Translated Test Directions

These directions may only be used with students who have the Non-embedded Designated Support of Translated test directions for the Smarter Balanced Mathematics and/or English Language Arts (ELA) online test(s).

* The *TA Script of Student Directions* must be used for all test administrations. These directions have sections that correspond to the *TA Script of Student Directions*.
* These directions include several blank lines. Test Administrators should fill in blank lines prior to test administration.
* A bilingual adult can read these directions to students.
* These directions can be printed and given to students for them to read.

# Supplemental Student Test Directions

This section provides statements that can be read during testing if the student is off task, has a concern about a question, or gets stuck on a question. This section is not part of logging a student in to a test.

| **English** | **Cantonese** |
| --- | --- |
| It is important you do your best. | 盡您所能來答題，這一點很重要。 |
| If you need a break, ask your Test Administrator before you pause your test. | 如果您需要休息，請在暫停考試之前先詢問您的考官。 |
| Your Test Administrator cannot help you check your answers. | 您的考官無法幫助您檢查您的答案。 |
| If you do not know how to enter an answer to a question, select Tutorial from the context menu to view a short video. | 如果您不知道如何來輸入問題的答案，請從語境菜單中選擇 (Tutorial) 教程 來觀看一則短視頻。 |
| You can read the question again and think about what the question is asking you to do. | 您可以再次閱讀題目，並思考一下問題要求您做什麼。 |
| Try your best and choose the answer that makes the most sense to you. | 盡您所能，選擇您覺得意思最正確的回答。 |
| Remember, you can use scratch paper to write down your ideas first. Enter anything you want scored into the online test. | 請記住，您可以使用草稿紙，來記錄一些答題中的想法。將您想要被計分的任何答案都輸入到在線試卷中。 |

# Student Log in and Test Directions

This section provides steps in the *TA Script of Student Directions* that must be followed to log a student in to a test.

| **English** | **Cantonese** |
| --- | --- |
| If you have a bag, cell phone, or other electronic device, raise your hand and your Test Administrator 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. | 如果您攜帶包袋、手機或其他電子設備，請舉手，您的考官將為您展示應當將它們放到哪裏。如果您考試期間在身上攜帶手機或其他電子設備，該行為會被上報，您的考試分數將為零分。 |
| Your Test Administrator will pass out your materials. | 您的考官將分發考試材料。 |
| 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. Your Test Administrator will collect the papers at the end of the test session. | 請在每一頁紙上打印您的名字。您可以在考試期間使用草稿紙，但是寫在草稿紙上的答案不會被計分。將您想要被計分的任何答案都輸入到在線試卷中。您的考官將在考試結束後回收所有草稿紙。 |
| Find the secure browser icon on the computer screen. If you need help, raise your hand. | 在電腦屏幕上找到安全瀏覽器圖標。如果您需要幫助，請舉手。 |
| Open the secure browser. You will see the Please Sign In page. If you need help, raise your hand. | 打開安全瀏覽器。您將看到 (Please Sign In) 請登入 頁面。如果您需要幫助，請舉手。 |
| Type your first name into the “First Name” space. | 在“名字一欄中輸入您的名字 (First Name)”。 |
| Type your SSID number into the “Student ID” space. | 在“學生 ID(Student ID)”一欄中，輸入 SSID。 |
| Type the session ID into the “Session ID” space. If you need help, raise your hand. | 在“進程 ID(Session ID)”一欄中，輸入進程 ID。如果您需要幫助，請舉手。 |
| Now click Sign In. | 現在，點擊(Sign In) 登入 。 |
| You will see the Is This You page. Make sure your name, grade, and SSID are correct. | 您將看到 (Is This You) 這是您嗎 頁面。請確保您的名字、年級和 SSID 均正確。 |
| If everything on this page is correct, click Yes. If the information is not correct, raise your hand. | 如果該頁面上的所有內容均正確，請點擊 (Yes) 是 。如果信息有誤，請舉手。 |
| Now click Start Summative: Grade \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | 現在，點擊開始匯總 ：年級 (Start Summative: Grade) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_。 |
| You will see the Waiting for Approval page. Please wait for your Test Administrator to approve your test. | 您將看到 (Waiting for Approval) 等待批准 頁面。請等待您的考官批准您的考試。 |
| Read if taking the ELA test or using headphones:  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. | **若您參加 ELA 考試或使用耳機，請閱讀：**  聲音播放檢查 (Audio Playback Check) 頁面可以幫助您了解您的電腦上的聲音是否運作正常。戴上耳機並點擊揚聲器按鈕。如果您沒有聽到聲音，請點擊“我聽不到聲音” (I did not hear the sound) 並舉手。如果您聽到了聲音，請點擊“我聽到了聲音” (I heard the sound)。 |
| 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. | 您將看到 (You Are Almost Ready to Begin Your Test) 很快就緒，馬上就能開始考試 頁面。點擊 (View Test Settings)查看考試設定 來確保您的設定都正確。如果考試設定正確，點擊 OK。如果考試設定不正確，請舉手。 |
| Now click ViewHelpGuide. | 現在，請點擊 (View Help Guide) 查看幫助指南 。 |
| 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 test tools. | 請仔細閱讀《幫助指南》。該指南包含了如何瀏覽考題和暫停考試的信息。《幫助指南》也包含關於考試工具的信息。 |
| 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. | 您可以在考試期間的任何時候，通過點擊屏幕右上方的問號按鈕，打開《幫助指南》。如果您有任何問題，請舉手。 |
| Click Back to close the Help Guide. | 點擊 (Back) 後退，關閉《幫助指南》。 |
| 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 parts of a question. | 在考試期間，您必須回答屏幕上的每一道問題，然後才能進入下一個畫面。對每一個問題都作出最佳的回答，是很重要的。有些問題包含的部分不止一個。您可以向下滾動屏幕，來查看某個問題的所有部分。 |
| Read for CAT ELA and CAT Math tests:  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. | **CAT ELA 和 CAT Math 考生請閱讀：**  如果您暫停考試超過 20 分鐘，您將無法返回並修改您先前的答案，即使是您標記為“待檢查”的問題。如果您需要暫停考試稍休息，請舉手 |
| Read for PT ELA 3-HS and CAT Math 6, 7, 8, HS tests:  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. | **PT ELA 3 年級至高中和 CAT Math 6、7、8 年級和高中考生請閱讀：**  此考試分為兩個部分。當您到達第一部分末尾時，您將收到檢查答案提示然後再進入第二部分。當您進入第二部分後，您將無法返回並修改第一部分的答案 |

# Test Sessions

This section provides directions about the number of sessions and final steps for logging a student in to a test.

| **English** | **Cantonese** |
| --- | --- |
| 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.  OR  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.  Read only for CAT tests:  When you return to your test, you will not be able to go back and change your answers to any questions you have answered today. If you have any questions, raise your hand. | 您必須在今天完成考試。當您完成時，請檢查您的答案並確保您回答了所有問題。完成以後，請舉手。如果您有任何問題，請舉手。  **或者**  您將有 \_\_\_\_\_\_\_\_ 次進程完成考試。您在本次進程的作答將在 \_\_\_\_\_\_\_\_\_ 分鐘後停止。然後，您將有 10 分鐘的時間來檢查答案。  **僅 CAT 考生需閱讀：**  當您返回考試後，您將無法返回並修改您今天先前回答的任何問題的答案。如果您有任何問題，請舉手 |
| Look at the Additional Test Information. It says, “By clicking Begin Test Now, 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. | 請看 (Additional Test Information) 額外考試信息。信息指出，“當點擊 (Begin Test Now) 現在開始考試 ，即代表我理解此次考試為個人考試，我不能複製，或和任何人談論此次考試的任何部分。” 如果您有任何問題，請舉手。 |
| When you reach the Attention box that says you have answered all the questions, stop and raise your hand. Your Test Administrator will come help you. | 當出現提示您已經回答完所有問題的注意 (Attention)對話框時，請停止答卷並舉手。您的考官會過來提供幫助。 |
| When you are ready to begin, click Begin Test Now. | 當您準備就緒，可以開始考試時，點擊 (Begin Test Now) 現在開始考試 。 |

# Pausing for Multiple Sessions

This section provides directions for pausing a test.

| **English** | **Cantonese** |
| --- | --- |
| 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. | 您只剩下10分鐘時間答卷。請完成您正在作答的問題。然後檢查您已經回答的所有問題的答案。當您完成後，請舉手。 |
| If you are working on a test page with questions for a reading passage, please finish all the questions on that page. | 如果您正在考試頁面上做閱讀文章的問題，請完成該頁面上的所有問題。 |
| You will have more time to finish the test. 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. | 您將會有更多時間來完成考試。當您繼續考試時，您將無法返回並修改您先前的答案。如果您需要更多時間來檢查您的回答，請舉手。 |
| When you are done, click Pause. An Attention box will ask you if you are sure. Click Yes to pause your test. | 當您完成後，點擊 (Pause) 暫停 。一個注意 (Attention)對話框將詢問您是否確定。點擊 (Yes) 是 來暫停考試。 |
| Please wait while your Test Administrator collects your test materials. | 請等待考官收集您的考試材料。 |

# Continuing Testing After a Pause

This section provides directions for resuming a test after pausing the test.

| **English** | **Cantonese** |
| --- | --- |
| If you previously started the test but did not finish, the word Resume is next to the test name. Click Resume. | 如果您之前開始了考試但沒有完成，考試名稱旁邊就會顯示 (Resume) 恢復 字樣。點擊 (Resume) 恢復 。 |
| 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 need a break, raise your hand. If you have any questions, raise your hand. | 您將看到 (Waiting for Approval) 等待批准 頁面。這裏是一些關於考試的注意事項。您可以在考試期間的任何時候，通過點擊問號按鈕，打開《幫助指南》。回答完一道題後，您可以不點擊 (Next) 下一題 ，而是點擊 (Pause) 暫停 來暫停考試。如果您需要稍事休息，請舉手。  如果您有任何問題，請舉手。 |
| 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.  OR  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.  Read only for CAT tests:  When you return to your test, you will not be able to go back and change your answers to any questions you have answered today. If you have any questions, raise your hand. | 您必須在今天完成考試。當您完成時，請檢查您的答案並確保您回答了所有問題。完成以後，請舉手。如果您有任何問題，請舉手。  **或者**  您將有 \_\_\_\_\_\_\_\_ 次進程完成考試。您在本次進程的作答將在 \_\_\_\_\_\_\_\_\_ 分鐘後停止。然後，您將有 10 分鐘的時間來檢查答案。  **僅 CAT 考生需閱讀：**  當您返回考試後，您將無法返回並修改您今天先前回答的任何問題的答案。如果您有任何問題，請舉手 |
| Please wait for your Test Administrator to approve your test. | 請等待您的考官批准您的考試。 |
| You will see the You Are Almost Ready to Begin Your Test page. | 您將看到 (You Are Almost Ready to Begin Your Test) 很快就緒，馬上就能開始考試 頁面。 |
| Look at the Additional Test Information. It says, “By clicking Begin Test Now, 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. | 請看 (Additional Test Information) 額外考試信息。信息指出，“當點擊 (Begin Test Now) 現在開始考試 ，即代表我理解此次考試為個人考試，我不能複製，或和任何人談論此次考試的任何部分。” 如果您有任何問題，請舉手。 |
| When you reach the Attention box that says you have answered all the questions, stop and raise your hand. Your Test Administrator will come help you. | 當出現提示您已經回答完所有問題的注意 (Attention) 對話框時，請停止答卷並舉手。您的考官會過來提供幫助。 |
| When you are ready to begin, click Begin Test Now. | 當您準備就緒，可以開始考試時，點擊 (Begin Test Now) 現在開始考試 。 |

# Ending Student Tests

This section provides directions for finishing a test and submitting it for scoring.

| **English** | **Cantonese** |
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| We are almost done with this test. Finish the question(s) you are working on. | 我們馬上就能完成這次考試了。請完成您正在作答的問題。 |
| When you click Next on the last question of the test, you will see an Attention box. Click OK. Then click End Test. Another Attention box will appear. Click Yes to review your answers. You will see the Congratulations you have reached the end of the test page. You can review any questions you have marked for review. Do not click Submit Test until your Test Administrator tells you to do so. If you need help with these steps, raise your hand. | 當您點擊最後一道考題的“下一題(Next)”按鈕時，您會看到一個注意(Attention)對話框。點擊 OK。然後點擊 (End Test) 結束考試 。另一個注意(Attention)對話框會出現。點擊 (Yes) 是 來檢查您的答案。當您到達考試頁面的末尾時，您將看到 (Congratulations) 恭喜 字樣。您可以檢查任何您標記為“待檢查”的考題。請勿點擊 (Submit Test) 提交考試，直到您的考官要求您這麼做。  如果您在這些步驟中需要幫助，請舉手。 |
| If you have not finished your test and need more time, click Pause and raise your hand. | 如果您需要更多時間來完成考試，請點擊 (Pause) 暫停 並舉手。 |
| When you have answered all the questions and checked your answers, click End Test. Then click Submit Test. A warning box will ask Are you sure you want to submit the test? If you are finished, click Yes. If you need more time, click No and raise your hand. | 當您完成所有問題並檢查好您的答案後，請點擊 (End Test) 結束考試 。然後點擊 (Submit Test) 提交考試。一個警告對話框將詢問您，您是否確定想要提交考試(Are you sure?) 如果您已經完成，點擊 (Yes) 是 。如果您需要更多時間，點擊 (No) 否 並舉手。 |
| You will see the Your Test Summary page. This page tells you that your test is finished. | 您將看到 (Your Test Summary) 您的考試總結 頁面。這個頁面告訴您，您的考試已經結束。 |
| Please wait while your Test Administrator collects your test materials. | 請等待考官收集您的考試材料。 |