

# ACT ASPIRE- Room Supervisor Instructions

## Important Reminders:

- Testing **MUST** be actively monitored throughout
- Read scripted directions for each test **EXACTLY** as given
- Examinees may be allowed to use the bathroom during the timed portion of the tests. Only one examinee may leave the testing room at a time.
- All students must have a **testing ticket** printed out before test day.

## To Access PearsonAccessnext

1. Open your web browser and go to PearsonAccessnext ([aspire.pearsonaccessnext.com](http://aspire.pearsonaccessnext.com)), or follow the link in the email you receive when your account is created.

Note: ACT or someone with appropriate permissions must create your account before you can access the system. The email with this information comes from [noreply@mail.pearsonaccessnext.com](mailto:noreply@mail.pearsonaccessnext.com).

2. Select the Sign In button near the right side of the screen. The login page appears.
3. Enter your username and password.
4. Select the Login button.

## TEST ADMINISTRATION INSTRUCTIONS

*Prior to Testing Day:*

### Set Up Test Sessions

All examinees testing online must be assigned to a test session for each subject they are testing.

### Start and Unlock a Test Session

On the morning of test day, this task must be performed for each test session. It must be completed to enable room supervisors to unlock their sessions. Sessions can only be unlocked individually.

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.  
From here you can search for specific sessions. In the Search drop-down menu, select Show all results to see a list of all sessions. You also may apply a filter by entering additional details.
3. Check the box next to the session(s) that will be administered today.
4. In the **Tasks** pane, select Show Students in Sessions & Control Sessions in the dropdown menu. The Students in Sessions screen appears.
5. Use the following table to determine your next step.

To start...

Take the following actions...

All sessions button to select multiple sessions.      a. In the Session List pane, select the Combined View  
b. Select the Start All Sessions button.

An individual session      a. In the Session List, select a session.  
b. Select the Start Session button.

The **Start Session** button becomes a **Stop Session** button, and a padlock appears next to the test. Note: In the examinee pane, notice that Student Test Status is marked as Ready, but has a padlock. This indicates that the test is locked. The session should be unlocked only when testing is ready to begin.

6. To unlock a session, slide the button next to the session to the right to unlock the test. The test session is now marked as In Progress. Note: If this step is not performed, examinees cannot access the test session in TestNav. An error message will appear indicating the test session is locked.

7. Allow PearsonAccessnext to run during the test session. Do not log out or power off the computer.

8. Select the locked padlock icon in the session lock/unlock control to lock the test session. Note: An examinee's test session should be locked if the examinee is provided a break. Note: If not all students in a test session completed testing, lock the session instead of marking the session as "Marked Complete." Only stop a session when all students have tested or those not testing are removed.

## Edit Test Sessions

Note: Test sessions that have a Session Status of In Progress or Stopped cannot be edited.

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen. From here you can search for specific sessions. In the Search drop-down menu, select Show all results to see a list of all sessions. You also may apply a filter by entering additional details.
3. Select the check box next to the test session to be edited.
4. In the **Tasks** pane, select **Create/Edit Sessions** in the drop-down menu.
5. Select the **Start** button. The Create/Edit Sessions screen appears.
6. From the side menu, select a test session to edit. The test session information is displayed.
7. Edit the session.
8. Select the **Save** button. A "Success - Changes Saved" message appears.
9. To edit additional sessions, repeat the steps above.
10. Select the **Exit Tasks** button. The Sessions screen appears.

## Add Students to Sessions

1. Select the **Testing** icon.
2. Select **Students in Sessions** to access the Students in Sessions screen.
3. Select the **Add a Session** button in the **Session List** pane to add a session to edit.
4. Select a session to edit.
5. Select the **Add Selected** button.
6. In the **Tasks** pane, select the check box next to **Add Students to Sessions** in the dropdown menu.
7. Select the **Start** button. The Add Students to Sessions screen appears.
8. Select the session to which examinees will be added from the **Session** drop-down menu.
9. In the **Search** drop-down menu, select the check box next to **Show all results**.
10. Check the box next to each examinee to be added to this session.
11. Select the **Add** button. A "Success - Changes Saved" message appears.
12. Select the **Exit Tasks** button. The Students in Sessions screen appears.

## Move Students between Sessions

In order to move an examinee to a new session, the new session must be set up with the appropriate matching test assignment or created through the steps below.

1. Select the **Testing** icon.
2. Select **Students in Sessions** to access the Students in Sessions screen.
3. Select the **Add a Session** button in the **Session List** pane to add a session to edit.
4. Select a session to edit.
5. Select the **Add Selected** button.
6. Select the check box next to the examinee to be moved.
7. In the **Tasks** pane, select the check box next to **Move Students between Sessions**.
8. Select the **Start** button. The Move Students between Sessions screen appears. The **Tests** field will prepopulate.
9. Select in the **Sessions** pane and select a session to add for the examinee. Alternatively, select the **Create Session** button to create a new session.
10. Select the box under the new session to which you want to move the examinee's test. You may select all examinees' tests by checking the box next to the session name.
11. Select **Move**. A "Success - Changes Saved" message appears.
12. Select the **Exit Tasks** button. The Students in Sessions screen appears.

## Remove Students from Sessions

1. Select the **Testing** icon.
2. Select **Students in Sessions** to access the Students in Sessions screen.
3. Select the **Add a Session** button in the **Session List** pane to add a session to edit.
4. Select a session to edit.
5. Select the **Add Selected** button.
6. In the **Session List**, select the session(s) from which you want to remove an examinee(s). The session information appears.
7. Select the check box next to the examinee to be removed.

8. In the **Tasks** pane, select the check box next to **Remove Students from Sessions**.
9. Select the **Start** button. The Remove Students from Sessions screen appears.
10. Select the check box next to the examinee to be removed.
11. Select the **Remove** button. A "Success - Changes Saved" message appears.
12. Select the **Exit Tasks** button. The Students in Sessions screen appears.

## Set Up for Test Day

### Prepare Test Sessions

This task should be performed once for each test session. **For multiple-day testing, this task should be performed the day before the first sitting.**

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen. From here you can search for specific sessions. In the Search drop-down menu, select **Show all results** to see a list of all sessions. You also may apply a filter by entering additional details.
3. Select the check box next to the session(s) that will be administered in the upcoming days. Note: Test sessions should be prepared 1–2 days before test day.
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the dropdown menu. The Students in Sessions screen appears.
5. Use the following table to determine your next step:

**To prepare...** Take the following actions...

#### **All sessions**

a. In the Session List pane, select the Combined View button to select multiple sessions.

b. Select the Prepare All Sessions button.

#### **A single session**

a. In the Session List pane, select a session.

b. Select the Prepare Session button.

6. Allow a few moments for the session(s) to prepare.
7. Select the **Refresh** button. The session(s) status is Ready. Note: Do not start the test session(s) until the day of testing

# VERBAL INSTRUCTIONS

## Introductory Steps

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

## Reading the Verbal Instructions

To ensure standardized conditions, room supervisors must read the verbal instructions loudly, clearly, and exactly as written. This ensures all examinees receive consistent, accurate instructions.

- Read aloud only those instructions in the shaded boxes; do not depart from this text.
- Do not read aloud the text in [brackets]; instead, use text that is appropriate for the specific instruction.
- Text in (parentheses) is optional.
- Pause frequently and wait for examinees to finish the task before proceeding. Where an ellipsis (...) appears, a pause in reading instructions is recommended.
- Look at examinees to be sure they are following instructions.
- Read the instructions that are appropriate for your test room.
- Perform tasks only when directed to do so.

## Test Times

The test times indicated in the verbal instructions reflect standard testing conditions. For examinees testing with accommodations, adjust the verbal instructions to reflect the appropriate test times (see "Test Times by Subject" in the Test Administration section of this manual). Turn to the instructions that apply to the test you are administering.

## English: EHS

1. After all examinees have been admitted, seated, and have a pencil or pen, greet the examinees and make any general announcements, then begin the verbal instructions.

2. 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 not sure of your answer. Please clear your desks of everything except your pencils or pens ... I'm going to hand out your Student Authorization Testing 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.**

3. Distribute the Student Authorization Testing Tickets.
- a. Hand examinees their testing tickets individually.
  - b. Do not allow examinees to pass testing tickets back or across aisles.
  - c. Keep an exact count of the number of testing tickets distributed.

4. Say: **Please look at the Student Authorization Testing Tickets that I (we) just passed out. At the top of the testing ticket you should see your name. Below your birthdate [name and grade of the subject test] should be listed. Raise your hand if you do not see your name or the [name and grade of the subject test] on the ticket**

5. Say: **Find the username and password printed on your Student Authorization Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the Sign In button ... After signing in, do not click on anything on the 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 ...**

6. Move around the room to confirm that examinees have signed in to the correct test. Assist examinees having trouble signing in.

7. 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.**

8. Say: **Scratch work should be done on the scratch paper and/or testing ticket 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 ...**

9. Answer any questions.

10. Say: **Please read the test directions on your screen silently as I read them aloud**

11. 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.**

12. 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 examinee'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 allotted time.

13. During the test, do the following:

a. Set your stopwatch or interval timer for the test time. The figure below is provided to aid with timekeeping. START                      5 minutes remaining                      STOP

b. If an examinee finishes their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

14. Confirm that all examinees have submitted their final answers, then make the announcement

15. Say: **I (we) will now collect your Student Authorization Testing Ticket and scratch paper. Please remain quietly in your seats until I dismiss you.**

16. While examinees remain in their seats, follow the instructions below:

a. Individually collect the testing tickets and scratch paper from each examinee.

b. Do not allow the testing tickets or the scratch paper to be passed to the front, side, or back of the row.

c. Dismiss examinees only after you have accounted for the student authorization testing tickets and scratch paper.

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

## **Math: EHS**

1. After all examinees have been admitted, seated, and have a pencil or pen, greet the examinees and make any general announcements, then begin the verbal instructions.

2. 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 not sure of your answer. Please clear your desks of everything except your pencils or pens ... I'm going to hand out your Student Authorization Testing 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.**

3. Distribute the Student Authorization Testing Tickets.

a. Hand examinees their testing tickets individually.

b. Do not allow examinees to pass testing tickets back or across aisles.

c. Keep an exact count of the number of testing tickets distributed.

4. Say: **Please look at the Student Authorization Testing Tickets that I (we) just passed out. At the top of the testing ticket you should see your name. Below your birthdate [name and grade of the subject test] should be listed. Raise your hand if you do not see your name or the [name and grade of the subject test] on the ticket**

...

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

6. Ensure all examinees have the correct student authorization testing ticket.

7. Say: **Find the username and password printed on your Student Authorization Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the Sign In button ... After signing in, do not click on anything on the 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 ...**

8. Move around the room to confirm that examinees have signed in to the correct test. Assist examinees having trouble signing in.

9. Say: **Scratch work should be done on the scratch paper and/or testing ticket 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 ...**

10. Answer any questions.

11. Say: **Please read the test directions on your screen silently as I read them aloud**

...

12. 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:**

- a. Diagrams are NOT necessarily drawn to scale.**
- b. Geometric figures are in a plane.**
- c. The word line indicates a straight line.**
- d. The word average indicates arithmetic mean. (For example, is the average of 1, 7, and 3.)**

**13. Say: 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.**

**14. 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 examinee'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 allotted time.

15. During the test, do the following: a. Set your stopwatch or interval timer for the test time. The figure below is provided to aid with timekeeping. START 5 minutes remaining STOP b. If an examinee finishes their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

16. Confirm that all examinees have submitted their final answers, then make the announcement.

**17. Say: I (we) will now collect your Student Authorization Testing Ticket and scratch paper. Please remain quietly in your seats until I dismiss you.**

18. While examinees remain in their seats, follow the instructions below:

- a. Individually collect the testing tickets and scratch paper from each examinee
- b. Do not allow the testing tickets or the scratch paper to be passed to the front, side, or back of the row.
- c. Dismiss examinees only after you have accounted for the student authorization testing tickets and scratch paper.

19. If you are going to administer another test, make sure that every computer has been navigated back to the examinee sign-in page.

For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## **Reading: EHS**

1. After all examinees have been admitted, seated, and have a pencil or pen, greet the examinees and make any general announcements, then begin the verbal instructions.

2. 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 not sure of your answer. Please clear your desks of everything except your pencils or pens ... I'm going to hand out your Student Authorization Testing 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.**

3. Distribute the Student Authorization Testing Tickets.

- a. Hand examinees their testing tickets individually.
- b. Do not allow examinees to pass testing tickets back or across aisles.
- c. Keep an exact count of the number of testing tickets distributed.

4. Say: **Please look at the Student Authorization Testing Tickets that I (we) just passed out. At the top of the testing ticket you should see your name. Below your birthdate [name and grade of the subject test] should be listed. Raise your hand if you do not see your name or the [name and grade of the subject test] on the ticket ...**

5. Ensure all examinees have the correct student authorization testing ticket.

6. Say: **Find the username and password printed on your Student Authorization Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the Sign In button ... After signing in, do not click on anything on the 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 ...**

7. Move around the room to confirm that examinees have signed in to the correct test. Assist examinees having trouble signing in.

8. 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.**

9. Say: **Scratch work should be done on the scratch paper and/or testing ticket 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 ...**

10. Answer any questions.

11. Say: **Please read the test directions on your screen silently as I read them aloud ...**

12. 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.**

13. Say: **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.**

14. 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 examinee'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 allotted time.

15. During the test, do the following:

- a. Set your stopwatch or interval timer for the test time. The figure below is provided to aid with timekeeping. START                      5 minutes remaining                      STOP

b. If an examinee finishes their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

16. Confirm that all examinees have submitted their final answers, then make the announcement.

17. Say: **I (we) will now collect your Student Authorization Testing Ticket and scratch paper. Please remain quietly in your seats until I dismiss you.**

18. While examinees remain in their seats, follow the instructions below:

a. Individually collect the testing tickets and scratch paper from each examinee.

b. Do not allow the testing tickets or the scratch paper to be passed to the front, side, or back of the row.

c. Dismiss examinees only after you have accounted for the student authorization testing tickets and scratch paper.

19. If you are going to administer another test, make sure that every computer has been navigated back to the examinee sign-in page.

For the next test being administered, locate the verbal instructions for the appropriate subject and grade level

## **Science: EHS**

1. After all examinees have been admitted, seated, and have a pencil or pen, greet the examinees and make any general announcements, then begin the verbal instructions.

2. 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 not sure of your answer. Please clear your desks of everything except your pencils or pens ... I'm going to hand out your Student Authorization Testing 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.**

3. Distribute the Student Authorization Testing Tickets.

a. Hand examinees their testing tickets individually.

b. Do not allow examinees to pass testing tickets back or across aisles.

c. Keep an exact count of the number of testing tickets distributed.

4. Say: **Please look at the Student Authorization Testing Tickets that I (we) just passed out. At the top of the testing ticket you should see your name. Below your birthdate [name and grade of the subject test] should be listed. Raise your hand if you do not see your name or the [name and grade of the subject test] on the ticket ...**

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

6. Ensure all examinees have the correct student authorization testing ticket.

7. Say: **Find the username and password printed on your Student Authorization Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the Sign In button ... After signing in, do not click on anything on the 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 ...**

8. Move around the room to confirm that examinees have signed in to the correct test. Assist examinees having trouble signing in.

9. 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.**

10. Say: **Scratch work should be done on the scratch paper and/or testing ticket 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 ...**

11. Answer any questions.

12. Say: **Please read the test directions on your screen silently as I read them aloud ...**

13. 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.

14. Say: **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.**

15. 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 examinee'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 allotted time.

16. During the test, do the following:

a. Set your stopwatch or interval timer for the test time. The figure below is provided to aid with timekeeping.

START                      5 minutes remaining                      STOP

b. If an examinee finishes their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

17. Confirm that all examinees have submitted their final answers, then make the announcement.

18. Say: **I (we) will now collect your Student Authorization Testing Ticket and scratch paper. Please remain quietly in your seats until I dismiss you.**

19. While examinees remain in their seats, follow the instructions below:

a. Individually collect the testing tickets and scratch paper from each examinee.

b. Do not allow the testing tickets or the scratch paper to be passed to the front, side, or back of the row.

c. Dismiss examinees only after you have accounted for the student authorization testing tickets and scratch paper.

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

## Writing: EHS

1. After all examinees have been admitted, seated, and have a pencil or pen, greet the examinees and make any general announcements, then begin the verbal instructions.

2. 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 not sure of your answer.**

**Please clear your desks of everything except your pencils or pens ...**

**I'm going to hand out your Student Authorization Testing 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.**

3. Distribute the Student Authorization Testing Tickets.

a. Hand examinees their testing tickets individually.

b. Do not allow examinees to pass testing tickets back or across aisles.

c. Keep an exact count of the number of testing tickets distributed.

4. Say: **Please look at the Student Authorization Testing Tickets that I (we) just passed out. At the top of the testing ticket you should see your name. Below your birthdate [name and grade of the subject test] should be listed. Raise your hand if you do not see your name or the [name and grade of the subject test] on the ticket ...**

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

6. Ensure all examinees have the correct student authorization testing ticket.

7. Say: **Find the username and password printed on your Student Authorization Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the Sign In button ... After signing in, do not click on anything on the 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 ...**

8. Move around the room to confirm that examinees have signed in to the correct test. Assist examinees having trouble signing in.

9. 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.**

10. Say: **Scratch work should be done on the scratch paper and/or testing ticket 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 ...**

11. Answer any questions.

12. Say: **Please read the test directions on your screen silently as I read them aloud ...**

13. 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.**

14. 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 examinee’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 allotted time.

15. During the test, do the following:

- a. Set your stopwatch or interval timer for the test time. The figure below is provided to aid with timekeeping. **START 5 minutes remaining STOP**
- b. If an examinee finishes their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

16. Confirm that all examinees have submitted their final answers, then make the announcement.

17. Say: **I (we) will now collect your Student Authorization Testing Ticket and scratch paper. Please remain quietly in your seats until I dismiss you.**

18. While examinees remain in their seats, follow the instructions below:

- a. Individually collect the testing tickets and scratch paper from each examinee.
  - b. Do not allow the testing tickets or the scratch paper to be passed to the front, side, or back of the row.
  - c. Dismiss examinees only after you have accounted for the student authorization testing tickets and scratch paper.
19. If you are going to administer another test, make sure that every computer has been navigated back to the examinee sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Mark Tests Complete

When an examinee submits their last test, the examinee's status is automatically updated to Completed. If an examinee does not finish testing (e.g., dismissal; illness), the room supervisor must manually mark the examinee's test complete.

Note: If not all students in a test session completed testing, lock the session instead of marking the session as "Marked Complete."

1. Select the **Testing** icon.
  2. Select **Sessions** to access the Sessions screen.
  3. Select the check box next to the test session(s) to be stopped.
  4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the dropdown menu. The Students in Sessions screen appears.
  5. In the **Session List**, select the session you want to view. That session's information appears.
  6. On the Students in Sessions screen, select the check box next to each examinee to be marked complete.
  7. In the **Tasks** pane, select **Mark Student Tests Complete**.
  8. Select the Start button. The Mark Student Tests Complete screen appears.
  9. Select the check box next to each test to be marked complete.
  10. Enter a reason in the **Reason** field.
  11. Select the **Mark Complete** button. The Student Test Status now indicates Marked Complete.
  12. Select the **Exit Tasks** button.
- The Students in Sessions screen appears. The Student Test Status for selected examinees indicates Marked Complete.



