



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

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Washington Comprehensive  
Assessment Program

# Simplified Test Directions

for

## Washington State Assessments

# Simplified Test Directions

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## Overview

Simplified test directions are a designated support allowable across all grades on state assessments. Designated supports can be provided to any student if an informed educator or group of educators determines it is appropriate. Students with difficulties in auditory processing, short-term memory, attention, or decoding may benefit from having test directions simplified for them. This designated support may require testing in a separate setting to avoid distracting other test takers. Test Administrators (TAs) administering the test simplify the online or paper *TA Script of Student Directions*. The student depends on the TA to read the script accurately, pronounce words correctly, and speak in a clear voice. When a student needs additional support understanding the test directions, the TA may simplify or paraphrase the language in the script and verify the student's understanding. Simplifying test directions should be consistent with classroom instruction and includes repeating or rephrasing. This may include breaking student directions into parts or segments or using similar words or phrases, but it should exclude defining words or concepts. **Test content, including test items, words from items, passages, scenarios, stimuli, or instructions for individual items may not be simplified or paraphrased.**

## Qualifications for TAs Who Simplify Test Directions

- The TA who simplifies test directions for state assessments should be an adult who is familiar with the student.
- TAs must be trained in test administration. Training must be in accordance with administration and security policies and procedures.
- Test readers should read and sign the *Test Security Staff Assurances Report* before test administration.
- TAs must be familiar with the vocabulary, terminology, and symbols specific to the student directions and related conventions for standard oral communication.
- TAs must be able to speak clearly and at a normal pace with clear pronunciation.
- Be patient and willing to repeat test directions.

## Prior To Test Administration

Before testing, TAs who simplify test directions **should**:

- TAs should be assigned to the same students for each day of testing.
- Familiarize themselves with the testing environment and format in advance of the testing session.
- Practice simplifying test directions and become familiar and comfortable with the process before working directly with the student.
- Note additional accessibility features or assistive technology the student requires.

## Day of Test Administration

TAs who simplify test directions **must**:

- Be prepared to restate the language in the script.
- Read the directions aloud in paraphrased, clarified, or simplified form, rather than reading the script verbatim.
- Ensure that the student clearly understands the directions.
- Spell any words in the script if requested by the student.

- Adjust reading speed and volume if requested by the student.
- Only simplify the student directions in the *TA Script of Student Directions*.

TAs who simplify test directions **must not**:

- Deviate from the test directions in ways that would impact the content being measured.
- Paraphrase, interpret, define, or translate any aspect beyond the script provided in the *TA Script of Student Directions*.
- Read aloud any parts of the test content, including items, words, passages, or stimuli as this would be a violation of test security.

**Note:** If a student is registered for the read-aloud designated support and/or accommodation, in conjunction with the simplified test directions designated support, the test reader should follow the *Read Aloud Guidelines for Washington State Assessments*. TAs may not prompt the student in any way that would result in a different response to a test item. TAs may not influence the student’s response to how they respond to test questions in any way.

*Table 1: Online Testing Example of Simplified Directions*

Full Log-in Directions for Online Testers	Simplified Log-in Directions
Find the secure browser icon on the computer screen. If you need help, raise your hand. Open the secure browser. You will see the <b>Please Sign In</b> page. If you need help, raise your hand. Type your first name into the “First Name” space. Type your SSID number into the “Student ID” space. Type the session ID into the “Session ID” space. If you need help, raise your hand.	Now we are ready to log in. Enter your legal first name, not your nickname, followed by your SSID number. Then enter the test <b>Session ID</b> .
Now click <b>Sign In</b> . You will see the <b>Is This You?</b> page. Make sure your name, grade, and SSID are correct. If everything on this page is correct, click <b>Yes</b> . If the information is not correct, raise your hand.	Now click <b>Sign In</b> . Make sure that your personal information is correct and click <b>Yes</b> to continue. If it is not correct, raise your hand.
Now click <b>Start Summative: Grade _____</b> . You will see the <b>Waiting for Approval</b> page. Please wait for me to approve your test. You will see the <b>You Are Almost Ready to Begin Your Test</b> page. Click <b>View Test Settings</b> to make sure your settings are correct. If your test settings are correct, click <b>OK</b> . If your test settings are not correct, raise your hand.	On the next screen, select the <b>[INSERT NAME OF TEST]</b> . Then wait.
During the test, you must answer each question on the screen before moving on to the next screen. It is important to give your best answer to each question. Some questions have more than one part. You can scroll down the screen to see all the parts of a question. Look at the <b>Additional Test Information</b> . It says, “By clicking the <b>Begin Test Now</b> button, I understand that this test is private and that I cannot copy or talk about any part of this test with anyone.” If you have any questions, raise your hand.	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. If the information is correct, click <b>Begin Test Now</b> .

*Table 2: Paper-Pencil Testing Example of Simplified Test Directions*

Full Directions for Paper Testers	Simplified Directions
<p>Make sure your name is on the test booklet and answer booklet. If you have any questions, raise your hand.</p> <p>Look at the cover of your answer booklet. In a minute, I will tell you to write your name on the line next to student name. When you sign your name, you are saying "I understand that this test is private and that I cannot copy or talk about any part of this test with anyone."</p> <p>If you have any questions, raise your hand.</p> <p>Now sign or print your first and last name, on the front cover of your answer booklet, on the line next to student name.</p>	<p>Make sure the test booklet and answer booklet have your name printed on it.</p>
<p>You will be taking session 1 of the mathematics test. Do not look at any other sessions in the test.</p> <p>You may only use a number 2 pencil with an eraser, other writing tools are not allowed. You may write in this test booklet or on the scratch paper provided. You may also mark, underline, or circle key words, and cross out answers in this test booklet.</p> <p>Mark your final answers in your answer booklet. If you have any questions, raise your hand.</p> <p>Open your test booklet to page 1. Now open your answer booklet to page 1.</p>	<p>Now you will take the <b>[INSERT NAME OF TEST]</b>. Open your test booklet and answer booklet to page 1.</p>
<p>We will begin by doing some sample questions. Your test booklet contains several different types of questions as shown below. Each sample shows what a certain type of question looks like in the test booklet. You will mark your answers to the sample questions in the <b>SAMPLES</b> box above session 1 in your answer booklet. After you have marked your answer to the sample question we are working on, please wait quietly for my next instruction. When marking your answers, be sure to fill in bubbles completely and make your marks heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark. Let's practice!</p> <p>For Sample A, fill in only the bubble that goes with the answer you choose. If you have any questions, raise your hand.</p>	<p>We will begin with sample questions. Mark your answers to the questions in your answer booklet. For Sample A, fill in one bubble for your answer.</p> <p>Completely fill in the bubble with a mark that is dark. If you change an answer, completely erase the mark, before making a new mark.</p>