



Spring 2023

Script and Instructions

for Administering the

Accommodated Computer-Based

B.E.S.T. Writing Field Test

Table of Contents

Introduction.....	1
CBT Accommodations	2
Script for Administering the Accommodated Computer-Based B.E.S.T. Writing Field Test.....	3

Introduction

This document includes scripts and instructions for administering the Spring 2023 Grades 4–10 Benchmarks for Excellent Student Thinking (B.E.S.T.) Writing Field Test to students who require computer-based accommodations (e.g., masking, text-to-speech, speech-to-text). Test administrators (TAs) are responsible for reading the *Test Administration Policies and Procedures*, *Test Security Policies and Procedures*, *Test Invalidation Policies and Procedures* sections, the *Test Administrator Responsibilities* sections, and the appropriate appendices of the *Spring 2023 B.E.S.T. Writing Field Test – Test Administration Manual* (Spring 2023 Writing Field Test Manual). Test administrators are also responsible for reading the *2022–2023 Statewide Assessments Accommodations Guide*.

CBT Accommodations

Platform

The B.E.S.T. Writing Field Test is administered using the Test Delivery System (TDS) through the secure browser, which is available on the Florida Statewide Assessments Portal at www.fsassessments.org/fsa.html. For more information regarding TDS, see the user guides posted to the portal under Resources.

Accommodations

Computer-based accommodations are available for students who have those accommodations listed in their IEPs or Section 504 Plans.

Accommodation	Description	Location
Masking	Allows students to temporarily mask (hide) an area of the test screen to reduce distraction.	Toolbar
Text-to-Speech	Allows students to have instructions, test items, and answer options read aloud using the TTS tool.	Under the Context Menu
Text-to-Speech on Writing Response	Allows students to have their response that was typed or dictated into the response area read aloud via TTS.	Bottom right corner of the Writing response area
Speech-to-Text	Allows students to orally dictate their response into the writing response area.	Bottom right corner of the Writing response area

Script for Administering the Accommodated Computer-Based Grades 4–10 B.E.S.T. Writing Field Test

120 Minutes

The following script should be used for students participating in the B.E.S.T. Writing Field Test using computer-based accommodations. If you are administering a computer-based test without accommodations, see the Spring 2023 Writing Field Test Manual.

When testing students who are allowed certain 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), 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. Students 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 technical 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 page 12 of the Spring 2023 Writing Field Test Manual, including removing or covering any visual aids on boards or walls.
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. 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. (Signs are available in Appendix D of the Spring 2023 Writing Field Test Manual and on the Florida Statewide Assessments Portal.)
4. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., word lists, dictionaries).
5. Ensure that each student has a pen or pencil.
6. 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 2023 Writing Field Test Manual to display for students when instructed in the script.
7. Check that all students have been assigned the correct accommodation in TIDE (e.g., masking, text-to-speech).
8. If any students are taking an accommodated form with text-to-speech, ensure that they have headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
9. Ensure that each student using the speech-to-text accommodation has a microphone. Plug in external microphones prior to launching the secure browser.
10. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
11. 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 form titled "Please Sign In". It contains three text input fields: "First Name" with a person icon, "Username" with a user icon, and "Session ID" with a key icon. Below the Session ID field is a dropdown menu showing "FL".

Create a Test Session

1. Go to the Florida Statewide Assessments Portal and click **B.E.S.T., Science, Social Studies, FCLE, & FSA Retakes**.
2. Select **Administer Statewide Assessments** and then log in to the TA Interface with your username and password.

3. Select **B.E.S.T. Writing Field Test**, select the grade level you will administer, 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 ____ B.E.S.T. Writing Field Test. The only materials on your desk should be 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. You may not use Bluetooth/wireless headphones/earbuds during testing. If you access any electronic or recording devices at any time during this test, including breaks, your test will not be scored. 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	You will have 120 minutes to complete this test, and we will take a short stretch break after 60 minutes.
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Now, hold up a sample planning sheet.

SAY	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 not be scored. Only the response you type in the test will be scored.
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Ensure that the Session ID is displayed where all students can see it.

SAY	Now, look at the Please Sign In screen. If you do not see this screen, raise your hand.
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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 not 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 Sign In . 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 <i>Is This You?</i> . Verify that the information is correct. If your information is correct, select Yes to continue. If the information is not correct, then select No to return to the <i>Please Sign In</i> screen and raise your hand.
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Assist any students who raise their hands.

SAY	You will now see a screen that says <i>Your Tests</i> . Click the arrow to the left of Start Grade _____ B.E.S.T. Writing Field Test to proceed. While you are waiting for your test to be approved, you will see a <i>Waiting for Approval</i> 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.

Review test settings: To view a student's online accessibility settings or accommodations, click the corresponding Test Settings icon [⊕]. Accessibility settings and/or accommodations for individual students are displayed. If changes to accommodations are required, deny the student's approval request and contact your school assessment coordinator who will update the student's test settings in TIDE.

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**.

If you are administering this test to students who are using only the text-to-speech accommodation,

SAY	Now, you will see a screen that allows you to verify the text-to-speech tool functionality. Click the large speaker icon and listen to the audio. Choose the settings that work best for you and then select I heard the voice . The <i>Before You Begin</i> screen will display. Do not click Begin Test Now until I tell you to do so. If you are not able to hear the audio, please raise your hand.
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Read the following SAY box if you are administering this test to students only using the speech-to-text accommodation.

SAY	<p>If you are taking the test using speech-to-text as an accommodation, you should now see the Audio Checks screen. This allows you to make sure that the speech-to-text tool is working.</p> <p>Click the microphone icon and say your name into your recording device. When you are done, press the Stop button. To listen to your recording, press the Play button. If you heard your recording correctly, select I heard my recording. The Before You Begin screen will display. Do not click Begin Test Now until I tell you to do so. If you did not hear your recording, please raise your hand.</p>
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Read the following SAY box if you are administering the test to students using both the text-to-speech and speech-to-text accommodations. (If no students are using both of these accommodations, skip the following SAY box.)

SAY	<p>If you are taking the test using both text-to-speech and speech-to-text as accommodations, you should now see the Audio Checks screen. This screen allows you to make sure that the text-to-speech and speech-to-text tools are working. You can also set Volume, Pitch, and Rate using the selectors on the screen.</p> <p>Put your headphones or earbuds on now. In the Recording Device Check section, click the microphone icon and say your name into your recording device. When you are done, press the Stop button. To listen to your recording, press the Play button. If you heard your recording correctly, select I heard my recording. A green tab with a checkmark will appear in the upper right corner of the section. If you did not hear your recording, please raise your hand. (<i>Pause.</i>)</p> <p>In the Text-to-Speech Sound Check section, click the speaker icon and listen to the audio. Choose the settings that work best for you and then select I heard the voice. The Before You Begin screen will display. Do not click Begin Test Now until I tell you to do so. If you are not able to hear the audio, please raise your hand.</p>
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Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have completed the text-to-speech and/or speech-to-text setup,

SAY	<p>On the Before You Begin screen, you will first see a section titled Testing Rules Acknowledgment. Please listen and read along as I review the testing rules. Remember:</p> <ul style="list-style-type: none"> • You may not have a cell phone during testing. • Do not talk to other students or make any disturbance. • Do not look at another student's test materials. • Do not ask for or provide help in answering any test questions. • Use only approved materials for taking notes. • Do not have access to or use any electronic or recording devices at any time during this session, including during breaks.
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SAY	Because the content in all statewide assessments is secure, you may not discuss or reveal details about the passages, prompt, or your writing response after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites. Are there any questions?
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Answer all questions.

SAY	Now, read silently as I read the Testing Rules Acknowledgment out loud. I understand these testing rules. If I do not follow these rules, my test score may be invalidated. Now, click the box next to the acknowledgment to indicate that you understand the testing rules.
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Pause while students click the box. If a student does not check the box, contact your school assessment coordinator.

SAY	During the test, be sure to read each passage carefully and respond completely to the writing prompt. 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. You are required to write your response in English. Responses written in languages other than English will not be scored. 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. You may not use a dictionary. If you aren't sure how to spell a word, spell it the best way you can. Manage your time carefully so that you can read the passages, plan your response, write your response, and revise and edit your response. 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. Now, on the Before You Begin screen, click View Test Settings . You should see a screen that says Review Test Settings . 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.
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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	Click OK to save your changes and return to the Before You Begin screen. Do not begin your test at this time. Below <i>Test Settings</i> , click View Help Guide . 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.
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Pause to allow students a moment to review the instructions and answer all student questions.

SAY	<p>Click Back to return to the Before You Begin screen.</p> <p>Do not click Begin Test Now until I tell you to do so.</p> <p>First, we will review the accessibility tools that are available to students with certain accommodations. Do not select any buttons at this time.</p>
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Read the appropriate instructions below and on the following page for the accommodations you are administering.

Masking

SAY	<p>If you will take this test using Masking as an accommodation, then listen as I describe this tool.</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 Masking in the upper right corner of your screen. The button has a picture of a shaded square on it. When you have turned the Masking tool on, 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>To turn off the Masking tool, click the Masking button again. The button will revert to its original color.</p> <p>Are there any questions?</p>
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Answer all questions.

Text-to-Speech

SAY	<p>If you will take this test using Text-to-Speech as an accommodation, then listen as I describe this tool.</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>Click Speak Question to have the prompt read aloud.</p> <p>If you wish to hear only a portion of the prompt, select the text you wish to have read aloud, and then open the context menu. Click Speak Selection to have the selected text read aloud.</p> <p>To pause the voice while it is speaking, select the context menu again. Click Pause Speaking. To restart the voice from the point at which you paused, click Resume Speaking. (Note: These tools are not available on Chrome.)</p>
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SAY	<p>To stop the voice while it is speaking, select the context menu. Click Stop Speaking. To listen to the voice read from anywhere in the prompt to the end, right-click where it should begin speaking and select Start Speaking From Here. To hear the prompt again from the beginning after you have stopped the voice, select the context menu and click Speak Question 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 OK to exit and save your changes or Cancel 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>Are there any questions?</p>
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Answer all questions.

Speech-to-Text

SAY	<p>If you are using Speech-to-Text as an accommodation, listen as I review the tool for this test.</p> <p>To access the speech-to-text tool, click the microphone icon in the Formatting Tool Bar.</p> <p>When you click the microphone icon, the icon will become darker and start recording your speech.</p> <p>Once the microphone icon is selected, the speech-to-text tool will record for 5 minutes. After 5 minutes, the tool will shut off automatically. To continue dictating, you will have to select the microphone icon again.</p> <p>To stop the recording, click the microphone icon again.</p> <p>It is important to go back and check your response to ensure the speech-to-text tool heard you correctly and does not include errors in spelling, grammar, or punctuation.</p> <p>Are there any questions?</p>
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Answer all questions.

Text-to-Speech for Writing Response

SAY	<p>If you are using Text-to-Speech for Writing Response as an accommodation, listen as I review the tool for this test.</p> <p>To access the text-to-speech for writing response tool, click the speaker icon in the Formatting Tool Bar. The speaker icon will become darker and a voice will speak any entered text.</p> <p>To stop the voice while it is speaking, click the speaker icon again.</p> <p>Are there any questions?</p>
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Answer all questions.

SAY	If at any time you need to leave the room, raise your hand. Only one student may leave the room at a time. You must turn in your planning sheet and test ticket before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone. 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. Now, click Begin Test Now 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 Next in the upper left corner of the screen. This will take you to the passages and prompt. You may now 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.

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.

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.

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

After 60 minutes from the STARTING time,

SAY	Stop. 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	There are 10 minutes left in the 120-minute test. If you finish early, remember to check (<i>proofread</i>) your work and make corrections to improve your writing.
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After 10 more minutes,

SAY	<p>Stop. Click End Test. A pop-up message will appear. Make sure the message says, “You have reached the end of the test.”, and then click Yes. (<i>Pause</i>.)</p> <p>On the next screen, click Submit Test. A Warning message will appear. Click Yes on this message. (<i>Pause</i>.)</p> <p>On the Test Completed screen, click Log Out. You will be taken to the Please Sign In screen. I will collect your planning sheet and test ticket.</p>
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Students will be returned to the **Please Sign In** 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. Ensure that you have all planning sheets and test tickets and that your required administration information and testing room seating chart are accurate and complete and includes arrows to indicate which direction students are facing.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. 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

4. Return all materials to your school assessment coordinator as described on page 28 of the Spring 2023 Writing Field Test Manual.

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