

# Quick Guide for Administering the ELA CBA in Two Test Sessions: Reading and Writing

Due to concerns about students completing both the reading portion and the writing portion in one block of time on the ELA CBA, directions on completing the ELA CBA in two test sessions are being provided.

Please use the following directions if your students are completing the ELA CBA in multiple sessions. Districts can determine if their students complete the ELA CBA writing prompt and essay section in two separate test sessions.

## Stopping the ELA CBA Test Session Upon Completion of the Reading Portion

At the end of the Reading Portion, students will be asked to review their items and then select PAUSE.



**You have reached the end of this segment:**

Please review your answers before you continue testing. You **will not** be able to come back to these questions later.

Click on a question number below to review it.

**Questions for review:**

1	6	11	16	21	26
2	7	12	17	22	27
3	8	13	18	23	28
4	9	14	19	24	29
5	10	15	20	25	

After students hit PAUSE, they will receive this message.

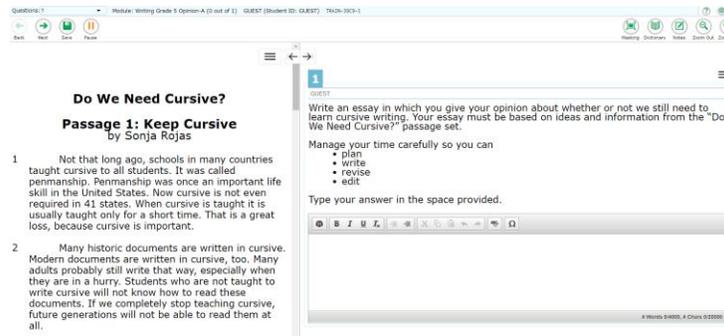


Upon selecting YES, the TA will receive a request to approve the student for the Writing portion. (Note: Students will not be able to return to the reading portion upon selecting YES.)

Below is the screen the student will see while awaiting approval:



With TA approval, the ELA CBA Writing Portion will load for the students.

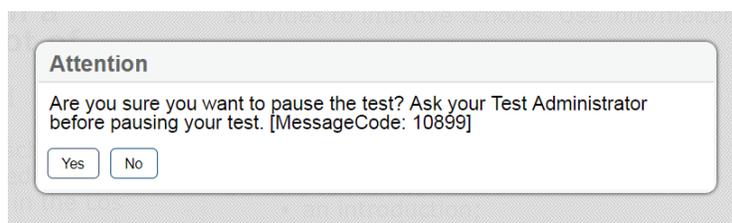


Students should select SAVE and then select PAUSE. For the Writing portion of the ELA CBA, there is not a 20-minute pause rule. This means that students will be able to log in later and finish the Writing portion.

*Note: For the Reading portion of the ELA CBA, there is a 20-minute pause rule. This means that students will not be able to log in later and finish the Reading portion.*



After students hit PAUSE, they will receive this message.



Students should select YES. This will end the ELA CBA for the student. They can then proceed to close out of the Student Secure Browser.

The teacher will end the test session when all students have finished the Reading portion of the ELA CBA.

*Note: The test session needs to be ended not paused. Please see below for instructions on how to end a test session:*

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Making Research Relevant AIR

Operational Tests  
Session ID TEST-1-1234  
Approvals 4

### Students in your Operational Test Session

0 students awaiting approval 1 print requests 2 active tests

● = Interim Comprehensive (ICA) ● = Interim Blocks (IAB)

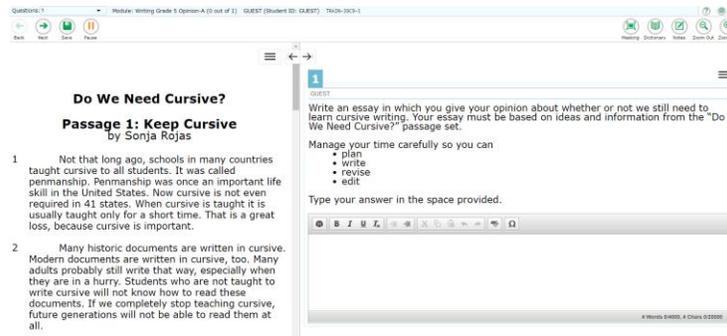
Student Name	SSID	Opp #	Test	Requests	Student Status	Test Settings	Pause Test
Garcia, Juan	8999577947	1	Grade 3 ELA ICA		approved: 0/0	Custom	
Jackson, Cynthia	99996701	1	Grade 3 ELA ICA		paused: 0/0	Custom	i
Smith, John	99996703	1	Grade 5 ELA Interim IAB-Research		started: 3/17	Custom	

To stop the entire test session for all students:

- Click the **Stop** button in the upper right corner of the screen. A pop-up message will appear requesting verification to end the session and log students out.
- Click **OK** to continue.

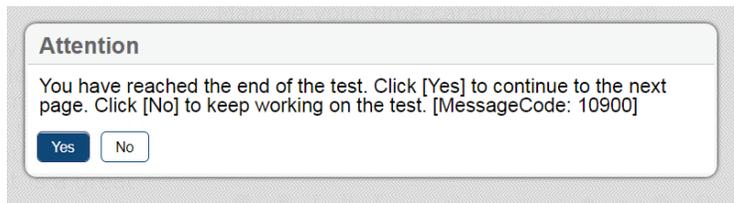
## Creating a New Test Session to Complete the Writing Portion

When students return to complete the writing portion of the ELA CBA, the teacher will create a **new test session** and provide the test session ID to the students.



The screenshot shows a web browser window with the title "Reading Writing Grade 5 Operation A (0 out of 1) QUEST (Student ID: QUEST) 7629-103-1". The main content area displays a passage titled "Do We Need Cursive?" by Sonja Rojas. The passage is divided into two paragraphs. The first paragraph discusses the historical importance of penmanship in schools. The second paragraph discusses the decline of cursive writing in modern times. To the right of the passage is a writing prompt: "Write an essay in which you give your opinion about whether or not we still need to learn cursive writing. Your essay must be based on ideas and information from the 'Do We Need Cursive?' passage set." Below the prompt are instructions to manage time and a list of steps: plan, write, revise, and edit. A text input area is provided for the student's answer.

Students will then log in to the ELA CBA and resume the test by completing the writing portion. Once students have completed their essays, they will submit.



The dialog box has a title "Attention" and a message: "You have reached the end of the test. Click [Yes] to continue to the next page. Click [No] to keep working on the test. [MessageCode: 10900]". At the bottom, there are two buttons: "Yes" and "No".

Once the students have submitted the test, the student secure browser will close. Teachers should end the test session when all students have completed the ELA CBA.

## Appeal Types for Paused Tests

- If a paused test is showing only submit test page when a student logs in, an appeal will need to be filed to reopen the segment.
- If a test was submitted, an appeal will need to be filed to reopen the test.

