

Script for Administering the 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 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.

If you will administer the practice test to students using CBT accommodations, access the *Script for Administering the Accommodated Computer-Based Grades 9–10 FSA ELA Writing Practice Test* on the FSA Portal.

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. This script includes instructions for test administrators to create training sessions for students to log into. FDOE strongly recommends that TAs and schools use this method to conduct their practice tests to ensure the login process they will experience during operational testing is the same for all students. This script may need to be modified to match the login process if a Guest Session is used. 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. Launch the secure browser on student computers or devices prior to beginning the test session.
5. Click **Go to the Practice Test Site**.

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**.
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.

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 FSA English Language Arts Writing Test.</p> <p>You will be given a planning sheet on the day of the test to organize your response; however, today you may use your own paper.</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 is not opened to 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.

SAY	<p>Make sure the box for Guest User is switched to ON. Make sure that 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 Your Tests. From the Student Grade Level drop-down menu, select ____.</p> <p>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.</p> <p>Now, sit quietly while I approve your tests.</p>
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In the TA Training Site, click the Approvals button to see the list of students ready to begin testing.

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

SAY	<p>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.</p> <p>Click View Test Settings. You should see a screen that says Review Test Settings.</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 Help Guide and Test Settings screen.</p>
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SAY	<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, click Begin Test Now , but do not begin yet.
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Pause to make sure that all students have the reading passage and response area on their screen. Help students if necessary.

SAY	<p>Now, listen as I describe the screen.</p> <p>For the FSA ELA Writing Test (<i>FSA ELA Writing Retake</i>), 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 bottom of the screen. After you've finished scrolling all the way down, the bouncing arrow disappears and the green bar displays all the way across the bottom of the reading panel.</p> <p>If you are using a mobile device, scroll by swiping up and down over the reading passage. If necessary, do this again in the writing prompt and response area.</p> <p>When reading a passage, always make sure that you scroll down to read the entire passage.</p>
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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(s) and writing prompt and response areas.

SAY	<p>In the top left corner of your screen, find the navigation buttons.</p> <p>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.</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 click this button, your response will still be saved automatically every two minutes.</p> <p>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.</p>
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SAY	Are there any questions?
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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>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 some in the notepad. These notes are not included as a part of your writing response, but they are monitored by the testing contractor. <i>(Pause for students to practice using the notepad.)</i></p> <p>Notes that you save in the notepad will be saved for the duration of the test. To close the notepad without saving the notes you have typed, 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. <i>(Pause.)</i></p>
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After pausing, answer any questions if needed.

SAY	<p>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.</p> <p>Practice using the Line Reader tool on the screen. <i>(Pause while students practice using the Line Reader.)</i> Now, click Line Reader again to turn off the tool. The button will revert to its original color.</p> <p>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. <i>(Pause while students practice using the Zoom buttons.)</i></p> <p>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.</p> <p>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. <i>(Pause. Answer any student questions.)</i></p> <p>Now, close the Help Guide by clicking the X in the gray circle at the top right corner of the window. <i>(Pause while students close the Help Guide.)</i></p>
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SAY	Are there any questions about any of the tools?
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Answer any questions.

SAY	<p>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-pointing arrow of the Expand/Collapse Panel tool to expand your reading passage panel. <i>(Pause.)</i></p> <p>Clicking the left-facing arrow will 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. <i>(Pause.)</i></p> <p>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.</p> <p>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”. <i>(Pause.)</i> This is the Tutorial tool. A pop-up window opens that displays a video tutorial of this item type. There is no sound available for this tutorial. You can also access the tutorial by right-clicking, if available on your device, in the prompt and response panel and clicking Tutorial. Now, close the window by clicking the X in the circle at the top right corner of the pop-up window. <i>(Pause while students close the tutorial.)</i></p> <p>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.</p> <p>The Select Response Version tool allows you to view and return to previous versions of your writing response. For example, if you delete a portion of your essay and then continue writing but later decide that you would like to access the deleted portion of your work again, the Select Response Version tool will allow you to do this.</p> <p>In the response area, type a short sentence and then click Save. <i>(Pause.)</i> Now, erase that sentence, type a new sentence, and click Save again. <i>(Pause.)</i> From the context menu, click the Select Response Version tool. From the window that displays, click on the version numbers to see a preview of the response versions available to restore. Select the version number you would like to restore, and click Select. Click Cancel to close the Select Response Version window without selecting a previous version. If you do not click Save, versions of your response will be saved every two minutes.</p> <p>You can use the Highlight Selection tool to highlight portions of a passage or 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.</p> <p>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.</p>
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SAY	<p>Note that if you have multiple sections highlighted, choosing Reset Highlighting will remove <i>all</i> highlighting from that passage or prompt.</p> <p>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. (<i>Pause.</i>)</p> <p>Are there any questions about any of these tools?</p>
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Answer any questions, and make sure everyone can use the tools. Help students if necessary.

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

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

SAY	<p>Now, we will practice how you will exit the test if you need to leave the room for an extended period of time during the actual test.</p> <p>The Pause button allows you to pause and exit the test for an extended period of time. Now, click Pause. (<i>Pause for students to click the button.</i>) A pop-up window will appear and ask you to confirm that you want to pause the test and to ask your test administrator before pausing your test. You should then verify with your test administrator whether you should pause your test. For today, click 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	<p>Now, we will practice how you will submit the test when you are finished.</p> <p>Click End Test. 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 appear 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 (<http://fsassessments.org/students-and-families/practice-tests/>) so that they may access the practice test on their own.