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** | **Mandarin** |
| --- | --- |
| It is important you do your best. | 在考试中尽力答题很重要。 |
| If you need a break, ask your Test Administrator before you pause your test. | 如果您需要稍事休息，暂停考试前请先询问考官。 |
| Your Test Administrator cannot help you check your answers. | 考官无法帮助检查答案。 |
| If you do not know how to enter an answer to a question, select Tutorial from the context menu to view a short video. | 如果您不知道如何回答某一个问题，则可以从上下文菜单中选择教程（Tutorial），查看一则简短的视频。 |
| You can read the question again and think about what the question is asking you to do. | 您可以再读一遍问题，思考一下问题要求您做什么。 |
| Try your best and choose the answer that makes the most sense to you. | 尽力而为，选择您认为正确的答案。 |
| Remember, you can use scratch paper to write down your ideas first. Enter anything you want scored into the online test. | 记住，您可以先用草稿纸写下自己的想法。将您想计分的答案输入到在线考试中。 |

# 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** | **Mandarin** |
| --- | --- |
| 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. | 如果您有包、手机或其他电子设备，请举手，考官会告诉您把它们放在哪里。如果您在考试期间持有手机或其他电子设备，这将上报，且您的考试将被判零分。 |
| Your Test Administrator will pass out your materials. | 考官将分发考试材料。 |
| 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. | 把您的名字写在每张纸上。可以在考试中使用草稿纸，但草稿纸上的答案不计分。将您想计分的答案输入到在线考试中。考官将在考试结束后收回纸张。 |
| Find the secure browser icon on the computer screen. If you need help, raise your hand. | 在计算机屏幕上找到安全浏览器图标。如果您需要帮助，请举手。 |
| Open the secure browser. You will see the Please Sign In page. If you need help, raise your hand. | 请打开安全浏览器。您将看到请登陆（Please Sign In）页面。如果您需要帮助，请举手。 |
| Type your first name into the “First Name” space. | 在“名字”（First Name）空格中输入您的名字。 |
| Type your SSID number into the “Student ID” space. | 将SSID号输入“学生ID”（Student ID）空格。 |
| Type the session ID into the “Session ID” space. If you need help, raise your hand. | 将会话ID输入“会话ID”（Session ID）空格。如果您需要帮助，请举手。 |
| Now click Sign In. | 现在点击“登陆”（Sign In）。 |
| You will see the Is This You page. Make sure your name, grade, and SSID are correct. | 您将看到“这是您吗”（Is This You）页面。确保您的名字、年级和SSID正确。 |
| If everything on this page is correct, click Yes. If the information is not correct, raise your hand. | 如果此页面上的所有内容都正确，则点击“是”（Yes）。如果信息不正确，请举手。 |
| Now click Start Summative: Grade \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | 现在点击“开始总结” ：年级（Start Summative: Grade）\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_。 |
| You will see the Waiting for Approval page. Please wait for your Test Administrator to approve your test. | 您将看到等待批准（Waiting for Approval）页面。请等待考官批准您的考试。 |
| Read if taking the ELA test or using headphones:  The Audio Playback Checkpage 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 soundand raise your hand**.** If you hear the sound, click I heard the sound. | **阅读是否参加 ELA 考试或使用耳机：**  音频回放检查（Audio Playback Check）页面可以帮助您了解您计算机上的声音是否工作正常。戴上耳机并点击扬声器按钮。如果您没有听到声音，请点击“我听不到声音”（I did not hear the sound）并举手。如果您听到了声音，请点击“我听到了声音”（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. | 您将看到“您马上就要准备好开始考试了”（You Are Almost Ready to Begin Your Test）页面。点击“查看考试设置”（View Test Settings），确认您的设置均正确。如果考试设置正确，点击“好”（OK）。如果考试设置不正确，请举手。 |
| Now click View Help Guide. | 现在点击“查看帮助指南”（View Help Guide）。 |
| 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. | 请仔细阅读帮助指南。里面有关于回答所有考试问题和暂停考试的信息。帮助指南还包含关于考试工具的信息。 |
| 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. | 通过点击屏幕右上角的问号图标，您可以在考试期间随时查看帮助指南。如果您有任何问题，请举手。 |
| Click Back to close the Help Guide. | 点击后退（Back）关闭。 |
| 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. | 在考试期间，您必须回答屏幕上的每一个问题，然后才能进入下一屏。为每个问题给出最佳答案很重要。有些问题不止一部分。您可以向下滚动屏幕来查看问题的所有部分。 |
| 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 考试的阅读资料：**  如果您暂停考试超过 20 分钟，将不能返回和更改先前的答案，即使是您标记为“待检查”的问题。如果您需要暂停考试稍事休息，请举手 |
| 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 年级至高中和 CAT Math 6、7、8 年级和高中考试的阅读资料：**  此考试分为两个部分。当您到达第一部分末尾时，您将收到提示检查答案然后再进入第二部分。当您进入第二部分后，将不能返回和更改第一部分的答案 |

# Test Sessions

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

| **English** | **Mandarin** |
| --- | --- |
| 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. | 您今天将完成考试。当您完成时，请检查答案，并确保您回答了所有的问题。做完了请举手。如果您有任何问题，请举手。  **或**  您将分 \_\_\_\_\_\_\_\_ 次考试会话来完成考试。对于本次会话，您将在 \_\_\_\_\_\_\_\_\_ 分钟后停止。然后您将有10分钟的时间检查答案。  **仅适用于 CAT 考试的阅读资料：**  当您返回考试后，将不能返回和更改您今天先前回答的任何问题的答案。如果您有任何问题，请举手 |
| 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. | 查看“附加考试信息”（Additional Test Information）。它指出，“点击现在开始考试（Begin Test Now），即表示我明白此考试为专有内容，我不能复制或与任何人谈论该考试的任何部分。” 如果您有任何问题，请举手。 |
| 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. | 当您到达显示您已经回答了所有问题的注意（Attention）框时，请停下并举手。考官将前来帮助。 |
| When you are ready to begin, click Begin Test Now. | 您准备好开始时，点击“现在开始考试”（Begin Test Now）。 |

# Pausing for Multiple Sessions

This section provides directions for pausing a test.

| **English** | **Mandarin** |
| --- | --- |
| 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. | 您还有10分钟的考试时间。完成您正在做的问题。然后检查您已回答的所有问题的答案。完成以后，请举手。 |
| If you are working on a test page with questions for a reading passage, please finish all the questions on that page. | 如果您正在考试页面上做阅读文章的问题，请完成该页面上的所有问题。 |
| 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. | 您将有更多的时间完成考试。当您返回考试后，将不能返回和更改先前的答案。如果您需要更多时间检查，请举手。 |
| When you are done, click Pause. An Attention box will ask you if you are sure. Click Yes to pause your test. | 完成以后，点击“暂停”（Pause）。一个“注意”（Attention）框格将询问您是否确定。点击“是”（Yes）暂停考试。 |
| Please wait while your Test Administrator collects your test materials. | 请等待考官收回考试材料。 |

# Continuing Testing After a Pause

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

| **English** | **Mandarin** |
| --- | --- |
| If you previously started the test but did not finish, the word Resume is next to the test name. Click Resume. | 如果您之前已经开始了考试，但是没有完成，考试名称旁边将出现“恢复考试”（Resume）。点击恢复考试（Resume）。 |
| 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. | 您将看到等待批准（Waiting for Approval）页面。这里有一些关于考试的提示。点击问号图标，您可以在考试期间随时查看帮助指南。在回答完一个问题后，您可以单击“暂停”（Pause）(而不下一题（Next）)来暂停考试。如果您需要休息一下，请举手。如果您有任何问题，请举手。 |
| 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. | 您今天将完成考试。当您完成时，请检查答案，并确保您回答了所有的问题。做完了请举手。如果您有任何问题，请举手。  **或**  您将分 \_\_\_\_\_\_\_\_ 次考试会话来完成考试。对于本次会话，您将在 \_\_\_\_\_\_\_\_\_ 分钟后停止。然后您将有10分钟的时间检查答案。  **仅适用于 CAT 考试的阅读资料：**  当您返回考试后，将不能返回和更改您今天先前回答的任何问题的答案。如果您有任何问题，请举手 |
| Please wait for your Test Administrator to approve your test. | 请等待考官批准您的考试。 |
| You will see the You Are Almost Ready to Begin Your Test page. | 您将看到“您马上就要准备好开始考试了”（You Are Almost Ready to Begin Your Test）页面。 |
| 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. | 查看“附加考试信息”（Additional Test Information）。它指出，“点击现在开始考试（Begin Test Now），即表示我明白此考试为专有内容，我不能复制或与任何人谈论该考试的任何部分。” 如果您有任何问题，请举手。 |
| 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. | 当您到达显示您已经回答了所有问题的注意（Attention）框时，请停下并举手。考官将前来帮助。 |
| When you are ready to begin, click Begin Test Now. | 您准备好开始时，点击“现在开始考试”（Begin Test Now）。 |

# Ending Student Tests

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

| **English** | **Mandarin** |
| --- | --- |
| We are almost done with this test. Finish the question(s) you are working on. | 您快要完成考试了。完成您正在做的问题。 |
| 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. | 当您点击考试最后一题的“ (Next)下一题”时，会看到一个注意（Attention）框。点击OK。然后点击“结束考试”（End Test）。将出现另一个注意框（Attention）。点击“是” (Yes)检查答案。您将看到“恭喜，您已经到达考试页面的末尾” (Congratulations) 页面。您可以检查任何您已标记为待检查的问题。在您的考官与您确认之前，不要点击提交考试 (Submit Test)。如果您需要这些步骤的帮助，请举手。 |
| If you have not finished your test and need more time, click Pause and raise your hand. | 如果您还没有完成考试，需要更多的时间，点击暂停 (Pause)，然后举手。 |
| 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. | 当您回答完所有问题并检查答案后，点击“结束考试”（End Test）。然后点击“提交考试”（Submit Test）。一个警告框将询问“您是否确定要提交考试”（Are you sure?）？如果您已完成，点击“是” (Yes)。如果您需要更多的时间，点击“否” (No)，然后举手。 |
| You will see the Your Test Summary page. This page tells you that your test is finished. | 您将看到“考试摘要” (Your Test Summary)页面。此页面告诉您考试已经完成。 |
| Please wait while your Test Administrator collects your test materials. | 请等待考官收回考试材料。 |