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

This script should be used to administer the FSA ELA Writing Practice Test to students who will take this practice test with text-to-speech and/or masking accommodations via the AIR secure browser. Note that students who are taking the FSA ELA Writing Retake will take the Grade 10 FSA ELA Writing Practice Test and use this script.

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

Students may use the print button on the Formatting Tool Bar to print their writing responses from the practice test. This feature is not available in the operational assessment. This script may be modified to include instructions for students to print their practice test responses.

Before Beginning the Practice Test

1. Before students arrive to test, ensure that the testing room is prepared as it will be on the day of the test.
2. Ensure that each student has a pen or pencil and a piece of paper to plan their writing.
3. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
4. 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.
5. Launch the secure browser on student computers or devices prior to beginning the test session.
6. Click **Go to the Practice Test Site**.
7. Ensure students have been assigned the correct accommodations in TIDE.
8. Ensure that you have a test ticket for each student, printed from TIDE, displaying their First Name, User Name, and other information.

Create a Test Session

1. Go to the FSA 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 the appropriate ELA Writing Practice Test (ELA – Writing > Grades 7–8 or Grades 9–10 > Grade ___ ELA Writing Practice Test), and then click **Start Practice Session**.

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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 repeat steps 1–3 in this section.**

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 Standards Assessments. This practice test is designed for students who will take the FSA English Language Arts Writing Test using the text-to-speech and/or masking accommodation(s).
	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. 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.
	Now, look at the login screen. If you do not see this screen, raise your hand.

If a computer or device is not opened to 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.

Distribute the test tickets.

SAY	Look closely at your test ticket and make sure 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.

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	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 that the box for **Guest Session** is switched to OFF and enter the Session ID TRAIN-_____-____. The first box will already be entered for you. The Session ID is displayed for you.

SAY	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?*. Select **Yes** to continue.

Next you will see a screen that says *Your Tests*.

Now, you will see the test you are going to take today, the Grade ___ ELA Writing Practice Test. Click the arrow beside **Start Grade ___ ELA Writing Practice Test** to proceed.

While you are waiting for your practice 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. |
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In the TA Training Site, click the Approvals button to see 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.

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 | If you are taking the practice test using text-to-speech as an accommodation, you should now see the *Audio Checks* screen. This 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.

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 section. If you do not hear the voice, please raise your hand now.

Now, click **Continue**. |
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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 | Now, you should see a screen that says *Help Guide and Test Settings*. 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. |
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SAY	Click **OK** to save your changes and return to the ***Help Guide and Test Settings*** 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. *(Pause.)* Click **Back** to return to the ***Help Guide and Test Settings*** screen.
	If you have any questions, raise your hand.

Answer any questions.

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

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

SAY	First, we will review the tools that are available to students with certain accommodations.

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

Text-to-Speech

SAY	If you are using **text-to-speech** as an accommodation, listen as I review the tool for this practice test.
	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.
	Select **Speak Question** to have the question and options read aloud.
	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**.
	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.
	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**.
	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.

SAY	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. Now, practice using the Text-to-Speech tool. Raise your hand if you have any questions.

Answer any questions.

Masking

SAY	If you will take this test using **Masking** as an accommodation, listen as I review the tool for this practice test. 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. 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. 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. Now, practice using the Masking tool. Raise your hand if you have any questions. (*Pause while students practice using the Masking tool.*) To turn the Masking tool off, click the **Masking** button again. The button will revert back to its original color. Are there any questions?

Answer any questions.

SAY	Now, listen as I describe the screen. For the FSA ELA Writing Test *(FSA ELA Writing Retake)*, you will see a reading passage or passages on the left side of your screen and the writing prompt and response area on the right side of your screen. There may be two scroll bars on your screen: one to the right of the reading passage area and the other to the right of the writing prompt and response area. 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

SAY	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.
	If you are using a mobile device, scroll by swiping up and down over the reading passage. If necessary, do this again in the writing prompt and response area.
	When reading a passage, always make sure that you scroll down to read the entire passage.

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

SAY	In the top left corner of your screen, find the navigation buttons.
	The **Back** and **Next** buttons permit you to move between pages on a test. The Back button is deactivated and you will not need to use the Next button because there is only one item on the FSA ELA Writing Test.
	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 click this button, your response will still be saved automatically every two minutes.
	Next to the Save button is the **Pause** button. The Pause button allows you to pause and exit the test. Do not click the Pause button at this time. To the right of the Pause button, you will see the **End Test** button. Do not click the End Test button at this time. We will discuss the Pause and End Test buttons more at the end of this practice test.
	Are there any questions?

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, find the **Notes** button. 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 click and drag this pop-up window around the page if needed. Now, practice typing words in the notepad. These notes are not included as a part of your writing 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, click **Cancel**. To save the notes you have typed and close the notepad, click **Save and Close**. Now, close the notepad. Click **Notes** again, and your saved notes will display. *(Pause.)*

After pausing, answer any questions if needed.

SAY	To the right of the Notes button, find the **Line Reader** button. The Line Reader tool helps you track line by line as you are reading the passage or prompt. Now, click **Line Reader**. When you have clicked the tool, the button will turn orange. The Line Reader appears on the title of the first passage. 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 arrow keys on your keyboard.

SAY	Practice using the Line Reader tool on the screen. *(Pause while students practice using the Line Reader.)* Now, click **Line Reader** again to turn off the tool. The button will revert to its original color.
	Next to the Line Reader, find the **Zoom Out** and **Zoom In** buttons. You can use these buttons to increase and decrease 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 zoom level 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, find 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.
	*(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.)*
	Note that you can click and drag this pop-up window around the page if needed. To change the size of the window, you can drag the bottom center, right center, or the bottom right corner of the box. This is the same screen that you reviewed before beginning the practice test. These instructions remind you how to navigate within the test and how to use the tools and features in the testing platform. Take a moment to scroll through these instructions. Raise your hand if you have any questions about the information in the Help Guide. *(Pause. Answer any student questions.)*
	Now, close the Help Guide by clicking the X in the gray circle at the top right corner of the window. *(Pause while students close the Help Guide.)*
	Are there any questions about any of the tools?

Answer any questions.

SAY	In the top right corner of the reading passage panel, find the **Expand/Collapse Panel** tool, which looks like a double-sided arrow. This tool will expand the reading passage panel or the prompt and response panel so that it takes up most of the screen. Now, click the right-facing arrow of the Expand/Collapse Panel tool to expand the reading passage panel. *(Pause.)* Select the left-facing arrow to collapse the reading passage panel.
	Now, click the left-facing arrow of the Expand/Collapse Panel tool. The reading 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.)*
	Now, look at the top right corner of the prompt and response panel. You will see three horizontal lines. This is the **context menu**. Click the lines to open the context menu.
	First, you will see a lowercase "i," a flag icon, an arrow around a clock face, and a grayed-out line that says Highlight Selection. Click the lowercase "i". *(Pause.)* This is the **Tutorial** tool. A pop-up window opens that displays a video tutorial of this item type. There is no

SAY	sound available for this tutorial. You can also access the tutorial by right-clicking, if available on your device, in the prompt and response panel and clicking Tutorial. Now, close the window by clicking the X in the circle at the top right corner of the pop-up window. *(Pause while students close the tutorial.)* Now, select the context menu, and then click the flag icon for **Mark for Review**. For other FSA tests, you can mark an item for review by selecting this option. You will not need this tool for the FSA ELA Writing Test because there is only one test item. 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. In the response area, type a short sentence and then click **Save**. *(Pause.)* Now, erase that sentence, type a new sentence, and click **Save** again. *(Pause.)* 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. You can use the **Highlight Selection** tool to highlight portions of a passage or prompt. To highlight, click and drag to select the text you want to highlight. Then right-click in the selected area, and click **Highlight Selection**. Your text will then be highlighted. There are four colors available for highlighting: Yellow, Orange, Mint Green, and Lavender. 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 the highlighting from text or reset all highlighting, right-click in the passage or prompt area, then click **Remove Highlight** or **Reset Highlighting** from the context menu. Note that if you have multiple sections highlighted, choosing Reset Highlighting will remove *all* highlighting from that passage or prompt. To remove only certain portions of highlighting, select the text you want to remove highlighting from, right-click, and choose **Remove Highlighting**. Practice highlighting and removing highlighting from words in the passage or prompt. *(Pause.)* Are there any questions about any of these tools?

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

SAY	Now, look at the Formatting Tool Bar below the writing prompt and above the response area. The Formatting Tool Bar contains a variety of options you can use to format your response. On a computer, if you are unsure what a button on the Formatting Tool Bar does, you can hover your pointer over the button and a description will appear. The first box contains options to make your font bold, italicized, or underlined, or to remove any formatting from the text. To undo formatting, you can highlight the appropriate text and either click the formatting choice, such as bold, again, or click the fourth button in this section, which looks like a T with an X subscript beside it, to remove the formatting.

SAY	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.
	The third box offers options to cut text, copy text, paste text, undo the last action, and redo the previous action.
	The fourth box contains an option to insert special characters.
	Now, take a moment to practice using the various options in the Formatting Tool Bar. *(Pause to allow students time to use the Formatting Tool Bar.)*
	Are there any questions about the Formatting Tool Bar?

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

SAY	Now, you may begin the practice test. Read the passages and respond to the prompt while practicing using the tools available for this test.

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

SAY	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 click 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.

Pause while students click **No**.

SAY	Now, we will practice how you will submit the test when you are finished.
	Click **End Test**. You will see a message that directs you to click Yes to submit your test. Click **Yes**.
	A message will appear that reads "You have reached the end of the test. Click Submit Test to submit your test."
	Click **Submit Test**. A pop-up will appear asking if you are sure you want to submit the test. Click **Yes**.
	You will now see a message that says "Practice Test Completed." Click **Log Out**.

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.