

# **Guide for Administering the Grades 4–6 Typed Writing Response Accommodation in the Secure Browser/ Test Delivery System (TDS)**

**February 22, 2021**



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# Introduction

This guide should be used to administer the Grades 4–6 Typed Writing Response Accommodation for those students who will enter their response into the Test Delivery System (TDS) through the secure browser. Students will use a test and answer book to read the passages and prompt. They will then type their response into the secure browser on a computer or other device.

School assessment coordinators will:

- Ensure that the students using this accommodation have it correctly marked in TIDE.
  - Set the *ELA Writing Test Indicator* to **P = Regular Print**
  - Set the *Typed Writing Response* accommodation field to **On**
- Print test tickets for students using this accommodation.
- Train test administrators to properly provide this accommodation, including ensuring that they understand how to start, monitor, and stop a session in the TA Interface.
- Ensure test administrators have an active account in TIDE and know their login information and password.
- Provide test administrators with all necessary test materials:
  - Computer/device to sign in to the TA Interface
  - Student computer/device for typing the response
  - Grades 4–6 ELA Writing Test and Answer Books
  - ELA Writing Planning Sheets
  - Test tickets
- Collect all materials after testing is completed and ensure that they are properly returned according to instructions on page 19.

Test administrators will:

- Read/study the TDS Quick Guide included on pages 2–9 to ensure understanding of CBT sessions.
- Start a session in the TA Interface for students to sign in to.
- Follow instructions in the script for distributing planning sheets, test and answer books, and test tickets.
- Assist students with signing into the session on their computer/device.
- Ensure that students are recording their response in the secure browser.
- Return materials to the school assessment coordinator after testing is completed.

# TDS Quick Guide



The Test Delivery System (TDS) has two components, the Test Administrator (TA) Interface and the Student Interface. Test administrators use the TA Interface to create and manage test sessions. Students use the Student Interface in the secure browser to access the testing site. Please refer to the *Test Administrator User Guide* on the portal for more information about TDS. This quick guide is focused on operational/live testing. For more information about administering practice tests, please refer to the *Practice Tests User Guide*.

## TEST ADMINISTRATOR INTERFACE

TA Login, Session Creation, Student Approval, Monitor Students, and Stop Sessions

### Test Administrator Login (For Operational/Live Testing)

1. Open the portal.
2. Click the **Administer Assessments** card.
3. Enter your username and password and click **Secure Login**.

[www.FSAssessments.org](http://www.FSAssessments.org)

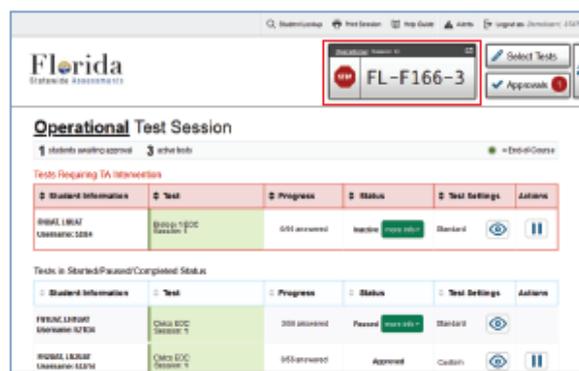
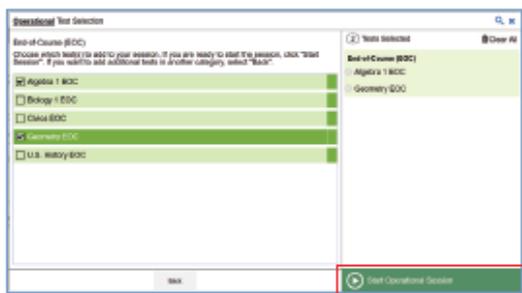


### Start a Test Session

1. Select the test(s) you will administer in the session from the **Test Selection** window.
2. Click **Start Session**.
3. Display the Session ID (found at the top of the screen) where all students in your room can see it.



2. Click **Start Session**.



Students will need the Session ID to log in to your test session. Record the Session ID in case of technical issues.



## Start a Test Session (cont.)

- Have students sign in to the Student Interface through the secure browser using their first names and usernames, which are found on their test tickets, and the Session ID, which you have displayed where all students can see it.

Please Sign In

First Name: \_\_\_\_\_

Username: \_\_\_\_\_

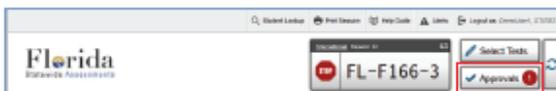
Session ID: \_\_\_\_\_

Sign In

- Test administrators should create a test session immediately prior to testing.
- Test administrators are automatically logged out after 90 minutes of TA and student inactivity in a test session. This will close the test session and pause all in-progress tests.
- Test administrators will not be logged out due to inactivity as long as students are actively testing. Other network connectivity issues may cause the TA's session to close.

## Approve Students for Testing

- After students select their tests, click the **Approvals** button to view the list of students awaiting approval.



- To review a student's test settings, click the test settings icon [🔍] in that student's row. If there is an issue with the student's test settings, contact your school assessment coordinator.
- To deny a student access to the test, click the deny icon [✖] and type the reason in the box.

Approvals and Student Test Settings

3 students awaiting approval 1 active tests 1 tests in session

End-of-Course

Biology 1 EOC - 1 student(s)			
Student Name	Username	See Details	Action
PRINCE, LINDSEY	SBE4	Custom	🔍 ✓ ✖

Chemistry EOC - 2 student(s)			
Student Name	Username	See Details	Action
PRINCE, LINDSEY	KB04	Standard	🔍 ✓ ✖
PRINCE, LINDSEY	SDR4	Custom	🔍 ✓ ✖

The *Approvals and Student Test Settings* window does not automatically refresh. Click the refresh button [🔄] to update the table.

- To approve individual students for testing, click the approve icon [✓] in the Action column for each student.

To approve all students currently displayed for each subject, click the **Approve All Students** button, located to the right of each subject.

Approvals and Student Test Settings

Approve All Students Refresh Done

3 students awaiting approval 1 active tests 1 tests in session

End-of-Course

Biology 1 EOC - 1 student(s)			
Student Name	Username	See Details	Action
PRINCE, LINDSEY	SBE4	Custom	🔍 ✓ ✖

Chemistry EOC - 2 student(s)			
Student Name	Username	See Details	Action
PRINCE, LINDSEY	KB04	Standard	🔍 ✓ ✖
PRINCE, LINDSEY	SDR4	Custom	🔍 ✓ ✖

For Session 2 (Day 2), TAs will start a new test session. Students resume their tests, and the TA will approve them to enter the test.

## Monitor Students

You can view each student's test in the *Students in Your **Operational** Test Session* table to monitor student progress during testing.

Student Information	Test	Progress	Status	Test Settings	Actions
FLORIDA LEAP Operational Test	Grade 1 EOC	11/18 answered	Started	Standard	Pause
FLORIDA LEAP Operational Test	Grade 2 EOC	6/18 answered	Approved	Custom	Pause

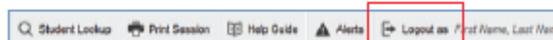
- The Student Information column displays student name and Username.
- The Test column displays the test name and what session the student is in.
- The Progress column displays items answered in the test. The fraction represents the number of items answered out of the total items in the test.
- The Status column shows the status of the student's test. The more info button [ More Info ] provides reasons why a student may no longer be in the test.
  - Statuses include the following: Approved, Started, Review, Completed, Submitted, and Paused.
- The Test Settings column shows if the student is using standard or custom test settings. For more information, click the Test Settings icon [ Test Settings ].
- The Actions column includes a Pause button [ Pause ] which allows you to pause an individual student's test.

## Stop a Test Session

1. When the session has ended, click the stop icon [ STOP ]. This will automatically pause any tests in your session that are still in progress.



2. Click **Logout** to exit the TA Interface.



Once you stop a session, you cannot resume it. If you stop a session and students need to continue testing, you must start a new session.

## STUDENT INTERFACE

Sign In, Verify Student Information, Select Test, Verify Test Information, and Complete Test

### Sign In

1. You will open the secure browser on each student computer or device to the **Sign In** screen.
2. You will instruct students to enter their first names and usernames, which are found on their test tickets, and the Session ID, which you have displayed where all students can see it.

### Common Login Errors:

- **The Username or First Name is entered incorrectly.** This indicates that the username and/or first name do not match the information in TIDE. Verify that students have the right test ticket and are entering the information correctly, or use the Student Lookup feature in the TA Interface to confirm student information.
- **The Session ID is not available.** This indicates that the Session ID entered is not an available test session. Verify that the Session ID was entered correctly or that the session did not close due to inactivity.

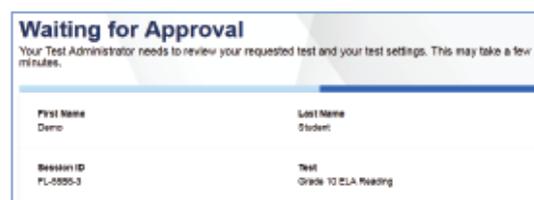
### Verifying Student Information

1. After students log in, the **Is This You?** screen displays. Students will verify that the information on this screen is correct.
2. Students must click **Yes** to continue or click **No** if the information is incorrect.

Please review the following information.	
First Name Dana	Username DAN26
Last Name Student	Grade 10
Date of Birth January 1, 2001	School Dana School 2000

## Selecting a Test

1. On the **Your Tests** screen, students must click on the name of the test they need to take.
2. You will approve students into the session. The students will see a **Waiting for Approval** screen.



If students need to resume a paused test or are starting the next session of a test, **Resume** will appear next to the test name, as it is for Algebra 1 EOC in the image above.

Students signing into a Reading test or students using the text-to-speech and/or speech-to-text accommodations will see an **Audio Checks** screen after they are approved by the TA. On this screen, they will verify that they can hear the sample audio before continuing the login process.

## Verifying Test Information

1. On the **Before You Begin** screen, students will have the opportunity to acknowledge the Testing Rules and to review their Test Settings and the Help Guide. You will read the testing rules aloud to students and instruct them to acknowledge these rules by clicking the check box.
2. You will then instruct students to view Test Settings by clicking **View Test Settings**. Students will review the information on the **Review Test Settings** screen to verify that their accommodations are correct.

Students can also adjust their accessibility settings, such as background color, print size, and mouse pointer settings on this screen.

3. After verifying their test settings, students click **OK** to return to the **Before You Begin** screen.

4. To view the Help Guide, students will click **View Help Guide**.

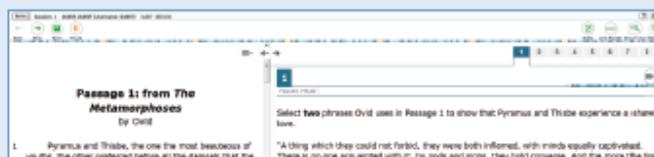
5. After viewing the Help Guide, students click **Back** to return to the **Before You Begin** screen.

6. Students will click **Begin Test Now** on the **Before You Begin** screen to start.

## Completing a Test

The layout of the Student Interface will differ depending on the subject. Passages, questions, answer options, and/or response panels may appear on the screen.

Students may use the tools at the top of the screen or in the context menu(s) as they proceed through the items until reaching the **Review** screen.



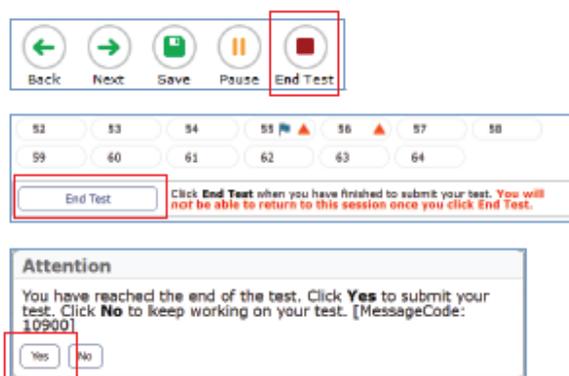
1. At the end of the first session for multi-session tests, students must click **End Session** to pause their tests after they have finished providing responses and reviewing their work.



Note: For some administrations, students are permitted to take two sessions in one day. In these cases, the button will instead say "Go to Session 2" and TAs will need to approve students to move into the next session.

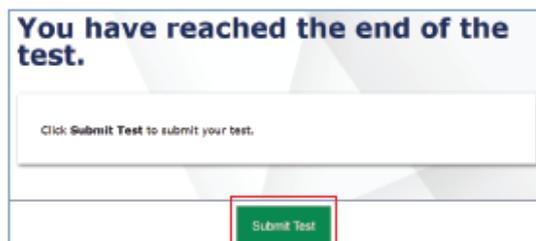
For Grades 7–8 Mathematics students who will take two sessions on Day 2, follow your school assessment coordinator's instructions regarding what type of break (short or extended) students should take after completing Session 2. Follow the appropriate steps outlined in the manual for how to exit Session 2 based on those instructions.

2. On the **Review** screen for single-session tests, students must click **End Test** next to the Pause button in the upper left corner of the page. On the **Review** screen for multi-session tests, students may either click **End Test** in the upper left corner of the page or at the bottom of the page. After clicking **End Test**, students will click **Yes** to submit their test.



### Completing a Test (cont.)

3. On the **Submit Test** screen, students must click **Submit Test** to submit their test.
4. Students must click **Yes** on the pop-up and then **Log Out** to exit the test.



# Script for Administering the TDS Typed Writing Response Accommodation for Grades 4–6 ELA Writing

This script should be used to administer the Grades 4–6 ELA Writing assessment to students who will type their response in the Test Delivery System using the secure browser.

When testing students who are allowed additional administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

This test is 120 minutes, and students will take a short stretch break after 60 minutes of testing. Display starting and stopping times as instructed in the script.

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment, illness), he or she will not be allowed to return to the test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. The student should close his or her test and answer book and secure his or her testing device, and should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students’ computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of pausing students’ tests. If a student’s test is paused in the secure browser, the student must log back in and be approved in the TA Interface before he or she can continue testing.
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- **If a student has difficulty logging in or is logged out of his or her test more than once, have the student refrain from logging in until the issue is diagnosed and resolved.**
- If a disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

## **Before Reading This Script**

1. Before students arrive, ensure that the testing room is prepared as described on pages 10–11 of the Spring 2021 Paper-Based Test Administrator Manual, and that you have all test materials needed for this test.
2. 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 tickets until instructed to do so in the script.
3. Display the district name, school name, today’s name, and the four-digit test group code assigned by your school assessment coordinator.
4. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are available in Appendix D of the Spring 2021 Paper-Based Test Administrator Manual.)
5. Ensure that all student desktops are free of any unauthorized aids (e.g., word lists, dictionaries) and that any visual aids displayed in the testing room, such as posters with writing tips, have been removed or covered.
6. Ensure that each student has a pen or pencil.
7. Provide each student with a planning sheet. Ensure that you have a copy of the sample planning sheet found in Appendix D of the Spring 2021 Paper-Based Test Administrator Manual to display for students when instructed in the script.
8. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
9. Launch the secure browser on student computers or devices prior to beginning the test. When the connection is established, the student Please Sign In screen is displayed as shown below. The computer or device is now ready for the student to begin.



The screenshot shows a login interface titled "Please Sign In". It contains three input fields: "First Name:" with a person icon, "Username:" with a key icon, and "Session ID:" with a key icon and the text "FL" followed by three empty boxes for digits.

## **Create a Test Session**

1. Go to the Florida Statewide Assessments Portal and click **Administer Assessments**.
2. Log in to the TA Interface with your username and password.
3. Select the test you will be administering and then start the 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 and recorded with your required administration information and on your seating chart. The Session ID will begin with “FL.” If the Session ID does not begin with FL, stop the session and repeat steps 1–3 of this section.

Note: As a security measure, test administrators are automatically logged out of the TA Interface after 90 minutes of test administrator **and** student inactivity. Do not create your session until immediately prior to testing.

SAY	<p>Today, you are going to take the Grade ___ FSA ELA Writing test. Remove all materials from your desk except your pen or pencil and your planning sheet.</p> <p>You may not have any electronic or recording devices, other than the device you are using to take the test, at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets not used for testing, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. <b>If you are found with any electronic or recording devices at any time during this test, including breaks, your test will not be scored.</b> If you have any devices with you right now, please turn them off and raise your hand.</p>
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If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic device(s).

SAY	<p><b>You will have 120 minutes to complete this test, and we will take a short stretch break after 60 minutes.</b></p>
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Distribute the Grade \_\_\_ ELA Writing test and answer books.

Contact your school assessment coordinator if you have preidentified books that do not belong to students in your testing room or if you need additional test and answer books. Update your required administration information as necessary.

After distributing test and answer books,

SAY	<p>The only things on your desk should be your pen or pencil, your planning sheet, and your ELA Writing test and answer book. Do not open your book.</p> <p>Look at the label in the lower left corner of your book. Check to make sure that your name and date of birth are on the label. If you see any problems, raise your hand.</p>
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If a student has an incorrect label affixed to his or her book, contact your school assessment coordinator.

SAY	<p>Now, look at the box in the upper left corner of your test and answer book.</p> <p>Print your first and last names next to <b>Student Name</b>.</p> <p>Print your date of birth next to <b>Date of Birth</b>.</p> <p>Print _____ (<i>name of the school</i>) next to <b>School Name</b>.</p> <p>Print _____ (<i>name of the district</i>) next to <b>District Name</b>.</p> <p>Print _____ (<i>today’s date</i>) next to <b>Today’s Date</b>.</p>
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The fields in the upper left corner of the test and answer book must be completed by the student or scribe even when a student PreID label is affixed.

Once students have completed this information,

SAY	Now, look at the box labeled <b>Test Group Code</b> . Write the test group code _____ in the boxes, and grid the corresponding bubbles.
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Wait until students have finished.

Now, hold up a sample planning sheet with the lined side facing the students.

SAY	<p>Now, look at your planning sheet. Print your name and today’s date in the upper right corner. You may use the front and back of this planning sheet to jot down ideas, plan, and organize (<i>prewrite, cluster, map, or web</i>) what you will write. It is important to use the planning sheet to plan what you will write, but make sure that you allow enough time to enter your response in the online testing platform. The writing on your planning sheet will <b>not</b> be scored. Only the response you type in the test will be scored.</p> <p>Find the plastic tab on the right side of your book. Carefully pull the tab <b>out</b> and <b>down</b>. Do not remove any remaining pieces of the tab.</p>
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Make sure that all students pull the tab. If a student tears his or her book, contact your school assessment coordinator.

SAY	<p>Now, open your test and answer book to page 2 and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules. During this test, you must not:</p> <ul style="list-style-type: none"> <li>• talk to other students or make any disturbance</li> <li>• look at another student’s test and answer book, computer screen, device, or planning sheet</li> <li>• allow another student to look at your test materials</li> <li>• ask for help writing your response</li> <li>• give help to another student in writing his or her response</li> <li>• have notes or scratch paper other than your planning sheet</li> <li>• have any electronic or recording devices in your possession at any time, including breaks, even if you do not use them</li> <li>• fail to follow any other instructions given</li> </ul> <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the passages or prompt after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
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Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p style="text-align: center;"><b>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</b></p> <p>Now, sign your name on the line next to Signature in your test and answer book to indicate that you understand the testing rules.</p>
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Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

Ensure that the Session ID is displayed where all students can see it.

SAY	Now, you will sign into the computer ( <i>device</i> ) you'll use to type your response. Look at the login screen. If you do not see this screen, raise your hand.
-----	--

If a computer or device is not opened to the **Please Sign In** screen, open the secure browser on that computer or device.

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	Look closely at your test ticket and make sure it has your correct name, date of birth, and ID number on it.  Do <b>not</b> sign in before I instruct you to do so.  Raise your hand if you do not have the correct ticket.
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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	Now, log in by typing your First Name as it appears on your test ticket, your Username, and the Session ID FL - _____ - _____. The Session ID is displayed for you. Click <b>Sign In</b> . Raise your hand if you need assistance.
-----	--

Pause and assist students with logging in as needed.

SAY	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.
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Assist any students who raise their hands.

SAY	You will now see a screen that says <b>Your Tests</b> . Click the arrow to the left of <b>Start Grade _____ ELA Writing Typed Response</b> to proceed.  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.  Otherwise, please sit quietly while I approve your tests.
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Assist any students who raise their hands.

In the TA Interface, select the Approvals button to review the list of students ready to begin testing. You may need to select **Refresh** to see all the students in your testing room on your list.

Once you ensure that all students have logged in correctly, approve students to test by selecting **Approve All Students**. Read the information on the ***Important!*** pop-up window and select **Yes**.

SAY	<p>On the screen, you will see the Testing Rules that we reviewed earlier.</p> <p>Now, click the box next to the acknowledgment to indicate that you understand the testing rules.</p>
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Pause while students click the box. If a student does not check the box, contact your school assessment coordinator.

SAY	<p>Read each passage carefully and respond completely to the writing prompt on the computer (<i>device</i>). Remember that your writing should show that you can organize and express your thoughts clearly and that you have responded completely to the writing prompt.</p> <p>You are required to write your response in English. Responses written in languages other than English will not be scored.</p> <p>Your response will automatically be saved every two minutes while you are actively working on the screen. You may also use the Save button on the top toolbar to save your work.</p> <p>You may <b>not</b> use a dictionary. If you aren't sure how to spell a word, spell it the best way you can.</p> <p>Manage your time carefully so that you can read the passages, plan your response, write your response, and revise and edit your response.</p> <p>If you finish the test before time is called, go back and check (<i>proofread</i>) your work and make corrections to improve your writing.</p> <p>Now, on the <i><b>Before You Begin</b></i> screen, click <b>View Test Settings</b>. You should see a screen that says <i><b>Review Test Settings</b></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. If you have any questions, raise your hand.</p>
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If a student raises his or her hand, have the student make adjustments to his or her accessibility settings. Ensure that the correct information displays for that student on the ***Review Test Settings*** screen.

SAY	<p>Click <b>OK</b> to save your changes and return to the <i><b>Before You Begin</b></i> screen. Do <b>not</b> begin your test at this time.</p> <p>Below <i>Test Settings</i>, click <b>View Help Guide</b>. These instructions remind you how to navigate in the test and how to use the tools and features of the testing platform. Raise your hand if you have any questions as you review these instructions.</p> <p>Click <b>Back</b> to return to the <i><b>Before You Begin</b></i> screen.</p> <p>You have 120 minutes to complete this test, and we will take a short stretch break after 60 minutes. I will remind you when there are 10 minutes left in the test.</p>
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SAY	Now, click <b>Begin Test Now</b> and note the final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now. <i>(Pause. Collect any devices.)</i> Now, click <b>Next</b> in the upper left corner of the screen and turn to page 4 in your test and answer book and begin working.
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Complete the following:

STARTING time:

Add 60 minutes: +60 minutes

Time to call a break:

TIME TESTING RESUMES: \_\_\_\_\_

Add 50 minutes: +50 minutes

Time for 10-minute reminder:

Add 10 minutes: +10 minutes

STOPPING time: \_\_\_\_\_

Display the STARTING and STOPPING times for students.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content and planning sheets before, during, and after the test.

During testing, monitor student progress by viewing the Progress and Status columns in the TA Interface. This page automatically refreshes every 60 seconds. When the page refreshes, students’ statuses are updated. **If students have technical issues, contact your school assessment coordinator or technology coordinator for assistance immediately.** Your attention should not be diverted from students at any time during the test.

Do not use cell phones, classroom phones, computers, or other devices (except to monitor student progress or to contact your school assessment coordinator in case of a technical issue or an emergency). Do not check email, grade papers, etc. Your full attention should be on students **at all times**.

If a defective book is found during testing, contact your school assessment coordinator to obtain a replacement, and add the new security number to your required administration information.

Do not remove the student PreID label from the defective book. Direct the student to write his or her name, date of birth, school name, district name, and today’s date in the box in the upper left corner on the front cover of the replacement book, and notify your school assessment coordinator so that a new PreID label is printed and applied to the test and answer book. Set the defective book aside, grid the DNS bubble, and return it with all other NOT TO BE SCORED materials.

After 60 minutes from the STARTING time,

SAY	<b>Stop.</b> Put your pen or pencil down and close your test and answer book. Place your planning sheet under your test and answer book. You may stand and stretch, but do not talk or look at another student’s computer screen, device, or planning sheet.
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After a short break,

SAY	Now, be seated. You still have 60 minutes to complete the test, and I will let you know when there are 10 minutes left. As a reminder, the writing on your planning sheet will not be scored.  Only the response you type in the test will be scored.  You may now continue working.
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After 50 minutes,

SAY	You have 10 minutes to complete the test. Remember to check ( <i>proofread</i> ) your work and make corrections to improve your writing.
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After 10 more minutes,

SAY	<b>Stop.</b> Click <b>End Test in the upper left hand corner of the screen.</b> A pop-up message will appear. Make sure the message says, “You have reached the end of the test.,” and then click <b>Yes.</b> ( <i>Pause.</i> )  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> )  On the <b>Test Completed</b> screen, click <b>Log Out.</b> You will be taken to the <b>Please Sign In</b> screen.  Also, close your test and answer book. Place your planning sheet under your test and answer book. Do not place your planning sheet inside your test and answer book.
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Students will be returned to the login screen once they submit their tests. Collect test materials.

Once all students have submitted their tests, end the test session by clicking **STOP** in the TA Interface. This will pause any remaining tests, so only select **STOP** after all students have submitted their tests. Then log out of the TA Interface by clicking **Logout** in the upper right corner of the screen.

Complete the following steps:

1. Make sure that each student returns his or her test and answer book, test ticket, and planning sheet, and indicate on your required administration information that each book is returned. Also, make sure that your testing room seating chart is accurate and complete.
2. Keep planning sheets in a separate stack and, if necessary, remove any stray planning sheets from test and answer books.
3. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
4. Ensure that the box at the upper left corner of the front cover has been completed by each student and that the information on the PreID label is accurate and complete.

5. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

**For ESE/504 students:**

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

**For ELL or recently exited ELL students:**

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

6. Return all materials to your school assessment coordinator as described on page 125 of the Spring 2021 Paper-Based Test Administrator Manual.

# Return Instructions

Test administrators must return all materials to the school assessment coordinator after testing, including test tickets, planning sheets, and test and answer books. The school assessment coordinator must **prepare the test and answer books for return in a NOT TO BE SCORED box**. This step is very important to ensure the student's test and answer book is not scanned and scored as this would result in a duplicate Writing test. If the test and answer book has a PreID label applied and/or any student work in the book, the school assessment coordinator must bubble the DNS bubble before returning in a NOT TO BE SCORED box.