

Room Supervisor Manual

Online Summative Testing

Effective January 29th, 2018

Contact Information and Resources

Contact Information

ACT® Aspire® Customer Care

- **Phone:** 855.730.0400, 6:00 a.m.–7:30 p.m., central time, Monday through Friday
- **Email:** www.act.org/contact-actaspire

Resources

This manual references various websites and systems. Use this list to locate the url to that website or system.

Website	URL
ACT Aspire Data Usage Policy	https://www.discoveractaspire.org/legal/data-usage-policy/
ACT Aspire Landing Page	http://actaspire.pearson.com/
ACT Aspire Portal	https://www.actaspire.org/
Wisconsin Avocet	http://avocet.pearson.com/WisconsinACTAspire/Home
Wisconsin State Testing	https://www.act.org/stateanddistrict/Wisconsin
TestNav™ Support Site	https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support
Training Management System (TMS)	https://actaspire.tms.pearson.com/

Accessibility and Accommodations

The Wisconsin Avocet website also includes accommodations and accessibility resources. Some examples include:

- Spanish Pre-Recorded Audio Test Directions
- Braille Notes (for the room supervisor)
- ACT-Approved Bilingual Word-to-Word Dictionaries

Prepare Your Students

There are two resources available for students who wish to prepare for testing:

- Student Sandbox
- Exemplar Test Question Booklets

For more information, see the Exemplar Items section of the ACT Aspire Landing Page.

Note: This manual is the copyrighted property of ACT, Inc., and may not be copied or otherwise reproduced without the prior written express permission of ACT, Inc. If you are not the authorized and intended user of these materials, contact ACT Customer Care.

Contents

Overview	1	Electronic Devices	7
Policies and Procedures	2	Student Questions During Testing	7
Standardized Procedures	2	Questions about Items	7
Test Security	3	Prohibited Behavior	7
Investigations	3	Reporting Irregularities in Test Administration	8
Equal Treatment	3	Accessibility and Accommodations for ACT Aspire	9
Fair Testing Practices	3	Test Room Requirements	10
Data Usage Policy	3	Online Testing Guidelines	11
Guidelines for Administering the Tests	4	Test Administration Procedures	12
Calculator Policy	4	Student Authorization Tickets	12
Materials Provided by the School	4	Verbal Instructions	14
Unauthorized Testing Aids	5	Test Times	14
Test Format	5	After Testing	31
Online Testing System Timers	6		
Bathroom Breaks	6		

Figures

Figure 1. Examples of Seating Arrangements 11

Tables

Table 1. Materials Provided by the School 4

Table 2. ACT Aspire Test Time by Subject (in minutes) 6

Overview

This manual contains the instructions for administering ACT® Aspire® online Summative testing. You, as the room supervisor, are responsible for the secure administration of the tests to the students in your room. It is important that you become familiar with the procedures and instructions in this manual in advance of the test day to ensure that the tests are administered in a standard manner.

Additional training and test administration resources are available through the Training Management System (TMS) and Wisconsin Avocet. See “Contact Information and Resources,” page ii.

Policies and Procedures

This guide is designed to provide direction in administering ACT Aspire tests, including specific instructions for conducting the timed tests. It is important to follow these instructions to successfully measure students' academic skills. All testing personnel, including other testing staff, are required to read this manual provided by ACT Aspire.

Standardized Procedures

Throughout this manual, there are detailed directions for selecting facilities and staff, ensuring test security, and administering tests in a standardized manner. All testing staff are required to read the materials provided by ACT. Adherence to these standardized procedures is mandatory.

Relatives or guardians of students taking ACT Aspire should not serve in the role of room supervisor in the same testing room as the student relative. It is permissible for relatives or guardians of testing students to serve as a room supervisor in the same school/district as a related student, provided that student tests in a different room. In such circumstances, the district/school should monitor the testing process so that test coordinators who have a relative testing do not handle the test materials of the relative without another responsible individual present.

To ensure a secure and valid testing experience, you must understand that, among other things, the following actions by you or any other individual violate ACT Aspire policies and procedures:

- Accessing or obtaining a test booklet or test questions prior to the test for any reason*
- Photocopying, making an electronic copy, or keeping a personal copy of the test or of any test items*
- Taking notes about test questions or any paraphrase of test questions to aid in preparing students for testing
- Aiding or assisting a student with a response or answer to a secure test item, including providing formulas
- Rephrasing test questions for students
- Creating an answer key or “crib sheet” of answers to test questions
- Editing or changing student answers after completion of the test, with or without the student's permission
- Allowing students to test in an unsupervised setting

- Leaving test materials in an unsecured place or unattended
- Failing to properly report and document incidents of prohibited behavior involving students, staff, or others
- Allowing students to test longer than the permitted time
- Failing to return and account for all testing materials after the testing session has ended

**An exception is provided for students who require accessibility supports. See the ACT Aspire Accessibility User's Guide: Summative Testing located on the Wisconsin Avocet website.*

Test Security

To ensure the integrity of your students' ACT Aspire results, testing personnel must protect the security of test materials as described in this manual. ACT Aspire materials are copyrighted by ACT or its licensors and cannot be duplicated, copied, resold, or redistributed for commercial or other use. ACT Aspire assessments must be administered by school or district personnel.

Investigations

In cases of suspected or documented irregularities, all testing staff are obligated to cooperate fully with ACT in subsequent investigations and respond to requests for information in a timely manner.

Equal Treatment

All staff are required to administer and supervise the test in a nondiscriminatory manner and in accordance with all applicable laws, including the Americans with Disabilities Act (ADA).

Fair Testing Practices

ACT endorses the *Code of Fair Testing Practices in Education* and the *Code of Professional Responsibilities in Educational Measurement*, which guide the conduct of those involved in educational testing. ACT is committed to ensuring that each of its testing programs upholds the guidelines in each Code. You may locate copies of these Codes through the following organizations:

- *Code of Fair Testing Practices in Education*: American Psychological Association (www.apa.org)
- *Code of Professional Responsibilities in Educational Measurement*: National Council on Measurement in Education (www.ncme.org)

Data Usage Policy

Student scores and other information provided on their answer documents for ACT Aspire are governed by the *ACT Aspire Data Usage Policy* (see "Contact Information and Resources," page ii).

Guidelines for Administering the Tests

Calculator Policy

Students are allowed, but not required, to use an approved calculator on the mathematics test. Students are encouraged to use an approved personal calculator they are familiar with, but a calculator tool will also be available within the online testing system.

The use of calculators is not permitted on any other subject test. Unless a calculator is provided by the school, each student is responsible for bringing his or her calculator to the test and making sure it works properly. Students may bring a backup calculator and extra batteries, but they may not have more than one calculator on the desk or in operation at a time. Students are not allowed to share calculators during testing.

It is the school's responsibility to confirm that all calculators used by students are approved before testing. See the *Calculator Policy* on the Wisconsin Avocet website.

Materials Provided by the School

Schools are required to provide a fair and secure testing environment (see "Test Room Requirements," page 10). In addition to environment, testing sites will provide the following items for each test room:

Table 1. Materials Provided by the School

Item	Description
Timers	The test coordinator will provide each room supervisor with an accurate timepiece in order to time each test.
No. 2 soft-lead pencils	You may instruct students ahead of time to bring pencils, but it is generally advisable to provide a supply of pencils in each room. <i>Note: Online testing does not require pencils, but students may use one with their scratch paper.</i>
Pencil sharpener	Provide a pencil sharpener in each test room.

Table 1. (continued)

Item	Description
Scratch paper	<p>Students may use scratch paper if they request it. For each blank sheet, instruct students to write the following information on the top of the sheet:</p> <ul style="list-style-type: none"> • First and last name • School name • Test subject • School grade <p>Room supervisors will collect the scratch paper after testing and return the sheets to the test coordinator with the other testing materials.</p> <p><i>Note: Students testing online may use their Student Authorization Ticket as scratch paper. If they do so, there is no need to write the information listed above.</i></p>
Calculator	<p>The school may choose to provide calculators to students or the students may bring their own calculator to test. See “Calculator Policy,” page 4.</p>

Unauthorized Testing Aids

The use of notes or any English dictionary is not permitted. Only bilingual word-to-word dictionaries are permitted if the student is approved to use one. See the *ACT-Approved Bilingual Word-to-Word Dictionaries* list on the Wisconsin Avocet website.

Test Format

The English test is composed of selected-response (multiple-choice) questions. The writing test includes one constructed-response item only. The other three subject tests include a combination of selected-response and constructed-response items; all constructed responses must be provided in English. Online tests also have technology-enhanced items.

The number of subject tests your students will take will vary according to what your school registered students to take. Students may take up to five subject tests.

Subject tests may be administered as a battery or may be spread out during the testing window, but the subject tests must be individually timed using the times listed in Table 2. Your test coordinator will communicate which test(s) to administer.

If two or more tests will be administered in a single sitting, take administrative time of 5–10 minutes between each test to collect materials for the test just completed, distribute materials, and go over instructions for the next test. A single subject test should be completed within one session. Under no circumstances should students be allowed to have access to test materials between testing sessions. The timing of each subject test varies by subject and grade (see Table 2).

English Language Audio for Sighted, English Audio for Blind, and Spanish Text Plus Audio forms, when selected in the Personal Needs Profile (PNP), will automatically launch at 300% the standard test time. Table 2 shows the standard test form times and the audio test form times.

Table 2. ACT Aspire Test Time by Subject (in minutes)

English	Math	Reading	Science	Writing
Standard Test Forms				
45	75	65	60	40
English Text Audio for Sighted, English Audio for Blind				
NA	225	NA	180	120

Online Testing System Timers

The online testing system timers include different features.

Countdown Timer

The online testing system will display a countdown timer set to the appropriate amount of time for the subject test the student is taking. The timer will begin as soon as the student selects the “Start” button beside the test name displayed on the screen.

The subject test automatically ends when the time runs out, displaying a “Time Expired” message. The system then directs students to submit the test.

Toggle Timer

A student may choose to view or hide the timer by selecting the stopwatch icon. When five minutes remain on the test, a message will briefly display next to the stopwatch icon.

Inactivity Timer

The system will log a student out after an inactive period of 10 minutes (i.e., no keyboard or mouse activity). If the student needs to finish testing, follow these steps:

1. Resume the student’s test in the Portal.
2. Instruct the student to log back in to TestNav to complete his or her test.

Note: The student will have the testing time remaining when he or she was automatically logged out.

3. To provide additional time for the student, enter the proctor password before the student submits his or her final answers.

Note: Providing additional time by entering the proctor password disables the countdown timer. Closely monitor the student to ensure he or she completes the test according to the test times in Table 2.

Bathroom Breaks

Students may be allowed to go to the bathroom during the timed portion of the tests. **Follow local policy regarding timing for bathroom breaks.** Only one student may leave the testing room at a time without being accompanied by testing staff. The “Resume a Test” section of the Wisconsin Avocet website provides instructions for signing out of TestNav. Note that signing out of TestNav will stop the timer until the student signs back in after the break.

Collect the student's authorization ticket and any scratch paper before he or she leaves the room; return the ticket and scratch paper when the student returns. If the student signed out of TestNav, follow instructions under "Resume a Test" to resume the test upon the student's return. Such absences do not need to be recorded in the irregularity reporting tool in the ACT Aspire Portal. **Do not leave students unsupervised in a testing room at any time.**

Electronic Devices

Students are not allowed to have cell phones or any electronic communication devices on their person. Preferably they should not bring them into the testing room; if they do, these devices should be turned off and placed under their desks. A warning to students to **NOT** set watch or cell phone alarms is included in the verbal instructions. Please do **NOT** set beeper alarms on your own watch or cell phone, as this can also distract students.

Student Questions During Testing

Specific instructions about guessing are included in the verbal directions for each test. If students ask you about guessing, refer them to these instructions. Do not comment on or add to the printed directions in any way. You can answer questions about the general test instructions before testing starts. (See the step in the "Verbal Instructions" section that asks students if they have any questions.)

Questions about Items

Do not answer questions regarding individual test items. You may respond to questions with, "Do the best you can." Do not look at individual test questions if students refer to them.

If students note typographical errors or ambiguities in particular test items, instruct them to do the best that they can and then include an explanation of the questions or comments using the irregularity reporting tool in the Portal.

Prohibited Behavior

It is the room supervisor's responsibility to document all instances of the following behaviors in the irregularity reporting tool in the Portal. The following student actions are prohibited and violate ACT Aspire testing policies and procedures:

- Looking at someone else's computer screen or scratch paper
- Giving or receiving assistance
- Disturbing other students
- Using notes or unauthorized testing aids (Scratch paper is allowed for students to do figuring, organize thoughts, etc.)
- Using a calculator on any test other than the mathematics test
- Sharing a calculator with another student
- Using any device, including calculators, to share or exchange information at any time during the tests, the break, or after testing (**All** electronic communication devices, including cell phones, must be turned off and put away from the time the student is admitted to test until dismissal after testing concludes.)

- Attempting to remove an authorization ticket, scratch paper, or send test questions or answers from the test room by any means
- Using any tool not contained within the online testing system
- Exhibiting confrontational, threatening, or unruly behavior
- Creating a disturbance or allowing an alarm or phone to sound in the test room

If you SUSPECT a student is engaged in any of the prohibited activities, discreetly warn the student that these actions are prohibited, direct the student to resume testing, and continue to observe the student closely. Document your suspicions and actions using the irregularity reporting tool in the Portal.

If you OBSERVE any of these behaviors, force close the student's test. Advise the student that the test will be invalidated, collect any scratch paper, and dismiss the student from the room. Enter a note using the irregularity reporting tool in the Portal.

Reporting Irregularities in Test Administration

The irregularity reporting tool in the Portal is intended for use primarily by school personnel to record any test administration irregularities that may affect student scores or the analysis of ACT Aspire results. Recording an irregularity for a student is not the same as invalidating the student's test and dismissing the student for prohibited behavior. Instructions for using this tool can be found in the "Irregularities" section of the Wisconsin Avocet website. Testing personnel should use the tool to report any of the irregularities occurring within the room. Document any of the following occurrences during administration of the tests:

- A student engages in any instance of prohibited behavior as outlined above.
- A student becomes ill or leaves the room during testing (except for bathroom breaks).
- A student fails to follow instructions (responds to questions randomly, obviously does not read questions prior to responding, or refuses to respond to questions).
- A general disturbance or distraction occurs which could affect one or more students' results.
- A student questions the accuracy or validity of an item.
- A student has a technical issue that interrupts testing.

For any instances where students can resume testing after illness, a technical issue, or a general disturbance, follow the instructions about how to resume a test session in the "Resume a Test" section of the Wisconsin Avocet website.

The irregularities in the **Environment/Materials** category include external factors that may affect student testing. These include things like outside noises or hot/cold room temperatures; damaged, missing, or stolen test materials; and occurrences like power outages, severe weather, or emergency evacuations.

The **Examinee** category of irregularities includes student behaviors that may affect their performance or the performance of other students. These include the exhibition of prohibited behaviors described previously, student complaints about testing conditions or challenges of test items, and arriving late for testing or not showing up.

The **Staff** category includes actions testing staff may engage in that affect testing. These include failure to follow testing procedures, like mistiming a test or not reading the verbal instructions from the *Room Supervisor Manual*; arriving late for testing or not showing up; or other inappropriate behavior, like engaging in personal communication via other staff, telephone, or text during testing.

The **Technical** category pertains to the performance of online testing and includes system failure, slowness, or freezing; difficulties launching the test or with students using the testing platform; and other system issues, like problems with using a keyboard, mouse, monitor, or other related hardware.

If you have questions about how to categorize a particular irregularity, call ACT Aspire Customer Service.

In addition, notify your test coordinator of any irregularities after testing.

Accessibility and Accommodations for ACT Aspire

ACT Aspire strives to provide equal access to *all* students, recognizing that some students need technological and other forms of support to be able to test fairly and to the best of their abilities. The need for accessibility is universal. Different levels of available support are described below:

- “Default Embedded System Tools” are those accessibility features that are made available to all students for the online version of ACT Aspire.
- “Open Access” tools are available to all students, but they must be identified in advance in the Portal and selected from the pull-down menu inside the test to be activated.
- “Accommodations” are considered high-level supports that are needed by relatively few students and require special expertise, experience, and security protocols to select and use effectively. The system requires accommodation-level tools to be *requested in advance by educational personnel* on behalf of the student through the online ACT Aspire Personal Needs Profile (PNP) process. This will allow any needed resources to be made active for the student.

Administration of ACT Aspire with accommodation-level supports is a locally determined decision. In ACT Aspire, any student—with or without an identified disability—may use an accommodation that appropriately matches the student’s needs. ACT Aspire recommends that students who use accommodation-level supports have a formally documented need as well as relevant knowledge and familiarity with these tools to qualify. This policy decision, however, regarding who may use accommodation-level accessibility supports rests with your local governing educational authority. For specific policy advice regarding who is permitted to use an accommodation-level support in your area, please refer to your local educational policies.

The selection and use of accommodation-level tools require special expertise and resources. To be effective for an individual student, they must be carefully chosen. Any formal qualifying procedure that is required by the responsible educational authority must be completed prior to completing the PNP request process.

For both paper and online testing, test coordinators or room supervisors must select accessibilities through the online PNP process in the Portal.

For further information about accommodations and accessibility, see the *Accessibility User’s Guide: Summative Testing* on the Wisconsin Avocet website.

Test Room Requirements

The test coordinator selects and reserves the test rooms. Test rooms must meet several requirements that help ensure a fair and secure test environment.

All students testing in the same room are required to take the same subject test..

Selecting Test Rooms

Select test rooms that:

- Can be reserved to allow time for the entire test session, plus any potential delays
- Can be rearranged, if needed, to meet testing requirements
- Are quiet and as free as possible from potential distractions
- Have good lighting, temperature, and ventilation
- Have an accurate wall clock
- Provide convenient and adequate access to restrooms

Note: Observing students testing in multiple rooms from a central location (such as a hallway) or through glass walls or security cameras is prohibited. Avoid rooms with multiple levels or graduated seating unless you have no alternative. Such rooms make test security more difficult.

Test Environment

To ensure a fair and secure test environment:

- Remove or cover all maps, posters, charts, and bulletin board materials related to the subject being tested.
- Students testing with extended time must be tested in a separate room from students testing with standard time.
- Ensure that students will be able to hear the room supervisor without difficulty.
- Ensure testing surfaces are large enough to accommodate a testing device with space to comfortably use scratch paper.

Arranging Test Rooms

Arrange the room so that:

- The room supervisor will be facing the students during testing.
- Testing staff can freely circulate the room and reach each student.
- Testing staff will have a clear view of all students and materials.
- Seating minimizes the possibility of prohibited behavior.

See “Figure 1. Examples of Seating Arrangements,” page 11 for examples of acceptable and unacceptable seating arrangements.

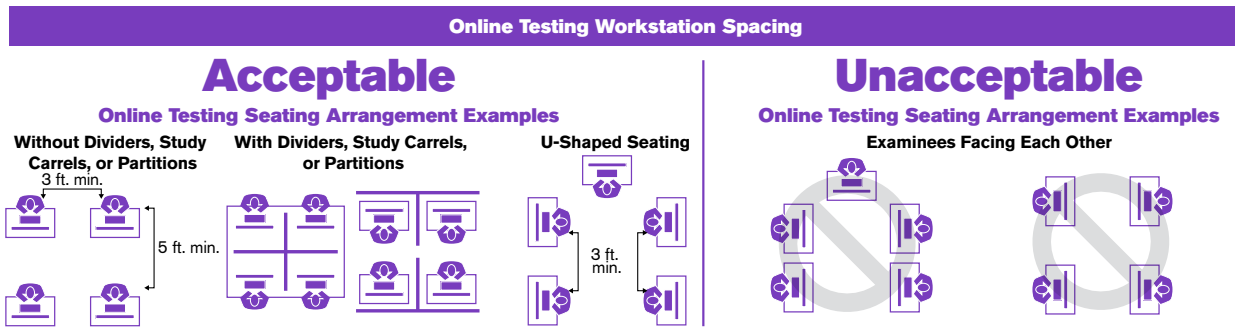


Figure 1. Examples of Seating Arrangements

Online Testing Guidelines

Because of the nature of online testing and typical computer lab arrangements, the following guidelines should be followed in order to prevent the prohibited student behavior outlined in the “Prohibited Behavior” section of this manual.

- TestNav must be the only application running on the computer during testing. If a student has exited the test by exhibiting prohibited behavior, do not restart or resume the test for the student, but invalidate the test and record an irregularity in the Portal. Please refer to your local policy before invalidating a test.
- Testing staff should circulate around the room regularly. This will discourage students from any prohibited behaviors.
- TestNav does not allow students to keep responding to questions after time has expired. Staff should be aware of when the set time for a subject test will end.

Test Administration Procedures

Before students are admitted to the test room, the following set-up activities should be completed. Instructions for completing these tasks and the successful starting and running of test sessions will be provided by your test coordinator and are also available in the *Portal User Guide* on the Wisconsin Avocet website.

- All computers to be used for testing should be turned on, and the TestNav app should be launched so the student sign-in screen is visible. **Note:** The TestNav app can be downloaded at <http://download.testnav.com/>.
- If any students are testing with accessibility support, know and mark well in advance those accessibility supports that will be administered. If you will be administering an audio test, be sure to have students test and adjust the volume **before** signing in.
- If your room is administering a mathematics test, check student calculators prior to testing (see the ACT Calculator Policy on the Wisconsin Avocet website).
- Students should not be allowed to do other work or look at any materials if they finish the test early.
- Set up the test room. See “Test Room Requirements,” page 10.

Student Authorization Tickets

- Ahead of test day, print the student authorization tickets for each subject test to be administered and familiarize yourself with the format of the authorization tickets.
- If all authorization tickets were printed out at one time for all students testing, ensure with your test coordinator that you received only the tickets for your students and sessions. See the related task about printing authorization tickets in the *Portal User Guide*. Keep these tickets secure at all times and do not distribute them to students until testing.
- You must start the test session in the Portal before students can sign in to TestNav to start testing. See the related task in the *Portal User Guide*.
- Once the test session has been started and students are admitted to the room and seated, securely distribute the student authorization tickets. Hand the authorization tickets to each student; do not pass them down aisles. Each student must have his or her authorization ticket before signing in to the test.

Students should not have access to their login credentials before testing. No one except the students should have access to the contents of the tests.

The time allowed to complete different subject tests varies. All students in a room must take the same subject test.

To extend a student's testing time after time runs out, use the password located on the Test Sessions Details page of the test session in progress.

Note: Take this action before the student selects "Submit Final Answers."

Verbal Instructions

Study these instructions before the test day. On test day, follow the instructions for the subject test being administered in your room.

Test Times

The test times indicated in the verbal instructions reflect standard testing conditions. For students testing with accommodations, adjust the verbal instructions to reflect the appropriate test times (see Table 2, page 6).



Turn to the instructions that apply to the test you are administering.

English	15
Mathematics	18
Reading	22
Science	25
Writing	28

English

Before the test, read aloud all instructions in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let students follow the instructions. Test instructions may be repeated.

When all students have been admitted and seated, greet the students and say:

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your authorization ticket now.

(I'm also going to hand out your scratch paper. Write your first and last name, school name, subject you are starting to test, and school grade at the top of the scratch paper when you receive it.)

You will return this material before being dismissed.

Hand each student his or her authorization ticket individually. Do not allow students to pass tickets back or across aisles. Keep an exact count of the number of tickets distributed.

When everyone has the correct ticket, say:

Please look at the authorization tickets that I (we) just passed out. The top of your ticket should say [name of the subject test]. Your name and Student ID should be listed below the session name. Raise your hand if your name and [name of the subject test] are not listed on the ticket....

If you are administering an audio test to any students, please be sure to have them test and adjust the volume on their computer and headphones **before** signing in. Refer to the Audio Check feature on the sign-in screen.

When you have verified that all students have the correct ticket, say:

Find the username and password printed on your authorization ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should circulate around the room to confirm that students have signed into the correct test and help those students who are having difficulty signing in.

After everyone has signed into the correct test, say:

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper I (we) handed out. If you need additional scratch paper during testing, raise your hand and I will come to you. Be sure to use your scroll arrows to move your screen to ensure you see the entire item. If you are asked to type an answer on the screen, you must type in English. Raise your hand if you have any questions about the test instructions....

Answer any student questions about the general test instructions and then say:

Please read the test directions on your screen silently as I read them aloud....

Then say:

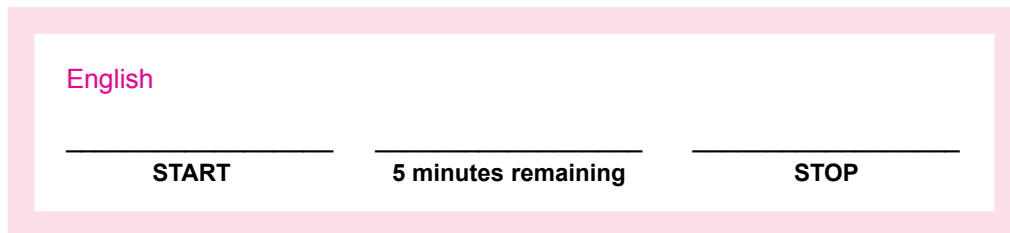
This test asks questions about writing in English. Some questions are based on short passages.

- Read each passage before you answer the questions.
- Some questions ask you to select your answer from several possible choices. Click the circle next to the answer you think is best.
- If you decide to change your answer, click the circle next to your new answer.
- Some questions refer to specific text. In many cases, you will be given alternatives for this text. Choose the best alternative. If you think the original text is best, choose "NO CHANGE."
- Some questions may ask you to work with objects on the screen. Follow the directions on the screen to answer those questions.
- Some questions on this test may not count toward your score. If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

It is best to answer every question even if you are not sure that your answer is correct.

Read the next statement and when done you may click on the **Start** button and then **Start** on the next screen and begin working....

Each student's test will be individually timed by the TestNav system. It is important that you also monitor the time and begin to watch toward the end of the allowed time. To help you know when testing is about to end, set your stopwatch or interval timer for the exact time of the test (see Table 2). The figure below is provided to aid with timekeeping.



If some students finish their tests before others, instruct them to sit quietly until everyone has completed their test. Do not allow them to do other work or look at any materials while they wait.

After all students have submitted final answers, say:

I (we) will now collect your authorization tickets (and scratch paper).
Please remain quietly in your seats until I dismiss you.

Collect the authorization tickets and scratch paper from each student. Do not allow the tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the students before you have again accounted for the tickets and scratch paper.

If you are going to administer another test, make sure that every computer has been navigated back to the student sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject.

Mathematics

Before the test, read aloud all instructions in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let students follow the instructions. Test instructions may be repeated.

When all students have been admitted and seated, greet the students and say:

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your authorization ticket now.

(I'm also going to hand out your scratch paper. Write your first and last name, school name, subject you are starting to test, and school grade at the top of the scratch paper when you receive it.)

You will return this material before being dismissed.

Hand each student his or her authorization ticket individually. Do not allow students to pass tickets back or across aisles. Keep an exact count of the number of tickets distributed.

When everyone has the correct ticket, say:

Please look at the authorization tickets that I (we) just passed out. The top of your ticket should say [name of the subject test]. Your name and Student ID should be listed below the session name. Raise your hand if your name and [name of the subject test] are not listed on the ticket....

If you are administering an audio test to any students, please be sure to have them test and adjust the volume on their computer and headphones **before** signing in. Refer to the Audio Check feature on the sign-in screen.

When you have verified that all students have the correct ticket, say:

Find the username and password printed on your authorization ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should circulate around the room to confirm that students have signed into the correct test and help those students who are having difficulty signing in.

After everyone has signed into the correct test, say:

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device (other than a calculator), or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper I (we) handed out. If you need additional scratch paper during testing, raise your hand and I will come to you. Be sure to use your scroll arrows to move your screen to ensure you see the entire item. If you are asked to type an answer on the screen, you must type in English. Raise your hand if you have any questions about the test instructions....

Answer any student questions about the general test instructions and then say:

Please read the test directions on your screen silently as I read them aloud....

Then say:

This test asks questions about mathematics.

You may use scratch paper to do calculations, drawings, and other work. Scratch paper will not be scored.

Some questions have 5 choices: A, B, C, D, and E.

- Click the circle next to the answer you think is correct.
- If you decide to change your answer, click the circle next to your new answer.

Some questions may give you other directions, for example, about moving objects on the screen.

- Follow the directions on the screen to answer those questions.

Some questions may ask you to type your answer in a box.

- Click in the box and type your answer there.
- If you are typing an explanation,
 - be especially sure to read the question carefully.
 - answer the question as completely as you can.
 - explain your thoughts and ideas clearly.
 - read what you have written to be sure it says what you want it to say.
 - your answer will be evaluated on how well it explains and justifies the mathematics of the question.

- if you use calculations to support your answer, give both the result and what you calculated (for example, in addition to giving 3.3, also tell that it was a calculation of $23 \div 7$ rounded to tenths).

You are allowed to use a calculator for any problems you choose; however, some of the problems may best be done without using a calculator.

NOTE: Unless indicated otherwise, you should assume the following:

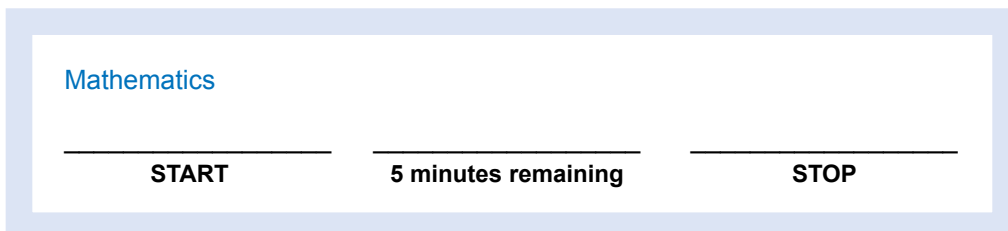
1. Diagrams are NOT necessarily drawn to scale.
2. Geometric figures are in a plane.
3. The word *line* indicates a straight line.
4. The word *average* indicates arithmetic mean (for example, $\frac{1+7+3}{3}$ is the average of 1, 7, and 3).

Some of the questions on this test may not count toward your score. If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

It is best to answer every question even if you are not sure your answer is correct.

Read the next statement and when done you may click on the **Start** button and then **Start** on the next screen and begin working....

Each student’s test will be individually timed by the TestNav system. It is important that you also monitor the time and begin to watch toward the end of the allowed time. To help you know when testing is about to end, set your stopwatch or interval timer for the exact time of the test (see Table 2). The figure below is provided to aid with timekeeping.



If some students finish their tests before others, instruct them to sit quietly until everyone has completed their test. Do not allow them to do other work or look at any materials while they wait.

After all students have submitted final answers, say:

I (we) will now collect your authorization tickets (and scratch paper).
Please remain quietly in your seats until I dismiss you.

Collect the authorization tickets and scratch paper from each student. Do not allow the tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the students before you have again accounted for the tickets and scratch paper.

If you are going to administer another test, make sure that every computer has been navigated back to the student sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject.

Reading

Before the test, read aloud all instructions in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let students follow the instructions. Test instructions may be repeated.

When all students have been admitted and seated, greet the students and say:

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your authorization ticket now.

(I'm also going to hand out your scratch paper. Write your first and last name, school name, subject you are starting to test, and school grade at the top of the scratch paper when you receive it.)

You will return this material before being dismissed.

Hand each student his or her authorization ticket individually. Do not allow students to pass tickets back or across aisles. Keep an exact count of the number of tickets distributed.

When everyone has the correct ticket, say:

Please look at the authorization tickets that I (we) just passed out. The top of your ticket should say [name of the subject test]. Your name and Student ID should be listed below the session name. Raise your hand if your name and [name of the subject test] are not listed on the ticket....

If you are administering an audio test to any students, please be sure to have them test and adjust the volume on their computer and headphones **before** signing in. Refer to the Audio Check feature on the sign-in screen.

When you have verified that all students have the correct ticket, say:

Find the username and password printed on your authorization ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should circulate around the room to confirm that students have signed into the correct test and help those students who are having difficulty signing in.

After everyone has signed into the correct test, say:

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper I (we) handed out. If you need additional scratch paper during testing, raise your hand and I will come to you. Be sure to use your scroll arrows to move your screen to ensure you see the entire item. If you are asked to type an answer on the screen, you must type in English. Raise your hand if you have any questions about the test instructions....

Answer any student questions about the general test instructions and then say:

Please read the test directions on your screen silently as I read them aloud....

Then say:

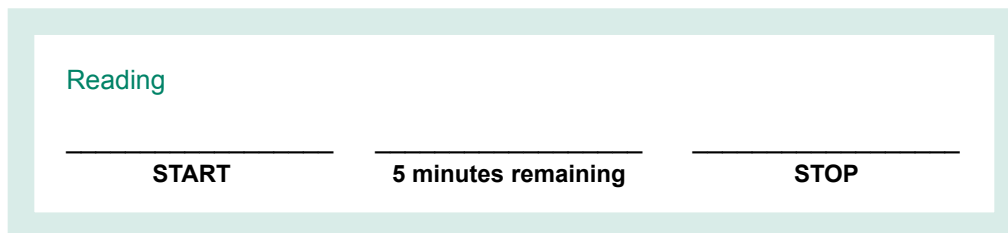
This test asks you to read and then answer questions about each of several reading passages.

- Some questions ask you to select your answer from several possible choices. Click the circle next to the answer you think is best.
- If you decide to change your answer, click the circle next to your new answer.
- Some questions ask you to write an answer. Click in the box and type your answer there. Before you begin to type, read the question carefully. Answer the question as completely as you can. Explain your thoughts and ideas clearly. Read what you have written to be sure it says what you want it to say. These questions are worth more points than the other questions on the test.
- You may use scratch paper to plan your writing. Scratch paper will not be scored.
- Some questions may ask you to work with objects on the screen. Follow the directions on the screen to answer those questions.
- Some of the questions on this test may not count toward your score. If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

It is best to answer every question even if you are not sure if your answer is correct.

Read the next statement and when done you may click on the **Start** button and then **Start** on the next screen and begin working....

Each student’s test will be individually timed by the TestNav system. It is important that you also monitor the time and begin to watch toward the end of the allowed time. To help you know when testing is about to end, set your stopwatch or interval timer for the exact time of the test (see Table 2). The figure below is provided to aid with timekeeping.



If some students finish their tests before others, instruct them to sit quietly until everyone has completed their test. Do not allow them to do other work or look at any materials while they wait.

After all students have submitted final answers, say:

I (we) will now collect your authorization tickets (and scratch paper).
Please remain quietly in your seats until I dismiss you.

Collect the authorization tickets and scratch paper from each student. Do not allow the tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the students before you have again accounted for the tickets and scratch paper.

If you are going to administer another test, make sure that every computer has been navigated back to the student sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject.

Science

Before the test, read aloud all instructions in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let students follow the instructions. Test instructions may be repeated.

When all students have been admitted and seated, greet the students and say:

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your authorization ticket now.

(I'm also going to hand out your scratch paper. Write your first and last name, school name, subject you are starting to test, and school grade at the top of the scratch paper when you receive it.)

You will return this material before being dismissed.

Hand each student his or her authorization ticket individually. Do not allow students to pass tickets back or across aisles. Keep an exact count of the number of tickets distributed.

When everyone has the correct ticket, say:

Please look at the authorization tickets that I (we) just passed out. The top of your ticket should say [name of the subject test]. Your name and Student ID should be listed below the session name. Raise your hand if your name and [name of the subject test] are not listed on the ticket....

If you are administering an audio test to any students, please be sure to have them test and adjust the volume on their computer and headphones **before** signing in. Refer to the Audio Check feature on the sign-in screen.

When you have verified that all students have the correct ticket, say:

Find the username and password printed on your authorization ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should circulate around the room to confirm that students have signed into the correct test and help those students who are having difficulty signing in.

After everyone has signed into the correct test, say:

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper I (we) handed out. If you need additional scratch paper during testing, raise your hand and I will come to you. Be sure to use your scroll arrows to move your screen to ensure you see the entire item. If you are asked to type an answer on the screen, you must type in English. Raise your hand if you have any questions about the test instructions....

Answer any student questions about the general test instructions and then say:

Please read the test directions on your screen silently as I read them aloud....

Then say:

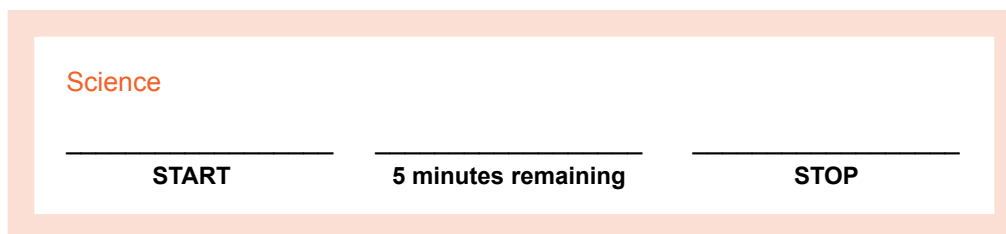
This test asks you to read several passages about scientific topics. After reading a passage, use the information in the passage to answer each question.

- Some questions ask you to select your answer from several possible choices. Click the circle next to the answer you think is best.
- If you decide to change your answer, click the circle next to your new answer.
- Some questions ask you to write an answer. Click in the box and type your answer there. Before you begin to type, read the question carefully. Answer the question as completely as you can. Explain your thoughts and ideas clearly. Read what you have written to be sure it says what you want it to say. Some of these questions are worth more than one point.
- You may use scratch paper to plan your writing. Scratch paper will not be scored.
- Some questions may ask you to work with objects on the screen. Follow the directions on the screen to answer those questions.
- Some of the questions on this test may not count toward your score. If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

You should try to answer every question even if you are not sure your answer is best.

Read the next statement and when done you may click on the **Start** button and then **Start** on the next screen and begin working....

Each student's test will be individually timed by the TestNav system. It is important that you also monitor the time and begin to watch toward the end of the allowed time. To help you know when testing is about to end, set your stopwatch or interval timer for the exact time of the test (see Table 2). The figure below is provided to aid with timekeeping.



If some students finish their tests before others, instruct them to sit quietly until everyone has completed their test. Do not allow them to do other work or look at any materials while they wait.

After all students have submitted final answers, say:

I (we) will now collect your authorization tickets (and scratch paper).
Please remain quietly in your seats until I dismiss you.

Collect the authorization tickets and scratch paper from each student. Do not allow the tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the students before you have again accounted for the tickets and scratch paper.

If you are going to administer another test, make sure that every computer has been navigated back to the student sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject.

Writing

Before the test, read aloud all instructions in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let students follow the instructions. Test instructions may be repeated.

When all students have been admitted and seated, greet the students and say:

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your authorization ticket now.

(I'm also going to hand out your scratch paper. Write your first and last name, school name, subject you are starting to test, and school grade at the top of the scratch paper when you receive it.)

You will return this material before being dismissed.

Hand each student his or her authorization ticket individually. Do not allow students to pass tickets back or across aisles. Keep an exact count of the number of tickets distributed.

When everyone has the correct ticket, say:

Please look at the authorization tickets that I (we) just passed out. The top of your ticket should say [name of the subject test]. Your name and Student ID should be listed below the session name. Raise your hand if your name and [name of the subject test] are not listed on the ticket....

If you are administering an audio test to any students, please be sure to have them test and adjust the volume on their computer and headphones **before** signing in. Refer to the Audio Check feature on the sign-in screen.

When you have verified that all students have the correct ticket, say:

Find the username and password printed on your authorization ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should circulate around the room to confirm that students have signed into the correct test and help those students who are having difficulty signing in.

After everyone has signed into the correct test, say:

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper I (we) handed out. If you need additional scratch paper during testing, raise your hand and I will come to you. Be sure to use your scroll arrows to move your screen to ensure you see the entire item. If you are asked to type an answer on the screen, you must type in English. Raise your hand if you have any questions about the test instructions....

Answer any student questions about the general test instructions and then say:

Please read the test directions on your screen silently as I read them aloud....

Then say:

This is a test of your writing skills. You will have 40 minutes to write an essay in English. Before you begin planning and writing your essay, read the writing prompt carefully to understand exactly what you are being asked to do.

Your essay will be evaluated based on your ability to:

- explain and analyze a topic.
- support your ideas.
- stay focused on the task throughout the essay.
- organize ideas in a logical way.
- use language clearly and effectively according to the conventions of standard written English.

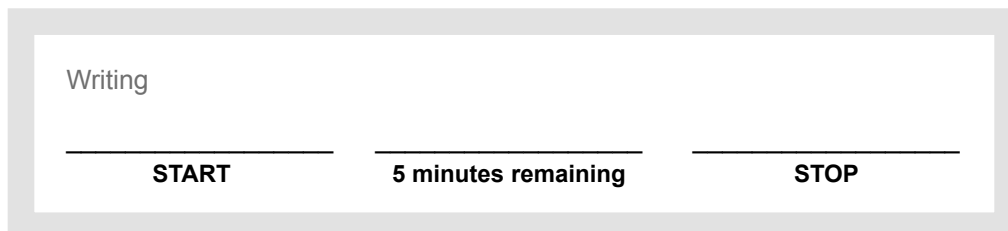
Only your final essay that you write in the answer space provided will be scored.

You may use the scratch paper provided to plan your essay. You may make revisions to your work in the text box on the computer screen as much as you would like, but click the “submit” button only when you have completed your essay. ***Only the final submitted essay will be scored.***

If you finish early, review and edit your essay to be sure it says what you want it to say.

Read the next statement and when done you may click on the **Start** button and then **Start** on the next screen and begin working....

Each student’s test will be individually timed by the TestNav system. It is important that you also monitor the time and begin to watch toward the end of the allowed time. To help you know when testing is about to end, set your stopwatch or interval timer for the exact time of the test (see Table 2). The figure below is provided to aid with timekeeping.



If some students finish their tests before others, instruct them to sit quietly until everyone has completed their test. Do not allow them to do other work or look at any materials while they wait.

After all students have submitted final answers, say:

I (we) will now collect your authorization tickets (and scratch paper).
Please remain quietly in your seats until I dismiss you.

Collect the authorization tickets and scratch paper from each student. Do not allow the tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the students before you have again accounted for the tickets and scratch paper.

If you are going to administer another test, make sure that every computer has been navigated back to the student sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject.

After Testing

Instructions for reporting testing irregularities can be found in *Portal User Guide*, available on the Wisconsin Avocet website.

1. Account for the authorization tickets and sheets of scratch paper before allowing students to leave the testing room. Use the names on the tickets and sheets to determine who did not return the tickets or scratch paper. Investigate as necessary to retrieve all the materials that were distributed; the security of the test questions is of utmost importance.
2. Return all authorization tickets and used scratch paper to your test coordinator.
3. Ensure that all tests are submitted and devices used are signed out.
4. Once all students have completed testing, close all test sessions in the Portal.

