

Administering the RISE Benchmark Modules

TAs will help students sign into their assessments by reading the directions for administration. These directions, which help guide students as they access the test, are not optional. All directions are indicated by the word **“SAY”** in bold type.

SAY: *“You will now sign into the test. You should see a sign-in screen on your device. If you do not, please let me know now.” [Pause.] “On the sign-in screen, please enter your first name and seven-digit SSID along with the Session ID.” [If sign-in tickets have not been provided, provide students with their first name and SSID as displayed in TIDE system.] “Then click the ‘Sign In’ button.”*

Troubleshooting tips: If a student is unable to sign in, they will be prompted to try again or contact the TA.

- Has the student entered their legal first name, not a nickname?
- Has the student entered the correct SSID?
- Has the student entered the correct Session ID?

Please note: The TA can look up the student’s information using the Student Lookup function on the TA Site. TAs may assist students with signing in, if necessary. Please see the Appendix for more information about the Student Lookup Feature.

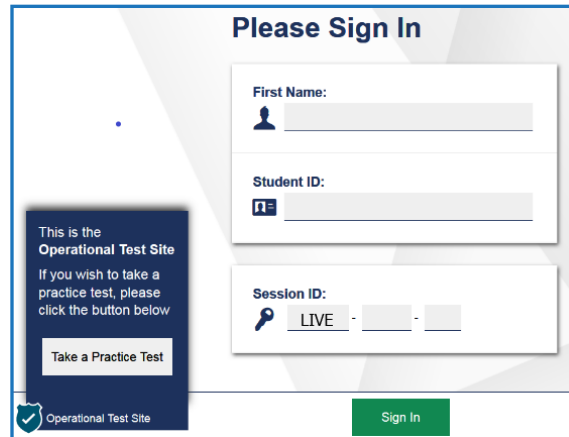
Student Lookup Function in TA Site

The screenshot shows the RISE Test Administration interface. At the top, there's a header with the RISE logo and navigation links like 'Test Administration', 'Help', and 'DemoUser/A, STATE'. Below the header, there's a section for 'RISE Live Tests - Session ID' with the value 'UAT-3EE4-3'. There are buttons for 'Select Tests', 'Student Lookup', and 'Appointments'. A 'Quick Search' bar is visible with 'Advanced Search' options. Below this, there's a text input field for 'SSID' and a search button. A note at the bottom states: 'Note: This Student Lookup feature allows you to verify student information for login purposes only. It does not indicate whether a student is eligible to test. To verify student eligibility for a specific online assessment, please check TIDE.' The footer contains the copyright notice: 'Copyright © 2023 Cambium Assessment, Inc. All rights reserved.'

Test Sign-in for Students

NOTE: Please see the Appendix for information on Common Student Sign-in Errors.

Figure 63. Student Sign In Page



Please Sign In

First Name:

Student ID:

Session ID: LIVE - -

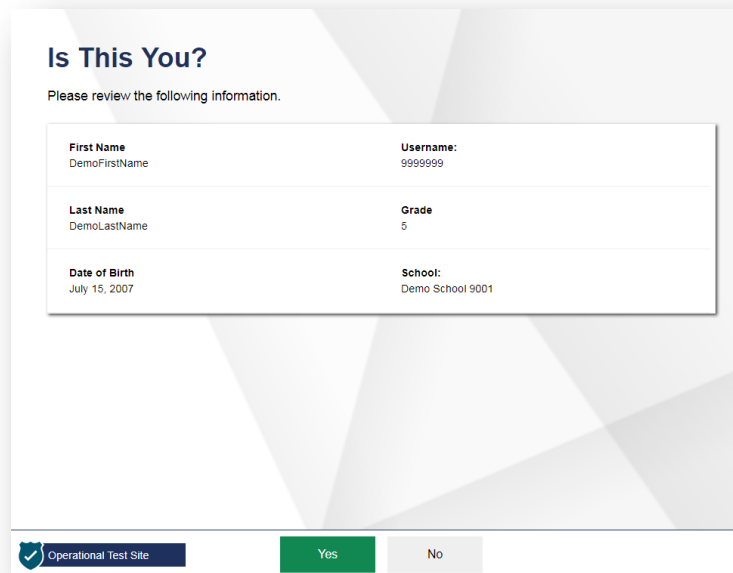
This is the Operational Test Site
If you wish to take a practice test, please click the button below

Operational Test Site

Pause while students sign in (see Figure 63).

SAY: “Please review the information on the screen to make sure it is correct. If any of the information is incorrect, please raise your hand and I will help you; otherwise, select Yes to continue.”

Figure 64. Is This You? Page



Is This You?

Please review the following information.

First Name DemoFirstName	Username: 9999999
Last Name DemoLastName	Grade 5
Date of Birth July 15, 2007	School: Demo School 9001

Operational Test Site

SAY: “Then please click on the [insert course name] test and you will see a Waiting for Approval page. You should wait for your test to be approved. I will approve your test when I am finished giving instructions.”

Figure 65. Students' Your Tests Page

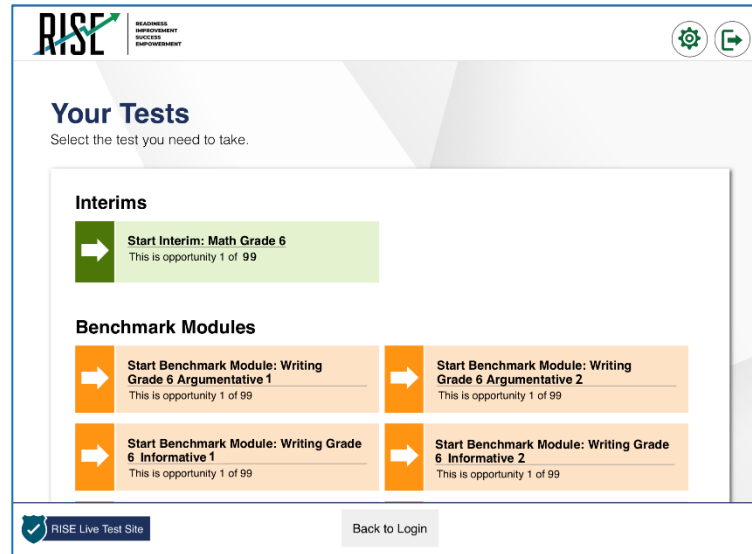
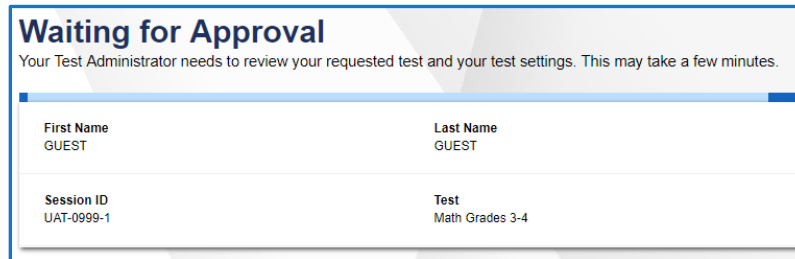
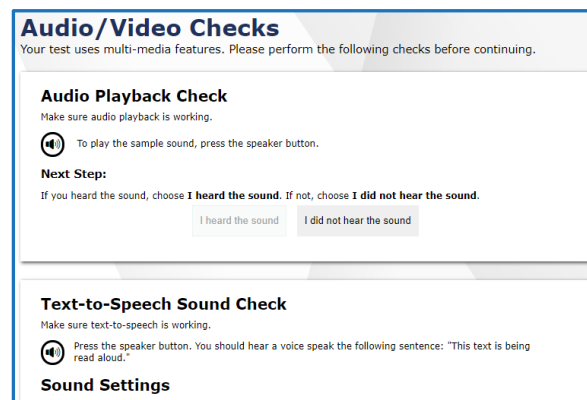


Figure 66. Waiting for Approval Page



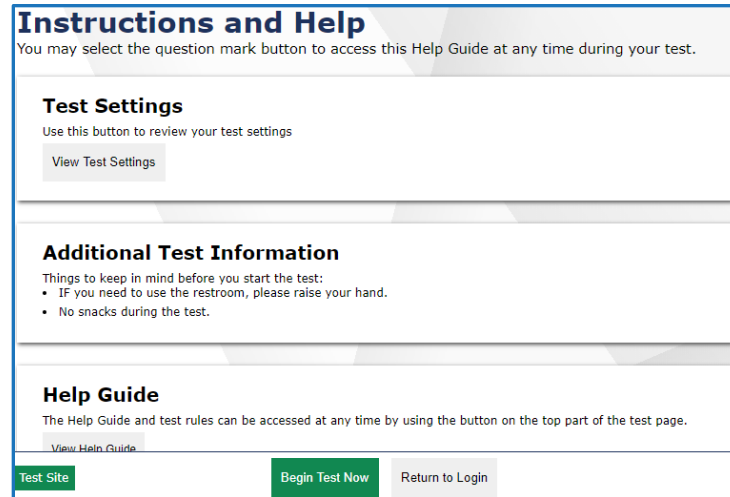
SAY: “Once you have been approved for testing, you will be presented with a series of Audio/Video Checks screens. If the voice is not audible or clear, adjust the settings using the sliders and click the speaker icon again. If you still cannot hear the voice clearly, click ‘I did not hear the sound’ and raise your hand.”

Figure 67. Audio/Video Checks Screens



SAY: “After you complete the audio/video checks, the Instructions and Help page will appear. You can review this page to understand what test resources/tools are available and how to navigate through the test.”

Figure 68. Instructions and Help Page



Instructions and Help
You may select the question mark button to access this Help Guide at any time during your test.

Test Settings
Use this button to review your test settings
[View Test Settings](#)

Additional Test Information
Things to keep in mind before you start the test:

- If you need to use the restroom, please raise your hand.
- No snacks during the test.

Help Guide
The Help Guide and test rules can be accessed at any time by using the button on the top part of the test page.
[View Help Guide](#)

[Test Site](#) [Begin Test Now](#) [Return to Login](#)

SAY: “You may return to the Help Guide at any time during the test by selecting the ‘Question Mark’ button. If you do not know how to use the system to enter your response, please raise your hand and I will help you. Please remember that I will show you only how to use the program.”

Please note: If you have students using the Refreshable Braille or Screen Reader accommodations, there is additional scripting required. For the Accommodated Script, refer to the [Accommodated Test Script](#) section of this manual.

↶ Please note: To return to this page after following this link, use one of the following keyboard shortcuts: **Alt + Left Arrow** (for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or **Command + Left Arrow** (for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.

SAY: “Today’s testing session will go until [insert time the session will end]. To review your test before submitting it, select the ‘End Test’ button and select the items you want to review from the End Test screen. Then select Review again to return to the Review screen. Once you have finished your review, please raise your hand before you click the ‘Submit Test’ button. When you are ready to submit your test, click the ‘Submit Test’ button.”

SAY: “I will now approve your test, allowing you to go through the Audio/Video checks and Help guide.”

Note: Reading the RISE scripted testing instructions of the TAM to students immediately prior to testing is only optional for the Benchmark Modules. Reading the testing scripts is highly recommended to familiarize teachers and students with RISE standardized testing procedures. The scripts for each Benchmark Module are provided below. The scripts reflect the different content provided for the tests.

Writing Benchmark Module Script

SAY: “You are now ready to respond to one writing prompt for [insert type of prompt]. You will see guidelines that suggest how much you should write and how long it should take you to respond. Most of you will finish in one hour. If you have not completed your writing at the end of the testing session, please select **End Test**. Do not submit your writing tests until you have completed the entire essay. Please raise your hand before you submit your writing test.”

SAY: “When you are ready, select **Begin Test Now**.”

Please note: If you have students using the Refreshable Braille or Screen Reader accommodations, there is additional scripting required. For the Accommodated Script, refer to the [Accommodated Test Script](#) section of this manual.

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ELA, Mathematics, or Science Benchmark Module Script

SAY: “You are now ready to take the [insert Benchmark Module name]. This test is designed to measure your understanding of [insert standard or learning objective]. When you have completed your test, please raise your hand before submitting your test.”

SAY: “When you are ready, select **Begin Test Now**.”

Please note: If you have students using the Refreshable Braille or Screen Reader accommodations, there is additional scripting required. For the Accommodated Script, refer to the [Accommodated Test Script](#) section of this manual.

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Five-Minute Alert Before the End of the Test Session

Follow appropriate local procedures to attract the students’ attention and then read the following script.

SAY: “There are five minutes remaining in this test session. Please prepare to pause or end your test. If your test is paused, you will not be able to return to items you have responded to, so please review them before you pause the test. You will not be able to return to your test once you have submitted it.”

Follow local procedures to actively proctor the test session and to document any testing anomalies that occur. Students who finish early should be encouraged to use any remaining time to check their answers before submitting the test for scoring.

Ending the Test Session

Students—End the Session and Sign Out

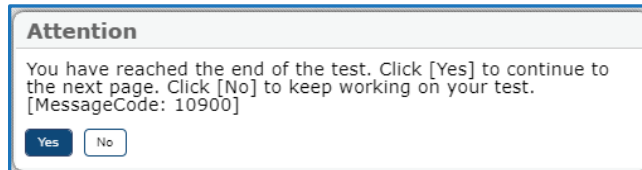
SAY: “The test session is now over. If you have not finished, click the ‘Pause’ button in the upper-right corner.”

SAY: “If you have completely finished the test, click ‘End Test’ and confirm by clicking Yes on the Attention screen.”

Figure 132. End Test Button

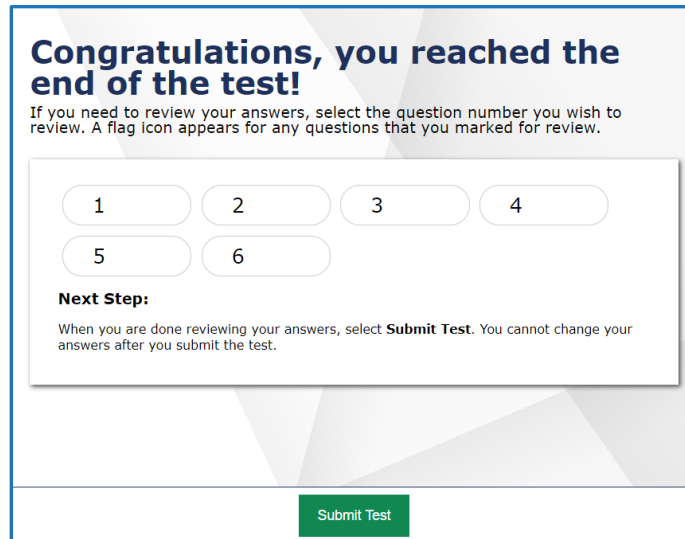


Figure 133. End of Test Attention Screen



SAY: “Click ‘Submit Test’ on the End Test Review Screen to submit your test. You will not be able to return to the test after you have submitted your test.”

Figure 134. End of Test Review Screen



SAY: “If you do not know how to submit your test, or cannot submit your test, please let me know now.”

[Pause.]

SAY: “I will now collect your testing materials.”

Secure materials should be stored between testing sessions and destroyed at the end of testing session according to local procedures.

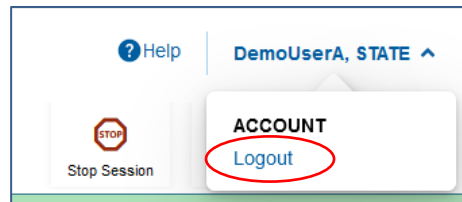
Ensure the following materials are secure:

- Scratch paper/graph paper written on by students
- Embossed items and passages (for students with braille accommodation)
- Print-on-Demand items and passages (for students with Large Print or paper-based accommodations)
- Student test tickets, if provided (should have been collected already and placed in a secure location after the students began testing)

Test Administrator—Sign Out

SAY: “Click ‘Logout’ in the upper-right corner of the TDS system.”

Figure 135. Logout Button in TDS System



After Testing

Please reference the *Reporting User Guide* for instructions on accessing reports following the RISE Benchmark Modules or Interim assessments. For instructions on interpreting the results, please consult the *Reporting User Guide*. The document can be found at UtahRISE.org.