

# Script for Administering the Computer-Based Grades 7–10 ELA Writing Practice Test

This script should be used to administer the ELA Writing Practice Test to students in Grades 7–10 who will take a computer-based practice test via the secure browser. If students will sign in with an Internet browser, you will need to make adjustments to the script to remove references to the secure browser. Students who are taking the ELA Writing Retake will take the Grade 10 ELA Writing Practice Test and use this script. When reading the following script, please note that optional words (e.g., information related to ELA Writing Retake) are italicized and in parentheses.

If you will administer the practice test to students using CBT accommodations, access the *Grades 7–10 ELA Writing Accommodated Computer-Based Practice Test Script* on the Florida Statewide Assessments Portal.

This script describes the presentation of the passages, prompts, and tools in the secure browser for the ELA Writing 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 find it helpful to project the practice test and walk through it along with students.

This script directs test administrators to provide test tickets for students. However, 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. 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.

A print button is available on the Formatting Tool Bar when conducting Writing practice tests using an Internet browser. Students may use this button to print their writing responses from the practice test. This feature is not available in the secure browser or on the operational assessment.

## **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 plan their writing.
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. Launch the secure browser on student computers or devices prior to beginning the practice test session.
6. Select **Go to the Practice Test Site** in the blue box in the lower left corner of the browser.

## Create a Practice Test Session

1. Go to the Florida Statewide Assessments Portal, click **Teachers and Test Administrators**, and then click **TA Training Site**.
2. Log in using your email address and password.
3. Select the appropriate ELA Writing Test (ELA - Writing > Grades 7-8 or Grades 9-10 > Grade \_\_\_ ELA Writing 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

SAY	<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 ELA Writing Test (<i>ELA Writing Retake</i>).</p> <p>You will be given a planning sheet on the day of the test to organize your response; 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 <b><i>Please Sign In</i></b> screen. Please follow my instructions, and do not change screens until I tell you to do so.</p> <p>Now, look at the <b><i>Please Sign In</i></b> screen. If you do not see this screen, raise your hand.</p>
-----	---

If a computer or device does not display the ***Please Sign In*** screen, open the secure browser on that computer or device and navigate to the practice test ***Please Sign In*** screen.

### Display the Session ID for students.

Distribute the test tickets.

SAY	<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>
-----	--

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	<p>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.</p> <p>Click <b>Sign In</b>. Raise your hand if you need assistance.</p>
-----	---

Pause and assist students with logging in as needed.

SAY	<p>Now, you will see a screen that says <i><b>Is This You?</b></i>. 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 <i><b>Please Sign In</b></i> screen and raise your hand. (<i>Assist any students who raise their hands.</i>)</p> <p>You will see the test you are going to take today, the Grade ____ ELA Writing Practice Test. Select the arrow beside <b>Start Grade ____ ELA Writing Practice Test</b>.</p> <p>Sit quietly while I approve your tests.</p>
-----	---

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 clicking **Yes** on the ***Important!*** pop-up window.

SAY	<p>You should now see a screen that says <i><b>Before You Begin</b></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><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. 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><b>Before You Begin</b></i> screen.</p> <p>Below the <i>Test Settings</i>, click <b>View Help Guide</b>. You should see a screen that says <i><b>Help Guide</b></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><b>Before You Begin</b></i> screen.</p> <p>If you have any questions, raise your hand.</p>
-----	--

Answer any questions.

SAY	Now, select <b>Begin Test Now</b> , but do not begin yet.
-----	---

Pause to make sure that all students have the reading passage and response area on their screen. Help students if necessary.

SAY	<p>Listen as I describe the screen.</p> <p>For the ELA Writing Test (<i>ELA Writing Retake</i>), you will see reading passages on the left side of your screen and the writing prompt and response area on the right side of your screen. There will be two scroll bars on your screen: one to the right of the reading passage area and the other to the right of the writing prompt and response area.</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.</p> <p>If you are using a mobile device, scroll by swiping up and down over the reading passage. If necessary, do this again in the writing prompt and response area.</p> <p>When reading a passage, always make sure that you scroll down to read the entire passage.</p>
-----	---

Pause to allow students to practice scrolling. Walk around the room and make sure students can scroll to the bottom of the reading passage(s) and writing prompt and response areas.

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 permit you to move between pages on a test. The Back button is deactivated and you will not need to use the Next button because there is only one item on the ELA Writing Test.</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 response will still be saved automatically every two minutes.</p> <p>Next to the Save button is the <b>Pause</b> button. The Pause button allows you to pause and exit the test. Do not select Pause at this time. To the right of the Pause button, you will see the <b>End Test</b> button. Do not click the End Test button at this time. We will discuss the Pause and End Test buttons more at the end of this practice test.</p> <p>Are there any questions?</p>
-----	--

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>
-----	---

SAY	<p>At the top right corner of your screen, you will see the <b>Notes</b> button. 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. You can copy and paste within the notepad, copy text from the notepad and paste it in the response area, or copy text from the response area and paste it in the notepad. However, you will not be able to copy and paste text from the reading passages. 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 writing response, but they are monitored by the testing contractor. <i>(Pause for students to practice using the notepad.)</i></p> <p>Notes that you save in the notepad will be saved for the duration of the test. To close the notepad without saving the notes you have typed, select <b>Cancel</b>. To save the notes you have typed and close the notepad, select <b>Save and Close</b>. Now, close the notepad. Select <b>Notes</b> again, and your saved notes will display. <i>(Pause.)</i></p>
-----	--

After pausing, answer any questions if needed.

SAY	<p>To the right of the Notes button, you will see the <b>Line Reader</b> button. The Line Reader tool helps you track line by line as you read the passage or prompt. Now, select <b>Line Reader</b>. 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.</p> <p>Practice using the Line Reader tool on the screen. <i>(Pause while students practice using the Line Reader.)</i> Now, select <b>Line Reader</b> 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.</p> <p>Next to the Line Reader button, you will see the <b>Zoom Out</b> and <b>Zoom In</b> 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. <i>(Pause while students practice using the Zoom buttons.)</i></p> <p>At the top right side of the page, above the zoom buttons, you will see a small question mark button. This is the <b>Help</b> button. Now, click the <b>Help</b> button. A pop-up window with the Help Guide, including Overview of the Test Site, Test Rules, and Accessing Context Menu Tools, will display.</p> <p>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. You can also maximize or minimize the window by selecting the double-sided arrow icon in the upper right corner. Click the icon to maximize the window. When maximized, the window covers the entire test page except for the navigation bar on top. Note that you cannot move the window to different parts of the test page when the window is maximized. Click the icon again to minimize the window.</p>
-----	--

SAY	<p>This is the same screen that you reviewed before beginning the practice test. These instructions remind you how to navigate within the test and how to use the tools and features in the testing platform. Take a moment to scroll through these instructions. Raise your hand if you have any questions about the information in the Help Guide. <i>(Pause. Answer any student questions.)</i></p> <p>Now, close the Help Guide by clicking the X in the circle at the top right corner of the Help Guide. <i>(Pause while students close the Help Guide.)</i></p> <p>Are there any questions about any of the tools?</p>
-----	---

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 prompt and response 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 prompt and response panel will cover the screen. Click the right-facing arrow to see both the reading passage and prompt and response panels. <i>(Pause.)</i></p> <p>Now, look at the top right corner of the prompt and response 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, an arrow around a clock face, and a grayed-out line that says Highlight Selection. 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 prompt and response panel and selecting Tutorial. Now, close 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, where you will see the flag icon for <b>Mark for Review</b>. For other tests, you can mark an item for review by selecting this option. You will not need this tool for the ELA Writing Test <i>(ELA Writing Retake)</i> because there is only one test item.</p> <p>The <b>Select Response Version</b> tool allows you to view and return to previous versions of your writing response. For example, if you delete a portion of your essay 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 will allow you to do this.</p>
-----	---

SAY	<p>In the response area, type a short sentence and then click <b>Save</b>. <i>(Pause.)</i> Now, erase that sentence, type a new sentence, and click <b>Save</b> again. <i>(Pause.)</i> 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.</p> <p>You can use the <b>Highlight Selection</b> tool to highlight portions of a passage or prompt. To highlight, click and drag to select the text you want to highlight. Then right-click in the selected 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 in the passage or prompt area, then click <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 Highlighting</b>. Practice highlighting and removing highlighting from words in the passage or prompt. <i>(Pause.)</i></p> <p>Are there any questions about any of these tools?</p>
-----	---

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

SAY	<p>Now, look at the Formatting Tool Bar below the writing prompt and above the response area.</p> <p>The Formatting Tool Bar contains a variety of options you can use to format your response. On a computer, if you are unsure what a button on the Formatting Tool Bar does, you can hover your pointer over the button and a description will appear. The first box contains options to make your font bold, italicized, or underlined, or to remove any formatting from the text. To undo formatting, you can highlight the appropriate text and either click the formatting choice, such as bold, again, or click the fourth button in this section, which looks like a T with an X subscript beside it, to remove the formatting. <i>(Students taking the practice test on a web browser will also see a print icon on the Formatting Tool Bar.)</i></p> <p>The second box contains options to insert or remove a numbered list, to insert or remove a bulleted list, to decrease indent, or to increase indent.</p> <p>The third box offers options to cut, copy, or paste text within your response, undo the last action, and redo the previous action.</p> <p>The final box in the tool bar contains an option to insert special characters.</p> <p>Now, take a moment to practice using the various options in the Formatting Tool Bar. <i>(Pause to allow students time to use the Formatting Tool Bar.)</i></p> <p>Are there any questions about the Formatting Tool Bar?</p>
-----	---

Answer any questions, and make sure everyone can use the elements in the Formatting Tool Bar. Help students if necessary.

SAY	Now, you may begin the practice test. Read the passages and respond to the prompt while practicing using the tools. You may raise your hand if you have any questions.
-----	--

Walk around the room and assist students as necessary. After students have had sufficient time to practice using the tools and respond to the prompt,

SAY	<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, click <b>Pause</b>. (<i>Pause for students to click 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 <b>Yes</b>.</p>
-----	--

Pause while students click **No**. If you are using an Internet browser and would like students to print their responses, instruct students to click the Print icon in the formatting toolbar before they log out of the test.

SAY	<p>Now, we will practice how you will submit your test when you are finished.</p> <p>Click <b>End Test</b> at the top of the screen. You will see a message that directs you to click <b>Yes</b> to submit your test. Click <b>Yes</b>.</p> <p>A message will appear that reads “You have reached the end of the test. Click <b>Submit Test</b> to submit your test.”</p> <p>Click <b>Submit Test</b> at the bottom of the screen. A pop-up will display asking if you are sure you want to submit the test. Click <b>Yes</b>.</p> <p>You will now see a message that says, “Practice Test Completed.” Click <b>Log Out</b>.</p>
-----	--

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/families.html>) so that they may access the practice test on their own.