Student Directions for Taking the Test [English]

ELA PT

To maintain test security and avoid student coaching, TAs must read the script below verbatim to students prior to having students log into a general summative test. TAs must read these directions exactly as they are written, using a natural tone and manner. If the TA makes a mistake in reading a direction, the TA should stop and say, “I made a mistake. Listen again,” then read the direction again.

Today, you will take the **Grade ___ ELA PT** test. Before we discuss how the test process works, it’s important to ensure that you are calm, focused, and understand how the test results will be used.

We know that taking tests can be stressful or you may feel some anxiety, and it is okay to be having those feelings. Many students do. [The following is optional text. TAs may substitute their own calming procedure if appropriate. “I want everyone to take a deep breath. Breathe in deeply and breathe out slowly. Feel your body calm down.”]

Being calm will help you focus and do your best work.

This test will help Oregon educators understand where our class is strong and what your teachers might need to focus on next year. The results from tests like yours will help us improve teaching and learning for students across Oregon. Test results won’t be used to make decisions about individual students or individual teachers.

This test is a chance for you to show us all what you know and can do! In our normal classroom work, we all help each other, but here it is important that you demonstrate your own knowledge and skills.

Worrying during test-taking is understandable. It is okay to do what you need to do to take care of yourself during the test taking process.

Now I will explain how the testing process works. First, let’s go over some test rules.

Give what you think is the best answer to each question even if you are unsure. Mark the question if you want to remember to review that answer later. You may go back and change the answer during this test session.

This test is divided into segments. When you get to the end of each segment, you will be prompted to review your answers before moving on. Once you submit your answers and move on to the next segment, you will not be able to return to the previous segment.

You may pause at any point by clicking PAUSE. Please raise your hand if you need a break and ask permission before clicking PAUSE.

Your answers need to be your own work. Please keep your eyes on your own test and remember, there should be no talking.

Log-in Directions

ELA PT

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TAs may assist students who need additional help logging in.

Now we are ready to log in. Enter your full last name, not your first name, followed by your SSID number. Click “Sign In.”

Make sure that your personal information on the next screen is correct and click YES to continue. Enter the test session ID, then click “Join Session.”

On the next screen, select the **Grade ___ ELA PT**.

After I approve you to begin testing, make sure that you have the right test and settings. If any of the test information is incorrect, please raise your hand.

Next you should see a screen that prompts you to check the sound on your computer. Put your headsets on and click the icon of the speaker in the circle to hear the sound. If you hear the chime, click I HEARD THE SOUND and then CONTINUE. If not, raise your hand.

Devices that can access the internet are not permitted during testing. [It may be appropriate to remind students of your school’s policy regarding Executive Order 25-09 at this point.]

When you are ready to begin your test, click BEGIN TEST NOW at the bottom of the page.

Student Directions During Testing

If you notice that a student is off task, you may read the statement below **verbatim**.

It is important that you do your best. Do you need to pause the test and take a break?

If a student is concerned about an item, you may direct the student to enter the concern in Online Comments by reading the script below **verbatim.**

Try your best and choose the answer that makes the most sense to you. If you are unsure about how a question works, you can review a tutorial by clicking on the Tutorial button available through the dropdown menu on the right side of the screen. You can send a comment about this item if you wish by clicking on the Comment button also available through the dropdown menu.

Directions for Ending or Pausing the Test Session

We are about to stop this test session. Please finish the question you are working on now and do not start another one. If you need additional time, let me know. This test session is now over. If you have not finished, click PAUSE, and you will be able to finish at another time. Remember, if you have not finished your Performance Task, use the PAUSE button in the top right corner. During the next testing session, you will be able to resume at the same place and finish your work. At the end of your test, you will see a SUBMIT TEST button. If you have finished reviewing your answers, click SUBMIT TEST. You will be asked to confirm that you are sure you want to submit your test. Click YES. Click LOG OUT on the next screen. I will now collect any scratch paper or other materials. Please do not share or discuss the test questions you saw today, or how to answer them, with others. Thank you for doing your best today!