

Spring 2024 Braille Script and Instructions

Grades 4–10 B.E.S.T. Writing



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Introduction

This script and instructions should be used to administer the Spring 2024 Benchmarks for Excellent Student Thinking (B.E.S.T.) Writing assessments to students who require braille test materials. Test administrators are responsible for reading the policies and procedures sections, the *Test Administrator Responsibilities* sections, and the appropriate sections of the *Spring/Summer 2024 Test Administration Manual* and the *2023–2024 Statewide Assessments Accommodations Guide*, which are available on the Florida Statewide Assessments Portal. Additional instructions for braille test administrators are provided on pages 5–7 of this document.

Script for Administering Braille Grades 4–10 B.E.S.T. Writing

The Braille Notes for the B.E.S.T. Writing test are packaged with the braille test materials. It is very important that you read through the Braille Notes carefully before administering the test and that you use them, as appropriate, during the test administration. Additional instructions for braille test administrators are provided on pages 5–7 of this document.

During this test session, 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.
- Prior to the test administration, make sure the student’s first and last names, district name, school name, and grade level are written on the front cover of his or her braille B.E.S.T. Writing Test Book. Make sure the student’s first and last names, district name, school name, grade level, and the words “B.E.S.T. Writing” are included on each braille writing sheet, on each braille planning sheet, and on the Testing Rules Acknowledgment Sheet.
- Provide individual student restroom and stretch 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 braille Writing test book, place the braille writing sheets and planning sheets under the test book, and should not discuss the test 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.**
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- Students must complete the B.E.S.T. Writing test within one school day.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.
- When reading the following script, please note that optional words are italicized and in parentheses.

SAY	<p>Today, you are going to take the Grade ___ B.E.S.T. Writing test.</p> <p>You may not have any electronic or recording devices 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, smartwatches, cameras, Bluetooth/wireless headphones/earbuds, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. 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).

Distribute the braille B.E.S.T. Writing Test Books, braille planning sheets, braille writing sheets, and Testing Rules Acknowledgment sheets.

SAY	<p>The only things on your desk should be your braille B.E.S.T. Writing Test Book, Testing Rules Acknowledgment Sheet, braille planning sheets, braille writing sheets, and braille writing device (e.g., braillewriter, slate and stylus). Do not open your test book.</p> <p>Now, we will review the materials you will use during the B.E.S.T. Writing test. Each of your four braille planning sheets should include your first and last names, your district name, your school name, your grade level, and the words “B.E.S.T. Writing.” You may use these planning sheets to jot down ideas, plan, and organize (<i>prewrite, cluster, map, or web</i>) what you’ll write. It is important to use the planning sheets to plan what you will write, but make sure that you complete your response on your four final writing sheets. The writing on your planning sheets will not be scored. Only the writing on your four final writing sheets will be scored.</p> <p>Now, locate your Testing Rules Acknowledgment Sheet. Please listen as I read the testing rules. During this test, you must not:</p> <ul style="list-style-type: none"> • talk to other students or make any disturbance • ask for help writing your response • give help to another student in writing his or her response • have any electronic or recording devices in your possession at any time, including breaks, even if you do not use them • fail to follow any other instructions given <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the writing prompt, passages, or your response 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;">I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, braille your initials or sign your name on the signature line to indicate that you understand the testing rules.</p>
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Pause while students braille their initials or sign their names on their Testing Rules Acknowledgment Sheets. If a student does not initial or sign the Testing Rules Acknowledgment Sheet, contact your school assessment coordinator.

SAY	<p>Read each passage carefully and respond completely to the writing prompt. 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>After using the braille planning sheets to plan what you will write, you will begin writing on your final braille writing sheets. Your writing does not need to fill all four braille writing sheets, but you should respond completely to the prompt. Your writing must fit on the final writing sheets.</p> <p>You may not use a dictionary. If you aren’t sure how to spell a word, spell it the best way you can.</p>
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SAY	<p>While using your braille writing device, be sure to check your work at the same time you are developing your writing response. If you need to make a change, erase completely using the full braille cell (dots 1, 2, 3, 4, 5, and 6). Do not rub out braille dots and do not braille on top of previous braille dots. If you are checking your work while using your electronic braille notetaker, use the insert and delete features as needed.</p> <p>If you finish early, check (<i>proofread</i>) your work and make corrections to improve your writing. When using your braillewriter to expand a paragraph or correct the spelling of a word, write a note at the end of your writing response to the transcribers, in braille, that describes your changes. Be sure to include in your writing where you would like the changes to be made. For example, write “Note to transcriber: At end of second paragraph, add this wording . . .” or “Note to transcriber: Correct spelling of the word ‘nation’ in paragraph 4, sentence 6.”</p> <p>When you are finished, close your B.E.S.T. Writing Test Book, place your braille planning sheets, final braille writing sheets, and Testing Rules Acknowledgment Sheet under your test book, and sit quietly until I tell you that this test has ended.</p> <p>Please raise your hand if you have any questions.</p>
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Answer all questions.

SAY	Now, open your test book to regular print page 4 and begin working.
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During testing, do not use cell phones, classroom phones, computers, or other devices (except to contact your school assessment coordinator). 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. Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content, planning sheets, and final writing sheets before, during, and after the test.

Students using a word processor must use no more than one and one-half typewritten pages with a 12-point font for their final writing responses. Features designed to check spelling or grammar must not be used.

Provide breaks as necessary. **You are responsible for maintaining the security of the test during any breaks. If an extended break such as lunch occurs, all braille test materials should be collected, verified, and returned to the school assessment coordinator until testing resumes.** Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. **Students should not be given access to electronic devices during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**

If any students are still working 10 minutes before the end of the school day,

SAY	You have 10 minutes to complete this 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	Stop. Close your test book. Place your braille planning sheets, final braille writing sheets, and Testing Rules Acknowledgment Sheet under your test book.
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Complete the following steps:

1. Make sure that each student returns his or her braille test book, braille planning sheets, final braille writing sheets, and Testing Rules Acknowledgment Sheet, and indicate on your required administration information that each test book has been returned.
2. Make sure the student’s first and last names, district name, school name, grade level, and the words “B.E.S.T. Writing” are printed on each final braille writing sheet, on each braille planning sheet, and on the Testing Rules Acknowledgment Sheet.
3. Make sure the final braille writing sheets are numbered consecutively or stapled together in the proper order.
4. Ensure that a PreID label has been applied and all information on the front of each student’s regular print test and answer book has been filled in accurately and completely.
5. Record the accommodations provided to each student and the accommodations used by each student on your required administration information. For each student who tested using braille materials, ensure that flexible presentation, flexible responding, and any other category of accommodations used during the test are recorded. 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
6. Return materials to your school assessment coordinator as described on page 7 of this document.

Braille Test Administrator Instructions

Assemble Braille Materials

Your school assessment coordinator will provide the materials needed to administer the test to students using braille materials. Read the following chart to ensure that you have all appropriate materials. If you are missing any materials or have questions about their use, contact your school assessment coordinator. See the *Test Administrator Responsibilities Before Testing* section on pages 10–15 of the *Spring/Summer 2024 Test Administration Manual*.

Students using braille materials record their responses on braille paper. A regular print test and answer book is included in each braille test materials kit. School/district personnel are responsible for applying a PreID label and ensuring that all information on the front of each student’s regular print test and answer book has been filled in accurately and completely so that the student’s response can be transcribed into the regular print document by the contractor. **School/district personnel should not transcribe student responses from the braille documents into the regular print test and answer books, except when indicated for an accommodation.**

Braille Test Materials	
Test Administrator	<ul style="list-style-type: none"> • Required Administration Information • Braille Script • Braille Notes • Regular Print B.E.S.T. Writing Test and Answer Book • Special Document Return Envelope
Student	<ul style="list-style-type: none"> • Braille B.E.S.T. Writing Test Book • Braille Testing Rules Acknowledgment Sheet • Braille Writing Sheets (four pages of blank braille paper) • Braille Planning Sheets (four pages of blank braille paper)

Braille Script and Braille Notes

You will use the braille script provided in this document to administer the B.E.S.T. Writing assessments to students using braille materials. It is important that you review the braille script before testing begins.

Braille Notes are also included with the braille test materials and provide a page-by-page detailed list of the differences between the braille version and the regular print version of the test documents. **It is very important that you read the Braille Notes carefully before administering the test and that you use them, as appropriate, during the test administration.**

Prepare Student Braille Documents

To ensure that each student's test documents are processed correctly, verify that the student's first and last names, district name, school name, and grade level are included on the front cover of his or her braille test book. Make sure that the student's first and last names, district name, school name, grade level, and the tested subject are included on each braille planning sheet, on each final braille writing sheet, and on the Testing Rules Acknowledgment Sheet.

A PreID label must be applied and all information on the front of each student's regular print test and answer book must be filled in accurately and completely. For information about PreID labels, see pages 18–19 of the *2023–2024 Statewide Assessments Accommodations Guide*, which is available on the Florida Statewide Assessments Portal.

Distribute Braille Materials

To ensure that you have all necessary materials, refer to the chart on the previous page and to the *Test Administrator Responsibilities Before Testing* section on pages 10–15 of the *Spring/Summer 2024 Test Administration Manual*.

Braille Student Responses

Students who use braille materials will record their responses on braille paper. The contractor will transcribe the student's responses from the braille paper into the regular print test and answer book included in the student's return envelope. School/district personnel are responsible for applying a PreID label and ensuring that all information on the front of each student's regular print test and answer book has been filled in accurately and completely before placing it in the student's Special Document Return Envelope.

If a student using braille materials provides verbal or signed responses, you will record the student's responses in the regular print test and answer book provided for the student. Include the student's braille test materials and the regular print test and answer book containing his or her responses in the student's Special Document Return Envelope.

If a student is using multiple learning media (e.g., a student uses braille materials and records his or her responses in a large print test and answer book), make sure that the student's responses are in **one** answer document type. Place the TO BE SCORED document containing the student's responses in the student's Special Document Return Envelope according to the return instructions for that document type.

See the *2023–2024 Statewide Assessments Accommodations Guide* for additional information on flexible responding accommodations.

Return Braille Materials

Complete the following steps after testing:

1. Verify that you have collected all required administration information (see page 11 of the *Spring/Summer 2024 Test Administration Manual*). Notify the school assessment coordinator immediately if any secure test materials are missing.
2. Ensure that the accommodations provided to each student and the accommodations used by each student have been recorded with other required administration information. For each student who tested using braille materials, ensure that flexible presentation, flexible responding, and any other category of accommodations used during the test are recorded.
3. Verify that your Security Log and seating chart have been completed correctly.
4. Ensure that the student's first and last names, district name, school name, and grade level are included on the front cover of each braille test book, on each braille planning sheet, on each final braille writing sheet, and on the Testing Rules Acknowledgment Sheet.
5. Ensure that a PreID label has been applied and all information on the front of each student's regular print test and answer book has been filled in accurately and completely.
6. If a test is TO BE SCORED, verify that the DNS bubble on the front of the student's regular print test and answer book has not been gridded. If a DNS bubble is gridded by mistake, erase it completely and grid the UNDO bubble.
7. Ensure that student responses are entered in the correct document type (i.e., on braille paper or, if recorded for the student, in a regular print test and answer book).
8. Place each student's test materials in the Special Document Return Envelope according to the chart below. **Do not place materials for more than one student in the same envelope.** Do not seal the envelope(s).

Return Braille Test Materials
<ul style="list-style-type: none"> • Final Braille Writing Sheets (containing student responses) • Braille Planning Sheets • Braille Testing Rules Acknowledgment Sheets • Braille Test Books • Braille Notes <p style="text-align: center;">and</p> <ul style="list-style-type: none"> • Regular Print Test and Answer Books

9. Complete the Special Document Return Envelope for each student according to the instructions on the envelope.
10. Return the completed Special Document Return Envelopes and all other materials (e.g., unused braille paper) to your school assessment coordinator.

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The Administrator
Office of Assessment
Florida Department of Education
325 West Gaines Street
Tallahassee, Florida 32399-0400

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