

Script for Administering the Accommodated Computer-Based Grade 10 FSA ELA Reading Practice Test

This script should be used to administer the Grade 10 FSA ELA Reading Practice Test to students who will take this practice test with text-to-speech, masking, Closed Captioning, and/or American Sign Language (ASL) video accommodations via the AIR secure browser. Note that students who are taking the FSA ELA Reading Retake will take the Grade 10 FSA ELA Reading Practice Test and use this script. When reading the following script, please note that optional words (e.g., information related to ELA Reading Retake) are italicized and in parentheses).

Students must be assigned accommodations in TIDE prior to testing. This script directs test administrators to provide test tickets for students. Accommodations assigned in TIDE are automatically set when students sign in with test tickets. 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 and then assign accommodations in the TA Interface during the approval process.

This script describes the presentation of items and tools in the secure browser for the Grade 10 FSA ELA Reading and the FSA ELA Reading Retake practice test. This script is intended to provide instruction for all aspects of the practice test. However, test administrators should modify the script as appropriate to the needs of the students participating in the practice test. Test administrators may, for instance, feel that it is unnecessary to describe each item type in great detail. In that case, they may consolidate the item type section of the script as they see fit, using the instructions in that part of the script to answer questions as needed. Test administrators may also find it helpful to project the practice test and walk through items along with students.

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 take notes.
3. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
4. Check that each student has headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
5. Check that each student using the text-to-speech accommodation has headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
6. Launch the secure browser on student computers or devices prior to beginning the test session.
7. Select **Go to the Practice Test Site**.
8. Ensure students have been assigned the correct accommodations in TIDE.
9. Ensure that you have a test ticket for each student, printed from TIDE, displaying their First Name, Username, and other information.

Create a Practice Test Session

1. Go to the FSA Portal, click the **Test Administration**, and then click the **TA Training Site**.
2. Click **TA Training Site** and log in using your email address and password.
3. Select **Grade 10 ELA Reading Practice Test** (ELA – Reading > Grades 9–10 > Grade 10 ELA Reading Practice Test), and then click **Start Practice Session**.

4. Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students. 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 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 parenthesis.

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 Standards Assessments. This practice test is designed for students who will take the Grade 10 FSA ELA Reading Assessment (<i>FSA ELA Reading Retake</i>) using the text-to-speech, masking, Closed Captioning, and/or American Sign Language accommodation(s).</p> <p>You will be given a CBT Worksheet on the day of the test to take notes during each session of ELA Reading; 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 Student Practice Test login 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.

SAY	Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start.
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Distribute the test tickets.

SAY	<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.

Display the Session ID for students.

SAY	<p>Make sure the box for Guest User is switched to OFF. Enter your First Name as it appears on your test ticket and enter your Username. Make sure the box for Guest Session is switched to OFF and enter the Session ID <u>TRAIN</u>-_____-_____. The first box will already be entered for you. The Session ID is displayed for you.</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>. Select Yes to continue.</p> <p>Next you will see a screen that says <i>Your Tests</i>.</p> <p>Now, you will see the test you are going to take today, the Grade 10 ELA Reading Practice Test. Select the arrow beside Start Grade 10 ELA Reading Practice Test.</p> <p>While you are waiting for your practice test to be approved, you will see a <i>Waiting for Approval</i> screen. This screen includes your first and last names, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand. Otherwise, please sit quietly while I approve your tests.</p>
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In the TA Training Site, select the Approvals button to review the list of students ready to begin testing.

To confirm accommodations for students, click the Test Settings icon [] and check that Text-to-Speech and/or Masking are set to **On**. If a student does not have the correct accommodations set, have him or her log out of the practice test and contact your school assessment coordinator to update the accommodations in TIDE. Once you ensure all students have the correct accommodations set, approve students into the practice test by selecting **Approve All Students** and selecting **Yes** on the *Important!* pop-up window.

SAY	<p>Now, you will now see a screen that says <i>Audio Checks</i>. The <i>Sound Check</i> section allows you to check your headphones/earbuds to make sure you can hear audio passages in the test. You can also adjust the volume from in this section. Put your headphones or earbuds on now and click the speaker icon. Make any adjustments to the volume, if necessary. If you hear the sound, select Yes. Raise your hand if you cannot hear the sound. A green tab with a checkmark will appear in the upper-right corner of the sound check section. Raise your hand if you cannot hear the sound.</p>
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Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have selected **Yes** on the *Audio Checks* screen,

Read the following SAY box if you are administering tests to students using the text-to-speech accommodation. (If no students are using this accommodation, skip the following SAY box.)

SAY	<p>If you are taking the practice test using text-to-speech as an accommodation, you should now see the <i>Text-to-Speech Sound Check</i> section. This part of the screen allows you to make sure the text-to-speech tool is working. You can also set Volume, Pitch, and Rate using the selectors on the screen.</p>
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SAY	Put your headphones or earbuds on now. Click the speaker icon and listen to the audio. Choose the settings that work best for you and then select I heard the voice . A green tab with a checkmark will appear in the upper-right corner of the text-to-speech section. If you do not hear the voice, please raise your hand now.
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Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have completed the text-to-speech setup,

SAY	<p>Now, click Continue. You should see a screen that says <i>Help Guide and Test Settings</i>. Do not select 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 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.</p> <p>Click OK to save your changes and return to the <i>Help Guide and Test Settings</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 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. (<i>Pause.</i>) Click Back to return to the <i>Help Guide and Test Settings</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 first question on their screens. Help students if necessary.

SAY	First, we will review the tools that are available to students with certain accommodations.
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Read the appropriate instructions on the following pages for the accommodations applicable to the students taking the practice test.

Text-to-Speech

SAY	<p>If you are using text-to-speech as an accommodation, listen as I review the tool for this practice test.</p> <p>To access the Text-to-Speech tool, open the context menu, which is to the right of the question number in the middle of the page. Click the three horizontal lines to open the context menu.</p>
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SAY	<p>Select Speak Question to have the question and options read aloud.</p> <p>To have the voice read a single answer option, open the context menu and select Speak Option. You will then click the option you would like to have read aloud. You can also have an answer option read aloud by right-clicking on that answer option and selecting Speak Option.</p> <p>If you only wish to hear a portion of an item, select the text you want to have read aloud and then open the context menu. Select Speak Selection to have the selected text read aloud.</p> <p>To pause the voice while it is reading, select the context menu again. Click Pause Speaking. To restart the voice from the point at which you paused, click Resume Speaking.</p> <p>To stop the voice while it is speaking, open the context menu. Click Stop Speaking. To hear the question again from the beginning after you have stopped the voice, open the context menu and click Speak Question again.</p> <p>To make adjustments to the text-to-speech settings, click on the System Settings tool, which is above the Zoom buttons and looks like a wheel. Here you can adjust the volume, pitch, and rate of the Text-to-Speech tool. When you have finished adjusting your text-to-speech settings, select OK to exit and save your changes or Cancel to exit without saving your changes. Note that, if you adjust your volume settings while the Text-to-Speech tool is in use, the volume will not adjust until after you select OK.</p> <p>Now, practice using the Text-to-Speech tool. 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, listen as I review the tool for this practice test.</p> <p>The Masking tool allows you to hide portions of the screen. To access the Masking tool within an item, click the button labeled Masking in the upper right corner of your screen. The button has a picture of a shaded square on it. When you have selected the tool, 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>
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SAY	<p>To turn the Masking tool off, click the Masking button again. The button will revert back to its original color.</p> <p>Are there any questions?</p>
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Answer any questions.

SAY	<p>Now, listen as I describe the screen.</p> <p>For the Grade 10 FSA ELA Reading (<i>ELA Reading Retake</i>) Assessment, you will see a reading passage on the left side of your screen and the question and answer area on the right side of your screen.</p> <p>There is a scroll bar to the right of the reading passage on the left side of your screen. Now, slowly scroll down in the reading passage section by moving your cursor into the reading passage section and either clicking the down arrow at the bottom of the scroll bar or by clicking and dragging the scroll bar. As you scroll, a green bar at the bottom of the reading passage will show your progress. If 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>When reading a passage, always make sure that you scroll down to read the entire passage.</p>
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Pause to allow students to practice scrolling. Walk around the room and make sure students can scroll to the bottom of the reading passage area.

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 currently deactivated because you are on the first question, but it will be available for later questions.</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 answers 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 the Pause button at this time.</p> <p>Are there any questions?</p>
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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> <p>Click Next to move to Question 2.</p> <p>At the top right corner of your screen, you will see the Notes tool. Select 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.</p>
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SAY

Now, practice typing words in the notepad. 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 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. Select **Notes** again, and your saved notes will display. *(Pause.)*

To the right of the Notes button, you will see the **Line Reader** tool. The Line Reader tool helps you track line by line as you read the passage or question. Now, select **Line Reader**. When you have selected the Line Reader 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 by using the up and down arrows on your keyboard.

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.

Next to the Line Reader button, you will see the **Zoom Out** and **Zoom In** buttons. You can use the Zoom Out and Zoom In 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 in a circle. This is the **Help** button. Now, click the **Help** button. A pop-up window with the Help Guide, including an Overview of the Test Site, Test Rules, and Accessing Context Menu Tools, will display. You can make this window wider or longer by clicking and dragging the extender, which is three diagonal lines, found on the bottom and right side.

*(If you are using the text-to-speech accommodation, you will see a small green square with a speaker icon inside and a small red square with a dark red circle inside above the Contents box. These are your text-to-speech tools for this page only. As the instructions next to these boxes indicate, you can select any of the text within the **Help Guide** screen that you want to hear and then select the green button to hear that text. To stop the text playback, select the red button. Remember that this is how you will use text-to-speech only for this page.)*

You can 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 or passage 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 Help Guide by clicking the X in the circle at the top right corner of the Help Guide. *(Pause while students close the Help Guide.)*

In the top right corner of the screen, next to the Help button, you will see a wheel. *(Note: This feature is not available on Chromebooks or when accessing the practice test through a web browser.)* This is the **System Settings** tool. Now, click **System Settings**. A pop-up window

SAY	<p>displays that will allow you to adjust the volume for this practice test. When you have finished adjusting your system settings, click OK to save your changes and exit or Cancel to exit without saving your changes. Note that if you attempt to adjust your system settings while audio is playing, the settings will not adjust until after you click OK.</p> <p>Are there any questions about any of the tools?</p>
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Answer any questions.

SAY	<p>In the top right corner of the reading passage panel, you will see the Expand/Collapse Panel tool, which looks like a double-sided arrow. This tool will expand the reading passage panel or the 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 passage panel. <i>(Pause.)</i> Select the left-facing arrow to collapse the reading passage panel.</p> <p>Now, click the left-facing arrow of the Expand/Collapse Panel tool. The reading passage will shrink and the question and answer panel will cover the screen. Click the right-facing arrow to see both the reading passage and question and answer panels. <i>(Pause.)</i></p> <p>Now, look at the top right corner of the question and answer panel. You will see three horizontal lines. This is the context menu. Click the lines to open the context menu.</p> <p>First, you will see a circle with a lowercase “i,” a flag icon, a grayed-out line that says Highlight Selection, and a set of letters with a line through them. Select the lowercase “i”. <i>(Pause.)</i> This is the Tutorial 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 question and answer 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, open the context menu, and then select the flag icon for Mark for Review. This feature allows 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 blue rectangle around the item number will change to a striped blue rectangle with the top right corner folded over, a flag icon will appear next to the item number, and the passage set in the drop-down list at the top left corner of the screen will have a flag icon next to the number.</p> <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 question and answer area and select Unmark Review Item. The item number will revert to a solid blue rectangle, the flag icon will be removed, and the passage set 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>You can use the Highlight Selection tool to highlight portions of a passage or item. To highlight, click and drag to select the text you want to highlight. Then, right-click in the highlighted area and select Highlight Selection. Your text will then be highlighted. There are four colors available for highlighting: Yellow, Orange, Mint Green, and Lavender. You cannot</p>
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SAY	<p>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 the highlighting from text or reset all highlighting, right-click and select Remove Highlight or Reset Highlighting from the context menu. Note that if you have multiple sections highlighted, choosing Reset Highlighting will remove <i>all</i> highlighting from that item. 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 item. <i>(Pause.)</i></p> <p>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.</p> <p>Note that using Strikethrough on an answer option you have previously chosen does not automatically remove your selection of that response. Strikethrough is only available for multiple-choice and multiselect item types. To remove a strikethrough, click the eliminated option. Click anywhere outside of the box around the answer choices to turn off the Strikethrough tool. Now, practice adding and removing strikethroughs. <i>(Pause.)</i></p> <p>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 in this passage set. The Item Summary allows you to quickly move to different passage sets. You can only use this drop-down list to revisit passage sets you have already seen. At this time, you will see only one passage set in the drop-down menu. In sessions with more than one passage set, each one that you have already seen will display in the drop-down list. Items that are unanswered or marked for review are indicated in the drop-down.</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 we will look at the types of questions you will see throughout the test. Unless instructed to do so, you do not need to answer the questions at this time. You will have time after we discuss the various item types to practice answering the questions. Click Back to return to Question 1. <i>(Pause.)</i></p> <p>Question 1 is a selectable hot text item. This question type requires you to select a word or group of words. For this question, click on the phrase you would like to select. It will be highlighted and marked with dotted lines around the outside. Note that some hot text items will specify a number of words or group of words to select, such as this question which directs you to select two phrases, whereas others will not specify a number. To remove your selection, click the selected phrase again. The highlighting and dotted lines will be removed, allowing you to choose a new phrase as your response.</p> <p>Now, click Next to move to Question 2. Note that the reading passage in the left panel remains the same but the question and answer options have changed.</p>
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SAY

You can see how many questions you will have for this reading passage in the top right corner of the question and answer area. Once you finish those eight questions, the passage will change.

Question 2 has two parts, Part A and Part B, both of which are multiple-choice. This question type requires you to choose the answer you think is correct for each part. 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. If an item has more than one part, you must complete each part of the item.

Now, click **Next** to move to Question 3, which is a drag-and-drop hot text item. This question type requires you to place and move words, phrases, or sentences on an answer space. To begin, you will read the directions or instruction. Find the object bank and an answer space. For this question, the object bank is the chart below the answer space. You can drag words, phrases, or sentences from the object bank to the answer space. Click on an item in the object bank and drag it into the answer space. Read the instructions carefully to see how many of the items from the item bank you should use and where you should place them.

If you need to change an answer once you have dragged the item from the object bank to the answer space, you can either drag the item to a different spot in the answer space or drag the item out of the answer space and back into the object bank.

Remember that you should only leave items in the answer space that are meant to be part of your answer. When you are finished responding to the question, check to make sure that the answer space does not have any extra items that do not belong. (*Pause.*) Now, click **Next** until you reach Question 5.

Question 5 is an open response item. This question type requires you to type your answer into a response area. To begin, read the question, or instructions on the screen. After you finish reading the question and any other information, think about your answer. Then, type your answer into the response area.

Now, right-click in the response area. The context menu will display and will now include an arrow around a clock face which is the **Select Response Version** tool. This tool, which is only available on open response items, allows you to view and return to previous versions of your response. For example, if you delete a portion of your response 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 would allow you to do this.

In the response area, type a short sentence and then click **Save**. Now, erase that sentence, type a new sentence, and click **Save** again. 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 while you are typing.

Now, click **Next** until you reach Question 7.

SAY	<p>Question 7 is a multiselect item. This question type requires you to choose all of the answers you think are correct. First, you will read the question or instructions on the screen. After you finish reading the question or instructions, read the answer choices. Finally, you will click on the box next to an answer option to select your answer. A checkmark will appear in the box. To remove a checkmark, click the selected box again.</p> <p>Sometimes, this question type will tell you to select all correct options without specifying a number. Others, such as this question, ask you to select a specific number of items. You will have either five or six options to select from on a multiselect item.</p> <p>Are there questions about any of these item types?</p>
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Answer any questions.

SAY	<p>We have already discussed the remaining item types in Session 1, so you may now begin Session 1 of the practice test. Return to Question 1 and read and respond to each question while practicing using the tools available for this session. Do not exit the practice test until instructed to do so.</p> <p>Remember, if you need assistance understanding how to answer a question, you can select Tutorial, which is the lowercase “i” under the context menu. 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 various item types, review the correct responses to Session 1 with the students. The answer key can be found on the FSA Portal at: <https://fsassessments.org/students-and-families/practice-tests/computer-based-practice-test-answer-keys.shtml>.

SAY	<p>When you have finished answering questions in Session 1, you will see a green checkmark below each question number on the right side of the screen. If there is not a green checkmark below the number, you should go back and answer that question and check that you have answered all parts of the item. If you marked a question for review, the item number will be indicated with a folded corner. Now, navigate to Question 8 by clicking Next or by selecting 8 on the item numbers at the top right of the screen.</p> <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**.

SAY	Now, we will move to the next session to finish describing all item types in this practice test.
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SAY	<p>From Question 8, click Next to access the review screen. On this screen, you have the option to review any unanswered or flagged items or to complete Session 1.</p> <p>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 box with the question number and 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.</p> <p>Click End Session. A message will appear, asking you if you want to pause your test. Click Yes. You will be brought back to the Sign In screen.</p>
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Students will be returned to the login screen. This simulates how they will exit after Session 1/Day 1 of the operational test. Wait **two minutes** and then have students log back in using the instructions at the beginning of this script. Approve students to enter the practice test again. Students should proceed through the opening screens and click **Begin Test Now** to start Session 2.

SAY	We will now complete Session 2 of the practice test.
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Pause and assist students with logging in as needed

SAY	You should now see Question 9 on your screen. If you do not see Question 9 on your screen, please raise your hand.
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Pause and assist students with logging in as needed.

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

American Sign Language (ASL)

SAY	<p>If you will take this test using American Sign Language, listen as I review how to use this accommodation. This accommodation will be available for passages that include an audio passage. Be sure to scroll all the way to the bottom of the reading passage panel to determine if you will need to access the American Sign Language tool.</p> <p>This accommodation allows you to view a video of an ASL interpreter signing the audio passage or animation content. To access the ASL video within an item, open the context menu in the passage area. Click American Sign Language. A video will appear in the lower left corner of the screen. You can drag this window around the page if needed.</p> <p>To expand the video player to the size of the screen, click the button on the lower right side of the video player. This button looks like the four corners of a square. You will click this button again to return the video player back to its original size.</p>
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SAY	<p>The video will automatically start playing. You can pause the video by clicking the Pause button on the lower left side of the video player. To play the video again, click the Play button. While the video is playing, you can use the audio scrubber circle to move the video forward or backward.</p> <p>You can also change the speed of the ASL video by clicking the button that says 1x to the left of the expand button. This button allows you to choose between half speed, which is 0.5x, normal speed, which is 1x, or two different accelerated speeds, which are 1.5x and 1.75x.</p> <p>Once you are done watching the ASL video, close the video by clicking the X in the circle at the top right corner of the pop-up window.</p> <p>Now, practice accessing the ASL video and adjusting the settings. Raise your hand if you have any questions. <i>(Pause while students practice accessing the ASL video.)</i></p> <p>Are there any questions?</p>
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Answer any questions. Read the next SAY box to **all** students.

SAY	<p>The passage set on the left side of your screen includes an audio passage. Scroll to the bottom of the passage set to Passage 3, which contains a gray box with a triangle inside of a circle on the left side. In addition to reading the first two passages, you will be required to listen to this audio passage to answer the questions associated with this passage set.</p> <p>On the left side of the gray box, you will either see the Play button (which is a triangle inside a circle) or the Pause button (which is two vertical lines), depending on whether the recording is playing. You can use the audio scrubber circle to move forward or backward in the recording.</p> <p>When you are instructed to begin Session 2 of the practice test, be sure to practice listening to this audio passage.</p>
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Closed Captioning

SAY	<p>If you will take this test using Closed Captioning, listen as I review how to use this accommodation.</p> <p>This accommodation will display closed captions for audio passages or animation clips in the test. To access closed captioning, click the Play button on the audio passage. The closed captioning window will appear and display the text of the passage. You can pause the audio and closed captioning by clicking the Pause button. While the closed captioning is playing, you can use the scrubber to move forward or backward in the audio passage. The closed captioning window will close once the audio has finished playing.</p> <p>Now, practice using closed captioning. Raise your hand if you have any questions. <i>(Pause while students practice using closed captioning.)</i></p>
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Answer any questions.

SAY	<p>The passage set on the left side of your screen includes an audio passage. Scroll to the bottom of the passage set to Passage 3, which contains a gray box with a triangle inside of a circle on the left side. In addition to reading the first two passages, you will be required to listen to this audio passage to answer the questions associated with this passage set.</p> <p>On the left side of the gray box, you will either see the Play button (which is a triangle inside a circle) or the Pause button (which is two vertical lines), depending on whether the recording is playing. You can use the audio scrubber circle to move forward or backward in the recording.</p> <p>When you are instructed to begin Session 2 of the practice test, be sure to practice listening to this audio passage.</p> <p>Now, click Next until you reach Question 15. (<i>Pause and wait while students access Question 15.</i>)</p> <p>Question 15 is a table match item. This item type presents options in columns and rows. Options may include words, phrases, sentences, quotations, line/paragraph/passage numbers, or images. You must click the box that matches the correct option from a column with a correct option from a row. Typically, there is only one correct option per row or column, but the number of correct answers may vary. To remove a checkmark, click the selected box again.</p> <p>Click Next to move to Question 16. Question 16 is a two-part item. Part A is a multiple-choice item and Part B is a multiselect item. Remember, if an item has more than one part, you must complete each part of the item.</p> <p>Now, click Next to move to Question 17. Because you have not yet entered an answer for all of the questions in this passage set, you will see a pop-up message that warns you that you have not entered a response to one or more items. To remain on the page, you would select No. While we are discussing item types, click Yes each time this message appears.</p> <p>You should now see Questions 17–19 on your screen. This question set is an edit task with choice item. You will begin by reading the instructions and the passage. For each of the highlighted words or phrases, you will click the highlighted portion and select the best word or phrase from the drop-down list that displays. You may need to scroll within the drop-down to see all answer options. Once you have selected an answer, click OK to apply that selection. Click Cancel to exit without selecting an answer. If you change your mind, select the highlighted word or phrase again to make changes. Repeat this process for all of the highlighted words or phrases in the passage.</p> <p>Click Next to move to Question 20.</p> <p>Question 20 is an edit task item. This item is similar to what you did for Questions 17–19 except that you will type in your own answer rather than choosing from options in a drop-down menu. You will begin by reading the instructions and the passage. Then, click the highlighted word or phrase. Type the replacement word or phrase in the text box that appears.</p>
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SAY	<p>Click OK to save the word or phrase. If you do not want to save the changes made, click Cancel. If you change your mind, select the highlighted word or phrase again to make changes.</p> <p>Are there questions about any of these item types?</p>
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Answer any questions.

SAY	<p>Now, you may begin Session 2 of the practice test. Return to Question 9 and read and respond to each question while practicing using the tools available for this session. Do not click End Test until instructed to do so.</p> <p>Remember, if you need assistance understanding how to answer a question, you can select Tutorial, which is the lowercase “i” under the context menu. Raise your hand if you have any questions.</p>
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After students have had sufficient time to practice using the tools and answer the questions, review the correct responses to Session 2 with the students. The answer key can be found on the FSA Portal at: <https://fsassessments.org/students-and-families/practice-tests/computer-based-practice-test-answer-keys.shtml>.

SAY	<p>Now, we will practice how you will submit your test when you have completed Session 2.</p> <p>From Question 20, click Next to access the review screen. Remember that the review screen will show you any Session 2 questions that are unanswered or marked for review and allow you to return to those questions by clicking on the question number. Do not select a question number to review your response at this time.</p> <p>Click End Test at the bottom of the screen. You will see a message that directs you to click Yes to submit your test. Click Yes.</p> <p>A message will appear that reads “You have reached the end of the test. Click Submit Test to submit your test.”</p> <p>Click Submit Test. A pop-up will display asking if you are sure you want to submit the test. Click Yes.</p> <p>You will now see a message that says “Practice Test 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 practice test URL (<https://fsassessments.org/students-and-families/practice-tests/index.shtml>) so they may access the practice test on their own.