

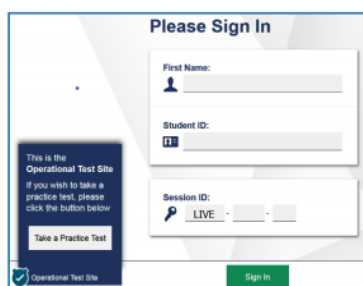
Summative Student Instructions - Required for Every Assessment

The following directions provide the necessary detail for students to enter RISE to begin testing. These are required to be read to students before every testing session and are applicable for every test, no matter the content.

SAY: *“You will now sign into the test. Please ensure all personal electronic devices, including cell phones and smart watches, are powered off and secured appropriately for the remainder of the testing session. Failure to comply could result in your test being invalidated. Scratch paper has been provided for you on your desk. If you need more at any time, please raise your hand. You should see a sign-in screen on your device. If you do not, please let me know now.” [Pause.] “On the sign-in screen, please enter your first name and seven-digit SSID along with the Session ID.” [If sign-in tickets have not been provided, provide students with their first name and SSID as displayed in TIDE system.] “Then click the ‘Sign In’ button.”*

****Please note that the RISE assessments will provide automated instruction read aloud to students on each page as they progress through the following screens. These instructions will cover the information students will need to know to operate their test. The student should raise their hand should they encounter any issues. The students will be presented with audio/visual checks and test setting instructions.****

Please also note that Math Grade 6 has additional instructions as shown at the end of this document.



Troubleshooting tips: If a student is unable to sign in, they will be prompted to try again or contact the TA.

Check these things first:

- Has the student entered his or her legal first name, not a nickname? Please note: some students have two first names. If two first names are listed, e.g., John Henry, both names must be entered
- Has the student entered the correct SSID and the correct Session ID?

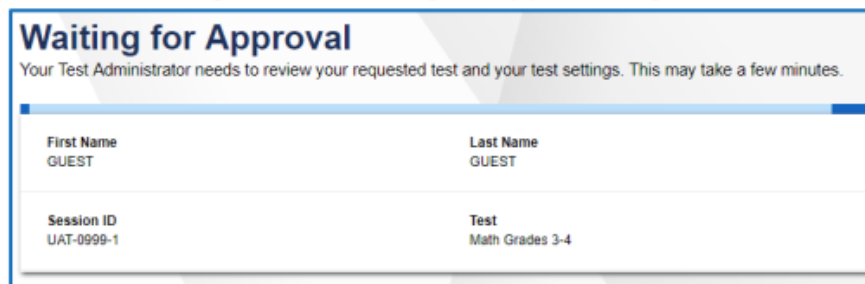
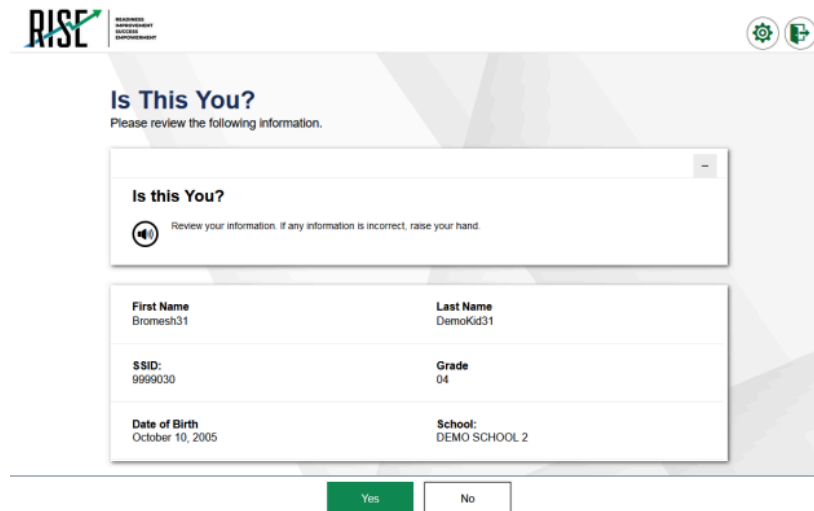
Please note: The TA can look up the student’s information using the Student Lookup function on the TA Site. TAs may assist students with signing in, if necessary. Please see the Appendix for more information about the Student Lookup Feature.



Pause while students sign in.

SAY: *“You will now progress through a few screens of test settings. Click on the speaker icon and listen along to the instructions provided.”*

Pause as students progress through the following pages. Students are instructed to contact their proctor with any questions.



RISE ASSESSMENT SUPPORT SERVICES

Audio/Video Checks

Your test uses multi-media features. Please perform the following checks before continuing.

Audio/Video Checks

Complete the audio and visual checks before continuing. A check mark will appear after each check is confirmed. If the voice is not audible or clear, adjust the settings using the sliders and click the speaker icon again. If you still cannot hear the voice clearly, click the 'I did not hear the sound' and raise your hand. Once you complete the audio/video checks, the Instructions and Help page will appear.

You can review this page to understand what test resources/tools are available and how to navigate through the test.

Text-to-Speech Sound Check

Make sure text-to-speech is working.

Press the speaker button. You should hear a voice speak the following sentence: "This text is being read aloud."

Sound Settings

Current Voice Pack: Microsoft David - English (United States)

Use the sliders to adjust the available text-to-speech settings.

Volume 10

Pitch

Continue Back

RISE ASSESSMENT SUPPORT SERVICES

Instructions and Help

You may select the question mark button to access this Help Guide at any time during your test.

Test Instructions

You are now ready to take your test. This test is designed to measure your understanding of the Utah Core Standards. You may return to the Help Guide at any time during the test by selecting the "Question Mark" button. Also, you will find tutorials available on each item showing how to work with each item type. If you find that you do not know how to enter your responses, please raise your hand. Please remember that your proctor will show you only how to use the program. Scratch paper has been provided for you on your desk. If you do not finish during this testing session, you may be able to continue later. Your proctor will let you know when there are about five minutes left in the session.

You must answer all the questions on each page before you can move to the next page. As you go through the test, you can mark questions you have answered that you want to come back to review before you pause or submit your test today. Even if you don't mark questions for review, you will have a chance to review your answers to all questions before you pause or submit your test today. However, you will not be able to return to previous marked questions in the next testing session, so please make sure to review your test and check any questions marked for review at the end of today's session. You will not be able to return to the test once you have submitted it. To review your test before submitting it, select the "End Test" button and select the items you want to review from the End Test screen. You can go back to an item by clicking on the item number. Once you have completed your review and are ready to submit the test, please raise your hand.

Once you are ready, select Begin Test Now.

Test Settings

Use this button to review your test settings.

View Test Settings

Begin Test Now Go Back

Please note: If you have students using the Refreshable Braille or Screen Reader accommodations, there is additional scripting required. For the Accommodated Script, refer to the Accommodated Test Script section of the manual.

Five-Minute Alert Before the End of the Test Session (Science/ELA/Math):

Follow appropriate local procedures to attract the students' attention and then read the following script.

SAY: *“There are five minutes remaining in this test session. Now, please review any test items you answered because you will not be able to review them later. If you are not finished with this test, you will have a chance to answer the remaining items later.”*

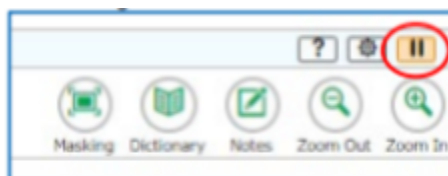
Five-Minute Alert Before the End of the Test Session (Writing):

Follow appropriate local procedures to attract the students’ attention and then read the following script.

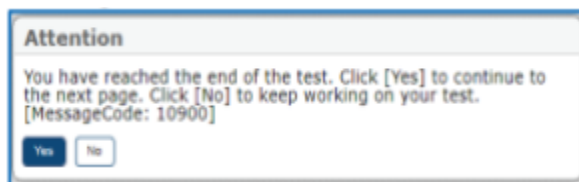
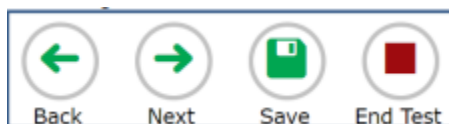
SAY: *“There are five minutes remaining in this test session. Please prepare to pause or end your writing test. You will be able to return to your response later if you are not finished.”*

Ending the Test Session:

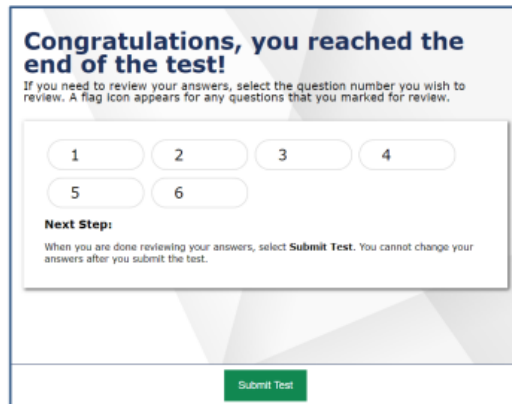
SAY: *“The test session is now over. If you have not finished, click the ‘Pause’ button in the upper-right corner.”*



SAY: *“If you have completely finished the test, click ‘End Test’ and raise your hand when you see the Attention box.”*



SAY: *“Please review your test one more time to make sure you are happy with your responses. You will not be able to return to the test after you have submitted your test.”*



SAY: “Click ‘Submit Test’ on the Review Items Screen to submit your test.”

SAY: “If you do not know how to submit your test, or cannot submit your test, please let me know now.”

The student can click **Logout** to exit the Secure Browser.

[Pause.]

SAY: “I will now collect your testing materials.”

Secure materials should be stored between testing sessions and destroyed at the end of testing according to local procedures.

Ensure the following materials are secure:

- Scratch paper/graph paper written on by students
- Embossed items and passages (for students with braille accommodation)
- Print-on-Demand items and passages (for students with Large Print or paper-based accommodations)
- Student test tickets, if provided (should have been collected already and placed in a secure location after the students began testing)

The Test Administrator should now click ‘Logout’ in the top right corner of the TDS system.

Summative Mathematics Grade 6 Script

The mathematics grade 6 assessment contains two segments:

- Segment 1 is to be taken without a calculator.
- Segment 2 allows the use of an embedded onscreen calculator.
 - Note: TAs must approve students to advance to Segment 2 in the TA interface.

Students will not be able to return to the first segment after you direct them to start the second segment.

Please note that students should not select “Next” until the TA has been notified by the student that they are moving to the second segment. The TA must approve the second segment for the student.

When students have selected the Grade 6 math test after logging in:

SAY: “You will now progress through a few screens of test settings. Click on the speaker icon and listen along to the instructions provided.”

Pause as students progress through the following pages. Students are instructed to contact their proctor with any questions.

****Please note that the RISE assessments will provide automated instruction read aloud to students on each page as they progress through the following screens. These instructions will cover the information students will need to know to operate their test. The student should raise their hand should they encounter any issues. The students will be presented with audio/visual checks and test setting instructions.****

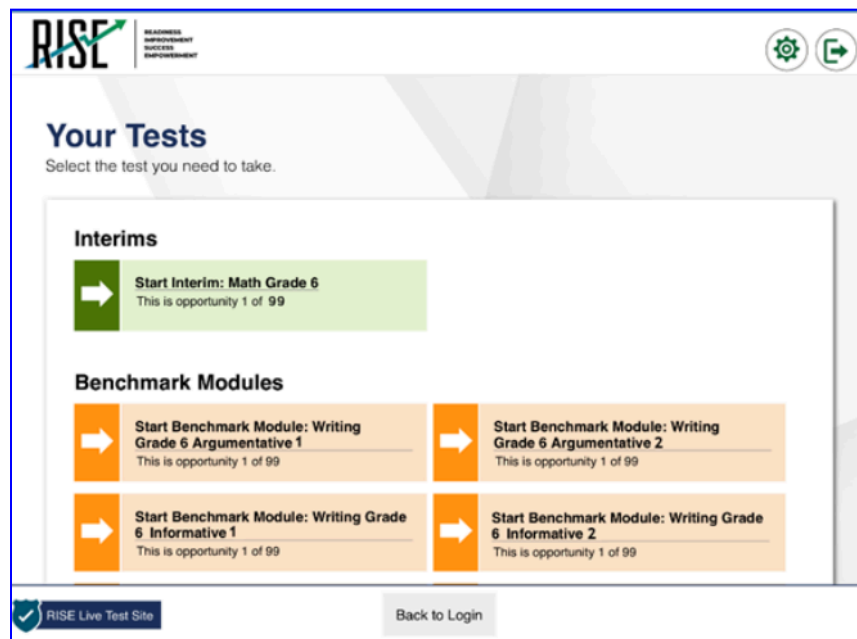


Figure 126. Waiting for Approval Page

Waiting for Approval
 Your Test Administrator needs to review your requested test and your test settings. This may take a few minutes.

First Name GUEST	Last Name GUEST
Session ID TRAIN-2950-2	Test Math Grade 6

Figure 127. Audio/Video Checks Screen

Audio/Video Checks

Your test uses multi-media features. Please perform the following checks before continuing.

Audio/Video Checks

Complete the audio and visual checks before continuing. A check mark will appear after each check is confirmed. If the voice is not audible or clear, adjust the settings using the sliders and click the speaker icon again. If you still cannot hear the voice clearly, click the 'I did not hear the sound' and raise your hand. Once you complete the audio/video checks, the Instructions and Help page will appear.

You can review this page to understand what test resources/tools are available and how to navigate through the test.

Text-to-Speech Sound Check

Make sure text-to-speech is working.

Press the speaker button. You should hear a voice speak the following sentence: "This text is being read aloud."

Sound Settings

Current Voice Pack: Microsoft David - English (United States)

Use the sliders to adjust the available text-to-speech settings.

Volume

10

Pitch

Continue
Back

Instructions and Help

You may select the question mark button to access this Help Guide at any time during your test.

Test Instructions

You are now ready to take your test. This test is designed to measure your understanding of the Utah Core Standards. You may return to the Help Guide at any time during the test by selecting the "Question Mark" button. Also, you will find tutorials available on each item showing how to work with each item type. If you find that you do not know how to enter your responses, please raise your hand. Please remember that your proctor will show you only how to use the program. Scratch paper has been provided for you on your desk. If you do not finish during this testing session, you may be able to continue later. Your proctor will let you know when there are about five minutes left in the session.

You must answer all the questions on each page before you can move to the next page. As you go through the test, you can mark questions you have answered that you want to come back to review before you pause or submit your test today. Even if you don't mark questions for review, you will have a chance to review your answers to all questions before you pause or submit your test today. However, you will not be able to return to previous marked questions in the next testing session, so please make sure to review your test and check any questions marked for review at the end of today's session. You will not be able to return to the test once you have submitted it. To review your test before submitting it, select the "End Test" button and select the items you want to review from the End Test screen. You can go back to an item by clicking on the item number. Once you have completed your review and are ready to submit the test, please raise your hand.

Once you are ready, select **Begin Test Now**.

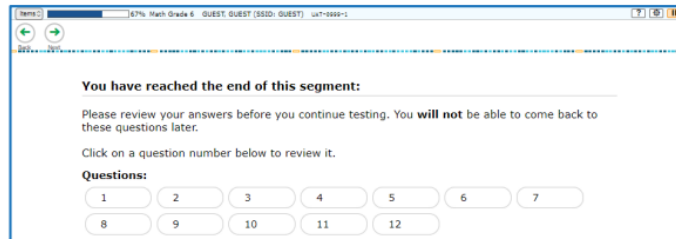
Test Settings

Use this button to review your test settings.

View Test Settings

Begin Test Now
Go Back

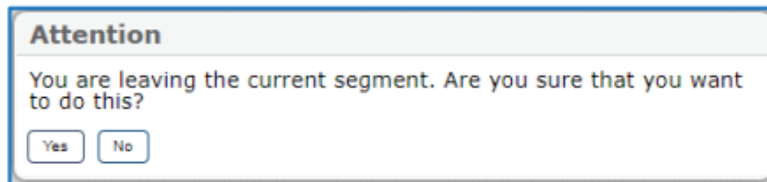
Figure 130. End of Segment Review Screen



Once students have reached the end of the segment:

SAY: *“Once you go to the second segment, you will be unable to return to the first segment and you will not be able to review your answered questions in Segment 1.”*

Figure 131. End of Segment Attention Screen



Please note: If you have students using the Refreshable Braille or Screen Reader accommodations, there is additional scripting required. For the Accommodated Script, refer to the Accommodated Test Script section of the manual.

SAY: *“When you are ready, select ‘Begin Test Now.’”*

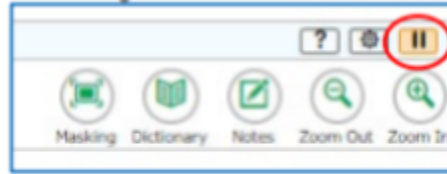
Five-Minute Alert Before the End of the Test Session:

Follow appropriate local procedures to attract the students’ attention and then read the following script.

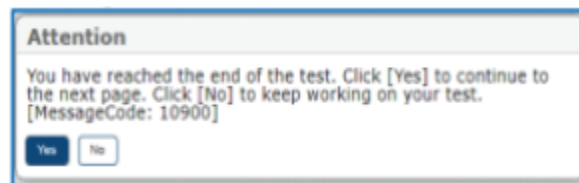
SAY: *“There are five minutes remaining in this test session. Now, please review any test items you answered, because you will not be able to review them later. If you are not finished with this test, you will have a chance to answer the remaining items later.”*

Ending the Test Session:

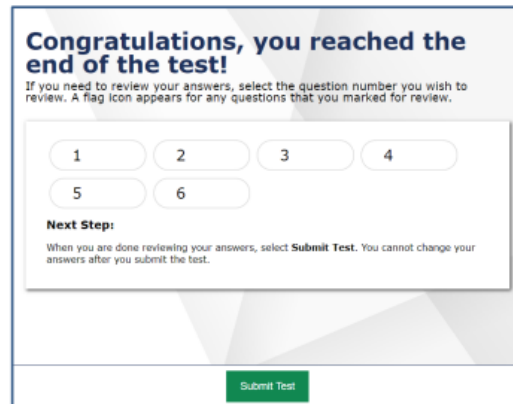
SAY: *“The test session is now over. If you have not finished, click the ‘Pause’ button in the upper-right corner.”*



SAY: “If you have completely finished the test, click ‘End Test’ and confirm by clicking ‘Yes’ on the Attention screen.”



SAY: “Click ‘Submit Test’ on the End Test review Screen to submit your test. You will not be able to return to the test after you have submitted your test.”



SAY: “If you do not know how to submit your test, or cannot submit your test, please let me know now.”

The student can click **Logout** to exit the Secure Browser.

[Pause.]

SAY: “I will now collect your testing materials.”

Secure materials should be stored between testing sessions and destroyed at the end of testing according to local procedures.

Ensure the following materials are secure:

- Scratch paper/graph paper written on by students
- Embossed items and passages (for students with braille accommodation)
- Print-on-Demand items and passages (for students with Large Print or paper-based accommodations)
- Student test tickets, if provided (should have been collected already and placed in a secure location after the students began testing)

The Test Administrator should now click “Logout” in the top right corner of the TDS system.

If you are administering a Spanish Adaptive test, please consult the Test Administration Manual for the appropriate script.