

# Script for Administering the Accommodated Computer-Based Grade 10 FSA ELA Writing Practice Test

This script should be used to administer the Grade 10 FSA ELA Writing Practice Test to students who will take the computer-based practice test with text-to-speech and/or masking accommodations via the AIR secure browser.

This script describes the presentation of the passages, prompts, and tools in the Test Delivery System for the Grade 10 FSA ELA Writing Test. 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.

## Before Beginning the Practice Test

1. Before students arrive, 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 plan their writing.
3. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
4. Launch the secure browser on student computers or devices prior to beginning the test session.
5. Select **Go to the Practice Test Site**.
6. Ensure that you have a test ticket for each student, printed from TIDE, displaying his/her First Name, Username, and other information.

## **Create a 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 Grade 10 FSA ELA Writing Practice Test (under ELA – Writing > 8-10 > Grade 10 ELA Writing Practice Test), 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 Training 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 Florida Standards Assessments. This practice test is designed for students who will take the FSA Grade 10 English Language Arts Writing Test ( <i>FSA ELA Writing Retake</i> ) using text-to-speech or masking accommodation(s).
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SAY	<p>On the day of the test, you will receive a test ticket with your Username and other information on it. You will log in by typing your Username and First Name exactly as they are shown on your ticket. Today, we will access the practice test without a Username.</p> <p>You will be given a planning sheet on the day of the test to organize your response; however, today you may use your own paper.</p> <p>Remove all materials from your desk except your pen and pencil and scratch paper.</p> <p>Your workstation 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.</p> <p>Now, look at the login screen. If you do not see this screen, raise your hand.</p>
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If a computer or device does not display 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.
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Distribute the test tickets.

SAY	<p>Look closely at your test ticket and make sure it has your correct name, date of birth, and partial ID number on it.</p> <p>Do <b>not</b> sign in before I instruct you to do so.</p> <p>Raise your hand if you do not have the correct ticket.</p>
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If a student has the wrong ticket or has the wrong accommodation(s), 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	<p>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. Make sure that the box to the left of Guest Session is not checked, and enter the Session ID ____ - ____ - _____. The Session ID is displayed for you.</p> <p>Select <b>Sign In</b>. Raise your hand if you need assistance.</p>
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Pause and assist students with logging in as needed.

SAY	<p>Now, you will see a screen that says <i>Is This You?</i>. Select <b>Grade 10</b> and then select <b>Yes</b> to continue.</p> <p>Now, you will see the test you are going to take today: the Grade 10 ELA Writing Practice Test. Select the arrow beside <b>Start Grade 10 ELA Writing Practice Test</b> to proceed.</p> <p>Now, sit quietly while I approve your tests.</p>
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**Read the appropriate instructions below for the accommodations that the students in your practice test session will be using.** Note that you may need to read more than one set of instructions depending on the accommodations of the students taking the practice test.

If reading more than one set of instructions, read all applicable sets of instructions in the order in which they are written below.

### **Text-to-Speech**

<b>SAY</b>	Now, if you will be using only the Text-to-Speech accommodation, select the green arrow beside the Grade 10 ELA Writing Practice Test.  Now, sit quietly while I approve your tests and those of the other students.
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In the Test Administrator Interface, select the Approvals button to review the list of students ready to begin testing.

For the practice test, you will need to select the appropriate accommodation for each student. To set the appropriate accommodations, select **See/Edit Details** under “Test Settings” for the first student listed. You will then see the “Test Settings for: GUEST” screen.

For students using the Text-to-Speech accommodation, select **On** for Text-to-Speech. Then select **Set & Approve**.

You will return to the **Approvals** screen that lists all students awaiting approval, but the student you just approved will no longer be listed.

Repeat the above steps for all students in the Text-to-Speech group. When you have set and approved the accommodations for the last student in the **Approvals** screen, you will automatically return to the main screen of the TA Interface.

Now, continue to the next SAY box applicable to your testing group.

### **Masking**

<b>SAY</b>	Now, if you will be using only the Masking accommodation, select the arrow beside the Grade 10 ELA Writing Practice Test.  Now, sit quietly while I approve your tests and those of the other students.
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In the Test Administrator Interface, select the Approvals button to review the list of students ready to begin testing.

For the practice test, you will need to select the appropriate accommodation for each student. To set the appropriate accommodations, select **See/Edit Details** under “Test Settings” for the first student listed. You will then see the “Test Settings for: GUEST” screen.

For students using the Masking accommodation, select **On** for Masking. Then select **Set & Approve**. Note: Make sure that only students who will have the masking

accommodation available during the operational test are given this accommodation during the practice test.

You will return to the **Approvals** screen that lists all students awaiting approval, but the student you just approved will no longer be listed.

Repeat the above steps for all students in the Masking group. When you have set and approved the accommodations for the last student in the **Approvals** screen, you will automatically return to the main screen of the TA Interface.

Now, continue to the next SAY box applicable to your testing group.

### **TTS and Masking**

SAY	Now, if you will be using both the Text-to-Speech and Masking accommodations, select the arrow beside the Grade 10 ELA Writing Practice Test.  Now, sit quietly while I approve your tests and those of the other students.
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In the Test Administrator Interface, select the Approvals button to review the list of students ready to begin testing.

For the practice test, you will need to select the appropriate accommodation for each student. To set the appropriate accommodations, select **See/Edit Details** under “Test Settings” for the first student listed. You will then see the “Test Settings for: GUEST” screen.

For students using both Text-to-Speech and Masking accommodations, select **On** for Text-to-Speech, and **On** for Masking. Then select **Set & Approve**.

You will return to the **Approvals** screen that lists all students awaiting approval, but the student you just approved will no longer be listed.

Repeat the above steps for all students in the Text-to-Speech and Masking group.

When you have set and approved the accommodations for the last student in the **Approvals** screen, you will automatically return to the main screen of the TA Interface.

Once you have approved all students,

SAY	Now, you should see the <b>Is This Your Test?</b> Screen. Verify that the screen displays the correct test and accommodations, but do not select <b>Yes, Start My Test</b> until I tell you to do so.  This screen allows you to review the test selection and make adjustments to the print size, background color choice, and mouse pointer size and color for your test. If you would like to change these settings, you may do so now. If the screen does not display the correct test name, raise your hand and I will assist you with correcting the test selection.
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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	After you have chosen your test settings, select <b>Yes, Start My Test</b> .
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**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	<p>If you are taking the practice test using text-to-speech as an accommodation, put your headphones or earbuds on now.</p> <p>You should now see the <i>Text-to-Speech Sound Check</i> screen. Click the green speaker icon to test your text-to-speech settings. If you do not hear the spoken phrase, select <b>I did not hear the voice</b>, and raise your hand.</p> <p>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, click <b>I heard the voice</b>.</p>
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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	<p>Now you will see the <i>Test Instructions and Help</i> screen. Do not select <b>Begin Test Now</b> until I instruct you to do so.</p> <p>First, this screen will display your font size and color choices. If you do not like the choices you made, click <b>Return to Login</b>, sign in again, change your choices, and click <b>Yes, Start My Test</b> again.</p> <p>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.</p> <p><i>(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 <b>Test Instructions and Help</b> 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.)</i></p> <p>Now, select <b>Begin Test Now</b>, but do not begin yet.</p>
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Pause to make sure that all students have the reading passage and response area on their screen. Help students if necessary.

SAY	First, we will review the tools that are available to students with certain accommodations.
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Read the appropriate instructions on the following pages for the accommodations applicable to the students taking the practice test.

### Text-to-Speech

SAY	<p>If you are using Text-to-Speech as an accommodation, listen as I review the tool for this practice test.</p> <p>To access the Text-to-Speech tool within an item, right-click or tap within the item prompt on the right side of the screen. Note that Text-to-Speech is not available for the passage on the left side of the screen and, therefore, this option won't appear if you click or tap in that area.</p> <p>Once you click or tap on the right side of the screen, the context menu will appear. To have the entire prompt read to you, select <b>Speak Question</b>.</p> <p>You can also access the context menu by selecting the context menu icon, which looks like three gray bars in the top right corner of the prompt and response portion of the screen.</p> <p>To have only part of the prompt read to you, highlight the section of the item prompt you would like to have read and then select <b>Speak Selection</b> from the context menu. The Text-to-Speech tool will begin to read your selection.</p> <p>To pause the voice while it is reading, access the context menu again. Select <b>Pause Speaking</b>. To restart the voice from the point at which you previously paused, select <b>Resume Speaking</b>.</p> <p>To stop the voice while it is speaking, from the context menu select <b>Stop Speaking</b>. To hear the item again from the beginning after you have stopped the voice, select <b>Speak Question</b> or, after highlighting the selection you want to hear, select <b>Speak Selection</b> again.</p> <p>Now, practice using the Text-to-Speech tool. Raise your hand if you have any questions.</p>
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### Masking

SAY	<p>If you are using <b>Masking</b> as an accommodation, then listen as I review the tool for this practice test.</p> <p>To access the Masking tool within an item, click the button labeled <b>Masking</b> 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.</p> <p>To mask a portion of the screen, click the left mouse button or tap on the screen and drag until the gray square covers the portion of the screen that you would like to mask. Then, release the mouse button or remove your finger from the screen. The area will be masked.</p> <p>To remove the Masking, click close button in the upper right corner of the masked area. The close button is a gray circle with an X in the center.</p>
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SAY	<p>Now, practice using the Masking tool. Raise your hand if you have any questions.</p> <p><i>(Pause while students practice using the Masking tool.)</i></p> <p>To turn the Masking tool off, click or tap the Masking button again. The button will revert to its original color.</p> <p>Are there any questions?</p>
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Answer any questions.

SAY	<p>Now, listen as I describe the screen.</p> <p>For the Grade 10 FSA ELA Writing assessment (<i>FSA ELA Writing Retake</i>), you will see a reading passage or passages on the left side of your screen and the writing prompt and response area on the right side of your screen.</p> <p>There are two scroll bars on your screen: one to the right of the reading passage area and the other to the right of the writing prompt and response area. Now, slowly scroll down in the reading passage section by moving your cursor into the reading passage section and either clicking the down arrow at the bottom of the scroll bar or by clicking and dragging the scroll bar. Do this again in the writing prompt and response area.</p> <p>If you are using a mobile device, scroll by swiping up and down over the reading passage. Do this again in the writing prompt and response area.</p> <p>When reading a passage, always make sure that you scroll down to read the entire passage.</p>
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Pause to allow students to practice scrolling. Walk around the room and make sure students can scroll to the bottom of the reading passage(s) and writing prompt and response areas.

SAY	<p>In the top left corner of your screen, you will see the navigation buttons.</p> <p>The <b>Back</b> and <b>Next</b> buttons permit you to move between pages on a test. The Back button is deactivated and you will not need to use the Next button because there is only one question on the FSA ELA Writing Test and on this practice test.</p> <p>To the right of the Next button, you will see the <b>Save</b> button. The Save button allows you to manually save your work. This is an optional feature. If you do not select this button, your response will still be saved automatically every two minutes.</p> <p>Next to the Save button is the <b>Pause</b> button. The Pause button allows you to pause and exit the test. Do not select the Pause button at this time. To the right of the Pause button, you will see the <b>End Test</b> button. Do not select the End Test button at this time. We will discuss the Pause and End Test buttons more at the end of this practice test.</p> <p>Are there any questions?</p>
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Answer any questions.

SAY	<p>Now, I will describe several tools that may help you with this computer-based practice test, and you will practice using them.</p>
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SAY	<p>You can select and drag this pop-up window around the page if needed. Now, practice typing some notes on the notepad and click <b>Save and Close</b>. Click the Notes button again, and your saved notes will display. These notes are not included as a part of your writing response. <i>(Pause for students to practice using the notepad.)</i></p>
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After pausing, answer any questions if needed.

SAY	<p>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 <b>Cancel</b>. To close the notepad and save the notes you have typed, select <b>Save and Close</b>. Now, close the notepad. Click the <b>Notes</b> button again, and your saved notes will display. <i>(Pause.)</i></p> <p>To the right of the Notes button, you will see the <b>Line Reader</b> and <b>Zoom</b> buttons. The Line Reader tool helps you track line by line as you are reading the passage or prompt. Now, select the <b>Line Reader</b> button and see how it appears on the title of the passage. Click another line on the screen and the Line Reader will move to that line. You can also move the Line Reader by using the up and down arrow keys on your keyboard.</p> <p>Practice using the Line Reader tool on the screen. <i>(Pause while students practice using the Line Reader.)</i> Now, turn off the Line Reader tool by clicking the icon for the tool again.</p> <p>Next to the Line Reader button, you will see the <b>Zoom Out</b> and <b>Zoom In</b> buttons. Use the Zoom Out and Zoom In buttons to increase and decrease 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. <i>(Pause while students practice using the Zoom buttons.)</i></p> <p>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 <b>Help</b> button. Now, select the <b>Help</b> 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 you can select and drag this pop-up window around the page if needed. This is the same screen that you reviewed before beginning the practice test. These instructions remind you how to navigate within the test 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. <i>(Pause. Answer any student questions.)</i></p> <p>Now, close the Help Guide by selecting the X in the circle at the top right corner of the Help Guide. <i>(Pause while students close the Help Guide.)</i></p> <p><i>(If you are using Text-to-Speech as an accommodation, you will see a gray wheel next to the Help button. This is the <b>System Settings</b> tool. Now, select the <b>System Settings</b> 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 <b>OK</b> to exit and save your changes or <b>Cancel</b> 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.)</i></p> <p>Are there any questions about any of the tools?</p>
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Answer any questions.

SAY	<p>In the top right corner of the reading passage panel, you will see the <b>Expand Passage/Item</b> tool, which looks like a double-sided arrow, with one arrow pointing left, and one pointing right. The right-pointing arrow will expand the reading passage panel so that it takes up most of the screen. Now, select the right-pointing arrow of the Expand Passage/Item tool to expand your reading passage panel. <i>(Pause.)</i></p> <p>Once the passage has expanded, the Expand Passage/Item tool only shows the left-pointing arrow. Selecting this arrow will collapse the reading passage panel. Now, select the <b>Expand Passage/Item</b> tool again. The reading passage should shrink to fill only the left side of your screen. If you select the left-pointing arrow again, the question and answer area on the right of the screen expands to fill the whole screen. Click the left-pointing arrow so that the question and answer area fills the whole screen.</p> <p>Now, only the right-pointing arrow of the Expand Passage/Item tool is shown. If you click on this arrow, the question and answer area collapses back to the right of the screen, and the reading passage panel returns to fill the left side of the screen. Click the arrow so that both the reading passage and the question and answer areas are showing. <i>(Pause.)</i></p> <p>Now, look at the top right corner of the prompt and response panel. You will see three stacked black lines. This is the <b>Context Menu</b>. Click the <b>Context Menu</b>. Three options will display: Tutorial, Mark for Review, and Select Response Version. You can also access the Context Menu by right-clicking, if available on your device, in the prompt and response panel. The Context Menu will display.</p> <p>From the Context Menu, select <b>Tutorial</b>. A pop-up window will open that will display a video tutorial of this item type. Please note that there is no sound available for this tutorial. After viewing the tutorial, close the window by selecting the X in the circle at the top right corner of the pop-up window. <i>(Pause while students view and close the tutorial.)</i></p> <p>Now, look for the <b>Mark for Review</b> tool in the Context Menu. For other FSA tests, you can mark an item for review by selecting this option. You will not need this tool for the FSA ELA Writing Test or this practice test because there is only one test item.</p> <p>From the Context Menu, you can also access the <b>Select Response Version</b> tool. This tool allows you to view and return to previous versions of your writing response. For example, if you delete a portion of your essay and then continue writing but later decide that you would like to access the deleted portion of your work again, the Select Response Version tool will allow you to do this.</p> <p>In the response area, type a short sentence and then click the <b>Save</b> button. Now, erase that sentence, type a new sentence, and click <b>Save</b> again. From the Context Menu, click the <b>Select Response Version</b> tool. From the window that appears, click on the version numbers to see a preview of the response versions available to restore. Select the version number you would like to restore, and click <b>Submit</b>. Click <b>Cancel</b> to close the Select Response Version window without selecting a previous version.</p>
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SAY	<p>You can use the Highlight Selection tool to highlight portions of a passage or prompt. To highlight, click at the left side of the first word you want to highlight and drag your mouse over the words until you get to the right side of the last word you want to highlight. Then right-click in the highlighted area and select <b>Highlight Selection</b>. Or you can select <b>Highlight Selection</b> from the Context Menu at the top right corner of the passage. Your text will then be highlighted.</p> <p>To remove the highlighting, right-click in the passage or prompt area, then select <b>Reset Highlighting</b> from the Context Menu. Note that, if you have multiple sections highlighted, choosing Reset Highlighting will remove <i>all</i> highlighting from that passage or prompt, depending on where you click. If you have highlighted several sections, right-click on the specific section from which you want to remove highlighting and select <b>Remove Highlighting</b>. This will only remove the highlighting from the section you where you clicked. Practice highlighting and removing highlighting from words in the prompt or question. <i>(Pause.)</i></p> <p>Are there any questions about any of these tools?</p>
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Answer any questions, and make sure everyone can use the tools. Help students if necessary.

SAY	<p>Now, look at the Formatting Menu below the writing prompt and above the response area.</p> <p>The Formatting Menu contains a variety of options you can use to format your response. The first box to the left in the Formatting Menu contains an option to make your font bold, italicized, or underlined, or to remove any formatting from the text.</p> <p>To undo the formatting in this box, you can highlight the appropriate text and either select the formatting choice, such as bold, again, or select the <b>Remove Formatting</b> option, which looks like a T with an X subscript beside it.</p> <p>The second box contains options to insert or remove a numbered list, to insert or remove a bulleted list, to decrease indent, or to increase indent.</p> <p>The third box offers options to cut text, copy text, paste text, undo the last action, and redo the previous action. The final button allows you to insert special characters.</p> <p>Now, take a moment to practice using the various options in the Formatting Menu. <i>(Pause to allow students time to use the Formatting Menu.)</i></p> <p>Are there any questions about the Formatting Menu?</p>
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Answer any questions, and make sure everyone can use the elements in the Formatting Menu. Help students if necessary.

SAY	<p>Now, you may begin the practice test. Read the passage and respond to the prompt while practicing using the tools available for this test.</p>
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Walk around the room and assist students as necessary. After students have had sufficient time to practice using the tools and respond to the prompt,

SAY	<p>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.</p> <p>The Pause button allows you to pause and exit the test for an extended period of time. Now, select the <b>Pause</b> button. (<i>Pause for students to select the button.</i>) 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 <b>No</b>. On the day of the test, if you have your test administrator’s permission, you will select <b>Yes</b>.</p>
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Pause while students select **No**.

SAY	<p>Now, we will practice how you will submit the test when you are finished. Select the <b>End Test</b> button at the top left corner of the screen, next to the Pause button. (<i>Pause.</i>) A pop-up window will appear and tell you that you have reached the end of the test. You may select <b>Yes</b> to continue to the next page to submit your test or select <b>No</b> to keep working on your test. Select <b>Yes</b>. (<i>Pause.</i>)</p> <p>You will now see a screen that says that you have reached the end of the test. You have the option to review your response or to submit your test.</p> <p>Select <b>Submit Test</b>. After selecting Submit Test, a pop-up window will ask you to confirm that you want to submit the test. Remember that once you select Yes, you cannot return to the test. If you are finished practicing, select <b>Yes</b>, and you will see the <b><i>Practice Test Completed</i></b> screen.</p> <p>Because this is a practice test, you will not receive a score. However, you can visit <a href="http://www.FSAssessments.org">www.FSAssessments.org</a> to view the rubrics for the FSA ELA Writing Tests as indicated on the completion screen. The writing prompt rubrics define how your writing will be scored for the actual test.</p> <p>You will now see a <b><i>Practice Test Completed</i></b> screen. Click <b>Log Out</b>.</p>
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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.