

Script for Administering the Computer-Based Grade 10 FSA ELA Reading Practice Test

This script should be used to administer the Grade 10 FSA ELA Reading Practice Test to students who will take the practice test via the AIR secure browser. Note that students who are taking the FSA ELA Reading Retake will take the Grade 10 FSA ELA Reading Practice Test and use this script. You may modify this script if students will participate as guest users; however, it is recommended that students participate via the secure browser to become familiar with logging in and pausing/exiting procedures.

If you will administer the practice test to students using CBT accommodations, access the *Script for Administering the Accommodated Computer-Based Grade 10 FSA ELA Reading Practice Test* on the FSA Portal.

This script describes the presentation of the passages, items, and tools in the Test Delivery System for the Grade 10 FSA ELA Reading Test and the FSA ELA Reading Retake. 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 might, 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, 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 take notes.
3. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
4. Check that each student has headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
5. Launch the secure browser on student computers or devices prior to beginning the test session.
6. Select **Go to the Practice Test Site**.
7. 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 and click the **Test Administration** icon, and then click **TA Training Site**.
2. Click the **TA Training Site** card again to access the site. Log in to the TA Training Site using your Username (email address) and Password.
3. Select the **Grade 10 FSA ELA Reading Practice Test** (under Practice Tests > ELA – Reading > Grades 9-10 > Grade 10 ELA Reading 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 actively interacting with the TA Training Site.

Beginning the Practice Test

SAY	<p>Today, you are going to learn how to use the Test Delivery System, the test platform you will use to take the computer-based Grade 10 FSA English Language Arts Reading assessment (<i>FSA ELA Reading Retake</i>).</p> <p>You will be given a CBT Worksheet on the day of the test to take notes during each session of ELA Reading; however, today you may use your own paper.</p> <p>Remove all materials from your desk except your pen or pencil and scratch paper. 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 not 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, 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. Click Sign In. Raise your hand if you need assistance.</p> <p>Now, you will see a screen that says <i>Is This You?</i>. Select Yes to continue.</p> <p>Now, select the arrow by Start Grade 10 ELA Reading Practice Test to proceed and sit quietly while I approve your tests.</p>
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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	<p>Now, you should see a screen that says <i>Is This Your Test?</i>. Verify that the screen displays the correct test.</p> <p>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.</p> <p>If you have any questions, raise your hand.</p>
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If a student is in the wrong test, 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	<p>Now, select Yes, Start My Test.</p> <p>Put your headphones or earbuds on now. On the Sound Check screen, click the speaker icon. If you hear the sound, select Yes. Raise your hand if you cannot hear the sound.</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 selected **Yes** on the Sound Check screen,

SAY	<p>Now, you will see the <i>Test Instructions and Help</i> screen. Do not select Begin Test Now until I instruct you to do so.</p> <p>First, this screen will display your font size, color choice, 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.</p> <p>Take a moment to review the <i>Test Instructions and Help</i>. 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>Now, select Begin Test Now, but do not begin yet.</p>
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Pause to make sure that all students have the reading passage and question and answer area on their screens. Help students if necessary.

SAY	<p>Before you begin, listen as I describe the screen.</p> <p>For the Grade 10 FSA ELA Reading Practice Test, you will see a reading passage on the left side of your screen and the question and answer area on the right side of your screen.</p> <p>There is a scroll bar to the right of the reading passage on the left side of your screen. 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.</p>
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SAY	<p>If you are using a mobile device, scroll by swiping up and down over the reading passage. <i>(Pause to allow students to practice scrolling.)</i></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 area.

SAY	<p>In the top left corner of your screen, you will see the navigation buttons.</p> <p>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.</p> <p>To the right of the Next button, you will see the 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 answers will be saved automatically every two minutes.</p> <p>Next to the Save button is the Pause button. The Pause button allows you to pause and exit the test. Do not select the Pause button at this time.</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> <p>At the top right corner of your screen, you will see the Notes tool. Select Notes now. A notepad will display in a pop-up window. You can click and drag this pop-up window around the page if needed. Now, practice typing words in the notepad. These notes are not included as a part of your response. <i>(Pause for students to practice using the notepad.)</i></p> <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 Cancel. To save the notes you have typed and close the notepad, select Save and Close. Now, close the notepad. Click Notes again, and your saved notes will display. <i>(Pause.)</i></p> <p>To the right of the Notes button, you will see the Line Reader tool. The Line Reader tool helps you track line by line as you read the passage or question. Now, select Line Reader. When you have selected the Line Reader tool, the button will turn orange. The line reader appears on the title of Passage 1. Click another line on the screen and the Line Reader will move to that section. You can also move the Line Reader by using the 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. The button will revert to its original color.</p>
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SAY	<p>Next to the Line Reader button, you will see the Zoom Out and Zoom In buttons. You can 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 text size 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 buttons, you will see a small question mark in a light gray circle. This is the Help tool. Now, select Help. A pop-up window with the Help Guide, including an Overview of the Test Site, Test Rules, and Accessing Context Menu Tools, will display. Note that you can click 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 from one item or passage 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. <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>In the top right corner of the screen, next to the Help button, you will see a gray wheel. <i>(Note: this feature is not available on Chromebooks.)</i> This is the System Settings tool. Now, select System Settings. A pop-up window displays that will allow you to adjust the volume for this practice test. When you have finished adjusting your volume, 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 while audio is playing, the volume will not adjust until after you select OK.</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 Expand Passage/Item tool, which looks like a double-sided arrow. This tool will expand the reading passage panel or the question and answer 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>Selecting the left-facing arrow will collapse the reading passage panel. Now, select the left-facing arrow of the Expand Passage/Item tool. The reading passage should shrink and the question and answer panel will cover the screen. Click the right-facing arrow to see both the passage and question and answer panels. <i>(Pause.)</i></p> <p>Now, look at the top right corner of the question and answer panel. You will see three gray lines. This is the context menu. Click the lines to open the context menu.</p> <p>First, you will see a circle with a lowercase “i,” a flag icon, and a grayed-out line that says Highlight Selection. Select the lowercase “i.” <i>(Pause.)</i> This is the Tutorial tool. 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. You can also access the tutorial by right-clicking, if available on your device, in the question and answer panel and selecting Tutorial.</p>
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SAY

Now, close the window by selecting the X in the gray circle at the top right corner of the pop-up window. (*Pause while students view and close the tutorial.*)

Now, select the context menu, and then select the flag icon for **Mark for Review**. This feature will allow you to flag a question that you might want to review at a later time. 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 item number will change to a striped blue rectangle with the top right corner folded over, a flag icon will appear next to the item number, and the item set in the *Question* 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 will revert to a solid blue rectangle, the flag icon will be removed, and the item set in the questions 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.

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 selected area, and select **Highlight Selection**. 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 from, right-click, and choose **Remove Highlight**. Practice highlighting and removing highlighting from words in the question. (*Pause.*)

Now, select **Next** to advance to Question 2. Now, select the context menu, and then select the set of letters with a line through them, which is the **Strikethrough** tool. You can use the Strikethrough tool to cross out answer choices that you have eliminated as possible correct answers. Click answer option A. 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.*)

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 passage sets. You can only use the drop-down menu to revisit questions you have already seen. At this time, you will see only one passage set in the drop-down menu. In sessions with more than one passage set, each passage set that you have already seen will display in the drop-down menu.

Are there any questions about any of these tools?

Answer any questions, and make sure everyone can use the tools. Help students if necessary.

SAY

Now we will look at the types of questions you will see throughout the test. Unless instructed to do so, you do not need to answer the questions at this time. You will have time after we discuss the various item types to practice answering the questions.

Click **Back** to return to Question 1. (*Pause.*) This is a selectable hot text item. For this question, you will select two phrases from the passage to correctly complete the question. For this type of question, if you have already selected two phrases and you want to select a different phrase instead, you must first click the phrase that you want to de-select and then click the new phrase that you want to select.

Now, select **Next** to move to Question 2. Note that the reading passage in the left panel remains the same but the question and answer options have changed.

You can see how many questions you will have for this reading passage in the top right corner of the question and answer area. Once you finish those eight questions, the passage will change.

Question 2 has two parts, Part A and Part B, and it is an evidence-based selected-response item. This question type requires you to read a passage and then answer two questions based on the passage. To begin, read the passage on the left. Then, read the questions on the right. Read the Part A question, and then read the answer choices. To answer a multiple-choice item within a multi-part question, click the button next to an answer choice. The button will become gray. In this question, both items are multiple-choice items. Read the Part B question, and then read the answer choices. Then, select an answer. To get full credit for a two-part item on the actual test, be sure to select an answer for Part A and for Part B.

Now, select **Next** to move to Question 3. Question 3 is a drag-and-drop hot text item. This question type requires you to place and move words and phrases on an answer space. To begin, you will read the directions that display on the screen. You will see an object bank and an answer space. For this question, the object bank is below the answer space. You can drag words and phrases from the object bank to the answer space. Click on 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.

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. Other questions of this item type may have a delete button to remove selections.

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. (*Pause.*)

Now, select **Next** to move to Question 4. Question 4 is a single multiple-choice item. You may return to this question later to practice answering it. Select **Next** to move to Question 5.

Question 5 is an open response item. This question type requires you to type your answer into a response area. To begin, read the question, or instructions on the screen. After you finish reading the question and any other information, think about your answer. You will need to type your answer into the response area.

SAY	<p>Now, right click in the response area. The context menu will display and will now include an arrow around a clock face which is the Select Response Version tool This tool, which is only available on open response items, allows you to view and return to previous versions of your response. For example, if you delete a portion of your response 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 would allow you to do this.</p> <p>In the response area, type a short sentence and then click Save. Now, erase that sentence, type a new response, and click Save again. From the context menu, click the Select Response Version tool. From the window that displays, 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 Select. Click Cancel to close the Select Response Version window without selecting a previous version.</p> <p>Now, select Next to move to Question 6. Question 6 is another multiple- choice item.</p> <p>Now, select Next to move to Question 7. Question 7 is a multiselect item. This question type requires you to choose all of the answers you think are correct based on the reading passages on the left. After you finish reading the question or instructions, read the answer choices. Finally, you will click on the box next to an answer option to select your answer. A checkmark will appear in the box.</p> <p>Sometimes, this question type will tell you to select all correct options without specifying a number. Others, such as this question, ask you to select a specific number of items.</p> <p>Now, select Next to move to Question 8. Question 8 is another two-part multiple-choice item.</p> <p>Now, select Next. Because you have not yet entered an answer for one or more of the questions for the first reading passage, 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 No to return to Question 8.</p> <p>Are there questions about any of these item types?</p>
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Answer any questions.

SAY	<p>Now, you may begin Session 1 of the practice test. Return to Question 1 and read and respond to each question while practicing using the tools available for this test. Do not select End Session until instructed to do so.</p> <p>Remember, if you need assistance understanding how to answer a question, you can select Tutorial from the context menu, which is the lowercase “i” in the circle.</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 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://www.fsassessments.org/students-and-families/practice-tests/computer-based-practice-test-answer-keys/>.

SAY	<p>When you have finished answering questions in Session 1, navigate to Question 8 by clicking Next or by selecting 7 on the item numbers at the top right of the screen.</p> <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 Pause. (<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. On the day of the test, if you have your test administrator’s permission, you will select Yes. For today, select No.</p>
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Pause while students select **No**.

SAY	<p>Now, we will practice how you will complete Session 1 of your test when you are finished testing for the day.</p> <p>From Question 8, click Next to access the review screen. On this screen, you have the option to review any unanswered or flagged items or to complete Session 1.</p> <p>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 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 with an exclamation point inside a triangle. Do not select the question number to review your answer at this time.</p> <p>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 <i>Sign In</i> screen.</p>
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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.

SAY	<p>You should now see a set of reading passages on the left side of your screen, and Question 8 on the right side of your screen. If you do not see Question 9, raise your hand.</p>
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Pause and assist students with logging into Session 2 as needed.

SAY	<p>We will now complete Session 2 of the practice test.</p> <p>Three passages are provided for you to answer the questions in this section. Passages 1 and 2 are reading passages, and Passage 3 is an audio passage. Scroll down to the bottom of the passage area to see the audio tool for Passage 3. You should see a gray box with a gray triangle inside of a circle on the left side.</p>
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SAY	<p>On the left side of the gray box, you will either see the Play button (which is a triangle inside a circle) or the Pause button (which is two vertical lines), depending on whether the recording is playing. While the recording is playing, you can use the audio scrubber circle to move forward or backward in the recording.</p> <p>When you are instructed to begin Session 2 of the practice test, be sure to practice listening to this audio passage.</p> <p>Question 9 is a multiple-choice item. Select Next to move through Questions 10 and 11. Question 10 is a two-part multiple choice item, and Question 11 is a multiple-choice item.</p> <p>Select Next to move to Question 12. Question 12 is a two-part multiple choice item. Parts A and B of this question refer to an excerpt from the passage. For this item, you will read the excerpt and select the best answer choices to respond to the two multiple-choice questions.</p> <p>Select Next to move through Questions 13, 14, and 15. Question 13 is another drag-and-drop hot text item. Question 14 is a two-part multiple choice question. Question 15 is another drag-and-drop hot item.</p> <p>Select Next to move to Question 16. Question 16 is a two-part item. Part A is a multiple-choice item. For this item you will select one answer option to respond to the question. Part B is a multiselect item. For Part B, you will consider your answer to Part A and then select two answer choices to respond to the question.</p> <p>Select Next to move to Question 17 and click Yes on the Warning pop-up window. This question set, which includes Questions 17–19, is an edit task with choice item. For each of the highlighted words or phrases, you will click the highlighted portion and select the best word or phrase from the drop-down list that displays. Then, click OK to save the word or phrase. If you do not want to save the changes made, select Cancel. If you change your mind, select the highlighted word or phrase again to make changes. Repeat this process for all of the highlighted words or phrases in the passage.</p> <p>Select Next to move to Question 20.</p> <p>Question 20 is an edit task item. This item is similar to what you did for Questions 18–20 except that you will type in your own answer rather than choosing from options in a drop-down menu. You will begin by reading the instructions and the passage. Then, click the highlighted word or phrase. Type the replacement word or phrase in the text box that displays. Select OK to save the word or phrase. If you do not want to save the changes made, click Cancel. If you change your mind, select the highlighted word or phrase again to make changes. Repeat this process for all of the highlighted words or phrases in the passage.</p> <p>Are there questions about any of these item types?</p>
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Answer any questions.

SAY	<p>Now, you may begin the Session 2 of practice test. Return to Question 9 and read and respond to each question while practicing using the tools available for this session. Do not select End Test until instructed to do so.</p>
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SAY	Remember, if you need assistance understanding how to answer a question, you can select Tutorial , 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 Session 2 with the students. The answer key can be found on the FSA Portal at: <http://www.fsassessments.org/students-and-families/practice-tests/computer-based-practice-test-answer-keys/>.

SAY	<p>Now, we will practice how to submit your test when you have completed Session 2.</p> <p>From Question 20, click Next 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.</p> <p>Click 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.</p> <p>A message will appear that reads “You have reached the end of the test. Click Submit Test to submit your test.”</p> <p>Select Submit Test. A pop-up will display asking if you are sure you want to submit the test. Click Yes.</p> <p>You will now see a message that says “Practice Test Completed.” Click Log Out.</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.