



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

Washington Comprehensive  
Assessment Program

# TA Script of Student Directions

Smarter Balanced Online

Spring 2024

English Language Arts and Math

Summative Assessments



Test Administrators (TAs) are required to use this script when administering the Online Summative ELA and Math Assessments. *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:

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Phone:

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Cell:

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Email:

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

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# Test Administrator Testing Supports



This document contains the TA script of student directions for the Smarter Balanced ELA and Math online summative assessment administration. TAs are required to review this document before administering an online Smarter Balanced summative 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 Practice and 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 whether students are taking the Computer Adaptive Test (CAT) or the Performance Task (PT) portions and by the content being assessed. Additional information about pausing a test is available in the [Pause Rule Summary](#) section. For complete details, refer to the General Rules of Online Testing section of the [Test Administration Manual](#) (TAM).

- 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 CAT questions from previous sessions, even if the questions were marked for review.**

## Testing Over Multiple Sessions


The Test Delivery System (TDS) considers the ELA CAT, the ELA PT, the Math CAT, and the Math PT to be four separate tests that a student takes. Smarter Balanced recommends that students take each of these tests on separate days to minimize fatigue.

In addition, OSPI allows each of the four separate tests to be taken over multiple sittings and refers to them as "test sessions." These could be a morning session followed by an afternoon session, or a session on Monday followed by another session on Tuesday. Recommendations for the total number of sessions are listed in the Scheduling Time for Testing section of the TAM. 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 their final answers are recorded before pausing their test.

When testing is resumed, 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 beginning on page 12.

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

## Calculator Resizing/Screen Resolution Information

Occasionally when the G6 math calculator is opened only the keypad can be seen. If this happens the student can use the resizing  icon to see 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.

# Preparing for Testing

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## 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

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## 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.

<b>Off Task</b>	<b>SAY:</b> It is important you do your best. Do you need to take a break?
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If the student responds with yes, you may read the statement below.

<b>Off Task</b>	<b>SAY:</b> Pause your test and take a break.
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### 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.

<b>Question Concern</b>	<b>SAY:</b> I cannot help you check your answers.
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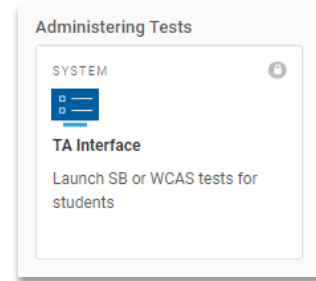
<b>Question Concern</b>	<b>SAY:</b> If you do not know how to enter an answer to a question, select <b>Tutorial</b> from the context menu to view a short video.
<b>Question Concern</b>	<b>SAY:</b> You can read the question again and think about what the question is asking you to do.
<b>Question Concern</b>	<b>SAY:</b> Try your best and choose the answer that makes the most sense to you.
<b>Question Concern</b>	<b>SAY:</b> Remember, you can use scratch paper to write down your ideas first. Enter anything you want to be scored into the online test.

# 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.

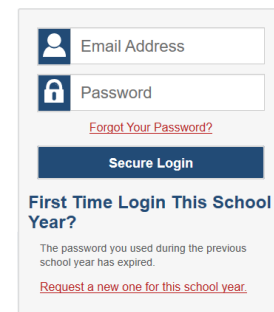
 A test session should not be started more than 20 minutes before students log into the test.


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.



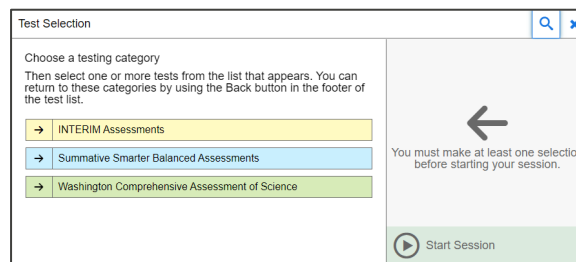
5. The **Login** page appears.
6. Enter your **Email Address** and **password**.
7. Click the **Secure Login** button.

## Login



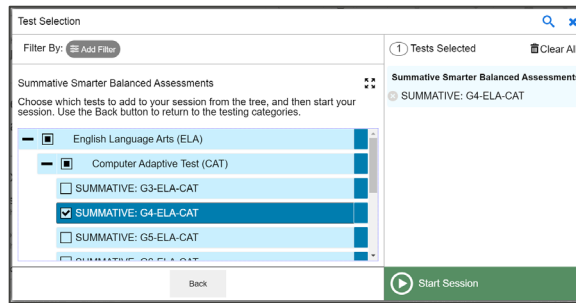
 Some web browsers will need to have pop-up blockers disabled and the page refreshed before the Test Selection window can be accessed.

8. In the **Test Selection** window, click on the arrow in the blue section that says Summative Smarter Balanced Assessment.



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

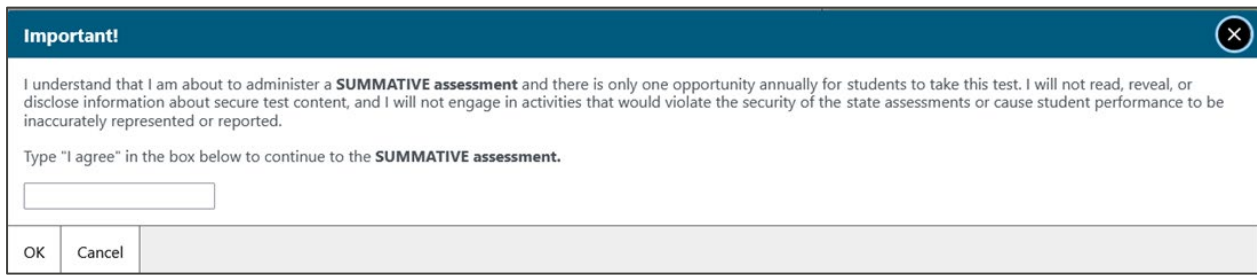




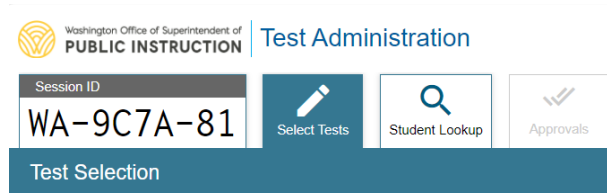
**Highly Recommended:** This example displays how to properly select test sessions on the test selection page. In this example “G4 ELA CAT” for Smarter Balanced is selected.

**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.**

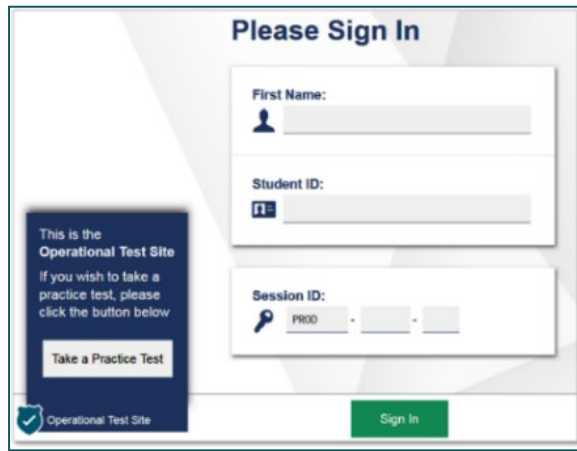
- If you see the Important! pop-up message below you have selected a summative test. To select an interim, click the Cancel button to close the window, unselect the summative test and click the Back button to get back to the main menu and select from the interim list.






- 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.



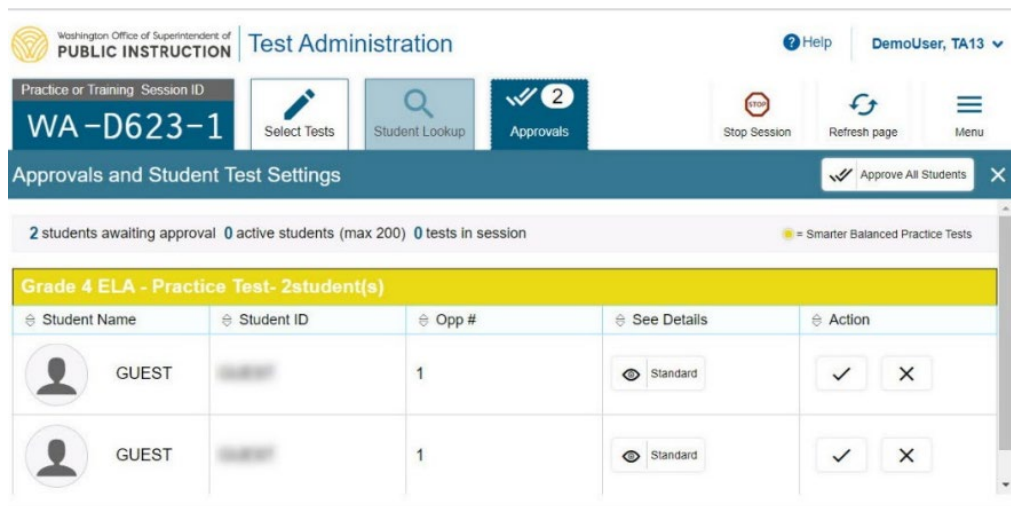
- You will have students log in using the **Secure Browser** using their first name, SSID, and Session ID from step 11.



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.

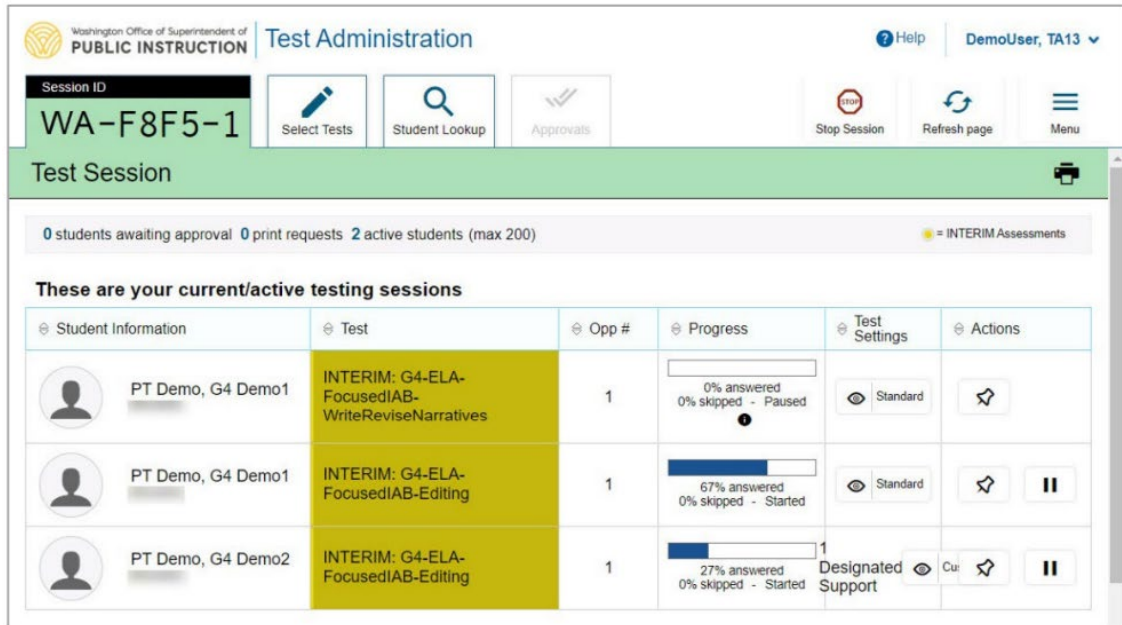
- The **Progress** column progress bar indicates the percentage of questions a student has viewed, out of the total number of questions.

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). A table titled "These are your current/active testing sessions" lists three sessions:

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, Pause
PT Demo, G4 Demo2	INTERIM: G4-ELA-FocusedIAB-Editing	1	27% answered 0% skipped - Started	Designated Support	Pin, Pause

 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 ELA or mathematics summative assessments, verify that you have all the necessary materials to support the testing session.

- graph paper (mathematics)
- headphones (ELA CAT)
- 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.

<b>ALL</b>	<b>SAY:</b> 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.
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*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.*

<b>ALL</b>	<b>SAY:</b> I am now going to pass out your test materials.
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*Pass out test tickets, scratch paper, pencils, and headphones (ELA CAT). Graph paper must be passed out to students taking the grades 6–high school mathematics test and made available to students taking the grades 3–5 mathematics test.*

<b>ALL</b>	<b>SAY:</b> 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 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.

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

*Pause. Assist students as needed.*

<b>ALL</b>	<b>SAY:</b> Open the secure browser. You will see the <b>Please Sign In</b> page. If you need help, raise your hand.
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**Please Sign In**

First Name:

Student ID:

Session ID:

Take a Practice Test

Operational Test Site

Sign In

demo, Demo Grade: 06  
DOB: 09/09/2001

Demo  
First Name

SSID

District DEMO DISTRICT 9999 (9999)  
School DEMO INST 9999 (9999\_9999)

SY 2023-2024

*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 correct.*

Washington Office of Superintendent of PUBLIC INSTRUCTION Jimm (Student ID: 9999887635) | wa-PIE-12

**Is This You?**  
Please read the information on this screen. Is it correct? Listen to your TA for what to do next.

First Name Jimm	Grade 06
SSID: 9999887635	School: Demo School 999901

**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.*

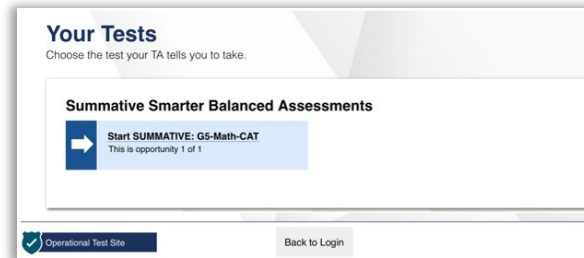
*On the next screen, students will choose the test that you are administering. In the next **SAY** box, you will instruct students to select the correct test. Make sure that all students have logged in and are at the **Your Tests** screen.*

ALL

SAY: Now click **Start Summative: Grade** \_\_\_\_\_



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.



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 test for the first time.

ALL

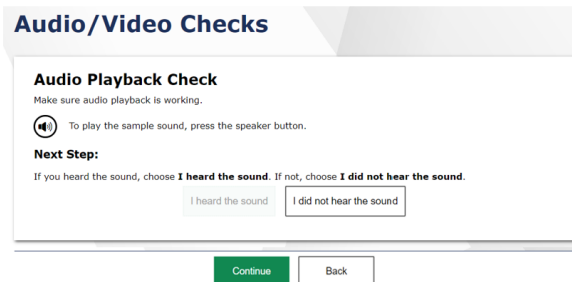
SAY: You will see the **Waiting for Approval** page. Please wait for me to approve your test.

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

**ELA CAT or 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 on 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.



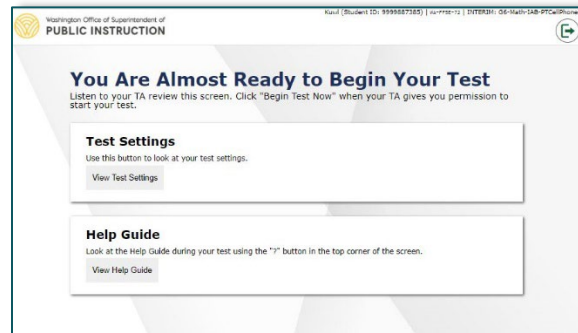
If a student's volume is not working, troubleshoot basic steps such as ensuring that the headset is fully plugged in, mute is not selected, and the volume setting is turned up. You may need to have the student log out and close the Secure Browser to make these changes. If the student is still experiencing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

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:

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.

*Pause.*



**CAT ELA  
and CAT  
Math**

**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.

*Pause.*

**PT ELA 3-HS  
& CAT Math  
6, 7, 8, HS**

**SAY:** This test is divided into two parts. When you get to the end of the first part, you will be prompted to review your answers before moving on to the second part. Once you move on to the second part, **you will not be able to go back and change your answers in the first part.**

**Reminder for the ELA PT:** *you will need to approve students in the TA Interface when they are ready to move from Part 1 to Part 2. Pause to answer any questions. When you are sure students understand the directions, continue.*

## Test Sessions

*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.*

**1 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**

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.

**SAY:** **Read only for CAT tests:** When you return to your test [tomorrow or on a subsequent day], **you will not be able to go back and change your answers to any question you have answered today.**  
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.**



## 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:

<b>ALL</b>	<b>SAY:</b> 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.
<b>CAT ELA</b>	<b>SAY:</b> If you are working on a test page with questions for a reading passage, please finish all the questions on that page.

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.

## Pause Rule Summary

### Pause less than 20 minutes

Direct the students to use the **Pause** button to log out of their test. Watch the time on the TA Interface to make sure the student logs back into their test before the 20 minutes is over. When they log back in:

- **ELA CAT:** Students can return to previous test pages and change their responses to any question.
- **ELA PT:** Students can return to the current segment (either PT1 or PT2) and change their responses to the question in that segment. If before pausing, the students moved past the review screen and segment break (between PT1 and PT2), they will not be able to return to PT1.
- **Math CAT:** Students can return to previous test pages and change their responses to any question. Grades 6, 7, 8, and high school: If before pausing the student moved past the review screen and segment break (between the calculator and non-calculator sections), they will not be able to return to any question in the first segment.
- **Math PT:** Students can change their responses to any question.

### Pause for 20 minutes or longer

Students should be sure their answers are complete before pausing the test. This includes questions they marked for review or where they started typing something in the response box (even gibberish text). Best practice is for students to finish the question or questions on a page and then click the **Pause** button before clicking the **Next** button. Use the **SAY** box on the next page to prepare for any pause longer than 20 minutes (e.g., lunch). When they log back in:

- **ELA CAT:** Students will see the next test page with unanswered questions. Students will not be able to access any questions on previous test pages, even questions they marked for review.
- **ELA PT:** Students can return to the current segment (either PT1 or PT2) and change their responses to the question in that segment. If before pausing, the students moved past the review screen and segment break (between PT1 and PT2), they will not be able to return to PT1.
- **Math CAT:** Students will see the next test page with unanswered questions. Students will not be able to access any questions on previous test pages, even questions they marked for review.
- **Math PT:** Students can change their responses to any question.

## Pausing for Multiple Sessions

The Test Delivery System (TDS) considers the ELA CAT, the ELA PT, the Math CAT, and the Math PT to be four separate tests that a student takes. OSPI allows each of the four separate tests to be taken over multiple sittings and refers to them as “test sessions.” Use this section for pausing a test to break it into multiple test sessions.

Students should be sure their answers are complete before pausing the test. Use the **SAY** boxes on this page to prepare for any pause longer than 20 minutes (e.g., lunch).

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

<hr/> <b>ALL</b> <hr/>	<b>SAY:</b> 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 <b>Pause</b> . An <b>Attention</b> box will ask “Are you sure you want to pause the test?”. Click <b>Yes</b> 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.

<hr/> <b>ALL</b> <hr/>	<b>SAY:</b> 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.
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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.

<hr/> <b>ALL</b> <hr/>	<b>SAY:</b> You will see the <b>Waiting for Approval</b> 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 <b>Pause</b> , not <b>Next</b> , after answering a question. If you have any questions or need a break, raise your hand.
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Pause to answer student questions. If testing will be completed today, read the following **SAY** box.

<hr/> <b>Finish Today</b> <hr/>	<b>SAY:</b> 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.
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If testing will take place over multiple sessions, read the following **SAY** box while filling in the blanks to fit the approved testing schedule.

<hr/> <b>Finish Later</b> <hr/>	<b>SAY:</b> 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. If you have any questions, raise your hand.
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Pause to answer student questions.

**CAT ELA  
and CAT  
Math  
Finish Later**

**SAY:** When you return to your test [tomorrow or on a subsequent day], **you will not be able to go back and change your answers to any question you have answered today.** 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.*

**ALL** **SAY:** 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. 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.*


Students  
who are  
done  
testing






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."  
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.

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.

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)	<a href="https://wa.portal.cambiumast.com/resources/tams-and-scripts/test-administration-manual-tam">https://wa.portal.cambiumast.com/resources/tams-and-scripts/test-administration-manual-tam</a>
Professional Assessment Standards, Security, Appeals, and Reporting Guidelines	<a href="https://wa.portal.cambiumast.com/resources/user-guides/pirg">https://wa.portal.cambiumast.com/resources/user-guides/pirg</a>
Guidelines on Tools, Supports, and Accommodations (GTSA)	<a href="https://wa.portal.cambiumast.com/resources/wa-guidelines/guidelines-on-tools-supports-and-accommodations-for-state-assessments">https://wa.portal.cambiumast.com/resources/wa-guidelines/guidelines-on-tools-supports-and-accommodations-for-state-assessments</a>

## Revision Log

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

Page	Section	Description of Revision	Revision Date