

Script for Administering B.E.S.T. Writing Sample Test Items

This script can be used to administer the computer-based sample test items for the B.E.S.T. Writing Test via the secure browser.

This script describes the presentation of passages, prompts, and tools in the secure browser for the Benchmarks for Excellent Student Thinking (B.E.S.T.) Writing sample test items. Test administrators may find it helpful to project the sample test item and walk through the item along with students. When reading the following script, please note that any optional words or terms in the script are italicized and in parentheses.

This script directs students to sign in through 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. This script directs test administrators to provide test tickets for students. However, you may administer the sample test items 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 recommends that test administrators and schools use this method to conduct their sample activities 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 sample test session, you can print this page for your records.

If students that are practicing B.E.S.T. Writing sign in with an Internet browser and would like to print their responses, a print button is available on the Formatting Tool Bar. Students may use this button to print their writing responses from the sample test. This feature is not available in the secure browser or on the operational assessment.

Before Administering the Sample Test Items

1. Before students arrive, make note of any issues in your testing room and ensure that it is prepared for 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 participate in your room. **Do not distribute test tickets until instructed to do so in the script.**
4. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.

5. Check that each student who will use the text-to-speech accommodation has headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
6. If you will administer writing tests to students who will use the Speech-to-Text accommodation, ensure that each student using this accommodation has a microphone. Plug in external microphones prior to launching the secure browser.
7. Launch the secure browser on student computers or devices prior to beginning the session.
8. 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 & Test Administrators**, and then click **TA Training Site**.
2. Log in using your email address and password.
 - If the Enter Code page appears, an authentication code will be emailed to you. You must enter this code in the Enter Emailed Code field and click Submit within 15 minutes of the email being sent. If the code expires, click Resend Code to request a new one on the Enter Code page.

Note: This page will appear every 7 days for users to verify their identity by entering a code when they log in. The same authentication process will also be initiated when the browser cache is cleared, when a user logs into a new device, or when a private browser session is in use.

3. Choose the B.E.S.T. Writing testing category and then select one or more grade levels. Once you have selected the appropriate grade levels, start the practice session.
4. Record the Session ID, which students will use to log in to the sample test items. The Session ID should be displayed where it is visible to all students. The Session ID for the sample test items 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.

Administering the Sample Test Items

SAY	<p>Today, you are going to learn how to use the secure browser, the test platform you will use to take the Grade ___ B.E.S.T. Writing Test.</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. Remove all materials from your desk except your pen or pencil and scratch paper.</p>
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SAY	<p>Your computer or device should be opened to the <i>Please Sign In</i> screen. Please follow my instructions, and do not change screens until I tell you to do so.</p> <p>Now, look at the login screen. If you do not see this screen, raise your hand.</p>
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If a computer or device does not display the login screen, open the secure browser on that computer or device and navigate to the practice test login screen.

Display the Session ID for students.

Distribute the test tickets.

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 not sign in before I instruct you to do so.</p> <p>Raise your hand if you do not have the correct ticket.</p>
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If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

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

SAY	<p>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 any information is not correct, then select No to return to the login page and raise your hand.</p>
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Assist any students who raise their hands.

SAY	<p>You will now see a screen that says <i>Your Tests</i>. Click the test we are practicing taking today to proceed.</p> <p>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.</p> <p>Please sit quietly while I approve your tests.</p>
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Assist any students who raise their hands.

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

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

Read the following SAY box if you are administering this test to students who are using only the text-to-speech accommodation.

SAY	<p>Now, you will see a screen that allows you to verify the text-to-speech tool functionality.</p> <p>Click the large speaker icon and listen to the audio.</p> <p>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.</p>
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Read the following SAY box if you are administering this test to students who are using only 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 <i>Audio Checks</i> 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 <i>Before You Begin</i> 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.

SAY	<p>If you are taking the test using both text-to-speech and speech-to-text as accommodations, you should now see the <i>Audio Checks</i> 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>
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SAY	<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 <i>Before You Begin</i> screen will display. Do not click Begin Test Now until I tell you to do so. If you do not hear the audio, please raise your hand.</p>
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Assist students with their headphones/earbuds/microphone 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>You should now see a screen that says <i>Before You Begin</i>. Do not click Begin Test Now until I instruct you to do so.</p> <p>Click View Test Settings. You should see a screen that says <i>Review Test Settings</i>.</p> <p>This screen allows you to choose the background color, mouse pointer, and print size 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 Undo Changes to return to previously selected settings. If you have any questions, raise your hand. <i>(Answer any questions.)</i></p> <p>Click OK to save your changes and return to the <i>Before You Begin</i> screen.</p> <p>Below the <i>Test Settings</i>, click View Help Guide. You should see a screen that says <i>Help Guide</i>. Take a moment to review this screen. These instructions show you how to navigate the test and how to use the tools and features of the testing site. We will discuss these tools in more detail on the next screen. These instructions are also available for you to reference while completing the sample test item. <i>(Pause.)</i> Click Back to return to the <i>Before You Begin</i> screen.</p> <p>If you have any questions, raise your hand.</p>
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Answer any questions.

SAY	Now, select Begin Test Now , but do not begin yet.
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Pause to make sure that all students have the passages and prompt on their screens. Help students if necessary.

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

Text-to-Speech

SAY	<p>If you are using text-to-speech as an accommodation, then listen as I review the tool for this practice test.</p> <p>To access the Text-to-Speech tool, click the three horizontal lines above the response area to open the context menu.</p> <p>Select 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. <i>(Note: These tools are not available on Chrome.)</i></p> <p>To stop the voice while it is speaking, select the context menu. Click Stop Speaking. To hear the question again from the beginning after you stopped the voice, select the context menu and click Speak Question again.</p> <p>To have the voice read from a certain word to the end of the prompt, right-click where it should begin speaking and select Start Speaking From Here.</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>You can practice using the Text-to-Speech tool when you begin the sample test. Raise your hand if you have any questions.</p>
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Answer any questions.

Masking

SAY	<p>If you will take this test using 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 in 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>Now, practice using the Masking tool. Raise your hand if you have any questions. <i>(Pause while students practice using the Masking tool.)</i></p> <p>To turn 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 any questions.

Speech-to-Text

SAY	<p>If you will take this test using Speech-to-Text as an accommodation, then listen as I describe this tool.</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>
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SAY	<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>You can practice using the Text-to-Speech tool when you begin the sample test. Raise your hand if you have any questions.</p>
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Answer any questions.

Text-to-Speech for Writing Response

SAY	<p>If you will take this test using Text-to-Speech for Writing Response as an accommodation, then listen as I describe this tool.</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 stop icon in the bottom right corner of the screen.</p> <p>You can practice using the Text-to-Speech tool when you begin the sample test. Raise your hand if you have any questions.</p>
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Answer any questions.

SAY	<p>In the top left corner of your screen, you will see the navigation buttons.</p> <p>The Back and Next buttons can be used to move to the previous or the next question. The Back button is deactivated because there is only one item on the B.E.S.T. Writing Test. Once you have finished writing your response, you will click Next to submit your test.</p> <p>To the right of the Next button, you will see the Save 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 be saved automatically every two minutes.</p> <p>Look to the right of the Save button, where you will see the Pause button. The Pause button allows you to pause and exit the test. Do not select Pause at this time.</p> <p>Are there any questions?</p>
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Answer any questions.

SAY

Now, I will describe several tools that may help you with the computer-based sample item, and you will practice using them. You will see passages on the left side of your screen and the writing prompt and response area on the right side of your screen. You can practice scrolling by moving your cursor into the passage panel and use your mouse (*trackpad/scrolling motion with your fingers*) to scroll down or use the scroll bar. As you scroll, a green bar at the bottom of the passage area will show your progress. When scrolling is required, you will see an arrow at the bottom of the screen. After you've finished scrolling all the way down, the arrow disappears and the green bar displays all the way across the bottom of the passage panel. When reading a passage, always make sure that you scroll down to read the entire passage. (*Pause for students to practice navigating through a passage.*)

In the top right corner of the passage panel, you will see the **Expand/Collapse Panel** tool, which looks like a double-sided arrow. This tool will expand the 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 passage panel. (*Pause.*)

Click the left-facing arrow to return the screen to normal. Now, click the left-facing arrow again. The passage panel will shrink and the prompt and response panel will cover the screen. Click the right-facing arrow to see both the passage and prompt and response panels. (*Pause.*)

At the top right corner of your screen, you will see the **Notes, Line Reader, and Zoom** tools. Click **Notes** now. A notepad will display in a pop-up window. If you want to make notes for later reference, you can type them into this window. You can drag this pop-up window around the page if needed. The toolbar at the top left of the notepad offers options to cut, copy, or paste text within your notes. Now, practice typing text in the notepad and using the cut, copy, and paste features. These notes are not included as a part of your response, but they are monitored by the testing contractor. (*Pause for students to practice using the notepad.*)

Notes that you save in the notepad will be saved for the duration of the test. To close the notepad without saving the notes you have typed, select **Cancel**. To save the notes you have typed and close the notepad, select **Save and Close**. Now, close the notepad by clicking the X in the circle at the top right corner of the window. Select **Notes** again, and your saved notes will display. (*Pause.*)

Now, select **Line Reader**. The Line Reader tool helps you track line by line as you read a question. When you have selected the tool, the button will turn orange. You can move the Line Reader on the screen with the up and down arrows on your keyboard or by clicking on a line of text with your mouse.

SAY	<p>Practice using the Line Reader tool on the screen. <i>(Pause while students practice using the Line Reader.)</i> Now, select Line Reader again to turn off the tool. The button will revert to its original color. Note that the Line Reader tool will turn off when you use some of the tools, like Zoom, or are answering certain item types on the test.</p> <p>Next to the Line Reader button, you will see the Zoom Out and Zoom In buttons. You can use these buttons to decrease and increase the size of text within the test page. Four levels of magnification are available. Now, practice using the Zoom Out and Zoom In buttons to find the text size with which you are most comfortable. <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 Help button. Now, click the Help button. A pop-up window with the Help Guide, including Overview of the Test Site, Test Rules, and Accessing Context Menu Tools, will display.</p> <p>You can resize and drag this pop-up window around the page if needed. This is the same screen that you reviewed before beginning the sample test item. These instructions remind you how to navigate and how to use the tools and features in the testing platform.</p> <p>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>
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Answer any questions.

SAY	<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 context menu. Click the lines to open the context menu.</p> <p>First, click the Tutorial option, which will provide brief instructions on how to respond to the test question. 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 area and selecting Tutorial. Now, close the video tutorial by clicking the X in the circle at the top right corner of the pop-up window. <i>(Pause while students view and close the tutorial.)</i></p> <p>Now, select the context menu, and then click the flag icon for Mark for Review. For other tests, you can mark an item for review by selecting this option. You will not need this tool for the B.E.S.T. Writing Test because there is only one test item.</p>
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SAY	<p>After you finish reviewing a question, return to the context menu and select Unmark Review Item. You can also right-click, if available on your device, in the prompt and response area and select Unmark Review Item. The item number will revert to a solid rectangle without a folded corner, and the item number in the drop-down list will no longer have a flag icon. Now, practice selecting Mark for Review and Unmark Review Item. <i>(Pause.)</i> For now, leave this question marked for review.</p> <p>The Select Response Version 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> <p>In the response area, type a short sentence and then click Save. <i>(Pause.)</i> Now, erase that sentence, type a new sentence, and click Save again. <i>(Pause.)</i> From the context menu, click the Select Response Version 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 Select. Click Cancel 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 Highlight Selection tool to highlight portions of a passage or the prompt. To highlight, click and drag to select the text you want to highlight. Then, right-click in the highlighted area and select Highlight Selection. There are four colors available for highlighting: yellow, orange, mint green, and lavender. Select a color, and your text will be highlighted. You cannot highlight over previously highlighted text. To change the highlight color of your selection, you will need to remove or reset the highlighting and then highlight text in a different color.</p> <p>To remove all highlighting, right-click and select Reset Highlighting from the context menu. To remove only certain portions of highlighting, select the text you want to remove highlighting from, right-click, and choose Remove Highlight. Practice highlighting and removing highlighting from text in the passage or prompt. <i>(Pause.)</i></p> <p>Are there any questions about any of these tools?</p>
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Answer any questions, and make sure everyone can use the tools. Help students if necessary.

SAY	<p>Now, look at the Formatting Tool Bar below the writing prompt and above the answer area.</p> <p>The Formatting Tool Bar contains a variety of options you can use to format your response. 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 formatting. <i>(Students taking the practice test on a web browser will also see a print icon on the Formatting Tool Bar.)</i></p>
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SAY	<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>
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Answer any questions, and make sure everyone can use the elements in the Formatting Tool Bar. Help students if necessary.

SAY	<p>Now, read the passages and respond to the prompt while practicing using the tools. Do not exit the sample test item until instructed to do so.</p> <p>If you need assistance understanding how to respond to the prompt, you may raise your hand if you have any questions.</p>
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Walk around the room and assist students as necessary. After students have had sufficient time to practice using the tools and responding to the 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 Pause button allows you to pause and exit the test for an extended period of time. Now, select Pause. <i>(Pause for students to select the button.)</i> A pop-up window will appear and ask you to confirm that you want to pause the test and to ask your test administrator before pausing your test. You should then verify with your test administrator whether you should pause your test. For today, click No. On the day of the test, if you have your test administrator’s permission, you will click Yes.</p>
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Pause while students click **No**. If you are using an Internet browser and would like to print their responses, instruct students to click the Print icon in the formatting toolbar before they log out of the test.

SAY	<p>When you have finished the sample item, click the Next button and you will see a screen that says, “You have reached the end of the test.”</p>
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Answer any questions.

SAY	<p>Now, we will practice how you will submit your test.</p>
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SAY	<p>On the review screen, click End Test. A pop-up message will appear. Make sure the message says, “Are you sure you want to submit the test?.” At this time, click Yes. <i>(Pause.)</i></p> <p>You will now see a message that says, “Sample Test Materials Completed.” Click Log Out.</p>
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After students have logged out, check each computer or device and make sure that each student has exited the test properly. Help students as needed. Provide students with the sample test items URL (<https://flfast.org/families.html>) so that they may access the sample test items on their own.