand.

If a student is in the wrong test or has the wrong accommodation(s), have the student select **No** on the screen, log in again and make adjustments, and approve that student's test again. Ensure the correct information displays for that student on the *Is This Your Test?* screen.

SAY	Now, select **Yes, Start My Test**.

Read the following SAY box if you are administering tests to students using the text-to- speech accommodation. (If no students are using this accommodation, skip the following SAY box.)

SAY	If you are taking the practice test using text-to-speech as an accommodation, put your headphones or earbuds on now.
	You should now see the *Text-to-Speech Sound Check* screen. Select the green speaker icon to test your text-to-speech settings. If you do not hear the spoken phrase, select **I did not hear the voice**, and raise your hand.
	You may make adjustments to the voice, volume, pitch, and rate of the text-to-speech settings. When you are finished making adjustments, or if you do not want to make any adjustments, select **I heard the voice**.

Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have completed the text-to-speech setup,

SAY	You will now see the *Test Instructions and Help* screen. Do not select **Begin Test Now** until I instruct you to do so.
	First, this screen displays your print size, background color, and mouse pointer selections. If you do not like the choices you made, select **Return to Login**, sign in again, change your choices, and select **Yes, Start My Test** again.
	Take a moment to review the *Test Instructions and Help*. These instructions show you how to navigate in the test and how to use the tools and features of the testing platform. We will discuss these tools in more detail on the next screen. These instructions are also available for you to reference in the practice test.

SAY	*(If you are using the text-to-speech accommodation, you will see a small green square with a speaker icon inside and a small red square with a dark red circle inside above the Contents box. These are your text-to-speech tools for this page only. As the instructions next to these boxes indicate, you can select any of the text within the **Text Instructions and Help** screen that you want to hear and then select the green button to hear that text. To stop the text playback, select the red button. Remember that this is how you will use text-to-speech only for this page.)*
	Now, select **Begin Test Now**, but do not begin yet.

Pause to make sure that all students have the first question on their screens. Help students if necessary.

SAY	First, we will review the tools that are available to students with certain accommodations.

Read the appropriate instructions on the following pages for the accommodations applicable to the students taking the practice test.

  Text-to-Speech

SAY	If you are using **text-to-speech** as an accommodation, listen as I review the tool for this practice test. To access the Text-to-Speech tool, open the context menu, which is to the right of the question number in the middle of the page. Click the three horizontal lines to open the context menu. Select **Speak Question** to have the question read aloud. Select **Speak Questions and Options** to have the question and answer choices read aloud. To pause the voice while it is reading, select the context menu again. Select **Pause Speaking**. To restart the voice from the point at which you paused, open the context menu, and click **Resume Speaking**. To stop the voice while it is speaking, select the context menu. Select **Stop Speaking**. To hear the prompt again from the beginning after you have stopped the voice, select the context menu and select **Speak Question** again. If you only wish to hear a portion of an item, highlight the text you wish to have read aloud, and then open the context menu. Select **Speak Selection** to have the highlighted text read aloud. To hear only one answer read aloud, right-click on that answer option and select **Speak Option**. To make adjustments to the text-to-speech settings, click on the Settings menu, which is above the Zoom In button and looks like a wheel. Here you can adjust the volume, pitch, and rate of the Text-to-Speech tool. Click **OK** to close this window.

SAY	Now, practice using the Text-to-Speech tool. Raise your hand if you have any questions.

Masking

| SAY | If you are using **masking** as an accommodation, then listen as I review the tool for this practice test.

To access the Masking tool within an item, click or tap on the button labeled **Masking** in the upper right corner of your screen. The button has a picture of a shaded square on it. When you have selected the Masking tool, the button will turn orange.

To mask a portion of the screen, click the left mouse button and drag until the gray square covers the portion of the screen that you would like to mask. Then, release the mouse button. The area will be masked.

To remove the masking, click the close button in the upper right corner of the masked area. The close button is a circle with an X in the center.

Now, practice using the Masking tool. Raise your hand if you have any questions.

(Pause while students practice using the Masking tool.)

To turn the Masking tool off, click the **Masking** button again. The button will revert to its original color. Note that turning off the masking tool will not automatically remove masking on the screen.
Are there any questions? |
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Answer any questions.

| SAY | Before you begin, listen as I describe the screen.

In the top left corner of your screen, you will see the navigation buttons.

The **Back** and **Next** buttons can be used to move to the previous or the next question. The Back button is currently deactivated because you are on the first question, but it will be available for later questions.

Select **Next** now. Because you have not yet entered an answer for this question, you will see a pop-up message that warns you that you have not entered a response to one or more items on the page. If you wanted to proceed without answering, you would select **Yes**. To remain on the page, you would select **No**. At this time, select **Yes** to proceed to the second question. *(Pause while students move to the second question.)*

To the right of the Next button, you will see a **Save** button. The Save button allows you to manually save your work. This is an optional feature. If you do not select this button, your answer will be saved automatically every two minutes. |
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SAY	Now, select the **Back** button in order to return to the first question. Choose **Yes** when the same pop-up window appears to warn you that you have not yet entered a response. *(Pause while students return to the first question.)*
	Once you have returned to the first question, look to the right of the Next button where you will see the **Pause** button. The Pause button allows you to pause and exit the test. Do not select the Pause button at this time.
	Are there any questions?

Answer any questions.

SAY	Now, I will describe several tools that may help you with this computer-based test, and you will practice using them.
	At the top right corner of your screen, you will see the **Formula**, **Line Reader**, and **Zoom** buttons. Select the **Formula** tool. A pop-up window displaying the FSA Geometry EOC Reference Sheet will appear. You will need to scroll all the way down and, if necessary, use the horizontal scroll bar at the bottom of the screen to see all of the information on the reference sheet. Take a moment to scroll through the information presented in the Formula window. *(Pause.)*
	Move the Formula window around the screen by clicking on the bar in the top of the window and dragging it to another part of the screen. Now, practice moving the window around the screen. *(Pause.)*
	Now, close the Formula window by selecting the X in the circle at the top right corner of the window. *(Pause while students close the Formulas window.)*
	Next to the Formula button, you will see the **Line Reader** button. The Line Reader tool helps you track line by line as you are reading a question. Now, select the **Line Reader** button. When you have selected the Line Reader tool, the button will turn orange. Select one of the answer options for this question and the line reader will move to that line.
	Practice using the Line Reader tool on the screen. *(Pause while students practice using the Line Reader.)* Now, select the **Line Reader** button. The button will revert to its original color.
	Next to the Line Reader button, you will see the **Zoom Out** and **Zoom In** buttons. Use the Zoom Out and Zoom In buttons to decrease and increase the size of text within the test page. Four levels of magnification are available. Now, practice using the Zoom Out and Zoom In buttons to find the zoom level with which you are most comfortable.
	(Pause while students practice using the Zoom buttons.)
	At the top right side of the page, above the Zoom In button, you will see a small question mark in a circle. This is the **Help** button. Now, select the **Help** button. A pop-up window with the Help Guide, including an Overview of the Test Site, Test Rules, and Accessing Context Menu Tools, will appear. Note that, as with the Formula window, you can click and drag this pop-up window around the page if needed. This is the same screen that you reviewed before beginning your test.

| SAY | These instructions remind you how to navigate from one item to the next and how to use the tools and features in the testing platform. Take a moment to scroll through these instructions. Raise your hand if you have any questions about the information in the Help Guide. *(Pause. Answer any student questions.)*

Now, close the Help Guide by selecting the X in the circle at the top right corner of the Help Guide window. *(Pause while students close the Help Guide.)*

(If you are using text-to-speech as an accommodation, you will see a gray wheel next to the Help button. This is the System Settings tool. Now, select the System Settings button. A pop-up window will appear that will allow you to adjust the volume, rate, and pitch for your Text-to-Speech tool. When you have finished adjusting your text-to-speech settings, select OK to exit and save your changes or Cancel to exit without saving your changes. Note that, if you attempt to adjust your volume settings while the Text-to-Speech tool is in use, the volume will not adjust until after you select OK.)

Are there any questions about any of the tools? |
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Answer any questions.

| SAY | Now, look to the right of the question number in the middle of the page. You will see a context menu with three horizontal lines. Click the lines to open the context menu.

First, you will see a grey circle with a lowercase "i," a flag icon, and a notepad icon. Select the lowercase "i." *(Pause.)* This is the **Tutorial** tool. A pop-up window will open that displays a video tutorial of this item type. There is no sound available for this tutorial. You can also access the tutorial by right-clicking, if available on your device, in the question and answer area and selecting **Tutorial**. Now, close the video tutorial by selecting the X in the circle at the top right corner of the pop-up window. *(Pause while students close the tutorial.)*

The **Mark for Review** feature will allow you to flag a question that you might want to review at a later time. Select the context menu, and then select **Mark for Review**. You can mark an item for review by using the context menu or by right-clicking, if available on your device, in the question and answer area and selecting **Mark for Review**. Once you mark an item for review, the solid blue rectangle around the number for the item in which you are working will change to a striped blue rectangle with the top right corner folded over, and the item number in the drop-down list at the top left corner of the screen will also be labeled "marked."

After you finish reviewing a question, return to the context menu and select **Unmark Review Item**. You can also right-click, if available on your device, and select **Unmark Review Item**. The item number near the prompt will revert to a solid blue rectangle, and the item number in the drop-down list will no longer be labeled "marked." Now, practice selecting **Mark for Review** and **Unmark Review Item**. *(Pause.)* For now, leave this question marked for review.

Notes that you save in the notepad will be saved for the duration of this test. To close the notepad without saving the notes you have typed, select **Cancel**. To close the notepad and save the notes you have typed, select **Save and Close**. Now, close the notepad. *(Pause.)* |
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| SAY | You can use the **Highlight Selection** tool to highlight portions of a question. To highlight, click and drag to select the text you want to highlight. Then, right-click in the highlighted area. Select **Highlight Selection** from the Context Menu. Your text will then be highlighted.

To remove the highlighting from text or reset all highlighting, right-click in the item, then select **Remove Highlight** or **Reset Highlighting** from the Context Menu. Note that if you have multiple sections highlighted, choosing Reset Highlighting will remove *all* highlighting from that item. To remove only certain portions of highlighting, select the text you want to remove highlighting, right click, and choose **Remove Highlighting**. Practice highlighting and removing highlight from words in the question. *(Pause.)*

For multiple-choice or multiselect items, you will also see a Strikethrough option in the Context Menu. We will practice using the Strikethrough tool when we come to a multiple-choice or multiselect question.

In the top left corner of your screen, you will see a drop-down menu with question numbers. The drop-down menu allows you to quickly move to different questions. You can only use the drop-down menu to revisit questions you have already seen.

Are there any questions about any of these tools? |
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Answer any questions, and make sure all students can use the tools. Help students if necessary.

| SAY | Now, we will look at the types of questions you will see throughout the test.

Question 1 is a matching item. For this question, click the correct checkboxes to answer the question.

Now, select the **Next** button to move to Question 2. Note that if you have not selected an answer, you will receive a message alerting you that you have not selected an answer. While we are discussing these item types, select **Yes** each time this message appears.

Question 2 is an equation response item. This question type requires you to create equations or expressions using buttons and the keyboard. To begin, you will read the question, prompt, or instructions on the screen. After you finish reading the question, use the buttons on the screen to create an answer. You may also use the buttons on the keyboard to create an answer. Note that this tool is *not* a calculator. It will not perform calculations for you. It only allows you to enter the equation required to answer the question.

Begin by clicking in the answer space, which is the blank box below the instructions and above the equation buttons. Once you click in the answer space, you will see a blue cursor. Practice typing some numbers into the space now. You can either click the numbers on the screen or use your keyboard. *(Pause.)*

The arrows on the top left of the equation buttons panel allow you to move back and forth between characters you have typed into the answer space. You can also use the arrows on your keyboard or click or tap on the space to which you want to move your cursor. Practice moving back and forth in the answer space now. *(Pause.)* |
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| SAY | The arrows in the middle of the top row of the equation buttons panel allow you to undo and redo your last action. The square arrow with an "x" in the middle at the right side of the top row of equation buttons is the delete button. The delete button can be used to remove parts of the answer. You can also use the backspace or delete keys on your keyboard. Practice using undo, redo, and delete now. *(Pause.)*

For this question, you will see the numerical keypad, along with the decimal point and negative sign.

On other equation response items, the keypad may also include keys for additional functions and variables.

Practice responding to Question 2 now. Raise your hand if you have any questions.

(Pause to answer any questions.)

Now, click **Next** to go to Question 3.

Question 3 is an edit task with choice item. For this question, you are required to click the shaded blank and select the best answer from the drop-down list that appears. Repeat this for each shaded blank in the item. Now, click **Next** to go to Question 4.

Question 4 is a drag-and-drop hot text item. This question type requires you to place and move objects on an answer space. To begin, you will read the directions that appear on the screen. You will see an object bank and an answer space. For this question, the object bank is at the bottom of the screen. Click an item in the object bank and drag it into the answer space. Read the instructions carefully to see how many of the items you should use and where you should place them. For this question, there should only be one number from the object bank in each answer space, which, for this question, are cells of a table.

If you need to change an answer once you have dragged the item from the object bank to the answer space, you can either drag the item to a different spot in the answer space or drag the item out of the answer space and back into the object bank.

For some questions of this type, you will also have a delete button. For Question 4, there is no delete button included.

Remember that you should only leave objects in the answer space that are meant to be part of your answer. Leaving objects that you do not intend to be part of your answer in the answer space may negatively affect your score.

Now, click **Next** until you reach Question 6.

Question 6 is a constructed response item. This type of question requires you to type your answer into an answer space with your keyboard. Click in the answer space and practice typing a response. *(Pause.)*

Now, click **Next** to go to Question 7. |
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SAY	Question 7 is a multiselect item. This question type requires you to choose all of the answers you think are correct. First, you will read the question, prompt, or instructions on the screen. After you finish reading the question, read the answer choices. Finally, click the button next to the answer options you want to select. The box will be highlighted.
	Sometimes, this question type will tell you a specific number of items to select. Others, such as this question, ask you to select all correct options without specifying a number.
	Now, select the **Next** button until you reach Question 9.
	Question 9 is a multiple-choice question. This question type requires you to choose the answer you think is correct. To begin, you will read the question or instructions on the screen. After you finish reading the question, read the answer choices. Finally, click the button next to an answer option to select your answer. The button will become gray.
	Now, right-click in the answer area to see the Context Menu for Question 9. You will now see the **Strikethrough** tool as an option. You can use the Strikethrough tool to cross out answer choices that you have eliminated as possible correct answers. Now, right-click anywhere on answer option A. Select **Strikethrough** in the Context Menu. You should see a gray line through answer option A. Note that using Strikethrough on an answer option you have previously chosen does not automatically remove your selection of that response. Strikethrough is only available for multiple-choice and multiselect item types. To remove a strikethrough, click the eliminated option. Click anywhere outside of the box around the answer choices to turn off the Strikethrough tool. Now, practice adding and removing strikethroughs. *(Pause.)*
	Now, select the **Next** button until you reach Question 11.
	Question 11 is a graphic response item display or GRID item. Different GRID items will require you to respond in different ways. For this item, select from the list of items below each blank space. To change your answer, selecting a different answer will automatically replace the previous answer. Remember that GRID items may require using different tools, such as Add Point, Connect Line, or clicking to create your response, so be sure to read all questions carefully.
	Now, select the **Next** button until you reach Question 16.
	Question 16 is a multiselect item like Question 7, but for Question 16, instead of selecting all correct answers regardless of the number, you will select three of the items to best answer the question.
	Now, select the **Next** button to go to Question 17.
	Question 17 is a table item. This question type requires you to click in the blank cells in the table and type in your responses. Practice clicking in the blank cells and typing responses.
	Now, you may begin the practice test. Return to Question 1 and read and respond to each question in this session while practicing using the tools available for this test.

SAY	Remember, if you need assistance understanding how to answer a question, you can select the **Tutorial** button, which is the lowercase "i" under the context menu. Raise your hand if you have any questions.

Walk around the room and assist students as necessary. After students have had sufficient time to practice using the tools and answer the questions, review the correct responses to Session 1 with the students. The answer key can be found on the FSA Portal at: http://fsassessments.org/students-and-families/practice-tests/computer-based-practice-test-answer-keys/.

| SAY | When you have finished answering questions in Session 1, navigate to Question 17 by clicking the Next button or by using the drop-down list to select 17.

If students are signed in as guest users, instruct them to select "Yes" on the pop-up window to move to the next session and skip the remaining text in this SAY box and next SAY box.

Now, we will practice how you will exit the test if you need to leave the room for an extended period of time during the actual test.

The **Pause** button allows you to pause and exit the test for an extended period of time. Now, select the **Pause** button. *(Pause for students to select the button.)* A pop-up window will appear and ask you to confirm that you want to pause the test and to ask your test administrator before pausing your test. You should then verify with your test administrator whether you should pause your test. For today, select **No**. On the day of the test, if you have your test administrator's permission, you will select **Yes**. |
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Pause while students select **No**.

| SAY | Now, we will practice how you will complete Session 1 of your test when you are finished testing for the day.

From Question 17, click the **Next** button to access the review screen. You will now have the option to review any unanswered or flagged items or to complete Session 1.

If you marked any questions for review, you will see a flag and checkmark icon next to the question number reminding you that you marked that item for review. If you wanted to review your response, you would click or tap on the box with the question number and the flag and checkmark in it. You would then be taken back to the question you had marked for review. If you had left any questions unanswered, those questions would also be indicated on this screen. Do not select the question number to review your answer at this time.

Select **End Session**. A message will appear, asking you if you want to pause your test. Click **Yes**. You will be brought back to the Sign In screen. |
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Students will be returned to the login screen. This simulates how they will exit after Session 1/Day 1 of the operational test. Wait **two minutes** and then have students log back in using the instructions at the beginning of this script. Approve students to enter the practice test again. Students should proceed through the opening screens and select **Begin Test Now** to start Session 2. If your school is providing handheld scientific calculators to students, distribute the calculators now.

SAY	You should now see Question 18 on your screen. If you do not see Question 18, raise your hand.

Pause and assist students with logging in as needed.

| SAY | We will now complete Session 2 of the practice test.

During Session 2 you will see the **Calculator** tool next to the Formula tool. Like the Formulas window, you can click and drag the pop-up calculator window around your screen if needed. Click or tap the keys of the calculator to enter numbers and functions. You can also use your keyboard. Practice using the calculator to solve a simple problem such as one plus two. *(Pause.)* You will have more time to practice using the calculator later in the practice test.

Now, close the calculator by selecting the X in the circle at the top right corner of the Calculator window. *(Pause while students close the calculator.)*

We have already reviewed all of the item types in Session 2 of the practice test.

Now, you may begin Session 2 of the practice test. Read and respond to each question while practicing using the tools available for this session. Do not select the **End Test** button until instructed to do so.

Remember, if you need assistance understanding how to answer a question, you can select the **Tutorial** button, which is the lowercase "i" under the context menu. Raise your hand if you have any questions. |
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After students have had sufficient time to practice using the tools and answer the questions, review the correct responses to the Practice Test with the students. The answer key can be found on the FSA Portal at: http://fsassessments.org/students-and-families/practice-tests/computer-based-practice-test-answer-keys/.

| SAY | Now, we will practice how you will submit your test when you have completed Session 2.

From Question 29, click the **Next** button to access the review screen. Remember that the review screen will show you any Session 2 questions that are unanswered or marked for review and allow you to return to those questions by clicking on the question number. Do not select a question number to review your response at this time.

Select **End Test** at the bottom of the screen. You will see a message that directs you to click **Yes** to submit your test. Click **Yes**.

A message will appear that reads "You have reached the end of the test. Click Submit Test to submit your test."

Click **Submit Test**. A pop-up will appear asking if you are sure you want to submit the test. Click **Yes**.

You will now see a message that says "Practice Test Completed." Click **Log Out**. |
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After students have logged out, check each computer or device and make sure that each student has exited the test properly. Help students as needed. Provide students with the practice test URL (http://fsassessments.org/students-and-families/practice-tests/) so they may access the practice test on their own.