Script for Administering the Computer-Based Biology 1 EOC Practice Test

This script should be used to administer the Biology 1 EOC Practice Test to students 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.

If you will administer the practice test to students using CBT accommodations, access the *Script for Administering the Accommodated Computer-Based Biology 1 EOC Practice Test* on the Florida Statewide Assessments Portal.

This script describes the presentation of items and tools in the secure browser for the Biology 1 EOC practice test. This script is intended to provide instruction for all aspects of the practice test. However, test administrators may expand on 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 items 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 test 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.

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. A supply of handheld four-function calculators should be available for all students if your school is providing them.
3. Ensure that each student has a pen or pencil and a piece of paper to work the problems.
4. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will take the practice test in your room. **Do not distribute test tickets until instructed to do so in the script.**
5. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
6. Launch the secure browser on student computers or devices prior to beginning the practice test session.
7. 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 **Test Administration**, and then click **TA Training Site**.

2. Click **TA Training Site** and log in using your email address and password.
3. Select **Biology 1 EOC Practice Test** (End-of-Course > Biology 1 EOC 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.

When reading the following script, please note that optional words are italicized and in parentheses.

Beginning the Practice Test

SAY	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 Biology 1 EOC test.

If your school is providing handheld four-function calculators to students, distribute the calculators now.

| SAY | You will be given a work folder on the day of the test to help you work the problems; however, today you may use your own paper.

Remove all materials from your desk except your *(calculator,)* pen or pencil and scratch paper. Your computer or device should be opened to the **Please Sign In** screen. Please follow my instructions, and do not change screens until I tell you to do so.

Now, look at the login screen. If you do not see this screen, raise your hand. |
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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 | Look closely at your test ticket and make sure that 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	Make sure that the box for **Guest User** is switched to OFF. Make sure that the box for **Guest Session** 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 <u>TRAIN</u>-_____-____. The first box will already be entered for you. The Session ID is displayed for you.
	Click **Sign In**. Raise your hand if you need assistance.

Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says *Is This You?*. 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 login page and raise your hand.

Assist any students who raise their hands.

SAY	You will now see a screen that says *Your Tests*. Click the arrow to the left of **Start Biology 1 EOC Practice Test** to proceed.
	While you are waiting for your test to be approved, you will see a *Waiting for Approval* 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.

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

SAY	Now you should see a screen that says *Before You Begin*. Do not click **Begin Test Now** until I instruct you to do so.
	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. You can click **Undo Changes** to return to previously selected settings. If you have any questions, raise your hand. *(Answer any questions.)*
	Click **OK** to save your changes and return to the *Before You Begin* screen.
	Below the *Test Settings*, click **View Help Guide**. You should see a screen that says *Help Guide*. Take a moment to review this screen. These instructions show you how to navigate in 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. Now, scroll to the bottom of the Help Guide where you will find a section titled "Helpful Hints for Using the Desmos Four-Function Calculator." You may view this diagram or read these instructions at any point during the practice test by opening the Help Guide. *(Pause.)* Click **Back** to return to the *Before You Begin* screen.
	If you have any questions, raise your hand.

Answer any questions.

SAY	Now, select **Begin Test Now**, but do not begin yet.

Pause to make sure that all students have the first question on their screens. Help students if necessary.

| SAY | Listen as I describe the screen.

In the top left corner of your screen, you will see the navigation buttons.

The **Back** and **Next** buttons can be used to move to the previous or the next question. The Back button is currently deactivated because you are on the first question, but it will be available for later questions.

Click **Next** now. Because you have not yet entered an answer for this question, you will see a pop-up message that warns you that you have not entered a response to the item on the page. If you wanted to proceed without answering, you would select Yes. To remain on the page, you would select No. At this time, click **Yes** to proceed to the second question. *(Pause while students move to the second question.)*

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 answer will be saved automatically every two minutes or when you go to the next question.

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.

Are there any questions? |
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Answer any questions.

| SAY | Now, I will describe several tools that may help you with this computer-based practice test, and you will practice using them.

At the top right corner of your screen, you will see the **Periodic Table**, **Calculator**, **Line Reader**, and **Zoom** buttons. Select the **Periodic Table** tool. A pop-up window displaying the *Periodic Table of the Elements* will appear. You may need to use the vertical and horizontal scroll bars to see all of the information on the periodic table. Take a moment to scroll through the information presented in the window. You can resize the *Periodic Table* 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. *(Pause.)*

Move the *Periodic Table* window around the screen by clicking on the bar in the top of the window and dragging it to another part of the screen. *(Pause.)*

Now, close the *Periodic Table* window by clicking the X in the circle at the top right corner of the window. *(Pause while students close the Periodic Table.)* |
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SAY	Next to the Periodic Table button, you will see the **Calculator** button. Now, open the **Calculator** tool. Like the *Periodic Table* window, you can resize and drag the pop-up calculator window around your screen if needed. Click the buttons of the calculator to enter numbers and functions. You can also use your keyboard. Practice using the calculator to solve a simple problem such as one plus two. *(Pause.)* You will have more time to practice using the calculator later in the practice test.
	Now, close the calculator by clicking the X in the circle at the top right corner of the *Calculator* window. *(Pause while students close the calculator.)*
	Next to the calculator button, you will see the **Line Reader** button. The Line Reader tool helps you track line by line as you read a question. Now, select **Line Reader**. When you have selected the tool, the button will turn orange. Select one of the answer options for this question and the line reader will move to that line. 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.
	Practice using the Line Reader tool on the screen. *(Pause while students practice using the Line Reader.)* 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.
	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. *(Pause while students practice using the Zoom buttons.)*
	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, Accessing Context Menu Tools, and Helpful Hints for Using the Desmos Four-Function Calculator, will display.
	Note that, as with the *Periodic Table* window, 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 practice test. These instructions remind you how to navigate from one item to the next 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. *(Pause. Answer any student questions.)*
	Now, close the window by clicking the X in the circle at the top right corner of the Help Guide. *(Pause while students close the Help Guide.)*
	Are there any questions about any of the tools?

Answer any questions.

SAY	Now, look to the right of the question number and find three horizontal lines in a circle. This is the **context menu**. Click the lines to open the context menu.

SAY	First, you will see a flag icon, a grayed-out line that says Highlight Selection, and a set of letters with a horizontal line through them. Click the flag icon for **Mark for Review**. This feature will allow you to flag a question that you might want to review at a later time. You can mark an item for review by using the context menu or by right-clicking, if available on your device, in the question and answer area and selecting Mark for Review. Once you mark an item for review, the solid rectangle around the item number will show the top right corner folded over, a flag icon will appear next to the item number, and the item number in the drop-down list in the top left corner of the screen will have a flag icon next to the number.

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 question and answer 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**. *(Pause.)* For now, leave this question marked for review.

You can use the **Highlight Selection** tool to highlight portions of a question. 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.

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 words in the question. *(Pause.)*

Now, select the context menu, and then select the set of letters with a line through them, which is the **Strikethrough** tool. You can use the Strikethrough tool to cross out answer choices that you have eliminated as possible correct answers. Click the first answer option. You should see a gray line through that answer option.

Note that using Strikethrough on an answer option you have previously chosen does not automatically remove your selection of that response. To remove a strikethrough, click the eliminated option. Click anywhere outside the box around the answer choices to turn off the Strikethrough tool. Now, practice adding and removing strikethroughs. *(Pause.)*

In the top left corner of your screen, you will see a drop-down menu with the word "Items" and up and down arrows. This is the **Item Summary** drop-down list. Now, click to open this list. You will see the item numbers. The Item Summary allows you to quickly move to different questions. You can use this drop-down list to revisit questions you have already seen, or to see the next question. Items that are unanswered or marked for review are indicated in the drop-down.

Are there any questions about any of these tools? |

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

SAY	All questions in this practice test are multiple-choice. Look at Question 2. To begin, read the question or instructions on the screen. After you finish reading the question, read the answer choices. Finally, click the button next to an answer option to select your answer. The button will become filled in. To remove your selection, click the button again. Now, click **Next** and **Yes** on the pop-up until you reach Question 6. *(Pause until all students are on Question 6.)* Question 6 has two panels. The left panel is the reading panel. For this item, the reading panel provides information to help answer all parts of the question. Be sure to read both panels carefully. You will see the **Expand/Collapse Panel** tool, which looks like a double-sided arrow. This tool will expand the reading panel or question and answer panel so that it takes up most of the screen. Now, click the right-facing arrow of the Expand/Collapse Panel tool to expand the reading panel. *(Pause.)* Clicking the left-facing arrow will return the screen to normal. Now, click the left-facing arrow again. The reading panel will shrink and the question and answer panel will cover the screen. Click the right-facing arrow to see both the reading panel and question and answer panels. *(Pause.)* 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. When reading a passage, always make sure that you scroll down to read the entire passage. Please raise your hand if you have any questions.

Answer any questions.

SAY	Now, select the **Item Summary** drop-down list and go back to Question 1. You may now begin this practice test. Answer all the questions and practice using the tools. Raise your hand if you have any questions while taking the practice test. Do not exit the practice test until instructed to do so.

Walk around the room and assist students as necessary. After students have had sufficient time to practice using the tools and answer the questions, review the correct responses to the test with the students.

SAY	Now, select the **Item Summary** drop-down list and go back to Question 1 to check your answers. The correct answers for questions 1–12 are: 1. D 7. B 2. C 8. D 3. C 9. B 4. C 10. B 5. B 11. A 6. A 12. C

| SAY | 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.

The **Pause** button allows you to pause and exit the test for an extended period of time. Now, click **Pause**. *(Pause for students to select the button.)* 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. |
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Pause while students click **No**.

| SAY | Now, we will practice how you will submit your test.

From Question 12, click **Next** to access the review screen. On this screen, you will have the option to review any unanswered or flagged items.

If you marked any questions for review, you will see a flag icon next to the question number reminding you that you marked that item for review. If you wanted to review your response, you would click on the item number with the flag in it. You would then be taken back to the question you had marked for review. If you had left any questions unanswered, those questions would also be indicated on this screen with a triangle. Do not select a question number to review your answer at this time.

Click **End Test** in the upper left corner of the screen. A pop-up message will appear. Make sure that the message says, "You have reached the end of the test.," and then click **Yes**. *(Pause.)*

On the next screen, click **Submit Test**. A *Warning* message will appear. Click **Yes** on this message. *(Pause.)*

You will now see a message that says, "Practice Test Completed." Click **Log Out**. |
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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 practice test URL (http://fsassessments.org/students-and-families/practice-tests/) so that they may access the practice test on their own.