Smarter Balanced Online Test

Supplemental English Read-Along Directions

These directions are for students who may need printed test directions in English for the Smarter Balanced Mathematics and/or English Language Arts (ELA) online test(s). These directions may be translated by district staff into other languages that are currently not provided by OSPI.

* The appropriate *TA Script of Student Directions* must be used for all test administrations.
* This Supplemental Read-Along Directions does not replace and is only to be used in conjunction with the *TA Script of Student Directions* that is read aloud by the Test Administrator.
* These directions have sections that correspond to the *TA Script of Student Directions*.
* These directions can be printed and given to students 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 into a test.

| Supplemental Student Test Directions |
| --- |
| It is important you do your best. |
| If you need a break, ask your Test Administrator before you pause your test. |
| Your Test Administrator cannot help you check your answers. |
| If you do not know how to enter an answer to a question, select Tutorial from the context menu to view a short video. |
| You can read the question again and think about what the question is asking you to do. |
| Try your best and choose the answer that makes the most sense to you. |
| Remember, you can use scratch paper to write down your ideas first. Enter anything you want to be scored into the online test. |

# 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 into a test.

| Student Log-in and Test Directions |
| --- |
| 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. |
| Your Test Administrator will pass out your materials. |
| 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. Your Test Administrator will collect the papers at the end of the test session. |
| Find the secure browser icon on the computer screen. If you need help, raise your hand. |
| Open the secure browser. You will see the Please Sign In page. If you need help, raise your hand. |
| Type your first name into the “First Name” space. |
| Type your SSID number into the “Student ID” space. |
| Type the session ID into the “Session ID” space. If you need help, raise your hand. |
| Now click Sign In. |
| You will see the Is This You page. Make sure your name, grade, and SSID are correct. |
| If everything on this page is correct, click Yes. If the information is not correct, raise your hand. |
| Now click Start Summative: Grade \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| You will see the Waiting for Approval page. Please wait for your Test Administrator to approve your test. |
| 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. |
| 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. |
| Now click 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. |
| 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. |
| Click Back to close the Help Guide. |
| 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. |
| 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. |
| 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. |

# Test Sessions

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

| Test Sessions |
| --- |
| 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. |
| 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. |
| 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. |
| When you are ready to begin, click Begin Test Now. |

# Pausing for Multiple Sessions

This section provides directions for pausing a test.

| Pausing for Multiple Sessions |
| --- |
| 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. |
| If you are working on a test page with questions for a reading passage, please finish all the questions on that page. |
| 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. |
| When you are done, click Pause. An Attention box will ask you if you are sure. Click Yes to pause your test. |
| Please wait while your Test Administrator collects your test materials. |

# Continuing Testing After a Pause

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

| Continuing Testing After a Pause |
| --- |
| If you previously started the test but did not finish, the word Resume is next to the test name. Click 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. |
| 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. |
| Please wait for your Test Administrator to approve your test. |
| You will see the You Are Almost Ready to Begin Your Test page. |
| 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. |
| 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. |
| When you are ready to begin, click Begin Test Now. |

# Ending Student Tests

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

| Ending Student Tests |
| --- |
| We are almost done with this test. Finish the question(s) you are working on. |
| 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. |
| If you have not finished your test and need more time, click Pause and raise your hand. |
| 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. |
| You will see the Your Test Summary page. This page tells you that your test is finished. |
| Please wait while your Test Administrator collects your test materials. |