Albert.io BOY/EOY DIRECTIONS

(READ WORD FOR WORD EVERYTHING IN BOLD PRINT)

SAY: Today you will be taking the AP _____ Beginning-of-the-Year (BOY) or End-of-the-Year (EOY) Assessment. It is important for you to do your best. You should have a pencil and an eraser at your desk. If you would like a highlighter, please raise your hand so I may give you one.

SAY: You may also use scratch paper for this test. *(ASK STUDENTS IF THEY WANT SCRATCH PAPER.)*

SAY: You will be using Albert.io to take this assessment. Do not log in until I ask you to.

SAY: To answer a multiple-choice question, click on the answer of your choice on the Albert.io test. You can only mark one answer choice for each multiple-choice question. If you want to change an answer, simply click the new answer.

(Chromebook or PC Instructions)

SAY: Now, sign in to your assigned computer or Chromebook using your UISD credentials. Open a Google Chrome window, type www.albert.io in the URL bar, and log in to your account using Google. Don't start the test until I ask you to. *(HELP STUDENTS FIND ALBERT.IO AND LOG IN.)*

SAY: You should see AP _____ BOY or EOY under assignments. *(HELP STUDENTS FIND THE EXAM IF THEY CANNOT FIND IT.)*

SAY: You will take this test by yourself. I cannot help you answer any test questions; I can only answer questions about the directions. During the test, you will receive reminders of how much time remains. All of your answers must be marked on the Albert.io platform before you submit your test.

SAY: **You will have two days to complete this test. It is important that you try your best. If you do not know the answer to a question, choose the answer you think might be correct.**

SAY: **You may check your answers after you have finished. Stay in your seat and raise your hand when you have finished.**

SAY: **Before you submit your answer, please raise your hand. I will come to your desk and watch you submit your answers.**

SAY: **You are not allowed to discuss the test questions or answer choices with anyone during the test, during breaks, or after you have completed your test.**

For Teachers: **Please note that Albert.io tests have a secure mode that will force student screens into full-screen. If students exit the full-screen mode, open other windows, open more tabs, or minimize their testing window, they will be warned to return to full-screen mode. After three warnings or 10 seconds out of full-screen mode, their test will be submitted for them.**

Additionally, if a student leaves their computer idle for too long (long enough to enter "sleep mode"), their test will be auto-submitted. If this happens, they must be reset by the teacher.

Albert.io has an article titled "How do Students Take Assessments" that is also helpful to review before testing.