

# Script for Administering the Accommodated Computer-Based Grade 7 ELA Reading Practice Test

This script should be used to administer the Grade 7 ELA Reading Practice Test to students who will take a computer-based practice test with text-to-speech, masking, Closed Captioning, and/or American Sign Language (ASL) video accommodations via the secure browser. Please note that text-to-speech is only available when using the secure browser; it is not available when taking a practice test with an Internet browser.

Students must be assigned accommodations in TIDE prior to testing. This script directs test administrators to provide test tickets for students, and accommodations assigned in TIDE are automatically set when students sign in with test tickets. You may administer the practice test without test tickets. If students do not use tickets, you will need to modify this script to direct students to sign in as Guest Users and then assign accommodations in the TA Interface during the approval process. Please note that text-to-speech can only be assigned in TIDE. Test administrators and students will be unable to turn on this accommodation in the TA Interface or the secure browser.

This script describes the presentation of passages, items, and tools in the secure browser for the Grade 7 ELA Reading practice test. This script is intended to provide instruction for all aspects of the practice test. However, test administrators may modify the script as appropriate to the needs of the participating students. 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.

This script also includes instructions for test administrators to create a training session for students to log in to. FDOE strongly recommends that test administrators and schools use this method to conduct their practice tests to ensure a similar login process to what students will experience during operational testing. The login portion of this script will need to be modified to match the login process if a Guest Session is used instead of a training session.

Students who log in to the test with tickets will be displayed in the TA Training Site. To keep a record of students who have participated in the practice test, you can then print this page for your records. After ending Session 1, students will need to wait two minutes before logging in to Session 2, or they will be returned to Session 1.

## **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 you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute test tickets until instructed to do so in the script.**
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 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 practice test session.
7. Select **Go to the Practice Test Site** in the blue box in the lower left corner of the browser.
8. Ensure students have been assigned the correct accommodations in TIDE.

### **Create a Practice Test Session**

1. Go to the Florida Statewide Assessments Portal, click **Test Administration**, and then click **TA Training Site**.
2. Click **TA Training Site** and log in using your email address and password.
3. Select **Grade 7 ELA Reading Practice Test** (ELA – Reading > Grades 7–8 > Grade 7 ELA Reading Practice Test), and then start the session.
4. Record the Session ID, which students will use to log in to the practice test. The Session ID should be displayed where it is visible to all students. The Session ID for the practice test will begin with **TRAIN**. **If the Session ID does not begin with TRAIN, stop the session and follow steps 1–3 in this section again.**

**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**

<b>SAY</b>	<p>Today, you are going to learn how to use the secure browser, the test platform you will use to take the computer-based Florida Statewide Assessments. This practice test is designed for students who will take the Grade 7 ELA Reading Assessment using the text-to-speech, masking, Closed Captioning, and/or American Sign Language accommodation(s).</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 computer or device should be opened to the Please Sign In 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.

#### **Display the Session ID for students.**

Distribute the test tickets.

<b>SAY</b>	<p>Look closely at your test ticket and make sure it has your correct name, date of birth, and 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, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY	Make sure the box for <b>Guest User</b> is switched to OFF. Make sure that the box for <b>Guest Session</b> is switched to OFF. Now, log in by typing your First Name as it appears on your test ticket, your Username, and the Session ID TRAIN-_____ - _____. The first box will already be entered for you. The Session ID is displayed for you.  Click <b>Sign In</b> . Raise your hand if you need assistance.
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Pause and assist students with logging in as needed.


SAY	Now, you will see a screen that says <b><i>Is This You?</i></b> . Verify that the information is correct. If your information is correct, select <b>Yes</b> to continue. If the information is not correct, then select <b>No</b> to return to the login page and raise your hand.
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Assist any students who raise their hands.

SAY	You will now see a screen that says <b><i>Your Tests</i></b> . Click the arrow to the left of <b>Start Grade 7 ELA Reading Practice Test</b> to proceed.  While you are waiting for your test to be approved, you will see a <b><i>Waiting for Approval</i></b> screen. This screen includes your first and last names, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand.  Otherwise, please sit quietly while I approve your tests.
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Assist any students who raise their hands.

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

To confirm accommodations for students, click the Test Settings icon [  ] and check that the appropriate accommodations are set to **On**. If a student does not have the correct accommodations set, have him or her log out of the practice test and contact your school assessment coordinator to update the accommodations in TIDE. Once you ensure all students have the correct accommodations set, approve students into the practice test by selecting **Approve All Students** and selecting **Yes** on the ***Important!*** pop-up window.

SAY	Now, you will see a screen that says <b><i>Audio Checks</i></b> . This screen allows you to check the functionality of your headphones/earbuds to make sure you can hear audio passages in the test. You can also adjust the volume from this page. <i>(Please note: Adjusting volume on this screen is not an option if using an Internet browser for practice tests. If necessary, students may adjust volume using their computer/device volume settings.)</i> Put your headphones or earbuds on now and click the speaker icon. Make any adjustments to the volume, if necessary. If you hear the sound, select <b>Yes</b> . Raise your hand if you cannot hear the sound.
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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	If you are taking the practice test using text-to-speech as an accommodation, you will see a section below the Sound Check section that allows you to make sure the text-to-speech tool is working. You can also set Volume, Pitch, and Rate using the selectors on the screen. Click the speaker icon and listen to the audio. Choose the settings that work best for you and then select <b>I heard the voice</b> . A green tab with a checkmark will appear in the upper-right corner of the text-to-speech section. If you do not hear the voice, please raise your hand now.
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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 *Audio Checks* screen,

SAY	<p>Click <b>Continue</b>. You should now see a screen that says <i>Before You Begin</i>. Do not click <b>Begin Test Now</b> until I instruct you to do so.</p> <p>Click <b>View Test Settings</b>. You should see a screen that says <i>Review Test Settings</i>.</p> <p>This screen allows you to choose the print size, background color, and mouse pointer for your test. If you would like to change your selections, do so now. You should see your changes made on the screen once you select them. You can click <b>Undo Changes</b> to return to previously selected settings. If you have any questions, raise your hand. (<i>Answer any questions.</i>)</p> <p>Click <b>OK</b> to save your changes and return to the <i>Before You Begin</i> screen.</p> <p>Below the <i>Test Settings</i>, click <b>View Help Guide</b>. You should see a screen that says <i>Help Guide</i>. Take a moment to review this screen. These instructions show you how to navigate the test and how to use the tools and features of the testing site. 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. (<i>Pause.</i>) Click <b>Back</b> to return to the <i>Before You Begin</i> screen.</p> <p>If you have any questions, raise your hand.</p>
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Answer any questions.

SAY	Now, select <b>Begin Test Now</b> , but do not begin yet.
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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.
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**Read the appropriate instructions below and on the following pages for accommodations applicable to students taking the practice test.**

### Text-to-Speech

SAY	<p>If you are using <b>text-to-speech</b> as an accommodation, listen as I review the tool for this practice test.</p> <p>To access the Text-to-Speech tool click the three horizontal lines above the response area to open the context menu.</p> <p>Select <b>Speak Question</b> to have the question and options read aloud.</p>
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SAY	<p>To have the voice read a single answer option, open the context menu and select <b>Speak Option</b>. You will then click the option you would like to have read aloud. You can also have an answer option read aloud by right-clicking on that answer option and selecting <b>Speak Option</b>.</p> <p>If you wish to hear only a portion of an item, select the text you want to have read aloud and then open the context menu. Click <b>Speak Selection</b> to have the selected text read aloud.</p> <p>To pause the voice while it is reading, select the context menu again. Click <b>Pause Speaking</b>. To restart the voice from the point at which you paused, click <b>Resume Speaking</b>.</p> <p>To stop the voice while it is speaking, open the context menu. Click <b>Stop Speaking</b>. To hear the question again from the beginning after you have stopped the voice, open the context menu and click <b>Speak Question</b> again.</p> <p>To make adjustments to the text-to-speech settings, click on the System Settings tool, which is above the Zoom buttons and looks like a wheel. Here you can adjust the volume, pitch, and rate of the 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 adjust your volume settings while the Text-to-Speech tool is in use, the volume will not adjust until after you select OK.</p> <p>Now, practice using the Text-to-Speech tool. Raise your hand if you have any questions.</p>
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Answer any questions.

## Masking

SAY	<p>If you will take this test using <b>Masking</b> as an accommodation, listen as I review the tool for this practice test.</p> <p>The Masking tool allows you to hide portions of the screen. 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 tool, the button will turn orange.</p> <p>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.</p> <p>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.</p> <p>Now, practice using the Masking tool. Raise your hand if you have any questions. (<i>Pause while students practice using the Masking tool.</i>)</p> <p>To turn the Masking tool off, click the <b>Masking</b> button again. The button will revert back to its original color.</p>
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SAY	Are there any questions?
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Answer any questions.

SAY	<p>Now, listen as I describe the screen.</p> <p>For the Grade 7 ELA Reading Practice Test, you will see reading passages on the left side of your screen and the question and answer area on the right side of your screen.</p> <p>Now, practice scrolling by moving your cursor into the reading passage panel and use your mouse (<i>trackpad/scrolling motion with your fingers</i>) to scroll down or use the scroll bar. As you scroll, a green bar at the bottom of the reading passage area will show your progress. When scrolling is required, you will see a bouncing arrow at the bottom of the screen. After you've finished scrolling all the way down, the bouncing arrow disappears and the green bar displays all the way across the bottom of the reading panel. 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 <b>Back</b> and <b>Next</b> 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 <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 answers will be saved automatically every two minutes.</p> <p>Look to the right of the Save button, where you will see the <b>Pause</b> button. The Pause button allows you to pause and exit the test. Do not select Pause 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>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 these seven questions, the passage set will change.</p> <p>At the top right corner of your screen, you will see the <b>Notes</b> tool. Click <b>Notes</b> now. A notepad will display in a pop-up window. If you want to make notes for later reference, you can type them into this window. You can drag this pop-up window around the page if needed. The toolbar at the top left of the notepad offers options to cut, copy, or paste text within your notes. Now, practice typing text in the notepad and using the cut, copy, and paste features. These notes are not included as a part of your response, but they are monitored by the testing contractor. (<i>Pause for students to practice using the notepad.</i>)</p>
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SAY

Notes that you save in the notepad will be saved for the duration of the 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. Select **Notes** again, and your saved notes will display. *(Pause.)*

To the right of the Notes button, you will see the **Line Reader** button. 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 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 line. You can also move the Line Reader on the screen with the up and down arrows on your keyboard.

Practice using the Line Reader tool on the screen. *(Pause while students practice using the Line Reader.)* Now, select **Line Reader** again to turn off the tool. The button will revert to its original color. Note that the Line Reader tool will turn off when you use some of the tools, like zoom, or are answering certain item types on the test.

Next to the Line Reader button, you will see the **Zoom Out** and **Zoom In** buttons. You can use these 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. *(Pause while students practice using the Zoom buttons.)*

At the top right side of the page, above the zoom buttons, you will see a small question mark button. This is the **Help** button. Now, click the **Help** button. A pop-up window with the Help Guide, including Overview of the Test Site, Test Rules, and Accessing Context Menu Tools, will display.

*(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 at the bottom of the window indicate, you can select any of the text within the **Help Guide** 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.)*

You can drag this pop-up window around the page if needed. You can resize the window using the blue resizing handle on the bottom right corner. Holding your mouse down, drag the blue icon with four arrows out or down to resize the window. Release the mouse when the text box is the size you want. 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. *(Pause. Answer any student questions.)*

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

SAY	<p>In the top right corner of the screen, next to the Help button, you will see a wheel. <i>(Note: This feature is not available on Chromebooks or when accessing the practice test through a web browser.)</i> This is the <b>System Settings</b> tool. Now, click <b>System Settings</b>. A pop-up window displays that will allow you to adjust the volume for this practice test. When you have finished adjusting your system settings, click <b>OK</b> to save your changes and exit or <b>Cancel</b> to exit without saving your changes. Note that if you attempt to adjust your system settings while audio is playing, the settings will not adjust until after you click 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 <b>Expand/Collapse Panel</b> 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, click the right-facing arrow of the Expand/Collapse Panel tool to expand your reading passage panel. <i>(Pause.)</i></p> <p>Clicking the left-facing arrow will return the screen to normal. Now, click the left-facing arrow again. The reading passage will shrink and the question and answer panel will cover the screen. Click the right-facing arrow to see both the reading 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 horizontal lines in a circle. This is the <b>context menu</b>. Click the lines to open the context menu.</p> <p>First, you will see a circle with a lowercase “i,” a flag icon, a grayed-out line that says Highlight Selection, and a set of letters with a line through them. Select the lowercase “i.” <i>(Pause.)</i> This is the <b>Tutorial</b> tool. A pop-up window will open that displays a video tutorial of this item type.</p> <p>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 clicking 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, select the context menu, and then click the flag icon for <b>Mark for Review</b>. This feature allows 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 rectangle around the item number will show the top right corner folded over, a flag icon will appear next to the item number, and the item number in the drop-down list at the top left corner of the screen will have a flag icon next to the number.</p> <p>After you finish reviewing a question, return to the context menu and select <b>Unmark Review Item</b>. You can also right-click, if available on your device, in the question and answer area and select Unmark Review Item. The item number will revert to a solid rectangle without a folded corner, and the item number in the drop-down list will no longer have a flag icon. Now, practice selecting <b>Mark for Review</b> and <b>Unmark Review Item</b>. <i>(Pause.)</i> For now, leave this question marked for review.</p>
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SAY	<p>You can use the <b>Highlight Selection</b> tool to highlight portions of a passage or item. To highlight, click and drag to select the text you want to highlight. Then, right-click in the highlighted area and select <b>Highlight Selection</b>. There are four colors available for highlighting: yellow, orange, mint green, and lavender. Select a color, and your text will be highlighted. You cannot highlight over previously highlighted text. To change the highlight color of your selection, you will need to remove or reset the highlighting and then highlight text in a different color.</p> <p>To remove all highlighting, right-click and select <b>Reset Highlighting</b> from the context menu. To remove only certain portions of highlighting, select the text you want to remove highlighting from, right-click, and choose <b>Remove Highlight</b>. Practice highlighting and removing highlighting from text in the passage or item. <i>(Pause.)</i></p> <p>Now, select the context menu, and then select the set of letters with a line through them, which is the <b>Strikethrough</b> tool. You can use the Strikethrough tool to cross out answer choices that you have eliminated as possible correct answers. Click on the first answer option. You should see a gray line through that answer option.</p> <p>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 on the eliminated option. Click anywhere outside the box around the answer choices to turn off the Strikethrough tool. Now, practice adding and removing strikethroughs. <i>(Pause.)</i></p> <p>In the top left corner of your screen, you will see a drop-down menu with the word “Items” and up and down arrows. This is the <b>Item Summary</b> drop-down list. Now, click to open this list. You will see the item numbers in this passage set. The Item Summary allows you to quickly move to different passage sets. You can only use this drop-down list to revisit passage sets you have already seen. At this time, you will see only one passage set in the drop-down list. In sessions with more than one passage set, the items that you have already seen will display in the drop-down list. Items that are unanswered or marked for review are indicated in the drop-down.</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.

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

### **American Sign Language (ASL)**

SAY	<p>If you will take this test using <b>American Sign Language</b>, listen as I review how to use this accommodation. This accommodation will be available for passages that include an audio passage. Be sure to scroll all the way to the bottom of the reading passage panel to determine if you will need to access the American Sign Language tool.</p>
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SAY	<p>This accommodation allows you to view a video of an ASL interpreter signing the audio passage or animation content. To access the ASL video within an item, open the context menu in the passage area. Click <b>American Sign Language</b>. A video will appear in the lower left corner of the screen. You can drag this window around the page if needed.</p> <p>To expand the video player to the size of the screen, click the button on the lower right side of the video player. This button looks like the four corners of a square. You will click this button again to return the video player back to its original size.</p> <p>The video will automatically start playing. You can pause the video by clicking the <b>Pause</b> button on the lower left side of the video player. To play the video again, click the <b>Play</b> button. While the video is playing, you can use the audio scrubber circle to move the video forward or backward.</p> <p>You can also change the speed of the ASL video by clicking the button that says <b>1</b> to the left of the expand button. This button allows you to choose between half speed, which is 0.5x, normal speed, which is 1x, or two different accelerated speeds, which are 1.5x and 1.75x.</p> <p>Once you are done watching the ASL video, close the video by clicking the X in the circle at the top right corner of the pop-up window.</p> <p>Now, practice accessing the ASL video and adjusting the settings. Raise your hand if you have any questions. <i>(Pause while students practice accessing the ASL video.)</i></p> <p>Are there any questions?</p>
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Answer any questions. Read the next SAY box to **all** students.

SAY	<p>The passage set on the left side of your screen includes an audio passage. Scroll to the bottom of the passage set to Passage 3, which contains a gray box with a triangle inside of a circle on the left side. In addition to reading the first two passages, you will be required to listen to this audio passage to answer the questions associated with this passage set.</p> <p>On the left side of the gray box, you will either see the <b>Play</b> button (which is a triangle inside a circle) or the <b>Pause</b> button (which is two vertical lines), depending on whether the recording is playing or paused. You can use the audio scrubber circle to move forward or backward in the recording.</p> <p>When you are instructed to begin the practice test, be sure to practice listening to this audio passage.</p>
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### Closed Captioning

SAY	<p>If you will take this test using <b>Closed Captioning</b>, listen as I review how to use this accommodation.</p>
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SAT	<p>This accommodation will display closed captions for audio passages or animation clips in the test. To access closed captioning, click the <b>Play</b> button on the audio passage. The closed captioning window will appear and display the text of the passage. You can pause the audio and closed captioning by clicking the <b>Pause</b> button. While the closed captioning is playing, you can use the scrubber to move forward or backward in the audio passage. You can also move the closed captioning window to the top or bottom of the screen by clicking the arrow in a box in the upper right corner. The closed captioning window will close once the audio has finished playing. You can also close the closed captioning window at any time by clicking the X in a circle in the upper right corner.</p> <p>Now, practice using closed captioning. Raise your hand if you have any questions. <i>(Pause while students practice using closed captioning.)</i></p> <p>Are there any questions?</p>
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Answer any questions.

SAY	<p>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.</p> <p>Question 1 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 or instructions on the screen. After you finish reading the question, read the answer choices. Finally, click on the button next to the answer options you want to select. A checkmark will appear in the box. To remove a checkmark, click the selected box again.</p> <p>Sometimes, this question type will tell you a specific number of options to select, such as this question, which asks you to select only two. Others may ask you to select all correct options without specifying a number. You will have either five or six options to select from on a multiselect item.</p> <p>Click <b>Next</b> 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.</p> <p>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 these seven questions, the passage will change.</p>
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SAY	<p>Question 2 has two parts, Part A and Part B, both of which are selectable hot text items. If an item has more than one part, you must complete each part of the item. This question type requires you to select a word or group of words. For this question, click on the word or group of words you would like to select. Note that some hot text items will specify a number of words or group of words to select, such as Part B which directions you to select two sentences, whereas others will not specify the number. To change your response for Part A, select another word or group of words. In Part B, if you have selected two sentences and want to change your response, you will need to remove your selection before choosing another sentence. Click on your answer and it will be highlighted and marked with dotted lines around the outside. To remove your selection, click the selected sentence again. The highlighting and dotted lines will be removed, allowing you to choose a new sentence as your response.</p> <p>Now, click <b>Next</b>.</p> <p>Question 3 is a multiple-choice item. This item 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 on the button next to an answer option to select your answer. The button will become filled in. To remove your selection, click the button again.</p> <p>We have already discussed the remaining item types in Session 1, so you may now begin Session 1 of the practice test. Return to Question 1 and read and respond to each question while practicing using the tools. Do not exit this session until instructed to do so.</p> <p>Remember, if you need assistance understanding how to answer a question, you can select <b>Tutorial</b>, which is the lowercase “i” under the context menu. You may also raise your hand if you have any questions.</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 responding to the various item types, review the correct responses to Session 1 with the students. The answer key can be found on the portal at:

<https://fsassessments.org/students-and-families/practice-tests/computer-based-practice-test-answer-keys.stml>.

SAY	<p>When you have finished answering questions in Session 1, you will see a green checkmark below each question number on the right side of the screen. If there is not a green checkmark below the number, you should go back and answer that question and check that you have answered all parts of the item. If you marked a question for review, the item number will be indicated with a folded corner. Now, navigate to Question 7 by clicking <b>Next</b> 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 <b>Pause</b> button allows you to pause and exit the test for an extended period of time. Now, select <b>Pause</b>. (<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, click <b>No</b>. On the day of the test, if you have your test administrator’s permission, you will click Yes.</p>
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Pause while students click **No**.

SAY	<p>Now, we will move to the next session to finish describing all item types in this practice test.</p> <p>From Question 7, click the <b>Next</b> button 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 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 item number with the flag 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 a triangle. Do not select a question number to review your answer at this time.</p> <p>Click <b>End Session</b>. A message will appear, asking you if you want to pause the test. Click <b>Yes</b>.</p> <p>You will now see the <b>Please Sign In</b> screen. You will use the information on your test ticket to log in as you did for Session 1. Do not select <b>Sign In</b> until instructed to do so or you may be logged in to the wrong session. Remember, the session ID is displayed for you. <i>(Pause. Wait two minutes before students sign back in.)</i></p> <p>You may now select <b>Sign In</b>. <i>(Pause and assist students with logging in as needed.)</i></p> <p>Now, you will see a screen that says <b>Is This You?</b>. Verify that the information is correct. If your information is correct, select <b>Yes</b> to continue. If the information is not correct, then select <b>No</b> to return to the login page and raise your hand.</p>
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Assist any students who raise their hands.

SAY	<p>You will now see a screen that says <b>Your Tests</b>. Click the arrow to the left of <b>Resume Grade 7 ELA Reading Practice Test</b> to proceed.</p> <p>While you are waiting for your test to be approved, you will see a <b>Waiting for Approval</b> screen. This screen includes your first and last names, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand.</p> <p>Otherwise, please sit quietly while I approve your tests.</p>
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Assist any students who raise their hands.

In the TA Training Site, click 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** and selecting **Yes** on the **Important!** pop-up window.

SAY	<p>You will now see the <b>Audio Checks</b> screen again. Put your headphones or earbuds on now and click the speaker icon. Make any adjustments to the volume, if necessary. If you hear the sound, select <b>Yes</b>. Raise your hand if you cannot hear the sound.</p>
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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, you will once again see a section below the Sound Check section that allows you to make sure the Text-to-Speech tool is working. Click the speaker icon and listen to the audio. Choose the settings that work best for you and then select <b>I heard the voice</b>. A green tab with a checkmark will appear in the upper right corner of the text-to-speech section. If you do not hear the voice, please raise your hand now.</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 *Audio Checks* screen,

SAY	<p>Click <b>Continue</b>. Now, you should see the <i>Before You Begin</i> screen again.</p> <p>Click <b>View Test Settings</b> to go to the <i>Review Test Settings</i> screen.</p> <p>Remember, this screen allows you to choose the print size, background color, and mouse pointer for your test. If you would like to change your selections, do so now. You should see your changes made on the screen once you select them. You can click <b>Undo Changes</b> to return to previously selected settings.</p> <p>Click <b>OK</b> to save your changes and return to the <i>Before You Begin</i> screen.</p> <p>Now, select <b>Begin Test Now</b>.</p> <p>You should now see Question 8 on your screen. Do not start Session 2 until I tell you to do so. If you do not see Question 8 on your screen, please raise your hand.</p>
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Assist any students with accessing Session 2 of the practice test as needed.

SAY	<p>We will now complete Session 2 of the practice test.</p> <p>Click <b>Next</b> until you reach Question 10, which is an open response item. This type of question 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. Then, type your answer into the response area.</p> <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 <b>Select Response Version</b> 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 <b>Save</b>. 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 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 <b>Select</b>. Click <b>Cancel</b> to close the Select Response Version window without selecting a previous version. If you do not click Save, versions of your response will be saved every two minutes while you are typing.</p>
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SAY

Now, click **Next** to move to Question 11, which is a Graphic Response Item Display (GRID) item. Different GRID items will require you to respond in different ways. For this item, you will place and move objects on an answer space. To begin, you will read the directions on the screen. You will see an object bank and an answer space. For this question, the object bank is the gray area below the answer space. Select an item in the object bank and drag it into one of the boxes in 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.

Remember that you should only leave objects in the answer space that are meant to be part of your answer. When you are finished responding to the question, check to make sure that the answer space does not have any extra objects that do not belong.

Now, click **Next** until you reach Question 16. *(Pause for students to advance to Question 16.)*

Question 16 is a drag-and-drop hot text item. This question type requires you to move words or phrases to an answer space. To begin, you will read the question or instructions. Find the object bank and answer space. For this question, the object bank is the chart below the answer space. You can drag words or 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.

Just like the last item we discussed, you should only leave objects in the answer space that are meant to be part of your answer. *(Pause.)*

Now, click **Next**. Question 17 is a table match item. This item type presents options in columns and rows. Options may include words, phrases, sentences, quotations, line/paragraph/passage numbers, or images. You must click the box that matches the correct option from a column with a correct option from a row. Typically, there is only one correct option per row or column, but the number of correct answers may vary. To remove a checkmark, click the selected box again. Now, click **Next**.

Because you have not yet entered an answer for all of the questions in this passage set, you will see a pop-up message that warns you that you have not entered a response to one or more items. To remain on the page, you would select No. While we are discussing item types, select **Yes** each time this message appears.

You should now see Questions 18–20 on your screen. This question set is an edit task with choice item. For these items, you will click the highlighted portion and select the best word or phrase from the drop-down list that displays. Click **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.

Click **Next** to move to Questions 21 through 23.

SAY	<p>The directions for these items instruct you to answer the questions based on the underlined sections of the passage. The underlined words or phrases may contain grammar or spelling mistakes, or they may be correct as is. When you visit each multiple choice item associated with this passage, the underlined portion of the passage related to the question is highlighted to make it easier to find. The highlighted portion may be a word, phrase, or sentence. For Question 21, the associated highlighted portion of the text is in the first paragraph of the reading passage. Now, click <b>Next</b> to move to Question 22. The highlighted portion of text in the reading passage has changed, but the reading passage has not.</p> <p>To answer these items, you will first read the passage on the left side of the screen. Then you will read each question, review the highlighted portion of the reading passage, and select the answer you think is correct. Are there questions about any of these item types?</p>
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Answer any questions.

SAY	<p>Now, you may begin Session 2 of the practice test. Return to Question 8 and read and respond to each question while practicing using the tools available for this session. Do not select the <b>End Test</b> button until instructed to do so.</p> <p>Remember, if you need assistance understanding how to answer a question, you can select <b>Tutorial</b>, which is the lowercase “i” under the context menu. Raise your hand if you have any questions.</p>
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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 portal at: <https://fsassessments.org/students-and-families/practice-tests/computer-based-practice-test-answer-keys.stml>.

SAY	<p>Now, we will practice how you will submit your test when you have completed Session 2.</p> <p>From Question 23, click <b>Next</b> 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 <b>End Test</b>. A pop-up message will appear. Make sure the message says, “You have reached the end of the test. Click <b>Yes</b> to submit your test. Click <b>No</b> to keep working on your test.” At this time, click <b>Yes</b>. (<i>Pause.</i>)</p> <p>On the next screen, click <b>Submit Test</b>. A <b>Warning</b> message will appear. Click <b>Yes</b> on this message. (<i>Pause.</i>)</p> <p>You will now see a message that says, “Practice Test Completed.” 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 (<https://fsassessments.org/students-and-families/practice-tests/index.stml>) so that they may access the practice test on their own.