



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Washington Comprehensive
Assessment Program

TA Script of Student Directions

Washington Comprehensive Assessment of Science

Spring 2024

Science

Summative Assessment



Test Administrators (TAs) are required to use this script when administering the Online Summative Science Assessment. *Translated Test Directions* are available in 14 languages on the WCAP Portal. The *Translated Test Directions* should be used in conjunction with this document to help support TAs and multilingual students with the login instructions.

School Test Coordinator Contact Information

Name:

Phone:

Cell:

Email:

<https://wa.portal.cambiumast.com/>

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Test Administrator Testing Supports



This document contains the TA script of student directions for the Washington Comprehensive Assessment of Science (WCAS) online summative assessment administration. TAs are required to review this document before administering an online WCAS assessment.

Contents of this document include best practices for test administration and the student directions. All students should be provided an opportunity to practice using the training tests prior to taking the summative test.

Pausing a Test

Click the **Pause**  button in the TA Interface to pause an individual student's test. TAs must be familiar with the pause rules for the test being administered. The rules for pausing a test vary based on the test and the content being assessed. Additional information about pausing a test is available in the [Pausing for Multiple Sessions](#) section. For complete details, refer to the General Rules of Online Testing section of the [Test Administration Manual](#) (TAM).

- The WCAS follows the same Pause rule as the computer adaptive portions of the Smarter Balanced tests. If the WCAS is paused for less than 20 minutes, the student can return to previous test pages and change the response to any question that is **not a locking item**. If the WCAS is paused for more than 20 minutes, the test will return the student to the last page that contains a blank question, and **the student will not be able to access any previous test pages**.
- If the student has begun interacting with a locking item (selecting an answer, moving an object, typing a response, etc.) they will have to complete the locking item, including selecting Yes in the Attention box to commit their response before the system will allow them to pause their test. If the student has not interacted with the locking item, they will be able to pause the test on that page.
- If the TA Interface is closed while students are testing, the session will remain open until it times out after 30 minutes. The TA can open the browser and navigate back to the TA Interface. The TA will be prompted to enter the active session ID. If the current session ID was not retained, TAs will need to start a new session.
- Sessions are automatically logged out and closed after 30 minutes of TA or student inactivity. A new session ID would have to be created and students would have to log in to the new session to resume testing. **Students will not be able to return to questions from previous sessions, even if the questions were marked for review.**

Testing Over Multiple Sessions

The online WCAS can be administered in one session, over the course of one day. It is also acceptable to administer the WCAS in two or three sessions, on 2 or 3 different days. If the approved building test schedule requires administering the test over the course of multiple sessions, we recommend testing for a specific amount of time for session one and session two, likely 60 to 75 minutes each. Then finish the test in session three if needed. For each session, allow for approximately 10 minutes to read log in instructions to students prior to testing and another 10 minutes for students to review their answers for that session and ensure that their final answers are recorded before pausing their test.


When testing is resumed on a subsequent day, the TA will need to start a new test session. When instructing students to log in, TAs will read the un-italicized sections of the SAY boxes to the students from the [Summative](#)



[Student Directions](#) section. Students will not be able to return to the stimuli or questions they answered in the previous session(s) and day(s).

For additional information, see the Scheduling Time for Testing section of the TAM.

Calculator Resizing/Screen Resolution Information



Occasionally when the G5 science calculator is opened only the keypad can be seen. If this happens the student can use the resizing  icon to adjust the calculator so that the area displaying numbers entered or calculation results shows.



The issue can be avoided by setting the device's display scale to 100% to keep the amount of usable screen real estate within the 1024x768 minimum resolution for the WA Secure Browser.

Special Features of the WCAS

There are two special testing features that students will see on the assessment. It is highly recommended that students have an opportunity to practice using these features on the training tests before the summative WCAS.

Collapsing information sections: Science clusters present information sections (sections 1, 2, 3, etc.), each paired with a question or set of questions. For example, the first screen contains information section 1 paired with a set of questions. Once all the questions on the screen are answered, the student selects the Next button to move to a second screen. The student sees information section 1 "collapsed" above the information section 2, along with a new question or set of questions.

The student may select the  plus symbol to have section 1 expand if the student wants to refer to information in section 1 to help answer the questions associated with section 2. Section 1 can be collapsed again by selecting the  minus symbol. The same format and process are used for all collapsible information sections associated with the item set.

Locking items: Some questions appear with a green unlocked padlock  next to the question number. The student can work with the question as much as they want until they click the **Back** or **Next** button. When they click the **Back** or **Next** button, an **Attention** box will ask if they are done with their answer. When the student selects the Yes button to commit to their response, the system will move on, and the item will be locked. If the student returns to the locked item or looks at the locked item from the **Review** page, they will still be able to see the question and their response, but the response area will be grayed out, the padlock will be red and locked , and they will not be able to change their answer even if they flagged the question for review.

For detailed instructions on TA support regarding these features, see the section [Supplemental Student Test Directions](#).

Preparing for Testing

Before Testing (Day Prior or Morning of)

- Print this TA Script of Student Directions.
- TAs should try to maintain a calm and positive classroom atmosphere during the test administration. Before each test begins, the TA should encourage students to do their best.

During Testing

- Follow professional practices and test security protocols, as outlined in the [*Professional Assessment Standards, Security, Appeals, and Reporting Guidelines*](#).
- At least one trained TA must be present to supervise students throughout the test session and until materials have been collected and accounted for.
 - Students left unattended will have their test results invalidated.
- Provide all tools, supports, and accommodations according to each student’s plan.
 - If a student’s accessibility features are unavailable, stop testing and notify your School Test Coordinator (SC) immediately.
- TAs must ensure that students do not have access to non-approved digital, electronic, or manual devices during testing.
- Follow recommended break schedules outlined in the *Test Administration Manual (TAM)*.
 - Additional breaks may be provided based on student needs and TA judgment.
 - Students who have not completed the assessment must be monitored during breaks and lunches.
- Should a testing incident occur during your session, stop testing immediately and notify your SC.
- Share your plan for students who finish early.
 - Do students leave the testing room, and if so, where do they go?
 - If students remain in the testing room, what quiet activity is available?
 - Electronics are not permitted.

How are materials processed and accounted for?

Each test-specific TA script must be used and followed exactly when a test is administered. When reading directions to students:

- Read all directions in boxes next to the word **SAY** to students. Do not paraphrase the directions.
- The italicized text outside of the **SAY** boxes is for the test administrator and should not be read to students.
- Read the directions to students exactly as they are written, using a natural tone and manner. If you make a mistake in reading a direction, stop and say, “Listen again.” Then read the direction again. Deviating from the printed directions is a testing violation.
- You may repeat any part of the scripted directions as many times as needed.

- Do not provide students suggestions on how to respond to questions or evaluate student work.
 - See the [Supplemental Student Test Directions](#) for detailed instructions on TA support that is permitted during testing.

After Testing

- Review and follow the instructions in the [Closing Out the Test Session](#) section, before releasing students from the testing location.
 - All ancillary materials (i.e., graph paper, scratch paper, and test tickets) distributed during the test session must be collected and accounted for before releasing students from the testing location.


For additional information see the Test Administrator Checklist in the TAM.

Summative – TA Instructions

Monitoring Test Progress

Once students have started their tests, Test Administrators (TAs) should circulate through the room to ensure all conditions of test security are maintained. If the TA witnesses or suspects a possible test security incident, the SC should be contacted immediately in accordance with your *Test Security and Building Plan* (TSBP).

The TA Interface automatically refreshes every minute. The TA can also refresh it manually by clicking the

Refresh  button at the top of the page. Do not click the web browser's refresh button.

Students in your Test Session

Students' test statuses appear in the **Students in Your Test Session** table.

- Statuses include approved, started, in-progress, review, completed, submitted, and paused. If the green **More Info** button displays, you can click on it to get more information.
- The progress bar indicates the percentage of questions a student has answered out of the total number of questions on the test. Use the **Refresh** button for the most accurate information.

Supplemental Student Test Directions

If a student asks for assistance with technology, TAs are permitted to:

- Re-read student directions in English.
- Re-read the [Translated Student Directions](#) in the student's home language or show the student where the text is in the *Translated Student Directions* if the student is reading those to themselves.
- Acknowledge that the student has used the system correctly.
- Redirect the student to tutorial videos on how to properly use the technology.
- Direct students to the keyboard or toolbar; however, TAs **may not** provide students assistance with tools.
- Advance computer screens or turn pages for print-on-demand papers.

Questions for Students Who Are Off Task

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

Off Task	SAY: It is important you do your best. Do you need to take a break?
-----------------	--

If the student responds with yes, you may read the statement below.

Off Task	SAY: Pause your test and take a break.
-----------------	---

Responses to Question Concerns

If a student is concerned about a question, you may support the student by reading one or more of the relevant statements below verbatim.

Question Concern	SAY: I cannot help you check your answers.
-------------------------	---

Question Concern

SAY: If you do not know how to enter an answer to a question, select Tutorial from the context menu to view a short video.

Question Concern

SAY: You can read the question again and think about what the question is asking you to do.

Question Concern

SAY: Try your best and choose the answer that makes the most sense to you.

Question Concern

SAY: Remember you can use scratch paper to write down your ideas first. Enter anything you want to be scored into the online test.

Response to Questions About Collapsing Information Sections

If a student asks about the plus **+** and minus **-** symbols, you may support the student by reading the script below verbatim.

Collapsing Information Sections

SAY: Click the plus symbol to see the information section at the top of your screen and scroll down to see the next information section. Click the minus symbol to close the information section again.

Response to Questions About Locking Items


If a student asks about the green padlock or locking item **Attention** box, you may support the student by reading the script below verbatim.

Locking Items

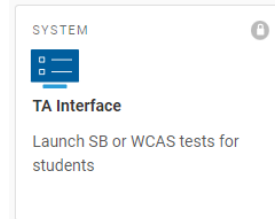
SAY: You will not be able to change your answer to a locking question after you move to a different question, even if you flag the question for review.
Make sure you have given your best answer before you move on to a different question.


Creating a Summative Test Session

The online state assessments have two components. TAs use one component, the TA Interface, to create and manage test sessions. Students use the other component, the WA Secure Browser, to take the summative assessments.

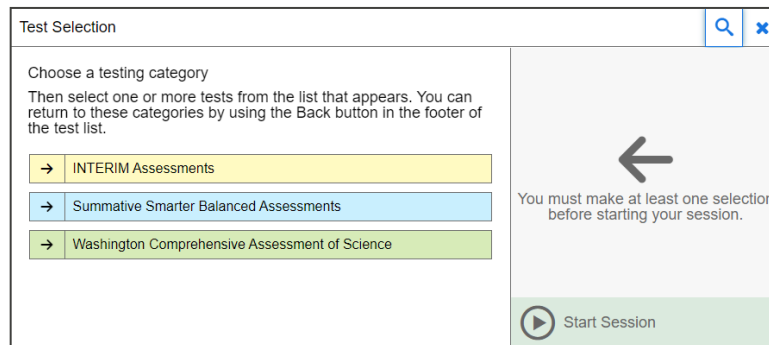
 A test session should not be started more than 20 minutes before students log into the test.

1. Access the WCAP portal homepage at <https://wa.portal.cambiumast.com>.
2. Select the test you are administering.
3. Scroll to the All Systems Used in Summative Testing section.
4. Click the **TA Interface** card.
5. The **Login** page appears.
6. Enter your **Email Address** and **password**.
7. Click the **Secure Login** button.

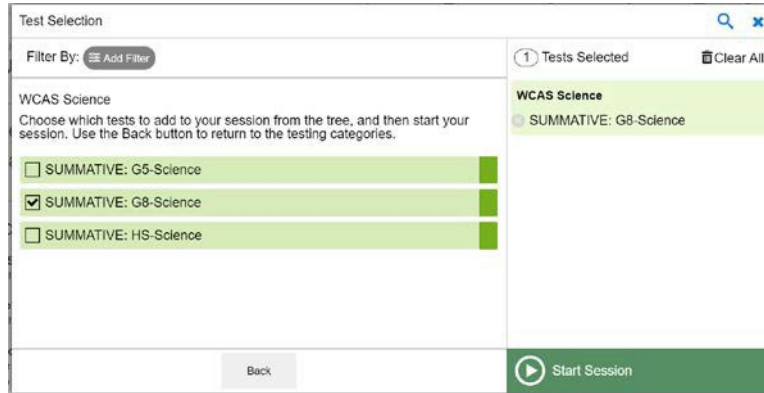


 Some web browsers will need to have pop-up blockers disabled and the page refreshed before the Test Selection window can be accessed.

8. In the **Test Selection** window, click on the arrow in the green section that says Washington Comprehensive Assessment of Science.



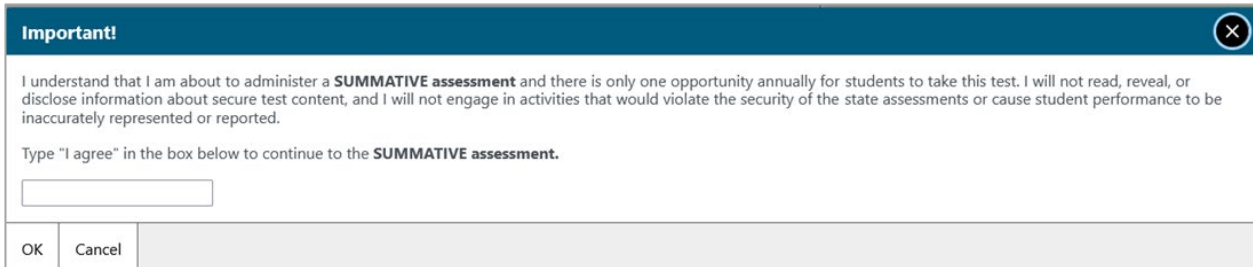
9. When you are ready to begin a test session select the test(s) to administer.



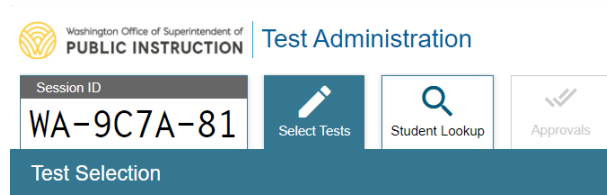
Highly Recommended: This example displays how to properly select test sessions on the test selection page. In this example only the “**Summative: G8-Science**” for WCAS is selected.

TAs must ensure that the correct summative test is being administered. It is highly recommended that TAs select only the test label for the test that is being administered now. This will ensure students can only log in to the correct test.

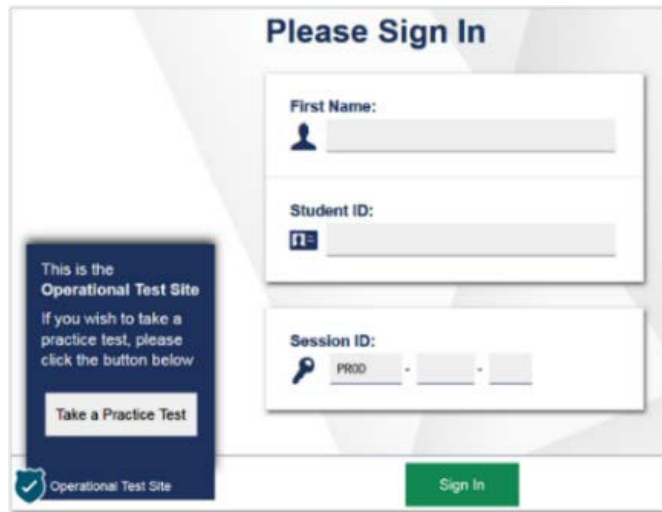
- If you see the Important! pop-up message below you have selected a summative test. To select an interim, click the Cancel button to close the window, unselect the summative test and click the Back button to get back to the main menu and select from the interim list.






- Click the **Start Session** button. The system-generated session ID (see example “WA-9C7A-81”) appears in the top-right corner of the screen. The session ID will need to be shared with students. TAs may write it on the board. Following security protocols, the TA should write down the session ID for their records, in case of session inactivity or a technology or system error that closes the session. Having the session ID will allow the TA to immediately resume the session without creating a new one.



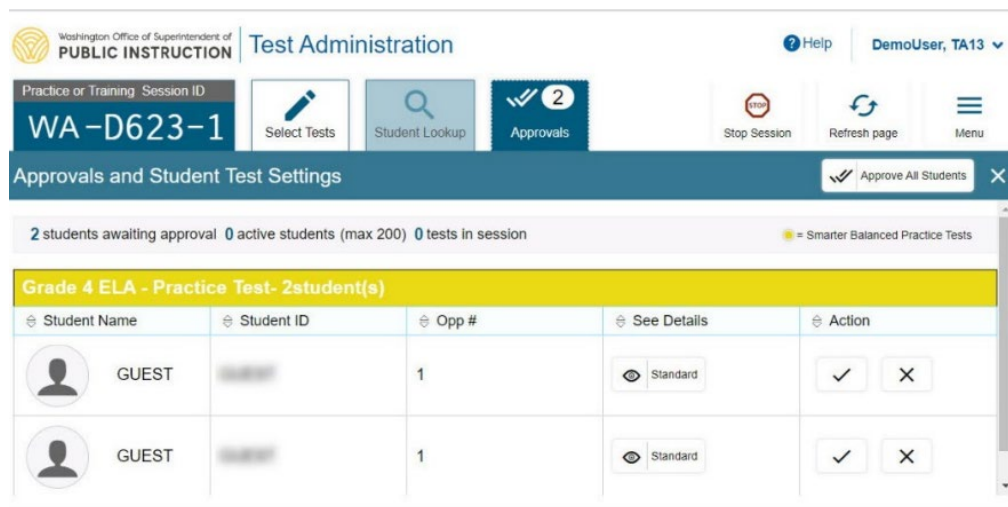
- You will have students log in using the **Secure Browser** using their first name, SSID, and Session ID from step 11.




13. Next you will approve students for testing after verifying student test settings are correct. Click on the **Approvals** tab to view the list of students awaiting approval.


- To review a student’s test settings and accommodations, click the **Eye**  button in that student’s row.
- To approve an individual student for testing, click the  button.
- To deny a student for testing click the  button and enter the reason for denial in the box. (The student will see the reason on their screen before their test logs out.)

To approve all students in the list for testing, click the **Approve All Students** button at the top of Approvals and Student Test Settings page.




14. Monitor students’ progress throughout testing. Students’ test statuses appear in the **Students in Your Test Session** table. Students must be supervised by a trained TA throughout testing.

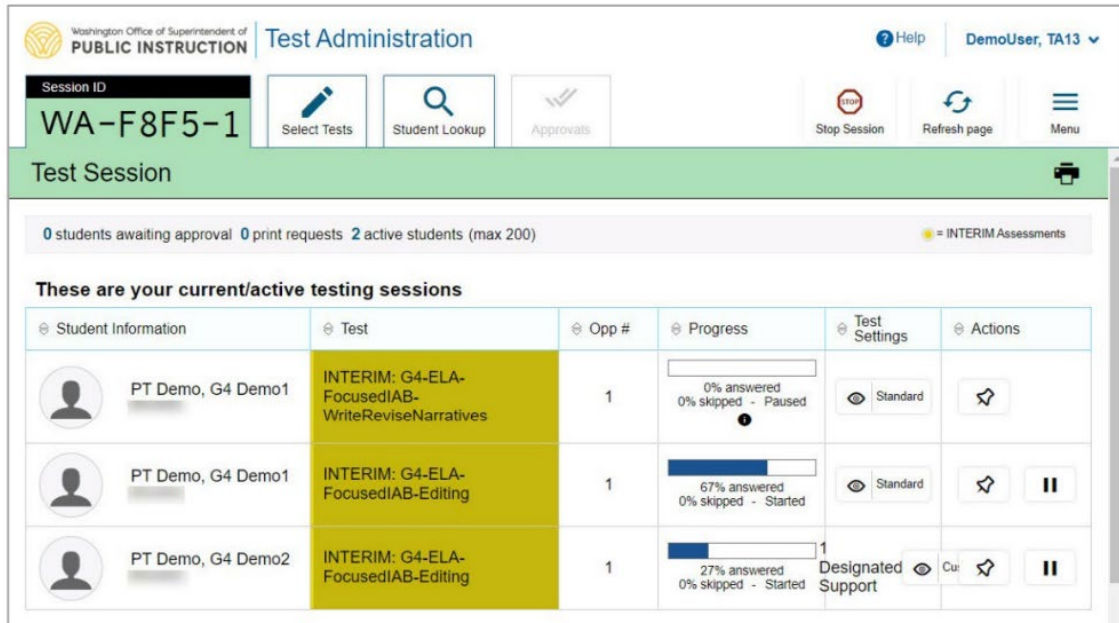
- The **Progress** column progress bar indicates the percentage of questions a student has viewed, out of the total number of questions.
- Click the **Pause**  button to pause an individual student’s test. If a student’s test is paused for more than 20 minutes, the test will return the student to the last page that contains a blank question, and the student will not have access to previous test pages.

If you want to pay close attention to the progress of a particular student, click the **Pin**  button to list the student in a pinned table at the top of the page.

The progress tables refresh at regular intervals, but you can also refresh them manually by clicking the


Refresh page  button in the top-right corner of the screen.

Any tests with potential issues will be listed in a separate table for tests with potential issues, which appears at the top of the page. This can occur when a student has a pending print request or a student's test was paused due to a security issue, such as the launch of a forbidden application.




The screenshot shows the Test Administration interface for the Washington Office of Superintendent of Public Instruction. The session ID is WA-F8F5-1. The interface includes buttons for Select Tests, Student Lookup, Approvals, Stop Session, Refresh page, and Menu. A summary bar indicates 0 students awaiting approval, 0 print requests, and 2 active students (max 200). Below this is a table titled "These are your current/active testing sessions" with columns for Student Information, Test, Opp #, Progress, Test Settings, and Actions. The table lists three sessions, each with a progress bar and status indicators.

Student Information	Test	Opp #	Progress	Test Settings	Actions
PT Demo, G4 Demo1	INTERIM: G4-ELA-FocusedIAB-WriteReviseNarratives	1	0% answered 0% skipped - Paused	Standard	Pin
PT Demo, G4 Demo1	INTERIM: G4-ELA-FocusedIAB-Editing	1	67% answered 0% skipped - Started	Standard	Pin, Stop
PT Demo, G4 Demo2	INTERIM: G4-ELA-FocusedIAB-Editing	1	27% answered 0% skipped - Started	Designated Support	Pin, Stop

 The progress percentage bar in the TA Interface may show as partly yellow. This happens when the student interacts with questions out of order on a page with multiple questions. When the student completes all questions on the test page and moves forward, the yellow in the progress percentage bar will disappear and return to fully blue.

15. When the test session is over:

- Click the **Stop**  button to end the session and automatically pause any in-progress tests in your session.
- Click the **Log Out** button to exit the Test Administration site. Once a test session is stopped, it cannot be resumed. If students need to continue testing, you will need to start a new session.

Summative – Student Directions

Before you begin administration of the online summative science assessment, verify that you have all the necessary materials to support the testing session.

- graph paper
- scratch paper
- test tickets
- two sharpened pencils with erasers per student

Student Log-in and Test Directions

Read the student **SAY** directions verbatim to the students. Each **SAY** box has a label to the left specifying whether the instructions should be read for all tests or only read for certain tests. Let students know what types of activities are permitted if they finish testing early. Cell phones and other non-approved electronic devices are not permitted in the testing location. Use of student testing devices for purposes other than testing is a security violation and will result in test invalidation, even if the student has completed testing.

ALL	SAY: If you have a bag, cell phone, or any other electronic device, raise your hand and I will show you where to put it. If you have a cell phone or other electronic device during the test, it will be reported, and you will get a zero on your test.
------------	---

Pause. Show students where to place their electronics and bags. Students should not retrieve their cell phones, or other non-approved electronic devices at any time during the test, including during breaks. Test scores will be invalidated for any student who is in possession of a cell phone or other non-approved electronic device during testing.

ALL	SAY: I am now going to pass out your test materials.
------------	---

Pass out test tickets, graph paper, scratch paper, pencils, and headphones for any student using Text-to-Speech.

ALL	SAY: Print your name on each piece of paper. You can use the paper during the test, but answers on paper will not be scored. Enter anything you want to be scored into the online test. I will collect the papers at the end of the test session.
------------	--

Pause. Allow students time to write their names on the paper. Show students where additional graph paper or the scratch paper is available if needed.

Students will click on the WA secure browser icon  on their screens to launch the student test interface.

ALL	SAY: Find the secure browser icon on the computer screen. If you need help, raise your hand.
------------	---

Pause. Assist students as needed.

ALL	SAY: Open the secure browser. You will see the Please Sign In page. If you need help, raise your hand.
------------	--

Pause. Assist students as needed. In the next step students will enter their information exactly as it appears on their test ticket.

ALL SAY: Type your first name into the “First Name” space.

Pause.

ALL SAY: Type your SSID number into the “Student ID” space.

Pause. If you have not already done so, write your session ID on the board now.

ALL SAY: Type the session ID into the “Session ID” space. If you need help, raise your hand.

Pause. Ensure that all students have successfully entered their information as it displays on their test ticket.

ALL SAY: Now click **Sign In**.

If a student is unable to log in, a message appears with the reason (an invalid SSID, for example). If a student receives this message, verify the student has correctly entered their name, SSID, and session ID. If the student is still unable to log in, notify your SC.

*On the next screen, students will confirm that their information is correct and then click the **Yes** button. If corrections are required, contact your SC to make the corrections in TIDE. The student should not continue until all information is corrected.*

ALL SAY: You will see the **Is This You?** page. Make sure your name, grade, and SSID are correct.

Pause. Assist students as needed.

ALL SAY: If everything on this page is correct, click **Yes**. If the information is not correct, raise your hand.

Pause. Assist students as needed.

*On the next screen, students will choose the test that you are administering. In the next **SAY** box you will instruct*

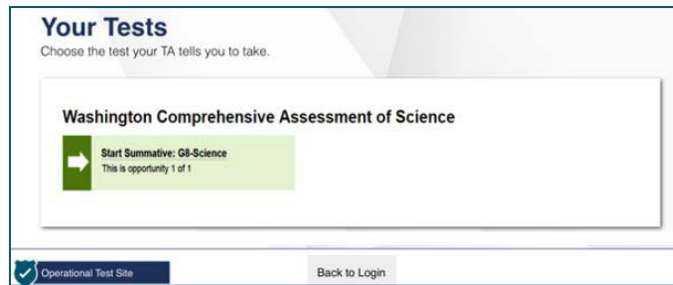
students to select the correct test. Make sure that all students have logged in and are at the **Your Tests** screen.



If multiple tests were selected by the TA, students will have the ability to select any of the tests, including the one that is intended to be administered in this session. TAs are responsible for verifying each student asks to join the correct test, before providing approval. If the incorrect test is displayed for students, deny students entry into the test. Add the correct test to the test session and have students repeat the login process.

ALL **SAY:** Now select **Start Summative Grade** _____.

If students began testing on a previous day "Resume" will display instead of "Start." For this situation, you will read the next **SAY** box and then move directly to the [Continuing Testing after a Pause](#) section.



Resuming Testing **SAY:** If you previously started the test but did not finish, the word **Resume** is next to the test name. Click **Resume**.

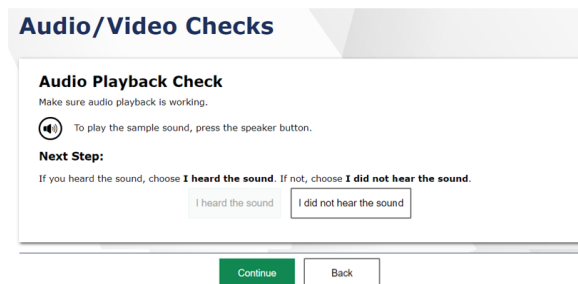
The next two pages of instructions are for students logging in to the WCAS for the first time.

ALL **SAY:** You will see the **Waiting for Approval** page. Please wait for me to approve your test.

The TA will need to approve students in the TA Interface for this test. Let students know that this may take a few minutes and they need to wait until you continue with the instructions.

Students Using Headphones **SAY:** The **Audio Playback Check** page helps you know if the sound on your computer is working. Put your headphones on and click the speaker button. If you did not hear the sound, click **I did not hear the sound** and raise your hand. If you hear the sound, click **I heard the sound**.

Pause. Assist students as needed to adjust the features of the audio so it is acceptable to the student.



Students who have the text-to-speech designated support or the speech-to-text accommodation will first see a screen to check the audio settings. Assist students individually to follow the directions on the screen for each device check, then proceed to the next **SAY** box for all students. Contact your SC if you need assistance.



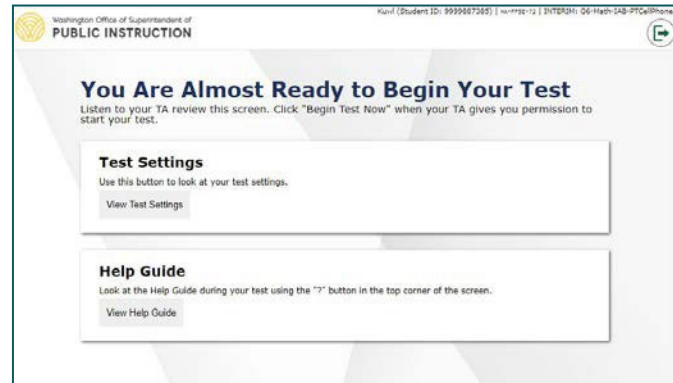
If a student's volume is not working, troubleshoot basic steps such as ensuring that the headset is fully plugged in, mute is not selected, and the volume setting is turned up. You may need to have the student log out and close the Secure Browser to make these changes. If the student is still experiencing issues, contact your school Technology Coordinator or the WA Help Desk toll-free at 1-844-560-7366 or wahelpdesk@cambiumassessment.com

ALL

SAY:

You will see the **You Are Almost Ready to Begin Your Test** page. Click **View Test Settings** to make sure your settings are correct. If your test settings are correct, click **OK**.

If your test settings are not correct, raise your hand.



Pause. Assist students as needed. If settings are not correct, do not allow the student to begin testing. Pause the student's test and contact your SC to change the settings in TIDE.

ALL

SAY: Now click **View Help Guide**.

*Pause. Assist students as needed and make sure that all students see the **Help Guide** screen for "Science WCAS".*

ALL

SAY:

Please read the **Help Guide** carefully. It has information about moving through test questions and pausing the test. The Help Guide also contains information about the test tools.

Pause. Allow students time to review the online test directions.

ALL

SAY:

You can see the **Help Guide** any time during the test by clicking on the question mark icon on the top right corner of the screen. If you have any questions, raise your hand.

Pause. Answer any questions that the students might have. You may read directly from the Help Guide or paraphrase the information to support student understanding.

ALL

SAY:

Click **Back** to close the Help Guide.

Pause.

ALL

SAY:

Some questions are locking items. This means that you cannot change your answer to the question after you move to a different question. When you first see them, locking items have a green padlock next to the question number. When you click Back or Next, a pop-up box will give you one last chance to check your answer. After you move to a different question, you will not be able to change your answer to a locked item even if you marked it for review. A red padlock will show next to the question number when the question is locked. If you have any questions, raise your hand.

Pause. Answer any questions that the students might have.

ALL

SAY:

If you pause the test for more than 20 minutes, **you will not be able to go back and change your answers, even for questions you marked for review.** If you need to pause your test and take a break, raise your hand. You must finish answering locking items before you can pause your test.

Pause. When you are sure students understand the directions, continue.

Test Sessions

As stated in the [Testing Over Multiple Sessions](#) section, the WCAS can be administered to students in one session, or over multiple sessions of testing. Read the appropriate box for your testing situation. Boxes labeled with ALL will be read for all testing situations.

If your approved testing schedule requires that a test be completed in one session, read the next SAY box.

One Session

SAY:

You will finish the test today. When you finish, please check your work and make sure you answered all the questions. Raise your hand when you are done. If you have any questions, raise your hand.

If testing will be completed in multiple sessions, read the next SAY box while filling in the blanks to fit the approved testing schedule.

Multiple Sessions

SAY:

You will have _____ sessions to complete the test.
For this session, we will stop after _____ minutes. Then you will have 10 minutes to check your answers.
When you return to your test [tomorrow or on a subsequent day], **you will not be able to go back and change your answers.**
If you have any questions, raise your hand.

Pause. Answer any questions that the students might have.

ALL

SAY:

Look at the **Additional Test Information**. It says, "By clicking **Begin Test Now**, I understand 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.

Pause to answer student questions. If students have concerns assure them that you can assist them during the test, but this statement is a reminder that they should not talk about the passages or information sections, the questions, or their answers on the test outside of the testing room or (as an example) on social media.

ALL	SAY: If you reach the Attention box that says you have answered all the questions, stop and raise your hand.
------------	--

Pause.

ALL	SAY: When you are ready to begin, click Begin Test Now .
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Monitoring Testing

As students are testing, you should circulate through the room to ensure that all conditions of test security are maintained and that students are working independently. Refer to the [Monitoring Test Progress](#) section for more details. When a student is off task or asks for assistance, refer to the [Supplemental Student Test Directions](#) for statements you can read to students.

When there are approximately ten minutes left in the test session, the TA should give students a brief warning:

ALL	SAY: You have 10 minutes left to test. Finish the question(s) you are working on. Then check your answers to all questions you answered. When you are done, raise your hand.
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If students are completing and submitting their test today, go to the [Ending Student Tests](#) section. If students will be continuing their test in subsequent sessions, go to the [Pausing for Multiple Sessions](#) section below.

Pausing for Multiple Sessions

*Remember, when a student's test is paused for more than 20 minutes, the student will not be able to access any questions on previous test pages when they resume testing later that day or on a subsequent day. This includes questions they marked for review or where they started typing something in the response box (even gibberish text). Students should be sure their answers are complete before pausing the test. Use the **SAY** boxes on the next page to prepare for any pause longer than 20 minutes (e.g., lunch).*

If students have a locking item on their screen and have begun interacting with it (selecting an answer, moving an object, typing a response, etc.) they will have to complete the locking item before the system will allow them to pause their test.

The following box has some options in [brackets], say the appropriate phrase for your testing situation while filling in the blank to fit the approved testing schedule.

ALL	SAY: You will have more time to finish the test [later today or tomorrow or on _____ day]. When you return to your test, you will not be able to go back and change your answers. If you need more time to check your answers, raise your hand. When you are done, click Pause . An Attention box will ask "Are you sure you want to pause the test?". Click Yes to pause your test.
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When all students have paused their test, stop the test session in the TA Interface and log out of the system. Collect all ancillary materials and store them in a secure location until testing resumes.

Continuing Testing After a Pause

*Pass out ancillary materials, begin a new test session, and have students log in. When the students select the test with the **Resume** button, continue with the following **SAY** boxes.*

ALL

SAY:

If you have a bag, cell phone, or any other electronic device, raise your hand and I will show you where to put it. If you have a cell phone or other electronic device during the test, it will be reported, and you will get a zero on your test.

Show students where to place their electronics and bags. Students should not retrieve their cell phones, or other non-approved electronic devices at any time during their tests, including during breaks. Test scores will be invalidated for any student who is in possession of a cell phone or non-approved electronic device during testing.

ALL

SAY:

You will see the **Waiting for Approval** page. Here are a few reminders for testing. You can see the **Help Guide** any time during the test by clicking on the question mark icon. You can pause the test by clicking **Pause**, not **Next**, after answering a question. If you have any questions or need a break, raise your hand.

Pause to answer student questions. If testing will be completed today, read the following SAY box.

Finish Today

SAY:

You will finish the test today. When you finish, please check your work, and make sure you answered all the questions. If you have any questions, raise your hand.

If testing will take place over multiple sessions, read the following SAY box while filling in the blanks to fit the approved testing schedule.

Finish Later

SAY:

You will have sessions to finish the test.
For this session, you will stop after _____ minutes. Then you will have 10 minutes to check your answers. When you return to your test [tomorrow **OR** on a subsequent day], you **will not be able to go back and change your answers.**
If you have any questions, raise your hand.

Pause to answer student questions.

ALL

SAY:

Please wait for me to approve your test.

The TA will need to approve students in the TA Interface for this test.

ALL

SAY:

You will see the **You Are Almost Ready to Begin Your Test** page.

Pause to answer any questions.

ALL

SAY:

Look at the **Additional Test Information**. It says, "By clicking the **Begin Test Now** button, I understand 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.

Pause to answer student questions.

ALL

SAY:

When you reach the **Attention** box that says you have answered all the questions, stop and raise your hand.

Pause.

ALL

SAY:

When you are ready to begin, click **Begin Test Now**.

Monitor student testing and address questions using the information in the [Monitoring Testing](#) section as you did on the previous day(s) of testing.



Ending Student Tests

When there are approximately five minutes left in the last test session, the TA should give students a brief warning:

ALL SAY: We are almost done with this test. Finish the question(s) you are working on.

Pause.

If you have not finished your test and need more time, please raise your hand. You will have more time to finish the test [later today or tomorrow or on _____ day].

When you return to your test, you will not be able to go back and change your answers.

ALL SAY: Take some time to finish the question you are working on and check your answers to previous questions.

When you have finished checking previous questions, click **Pause**. An **Attention** box will ask "Are you sure you want to pause the test?". Click **Yes** to pause your test and sit quietly until we are finished.

Give students time to check their work. After a few minutes, verify that students who need additional time have paused their tests.

When you click the **Next** button on the last question of the test it will take you to the **Review** screen to review your answers or marked questions. When you have finished checking your work click the **End Test** button. You will see an **Attention** box that says "You are about to end your test. If you are ready to end your test, check the box next to *I agree* and then select the **Yes** button. If you are not ready to end your test, click on the **No** button.


ALL SAY:






If you need help with these steps, raise your hand.

You have finished testing, please check your answers.

If you need to review your answers, select the question number you wish to review. A flag icon appears for any question that you marked for review.

Questions:

 = You have marked questions. Review these questions before submitting your test.

1	2 	3	4	5	6	7	8	9 
10	11	12	13	14 	15 	16	17	18
19	20	21	22	23	24 	25	26	27
28	29	30	31	32	33	34		

End Test

Click here if you are ready to end your test. This action cannot be undone and you will not be able to go back to your test. Please make sure you have checked all your answers.

Attention

You are about to end your test. If you are ready to end your test, check the box next to "I agree" and then select the Yes button. If you are not ready to end your test, click on the No button.
[MessageCode: 10900]

I agree

Pause. Check with any students who are not done and help them get to the point where they can either pause their test or click **Yes** in this attention box.

You have finished testing, please check your answers.

If you need to review your answers, select the question number you wish to review. A flag icon appears for any question that you marked for review.

Questions:

= You have marked questions. Review these questions before submitting your test.

1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	18
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End Test Click here if you are ready to end your test. This action cannot be undone and you will not be able to go back to your test. Please make sure you have checked all your answers.

Attention

You are about to end your test. If you are ready to end your test, check the box next to "I agree" and then select the Yes button. If you are not ready to end your test, click on the No button.
[MessageCode: 10900]

I agree

Pause. Check with any students who are not done and help them get to the point where they can either pause their test or click **Yes** in this attention box.

ALL	SAY: You will see the Your Test Summary page. This page tells you that your test is finished. Please wait while I collect your test materials.
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When the **Your Test Summary** page appears for students, click on the **Stop** button at the top of the TA Interface to end the session and automatically pause any in-progress tests in your session.

Click the **Log Out** button to exit the TA Interface.

Closing Out the Test Session

If students who need additional time to complete testing will continue testing on the same day, in the same testing room, all ancillary materials (i.e., graph paper, scratch paper, and test tickets) distributed during the test session must be collected and accounted for at the end of the scheduled testing session. Students should then be given a supervised break, and ancillary materials should be redistributed before students log back into their testing session.

If moving to a new location to continue testing, students are not allowed to transfer any test materials to the new location. For security reasons, only trained TAs may handle secure test materials.

When testing is complete, promptly return all secure materials to your SC according to your *Test Security and Building Plan*.

Resources

Resource	Hyperlink
Test Administration Manual (TAM)	https://wa.portal.cambiumast.com/resources/tams-and-scripts/test-administration-manual-tam
Professional Assessment Standards and Security, Appeals, and Reporting Guidelines	https://wa.portal.cambiumast.com/resources/user-guides/pirg
Guidelines on Tools, Supports, and Accommodations (GTSA)	https://wa.portal.cambiumast.com/resources/wa-guidelines/guidelines-on-tools-supports-and-accommodations-for-state-assessments

Revision Log

If updates are made to the *2024 WCAS Online TA Script of Student Directions* after February 20, 2024, they will be noted below.

Page	Section	Description of Revision	Revision Date