West Virginia General Summative Assessment
Online Test Administration Manual
Spring 2017
Addendum
Scripts for Test Administration

Grade 10 Science and Grade 11
Table of Contents

8.0 GENERAL TEST ADMINISTRATION INFORMATION ................................................................. 3

8.1 Assessment Participation ........................................................................................................ 3
  Participation of Students with Disabilities and/or English Learners ........................................ 3

8.2 General Rules of Online Testing .......................................................................................... 3
  Basic Online Testing Parameters .............................................................................................. 3
  Pause Rules ................................................................................................................................ 4
  Test Timeout (due to inactivity) .................................................................................................. 5
  Test Expiration .......................................................................................................................... 6

8.3 Testing Time and Recommended Order of Administration .............................................. 6
  Scheduling Time for Testing: ...................................................................................................... 6
  Recommended Order of Online Administration ...................................................................... 7
  Duration and Timing Information .............................................................................................. 7
  Additional Administration Recommendations ........................................................................... 9

8.4 Sensitive Responses .............................................................................................................. 9
  Taking Appropriate Action with Student Responses or Student Actions that Cause Concern ..... 9
  Collecting Information .............................................................................................................. 10
  Escalating Information .............................................................................................................. 10

9.0 UNIVERSAL TOOLS, DESIGNATED SUPPORTS, AND ACCOMMODATIONS .......... 11

10.0 PRIOR TO TEST ADMINISTRATION .............................................................................. 13

10.1 Establishing Appropriate Testing Conditions ................................................................. 13
10.2 Tasks to Complete Prior to Test Administration ............................................................... 14

11.0 DAY OF TEST ADMINISTRATION ............................................................................. 16

11.1 Administering the West Virginia General Summative Assessment - SCRIPTS .............. 17
Grade 10 ......................................................................................................................................... 17
  Grade 10 Science ..................................................................................................................... 17

Grade 11 ......................................................................................................................................... 26
  Grade 11 ELA Computer Adaptive Test (CAT) ..................................................................... 26
  Grade 11 ELA Performance Task (PT) ..................................................................................... 37
  Grade 11 Math Computer Adaptive Test (CAT) .................................................................... 48
  Grade 11 Math Performance Task (PT) ................................................................................... 58
8.0 GENERAL TEST ADMINISTRATION INFORMATION

This section provides an overview of the online testing environment and guidelines for test administration. Use this section to become familiar with what students will experience in accessing the assessments, to prepare for the assessments, and to review general rules for online testing. Information about the Practice and Training Tests, test pauses, and test resumptions is also included in this section. Test Administrators (TAs) should become familiar with this section well in advance of the start of testing so materials for login, accommodations, and exemptions described below can be assembled.

8.1 Assessment Participation

Participation of Students with Disabilities and/or English Learners

Consistent with the WVBE Policy 2340, all students, including students with disabilities, English Language Learners (ELLs), and ELLs with disabilities, should have equal opportunity to participate in the West Virginia General Summative Assessment. West Virginia has crafted a comprehensive accessibility and accommodations framework, the 2016-2017 Guidelines for Participation in West Virginia State Assessments, for all students, including those with special assessment needs. The West Virginia General Summative Assessment also contains a variety of innovative digital accessibility tools as well as a variety of designated supports and accommodations. The 2016-2017 Guidelines for Participation in West Virginia State Assessments can be found on the West Virginia General Summative Assessments Portal at http://wv.portal.airast.org.

All students enrolled in grades 3–8 and 11 are required to participate in the West Virginia General Summative Assessment in English language arts and mathematics except:

- Students with the most significant cognitive disabilities who meet the criteria for a state-selected or state-developed English language arts and mathematics alternate assessments based on alternate achievement standards (approximately one percent or fewer of the student population).

All students enrolled in grades 5, 8, and 10 are required to participate in the West Virginia General Summative Assessment in science except:

- Students with the most significant cognitive disabilities who meet the criteria for a state-selected or state-developed science alternate assessment based on alternate achievement standards (approximately one percent or fewer of the student population).

School personnel should follow federal and state policies regarding student participation.

8.2 General Rules of Online Testing

This section provides a brief overview of the general test administration rules for different portions of the assessment as well as information about test tools and accommodations. For more information, refer to the Test Delivery System User Guide located on the West Virginia General Summative Assessments Portal at http://wv.portal.airast.org.

Basic Online Testing Parameters

- Students may not return to any test once it has been completed and submitted. CATs and PTs are presented as separate tests.
Within each test there may be segments. For example, the grades 6 through high school mathematics tests include a segment with an embedded calculator available and another segment where the embedded calculator is not allowed and is not available for testing. Once a student has had the opportunity to review a segment and goes on, he or she may not return to the previous segment.

Students must enter an answer for all items on a page before they can access the next page. Some pages contain multiple items. Students may need to use the vertical scroll bar to view all items on a page.

Students may mark items for review using the context menu in the upper right portion of the question.

To access items marked for review, use the Questions drop-down list from the upper left corner of the screen to return to items within the current segment.

Pause Rules
During the ELA CAT, the Math CAT, and the Science Test:

- If a test is paused for more than twenty minutes, the student is:
  - Required to log back in to the test;
  - Presented with the page containing the item(s) he or she was working on when the assessment was paused (if the page contains at least one unanswered item) OR with the next page (if all items on the previous page were answered); and
  - NOT permitted to review or change any previously answered items, even if they are marked for review (with the exception of items on a page containing at least one item not yet answered).

- Any highlighted text and notes on the digital notepad will NOT be saved when a test is paused regardless of how long the test is paused.

- In the event of a technical issue (e.g., power outage or network failure), students will be logged out and the test will automatically be paused. The students will need to log in again upon resuming the test. When a technical issue results in a pause greater than twenty minutes, SCs must document the technical issue on the Test Security Incident Log. The SC will then contact the district test coordinator concerning this event. The DC may contact the WVDE for technical issues meriting a grace period extension.
Important: If a test is paused the test will resume on the first unanswered item. If a student has gone back to a previous page to review an item, has removed the answer to that item, and the test is then paused for more than twenty minutes, when the student resumes testing, he or she will begin on the item under review. After the student answers the item being reviewed he or she will be directed to the next unanswered item.

See Appendix E: CAT Pause Rules Scenarios to review the rules which govern pausing during the test.

During the performance task portion of the assessment:

- **There are no pause restrictions.** If a PT is paused for twenty minutes or more, the student can return to the section and continue entering his or her responses.

- Any highlighted text and notes on the digital notepad will **NOT be saved** when a test is paused regardless of how long the assessment is paused. The digital notepad is different from Global Notes in the ELA PT. The **Global Notes are available** when a student resumes testing following a pause.

- In the event of a technical issue (e.g., power outage or network failure), students will be logged out and the test will automatically be paused. The students will need to log in again upon resuming the test.

Please note there are recommendations for breaks in Table 9: Assessment Sequence—ELA, Table 10: Assessment Sequence—Mathematics, and Table 11: Assessment Sequence—Science.

**Test Timeout (due to inactivity)**

As a security measure, students are automatically logged out of the test after twenty minutes of inactivity. Activity is defined as selecting an answer or navigation option in the assessment (e.g., clicking [Next] or [Back] or using the Questions drop-down list to navigate to another item). Moving the mouse or clicking on an empty space on the screen is not considered activity.

Before the system logs the student out of the assessment, a warning message will be displayed on the screen. If the student does not click [OK] within thirty seconds after this message appears, he or she will be logged out. Clicking [OK] will restart the twenty-minute inactivity timer.

Caution: As a security measure, TAs are automatically logged out after twenty minutes of user and student inactivity in the session, which will result in the closing of the test session.
Test Expiration

CAT

A student’s CAT remains active until the student completes and submits the test. However, it is recommended students complete the CAT items portion of the test within five days of starting the designated content area.

Science Test

A student’s science test must be completed on the same day as it is started.

Performance Task (PT)

The PT is a separate test which remains active only for ten calendar days after the student has begun the PT. However, the WVDE recommends students complete the PT within three days of starting in each content area.

Once started, PTs expire in ten calendar days (counting the day the PT was started). If a student begins the PT but does not finish it, he/she must complete the PT within ten calendar days. Once the PT expires an appeal for a reopen must be entered in TIDE.

A summary of recommendations for the number of sessions and session durations is provided in section 8.3 Testing Time and Recommended Order of Administration.

8.3 Testing Time and Recommended Order of Administration

All students participating in the assessments will receive a CAT and a PT in both English language arts (ELA) and mathematics. All grades 5, 8, and 10 students participating in the science assessment will receive a fixed-form test consisting of two sessions administered on the same day.

Scheduling Time for Testing:

Table 8 contains suggested time allotments to be used when scheduling sessions for the West Virginia General Summative Assessment. This information is for scheduling purposes only, as the assessments are not timed.

Table 1: Suggested Time Allotments for West Virginia General Summative Assessment

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Grades</th>
<th>Computer Adaptive Test (CAT) hrs : mins</th>
<th>Performance Task (PT) hrs : mins</th>
<th>Total hrs : mins</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts</td>
<td>3–5</td>
<td>1: 30</td>
<td>2:00</td>
<td>3:30</td>
</tr>
<tr>
<td></td>
<td>6–8</td>
<td>1:30</td>
<td>2:00</td>
<td>3:30</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>2:00</td>
<td>2:00</td>
<td>4:00</td>
</tr>
</tbody>
</table>
When developing a testing schedule, use the estimated testing times to calculate the number of days and the amount of time it will take to complete an assessment in each content area and grade level.

These estimates do not account for any time needed to start computers and log in students. Nor do they account for breaks. TAs should work with SCs to determine precise testing schedules.

**Recommended Order of Online Administration**

The assessments are comprised of two components (tests) for ELA and mathematics: a CAT and a PT.

The West Virginia Department of Education recommends students take the CAT and PT on separate days.

**Order of Test Administration for ELA and Mathematics**

```
  CAT       Performance Task
```

**Duration and Timing Information**

The scheduling/rules for each of these components is included in Table 9, Table 10, and Table 11. Note the duration, timing, break/pause rules, and session recommendations vary for each content area and component.
### Table 2: Assessment Sequence—ELA

<table>
<thead>
<tr>
<th>ELA</th>
<th>CAT Items</th>
<th>Performance Task (PT)</th>
</tr>
</thead>
</table>
| **Number and Duration of Sessions** | Recommendation:  
  - Session duration ranges from 90-120 minutes | The PT is presented in two parts, which may be administered on the same day or on separate days.  
  Recommendation:  
  - Two parts with durations ranging from 60-120 minutes each |
| **Breaks within Sessions**        | Breaks can be provided during the test sessions using the software’s pause feature. If the test is paused for more than twenty minutes, the student will not be able to go back to items on the previous screen.  
  Recommendation:  
  - A single test session should not include a break longer than 20 minutes. Instead, separate test sessions should be scheduled around extended breaks (e.g. lunch). | Students can take breaks during PT test sessions. Following a break, students will have access to the current part of the PT. |
| **Total Duration**                | Test is untimed.                                                          | Once a student has started the PT, it will be available for ten calendar days.          |

### Table 3: Assessment Sequence—Mathematics

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>CAT Items</th>
<th>Performance Task (PT)</th>
</tr>
</thead>
</table>
| **Number and Duration of Sessions** | Recommendation:  
  - Session duration ranges from 90-120 minutes | Recommendation:  
  - Session duration ranges from 40-120 minutes |
| **Breaks within Session**       | Breaks can be provided during the test session using the software’s pause feature. If the test is paused for more than twenty minutes, the student will not be able to go back to items on the previous screens.  
  Recommendation:  
  A single test session should not include a break longer than 20 minutes. Instead, separate test sessions should be scheduled | Students can take breaks during PT test sessions. Mathematics PT items are presented on a single screen. Following a break, the student will have access to the same items. |
### Table 4: Assessment Sequence—Science

<table>
<thead>
<tr>
<th>Science</th>
<th>Fixed Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number and Duration of Sessions</td>
<td>This test has two sessions, approximately 45 minutes each.</td>
</tr>
<tr>
<td>Breaks within Sessions</td>
<td>Breaks must be provided between test session 1 and session 2 using the TDS’s pause feature. If the test is paused for more than twenty minutes, a new session ID must be created.</td>
</tr>
<tr>
<td>Total Duration</td>
<td>Students must complete both sessions on the same day.</td>
</tr>
</tbody>
</table>

### Additional Administration Recommendations

- For the performance tasks, students may be best served by sequential, uninterrupted time.
- Minimize the amount of time between beginning and completing each test within a content area.

**Important reminders:**

1. The number of items will vary on the CAT portion of each student’s test.
2. The tests are not timed, so all time estimates are approximate.
3. Students should be allowed extra time if they need it, but test administrators need to use their best professional judgment when allowing students extra time. Students should be actively engaged in responding productively to test questions.
4. The ELA and mathematics tests can be spread out over multiple days as needed. The science test must be completed on the day it was started.

### 8.4 Sensitive Responses

**Taking Appropriate Action with Student Responses or Student Actions that Cause Concern**

Throughout the test administration process, student safety is always the primary consideration.

Security protocols make it clear TAs are not permitted to review student responses in the testing platform or students’ notes on scratch paper. However, during or after the West Virginia General Summative Assessment, a TA might unexpectedly encounter a student response raising sufficient
concern to warrant adult action. Topics which may require the TA to take action include, but are not limited to, student references to:

1. Suicide
2. Criminal activity
3. Alcohol or drug use
4. Extreme depression
5. Extreme violence
6. Sexual assault or physical abuse
7. Self-harm or intent to harm others
8. Neglect

Collecting Information

Prior to administration, each TA should have a thorough understanding of school, district, and/or WVDE procedures and policies regarding documentation of student actions or concerning responses during a secure test event. The TA should document as much information as possible in accordance with school, district, and/or WVDE procedures and policies.

Escalating Information

Should the TA encounter a sensitive situation while supervising the test session, the TA should immediately report this concern in accordance with school, district, and/or WVDE procedures and policies.
9.0 UNIVERSAL TOOLS, DESIGNATED SUPPORTS, AND ACCOMMODATIONS

The 2016-2017 Guidelines for Participation in West Virginia State Assessments is intended for school-level personnel and decision-making teams, including Individualized Education Program (IEP), Student Assistance Teams (SAT), English Language Learners (ELLs), and Section 504 teams, as they prepare for and implement the West Virginia General Summative Assessment. The 2016-2017 Guidelines for Participation in West Virginia State Assessments provides information for classroom teachers, English language development educators, special education teachers, and instructional assistants to use in selecting and administering universal tools, designated supports, and accommodations for those students who need them. The Participation Guidelines are also intended for assessment staff and administrators who oversee the decisions made in instruction and assessment.

The 2016-2017 Guidelines for Participation in West Virginia State Assessments applies to all students. The Participation Guidelines emphasize an individualized approach to the implementation of assessment practices for those students who have diverse needs and participate in large-scale content assessments. The 2016-2017 Guidelines for Participation in West Virginia State Assessments focuses on universal tools, designated supports, and accommodations for the West Virginia General Summative Assessment of English language arts and mathematics. At the same time, the Participation Guidelines support important instructional decisions about and connection between accessibility and accommodations for students who participate in the West Virginia General Summative Assessment.

The Usability, Accessibility, and Accommodations Guidelines and the 2016-2017 Guidelines for Participation in West Virginia State Assessments, as well as the full list of universal tools, designated supports, and accommodations, can be found at: http://wv.portal.airast.org.

Please be sure to review these guidelines thoroughly before test administration.

The West Virginia General Summative Assessment and Practice and Training Tests contain embedded universal tools, designated supports, and accommodations. These are accessible via the computer administration system, whereas non-embedded resources are provided outside of the system; these are defined in Table 12.

<table>
<thead>
<tr>
<th>Type</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Universal Tools</strong></td>
<td>Access features of the assessments either provided as digitally delivered components of the test administration system or separate from it. Universal tools are available to all students based on student preference and selection. These may be turned off by the TA at the beginning of a test session.</td>
</tr>
<tr>
<td><strong>Designated Supports</strong></td>
<td>Access features of the assessments available for use by any student for whom the need has been indicated by an educator (or team of educators working with the parent/guardian and student). They are either provided as digitally delivered components of the test administration system or separate from it.</td>
</tr>
</tbody>
</table>
Accommodations are changes in procedures or materials that increase equitable access during the West Virginia General Summative Assessment. Assessment accommodations generate valid assessment results for students who need them; they allow these students to show what they know and can do. Accommodations are available for students with documented IEPs, SATs, ELLs, ELLs with IEPs, or 504 Plans. Approved accommodations do not compromise the learning expectations, construct, grade-level standard, or intended outcome of the assessments. These are provided as embedded components of the test administration system or are non-embedded.

Designated supports and accommodations must be set in TIDE prior to starting a test session. All accommodations are uploaded daily to TIDE based on the information provided to the WVDE by the online accommodations process.

For additional information about the availability of designated supports and accommodations, refer to the 2016-2017 Guidelines for Participation in West Virginia State Assessments on the West Virginia General Summative Assessments Portal at http://wv.portal.airast.org.

The multiplication table and 100s number table are available for grade 4 and above mathematics assessments. These non-embedded accommodation resources need to be downloaded and printed prior to test administration from the West Virginia General Summative Assessments Portal at http://wv.portal.airast.org (go to Resources, Ancillary Materials, Math Materials), and are also located in Appendix G: Multiplication Table and 100s Number Table. Note: These resources are only allowed as an accommodation for students in grades 4-8 and 11 with a documented and persistent calculation disability (dyscalculia).
10.0 PRIOR TO TEST ADMINISTRATION

10.1 Establishing Appropriate Testing Conditions

District Test Coordinators (DCs) and School Test Coordinators (SCs) will need to work together to determine the most appropriate testing schedule based on the number of computers available, the number of students in each tested grade, and the estimated time needed to complete each test. Testing students in classroom-sized groups is preferable.

The test administration should be conducted in a secure environment (see section 4.1 Security of the Test Environment).

Maintain a quiet testing environment throughout the test session. Some students will finish more quickly than others. If students are expected to remain in the testing room until the end of the session, instruct them on what activities they may quietly engage in after they finish the test. If students are allowed to leave the testing room when they finish, explain the procedures for leaving without disrupting others and where they are expected to report once they leave.

During test administration, students may have access to and use of the additional required resources listed in Table 13. These resources are specific to each assessment and content area.

Table 6: Additional Required Resources

<table>
<thead>
<tr>
<th>Content Area</th>
<th>CAT Items</th>
<th>Performance Task (PT)</th>
</tr>
</thead>
</table>
| **ELA**      | • Headphones are required for the listening portion for all students  
               • Headphones are required for students requiring text-to-speech.  
               • Scratch paper should be provided for note taking if necessary. | • Headphones are required for students requiring text-to-speech.  
                                                                 • Scratch paper should be provided for note taking if necessary. |
| **Mathematics** | • Headphones are required for students requiring text-to-speech and for students requiring Audio Glossaries.  
                  • An embedded calculator will be available for some mathematics items in grade 6 and above.  
                  • Scratch paper is required for all grades.  
                  • Graph paper is also recommended for Grade 6 and above. | • Headphones are required for students requiring text-to-speech and for students requiring Audio Glossaries.  
                                                                 • An embedded calculator will be available for all mathematics PT items in grade 6 and above.  
                                                                 • Scratch paper is required for all grades.  
                                                                 • Graph paper is also recommended for Grade 6 and above. |
| **Science**  | • Headphones are required for students all students.  
               • An embedded calculator will be available.  
               • Scratch paper is required for all grades. | NA |
10.2 Tasks to Complete Prior to Test Administration

✓ District Test Coordinators (DCs), SCs, and TAs should verify students are provided the opportunity to practice on the Training Test and Practice Test prior to testing.

It is highly recommended ALL students be provided the opportunity to practice on the Training Test and Practice Test prior to testing. This allows students the opportunity to become familiar with all of the item types, the universal tools, buttons, and any allowable designated supports and/or accommodations.

✓ DCs and SCs should ensure all TAs have login information for the TA interface within the Test Delivery System.

✓ DCs, SCs and TAs should verify student demographic information and test settings.

Each student must be correctly assigned to his or her district, school, and grade in TIDE. Records will be uploaded nightly from the WVDE.

In addition to the correct school and grade, DCs, SCs, and TAs should verify all students have accurate test settings in TIDE, including designated supports and accommodations (embedded and non-embedded) for each content area prior to testing. Student information cannot be edited with the exception of the following locally-set supports: default font size, background color, translation glossary for mathematics, and turning off universal tools which occurs in TDS prior to the start of the test.

**IMPORTANT:** Changes to student information, excluding locally-set supports, must be completed through the nightly upload process – which may take **24-48 hours to appear in TDS**. Failure to correct test settings before testing could result in student(s) not being provided with the needed accommodations and/or designated supports at the time of testing. This is considered a testing irregularity.

For information on how to view student information, please refer to the **TIDE User Guide** located on the West Virginia General Summative Assessments Portal at http://wv.portal.airast.org.

It is important for anyone with access to student information to remember student personal information, including the student’s SSID, is confidential. If materials containing student personal information and/or SSIDs are distributed to students, these materials must be collected before the students leave the testing room and either securely stored to be used in a subsequent test session or shredded. For additional information about security protocols, refer to section 4.0 **Ensuring Test Security** of this manual.

✓ SCs should ensure TAs have necessary student login information.

Each student will log in to the West Virginia General Summative Assessment using his or her first name (first name in WVEIS), SSID (WVEIS or Assessment ID number), and a test session ID. Prior to starting a test session, TAs must have a record of each student’s first name, grade, and SSID as it appears in TIDE. This information may be exported from TIDE as an Excel spreadsheet. Please see the **TIDE User Guide** for more information.

When a TA creates a test session, a unique session ID is randomly generated. This session ID must be provided to students before they log in. Please refer to the **Test Delivery System User Guide** located on the West Virginia General Summative Assessments Portal at http://wv.portal.airast.org for detailed information on how to obtain session IDs.
When students move within the state, their data record must be updated in WVEIS to reflect the student’s current enrollment. Changes to the student’s WVEIS information made prior to 3:00 PM will enable student settings to be viewed the next day in the new school or district. Students moving within the state may test in any school or district; however, student information may be only viewed by the district/school of WVEIS record.

Students new to WVEIS (transferring in from out of state or non-public) cannot test until student information has been uploaded into TIDE. These students will take at least 48 hours to appear in TIDE. Once student information is in TIDE, test administration for the student may proceed.
11.0 DAY OF TEST ADMINISTRATION

Use the following information and script to assist students with the login procedures. Please refer to the Test Delivery System User Guide on the West Virginia General Summative Assessments Portal at http://wv.portal.airast.org to become familiar with the Test Delivery System (TDS).

The Test Administrator (TA) should verify the security of the testing environment prior to beginning a test session. (See Section 4.1 Security of the Test Environment.) TAs must ensure students do not have access to non-approved digital, electronic, or manual devices during testing.

The TA should verify students have access to and use of the additional required resources in Table 12 specific to each assessment and content area.

To ensure all students are tested under the same conditions, the TA should adhere strictly to the scripts for administering the test. These scripts and instructions can be found in the West Virginia General Summative Assessment Online Test Administration Manual Addendum – SCRIPTS for Test Administration, located on WVGSA portal www.wv.portal.airast.org in the Roles, Manuals, User Guides – Manuals folder.

When asked, the TA should answer questions raised by students but should never help the class or individual students with specific test items. No test items can be read to any student for any content area, unless specified as an accommodation as listed in the 2016-2017 Guidelines for Participation in West Virginia State Assessments.

Please remember the scripts must be followed exactly and used each time a test is administered. All directions a TA needs to read to students are indicated by the word “SAY” and are in boxes so they stand out from the regular text. They should be read exactly as they are written, using a natural tone and manner. If the TA makes a mistake in reading a direction, the TA should stop and say, “I made a mistake. Listen again.” Then the direction should be reread.

The TA should try to maintain a natural classroom atmosphere during the test administration. Before each test begins, he or she should encourage students to do their best.

IMPORTANT: Students should be cautioned to NOT use the Function Key as it can cause the Secure Browser to think the computer is not secure, causing the student to be kicked out of the test session.

Depending on the test(s) the TA selected when creating the test session (Section 11.1 Step 3), students may be able to select from more than one test, for example, a CAT in both English language arts (ELA) and mathematics. TAs should direct individual students to select the appropriate test name based on what the TA is planning to administer to each student at that time. Students will see only assessments for which they are eligible to participate.
11.1 Administering the West Virginia General Summative Assessment - SCRIPTS

Grade 10

Grade 10 Science

Starting a Test Session

The TA must create a test session before students can log in (but no more than twenty minutes prior or the system will time out). When a TA creates a test session, a unique session ID is randomly generated. This session ID must be provided to the students before they log in and should be written down. TAs should follow these steps to begin a test session:

1. **Launch the WVSecureBrowser on student testing device(s).**

   The TA may launch the WVSecureBrowser prior to the student(s) entering the testing room, or the TA may instruct student(s) to launch the WVSecureBrowser. This decision is a local decision. If students launch WVSecureBrowser, the TA must read the following script.

   If the students are to launch the secure browser, read the script below:

   SAY: Please locate the WVSecureBrowser icon on your desktop. Launch the browser.

   ! IMPORTANT: Students must launch the WVSecureBrowser.

2. **The TA logs in to the TA Interface link.**

   The TA accesses the Test Delivery System TA interface via the Operational Test Administration link on the West Virginia Assessments Portal at http://wv.portal.airast.org. The TA then enters his or her username and password and clicks [Log In] to log in to the TA Interface.

3. **The TA creates a test session.**

   The test selection box appears on login to the system. In the Test Selection window, click on the + sign next to Summative Science. Then select G10 Science.
Students will only be able to see and access those assessments for which they are eligible in TIDE. Completed assessments are shown in gray type.

4. **The TA begins the test session.**

After clicking on the assessment to be administered during the test session, the TA clicks on the [Start Operational Session] button to begin the test session and generate the session ID students use to join the test session.

5. **The TA informs students of the test session ID.**

The system-generated session ID appears in the top-right corner of the screen.
SAY: Today, you will take the West Virginia General Summative Assessment Grade 10 Science Test. I will provide you the test session ID required to start the test.

The Session ID is ___________. (Say the Session ID that appears on your computer screen at the top right.)

Once you have logged in, wait for me to approve the test before you start. I’ll be checking to see you have correctly entered the test session ID and other information.

The TA should write down the session ID for his or her own records, in case he or she gets involuntarily logged out of the system. The TA will be logged out of the session if there is no activity for twenty minutes by the TA or a student. Having the session ID will allow the TA to resume the session.

TAs also should write the test session ID on a classroom dry-erase or chalk board or another place where students can see it. Make sure students know the test session ID must be entered exactly as it is written. Please refer to the Test Delivery System User Guide on the West Virginia Assessments Portal at http://wv.portal.airast.org to become familiar with the Test Delivery System.

SAY: Enter your formal first name followed by your SSID number. Your SSID number is your 9-digit student number. Then enter the test session ID. Raise your hand if you do not know your SSID or need help typing this information on your keyboard.
Please do not share your SSID with anyone. This is private information.

Now click “Sign In.” Once you have successfully logged in, you will see a screen with your first name, SSID, school, and grade. If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.

Ensure all students have successfully entered their information.

The TA should ensure students use their legal first names (first name in WVEIS). If a student is unable to log in, he or she will be prompted to try again and provided with a message describing the reason (an invalid SSID, for example). If the student is still having difficulty, the TA can look up the correct information using the Student Lookup function on the TA Interface in TDS or TIDE. TAs may assist students with logging in if necessary.

6. **The TA informs students of the test session in which they are participating.**

   SAY: On the next screen, select the Grade 10 Science Test, and then click START TEST. After you have selected your test, you will see a screen with a moving bar and message saying you are waiting for Test Administrator approval. This step helps ensure you are taking the correct test. Please wait quietly while I verify each of your tests.

   ![Your Tests](image)

   If students are resuming a test already started, instead of Start test name the command will be Resume test name.

7. **The TA views and approves students who are waiting for test session approval.**

   After students have selected a test, the TA verifies each student selected the appropriate test before approving the student for testing. **It is very important the TA pays close attention to the test name prior to approving to be sure it is the correct test to be administered at that time.** To do this:
a. Select the [Approvals (#)] button.

b. A new window opens showing a list of students, organized by test name. The TA should review the list to ensure students are taking the Grade 10 Science Test.

   i. If a student selected a test other than the one the TA plans to administer to the student that day (for example, selected a PT instead of a CAT or selected mathematics instead of ELA), the TA must deny the student entry to the test session. The student may then log in again and select the correct test.

c. The TA should also review the test settings assigned to each student to ensure they are correct.

   i. If a student’s settings are incorrect, DO NOT APPROVE the student to begin testing. The TA will need to work directly with a SC or District Test Coordinator (DC) to ensure the test settings are correct in TIDE before approving the student to begin testing. (Reminder: It may take 24-48 hours for changes to appear in the TIDE.) Ensuring the test settings are correct before the student begins testing is critical to avoid the need for a test reset resulting in additional testing for the student later.

   ii. TAs can change the default font size and turn off universal tools prior to the start of the test.

   ! IMPORTANT: TAs may view student information; however, TAs cannot add, upload, or modify student information. In the Test Delivery System (TDS) on the TA interface dashboard, a TA can change the default font size and turn off universal tools prior to the start of the test.

d. When the correct test is selected and test settings are verified, the TA clicks [Approve] or [Approve All Students].
SAY: After I approve you to begin testing, you will see a screen asking you to check your test content area and settings. If the test name is the Grade 10 Science and all other information is correct, you may select YES, START MY TEST. If any of it is incorrect, please raise your hand.

Each student will be logging in at a different time. The TA should monitor the sessions and log in all students who are currently ready before assisting any students who are having problems.

For students with Text-to-Speech, they will be asked to check the audio at this time. Please confirm these students have no audio issues.

SAY: Before your test appears, you will see a tutorial page listing the test tools and buttons you may use during the test or that will appear on the test. Please read this carefully. You also can find this information during your test by clicking the HELP button in the top right corner.

You must answer each question on the screen before going on to the next page. If you are unsure of an answer, provide what you think is the best answer. During the test, you may see a page with no test questions. Follow the directions on the page to continue taking the test.

If you would like to review an answer at a later time, mark the item for review by opening the context menu in the upper-right corner of the question and clicking [Flag for Review] before going on to the next question. Flagging the item will remind you to go back and decide whether or not you want to change the answer during this test segment.

Are there any questions?

Answer student question(s).

SAY: The PAUSE button is used to stop the test.

You may PAUSE at any point in the test by clicking PAUSE rather than NEXT after answering an item. Before PAUSING the test, raise your hand and talk with me.

PAUSING for more than twenty minutes will prevent you from changing any answer on previous pages of the test.
Are there any questions?

Answer student question(s).

After answering the last item in each segment, each student is presented with a screen prompting him or her to review all answers, including those marked for review.

**SAY:** Please keep in mind this test is divided into two segments. When you get to the end of each segment, you will be prompted to review your answers.

When you reach the end of segment one and have reviewed your answers, PAUSE your test.

We will take a break after segment one. When we return from our break you will not be able to return to segment one.

Are there any questions?

Answer student question(s).

A test cannot be paused after the last item has been presented to the student.

**After answering the last question, students must submit their tests.** If students would like to review their answers before submitting their test, they should click [REVIEW MY ANSWERS], review their answers, and then [SUBMIT TEST] after they have finished reviewing.

Once a student clicks [SUBMIT TEST], the student will not be able to review answers.

**SAY:** Your answers need to be your own work. Please keep your eyes on your own test and remember there should be no talking.

When you have finished your test, you will be asked to review items. Review your items and then click SUBMIT TEST. If you have any questions about how to submit your test, please raise your hand.

Click BEGIN TEST NOW at the bottom of the page.

Monitor student progress through segment one. When students have paused at the end of segment one, take a break prior to moving on to segment two.

When allowing the students to take a break as a class, remind them to not discuss the test or questions on it.

Following the break:
• If the break lasts twenty minutes or more, a new test session is required – go back to Step 3 to begin a new session.
• If the break lasts less than twenty minutes, say the following.

**SAY:** Please log back in to the test session using the session ID given earlier.

The TA must approve students to return to testing. See Step 7 above.

8. The TA monitors student progress.

*Monitoring Test Selection*

It is very important TAs monitor student progress throughout the test session. This includes verifying students are participating in the appropriate content area and type of test (CAT or PT). The TA monitors the test each student is taking by referring to the “Students in Your Test Session” table in the TA Interface in the TDS.

In the event a student is taking an incorrect test, the TA can pause the student’s test. The TA should then instruct the student to log out and log in again to select the correct test. The TA must notify the SC, who would complete the Test Security Incident Log.

*Monitoring Test Progress*

Once students have started their tests, the TA should circulate through the room to ensure all conditions of test security are maintained. If the TA witnesses or suspects the possibility of a test security incident, the SC should be contacted immediately. The SC will work with the DC to mitigate the incident in accordance with WVBE Policy 2340.

The TA also may use the TA Interface in the TDS to view the testing progress of any student. This site will not show test items or scores but will let the TA see how many items have been delivered to each student (e.g., question 24/40).

While the TA Interface is designed to automatically refresh every minute, the TA can refresh it manually at any time by clicking the [Refresh Now] button at the top left of the page. Do NOT click the web browser’s refresh button to refresh the TA Interface.
If the TA notices a student is off task and believes a break from testing will benefit the student, the TA may say the following statement verbatim.

**SAY:** It is important you do your best. Do you need to pause the test and take a break?

If a student asks for assistance either in answering an item or manipulating an item type, the TA should gently instruct the student to review the tutorial located in the context menu at the upper right of the item for help and let the student know he or she should try his or her best, but the TA cannot help answer an item. The TA may remind the student to reread the instructions for the item.

**SAY:** I can’t help you with your test. Try to do the best you can.

**IMPORTANT:**

- If the TA is using the TA Interface in the TDS and navigates to another AIR system (TIDE, ORS, etc.), the session will stop, and all students in the session will be logged out.

- If the TA Interface or TA training site browser is accidentally closed while students are still testing, the session will remain open until it times out after twenty minutes. Before twenty minutes have elapsed, the TA can open the browser and navigate back to the TA Interface. The TA will be prompted to enter the active session ID and re-enter the test session.

- As a security measure, TAs are automatically logged out of the TA Interface after twenty minutes of TA user inactivity and student inactivity in the test session, which will result in closing the test session. If this occurs, the TA will have to create a new session, and the students will have to log in to the new session to resume testing. When starting a new session, the TA should give the students the new session ID so they can log in and resume testing.

**9. Ending the test session and logging out of the Test Administrator Site after all students have finished testing.**

The West Virginia General Summative Assessment is an untimed test. The test session is complete when all students have finished testing and submitted their tests. Once students have submitted their tests they should either sit quietly with a non-content related activity or go to a previously designated area. Students should not be permitted to be on any electronic devices.

After all students have submitted their tests, TAs should click [Stop Session] to end the test session. When finished, TAs can log out of the TA Interface by clicking the [Logout] button at the top right. TAs should collect any scratch paper.

**SAY:** This test session is now over. I will now collect any scratch paper or other materials.

A summary of recommendations for the number of sessions and session durations is in section 8.3 Testing Time and Recommended Order of Administration.
Grade 11

Grade 11 ELA Computer Adaptive Test (CAT)

Starting a Test Session

The TA must create a test session before students can log in (but no more than twenty minutes prior or the system will time out). When a TA creates a test session, a unique session ID is randomly generated. This session ID must be provided to the students before they log in and should be written down. TAs should follow these steps to begin a test session:

1. **Launch the WVSecureBrowser on student testing device(s).**

The TA may launch the WVSecureBrowser prior to the student(s) entering the testing room, or the TA may instruct student(s) to launch the WVSecureBrowser. This decision is a local decision. If students launch WVSecureBrowser, the TA must read the following script.

If the students are to launch the secure browser, read the script below:

> **SAY:** Please locate the WVSecureBrowser icon on your desktop. Launch the browser.

> **IMPORTANT:** Students must launch the WVSecureBrowser.

2. **The TA logs in to the TA Interface link.**

The TA accesses the Test Delivery System TA interface via the Operational Test Administration link on the West Virginia Assessments Portal at http://wv.portal.airast.org. The TA then enters his or her username and password and clicks [Log In] to log in to the TA Interface.

3. **The TA creates a test session.**

The test selection box appears upon login to the system. In the Test Selection window:

- click on the + sign next to Summative ELA
- click on the + sign next to CAT
  - select the G11 ELA Sum CAT
Students will only be able to see and access those assessments for which they are eligible in TIDE. Completed assessments are shown in gray type.

4. **The TA begins the test session.**

After clicking on the assessment to be administered during the test session, the TA clicks on the [Start Operational Session] button to begin the test session and generate the session ID students use to join the test session.

5. **The TA informs students of the test session ID.**

The system-generated session ID appears in the top-right corner of the screen.
Today, you will take the West Virginia General Summative Assessment Grade 11 ELA Computer Adaptive Test. I will provide you the test session ID required to start the test.

The Session ID is ___________.  (Say the Session ID that appears on your computer screen at the top right.)

Once you have logged in, wait for me to approve the test before you start. I’ll be checking to see you have correctly entered the test session ID and other information.

The TA should write down the session ID for his or her own records, in case he or she gets involuntarily logged out of the system. The TA will be logged out of the session if there is no activity for twenty minutes by the TA or a student. Having the session ID will allow the TA to resume the session.

TAs also should write the test session ID on a classroom dry-erase or chalk board or another place where students can see it. Make sure students know the test session ID must be entered exactly as it is written. Please refer to the Test Delivery System User Guide on the West Virginia Assessments Portal at http://wv.portal.airast.org to become familiar with the Test Delivery System.

Enter your formal first name followed by your SSID number. Your SSID number is your 9-digit student number. Then enter the test session ID. Raise your hand if you do not know your SSID or need help typing this information on your keyboard.
Please do not share your SSID with anyone. This is private information.

Now click “Sign In.” Once you have successfully logged in, you will see a screen with your first name, SSID, school, and grade. If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.

Ensure all students have successfully entered their information.

The TA should ensure students use their legal first names (first name in WVEIS). If a student is unable to log in, he or she will be prompted to try again and provided with a message describing the reason (an invalid SSID, for example). If the student is still having difficulty, the TA can look up the correct information using the Student Lookup function on the TA Interface in TDS or TIDE. TAs may assist students with logging in if necessary.

6. The TA informs students of the test session in which they are participating.

SAY: On the next screen, select the Grade 11 ELA CAT, and then click START TEST. After you have selected your test, you will see a screen with a moving bar and message saying you are waiting for Test Administrator approval. This step helps ensure you are taking the correct test. Please wait quietly while I verify each of your tests.

If students are resuming a test already started, instead of Start test name the command will be Resume test name.

7. The TA views and approves students who are waiting for test session approval.

After students have selected a test, the TA verifies each student selected the appropriate test before approving the student for testing. It is very important the TA pays close attention to the test name prior to approving to be sure it is the correct test to be administered at that time. To do this:
a. Select the [Approvals (#)] button.

b. A new window opens showing a list of students, organized by test name. The TA should review the list to ensure students are taking the Grade 11 ELA CAT.

i. If a student selected a test other than the one the TA plans to administer to the student that day (for example, selected a PT instead of a CAT or selected mathematics instead of ELA), the TA must deny the student entry to the test session. The student may then log in again and select the correct test.

c. The TA should also review the test settings assigned to each student to ensure they are correct.

i. If a student’s settings are incorrect, **DO NOT APPROVE** the student to begin testing. The TA will need to work directly with a SC or District Test Coordinator (DC) to ensure the test settings are correct in TIDE before approving the student to begin testing. *(Reminder: It may take 24-48 hours for changes to appear in the TIDE.)* **Ensuring the test settings are correct before the student begins testing is critical to avoid the need for a test reset resulting in additional testing for the student later.**

ii. TAs can change the default font size and turn off universal tools prior to the start of the test.

**IMPORTANT:** TAs may view student information; however, TAs cannot add, upload, or modify student information. In the Test Delivery System (TDS) on the TA interface dashboard, a TA can change the default font size and turn off universal tools prior to the start of the test.

d. When the correct test is selected and test settings are verified, the TA clicks [Approve] or [Approve All Students].
SAY: After I approve you to begin testing, you will see a screen asking you to check your test content area and settings. If the test name is the Grade 11 ELA CAT and all other information is correct, you may select YES, START MY TEST. If any of it is incorrect, please raise your hand.

Each student will be logging in at a different time. The TA should monitor the sessions and log in all students who are currently ready before assisting any students who are having problems.

Read the next box so the students will know how to verify their headsets are working properly. Students will see a box similar to the Sound Check illustration shown below.

SAY: Next you should see a screen prompting you to verify the sound on your computer is working. Put your headsets on and click the icon of the speaker in the circle to hear the sound. If you hear the chime, click [YES]. If not, raise your hand.

If a student’s volume is not working, troubleshoot basic steps such as ensuring the headset is fully plugged in, mute is not inadvertently selected, and the volume setting is turned up. If the testing device continues to have audio problems, try a different computer, should one be available. Should audio problems persist, contact your SC.

SAY: Before your test appears, you will see a tutorial page listing the test tools and buttons you may use during the test or that will appear on the test. Please read this carefully. You also can find this information during your test by clicking the HELP button in the top right corner.

You must answer each question on the screen before going on to the next page. If you are unsure of an answer, provide what you think is the best answer. During the test, you may see a page with no test questions. Follow the directions on the page to continue taking the test.

If you would like to review an answer at a later time, mark the item for review by opening the context menu in the upper-right corner of the question and clicking [Flag for Review] before going on to the next question. Flagging the item will remind you to go back and decide whether or not you want to change the answer during this test segment.

Are there any questions?
Answer student question(s).

**SAY:** The PAUSE button is used to stop the test. You may PAUSE at any point in the test by clicking PAUSE rather than NEXT after answering an item. Before PAUSING the test, raise your hand and talk with me. PAUSING for more than twenty minutes will prevent you from changing any answer on previous pages of the test.

Are there any questions?

Answer student question(s).

For the CAT portion of the test, after a pause, the student’s test can be resumed at any time within the testing window. For the performance task, there is no pause limit, but the test expires ten days after it is started. See section 8.3 Testing Time and Recommended Order of Administration for each content area and type of assessment.

After answering the last item in each segment, each student is presented with a screen prompting him or her to review all answers, including those marked for review.

**SAY:** Please keep in mind this test is divided into segments. When you get to the end of each segment, you will be prompted to review your answers before moving on. Once you submit your answers and move on to the next segment, you will not be able to return to the previous segment.

There may be items on this test that ask you to select word(s) or phrase(s). To determine which word(s) or phrase(s) may be selected, move the cursor over the text – when the cursor becomes a pointing hand that word or phrase may be selected.

Are there any questions?

Answer student question(s).

A test cannot be paused after the last item has been presented to the student.

**After answering the last question, students must submit their tests.** If students would like to review their answers before submitting their test, they should click [REVIEW MY ANSWERS], review their answers, and then [SUBMIT TEST] after they have finished reviewing.

Once a student clicks [SUBMIT TEST], the student will not be able to review answers.
SAY: Your answers need to be your own work. Please keep your eyes on your own test and remember there should be no talking.

When you have finished your test, you will be asked to review items. Review your items and then click SUBMIT TEST. If you have any questions about how to submit your test, please raise your hand.

Click BEGIN TEST NOW at the bottom of the page.

When allowing the students to take a break as a class, remind them to not discuss the test or questions on it.

- If the break lasts twenty minutes or more, a new test session is required – go back to Step 3 to begin a new session.
- If the break lasts less than twenty minutes, say the following.

SAY: Please log back in to the test session using the session ID given earlier.

8. The TA monitors student progress.

Monitoring Test Selection

It is very important TAs monitor student progress throughout the test session. This includes verifying students are participating in the appropriate content area and type of test (CAT or PT). The TA monitors the test each student is taking by referring to the “Students in Your Test Session” table in the TA Interface in the TDS.

In the event a student is taking an incorrect test, the TA can pause the student’s test. The TA should then instruct the student to log out and log in again to select the correct test. The TA must notify the SC, who would complete the Test Security Incident Log.

Monitoring Test Progress

Once students have started their tests, the TA should circulate through the room to ensure all conditions of test security are maintained. If the TA witnesses or suspects the possibility of a test security incident, the SC should be contacted immediately. The SC will work with the DC to mitigate the incident in accordance with WVBE Policy 2340.
The TA also may use the TA Interface in the TDS to view the testing progress of any student. This site will not show test items or scores but will let the TA see how many items have been delivered to each student (e.g., question 24/40).

While the TA Interface is designed to automatically refresh every minute, the TA can refresh it manually at any time by clicking the [Refresh Now] button at the top left of the page. Do NOT click the web browser’s refresh button to refresh the TA Interface.

If the TA notices a student is off task and believes a break from testing will benefit the student, the TA may say the following statement verbatim.

**SAY:** It is important you do your best. Do you need to pause the test and take a break?

If a student asks for assistance either in answering an item or manipulating an item type, the TA should gently instruct the student to review the tutorial located in the context menu at the upper right of the item for help and let the student know he or she should try his or her best, but the TA cannot help answer an item. The TA may remind the student to reread the instructions for the item.

**SAY:** I can’t help you with your test. Try to do the best you can.

**IMPORTANT:**

- If the TA is using the TA Interface in the TDS and navigates to another AIR system (TIDE, ORS, etc.), the session will stop, and all students in the session will be logged out.
- If the TA Interface or TA training site browser is accidentally closed while students are still testing, the session will remain open until it times out after twenty minutes. Before twenty minutes have elapsed, the TA can open the browser and navigate back to the TA Interface. The TA will be prompted to enter the active session ID and re-enter the test session.
- As a security measure, TAs are automatically logged out of the TA Interface after twenty minutes of TA user inactivity and student inactivity in the test session, which will result in closing the test session. If this occurs, the TA will have to create a new session, and the students will have to log in to the new session to resume testing. When starting a new session, the TA should give the students the new session ID so they can log in and resume testing.

**9. Ending the test session and logging out of the Test Administrator Site after all students have finished testing.**

The West Virginia General Summative Assessment is an untimed test. The test session is complete when all students have finished testing and submitted their tests. Once students have submitted their tests they should either sit quietly with a non-content related activity or go to a previously designated area. Students should not be permitted to be on any electronic devices.
After all students have submitted their tests, TAs should click [Stop Session] to end the test session. When finished, TAs can log out of the TA Interface by clicking the [Logout] button at the top right. TAs should collect any scratch paper.

**SAY:** This test session is now over. I will now collect any scratch paper or other materials.

### 10. Testing over Multiple Sessions or Days – Ending a test session and logging out of the Test Administrator Site before all students have finished testing.

If the SC/TA intends for the test administration to occur over the course of multiple days or class periods for a student or group of students, TAs may ask students to pause after they reach a designated point. For most tests, there is nothing built into the system to prevent students from progressing from one segment of the test to another. In those cases, the TA should give the students clear directions on when to pause. This guidance may be written on a dry-erase board, chalkboard, or another place students can easily see. Students will receive a notification when they reach the end of the segment.

While the West Virginia General Summative Assessment is an untimed test, situations might arise where a test session is nearing the end of the time allotted for the session, for example the end of the instructional day or class period. When there are approximately ten minutes left in the test session, the TA should give students a brief warning.

**SAY:** We are nearing the end of the time available today for testing. Please review any completed or marked items now. You will not be able to review completed questions during the next test session. DO NOT submit your test unless you have completely answered all of the questions.

If students would like to review their answers before pausing their test, they should use the Questions dropdown menu on the upper left portion of their screen to select questions for review before the test is paused. Students will not be able to review completed questions from this session during their next test session.

Students should not submit their test unless they have completely answered all questions.

**Once a student clicks [SUBMIT TEST], the student will not be able to review answers.**

**SAY:** This test session is now over. If you have not finished, click PAUSE, and you will be able to finish at another time. If you have finished, make sure you have clicked SUBMIT TEST. I will now collect any scratch paper or other materials.

TAs should click [Stop Session] to end the test session and pause any student test in the session that is still in progress. When finished, TAs can log out of the TA Interface by clicking the [Logout] button at the top right. TAs also should collect any scratch paper.
When testing is resumed on a subsequent day or during a later class period, the TA will need to start a new test session and provide a new session ID. *When instructing the students to log in, TAs should read the general script (SAY boxes) to the students from the beginning in section 11.0 Day of Test Administration.*

*A summary of recommendations for the number of sessions and session durations is in section 8.3 Testing Time and Recommended Order of Administration.*
Grade 11 ELA Performance Task (PT)

Starting a Test Session

The TA must create a test session before students can log in (but no more than twenty minutes prior or the system will time out). When a TA creates a test session, a unique session ID is randomly generated. This session ID must be provided to the students before they log in and should be written down. TAs should follow these steps to begin a test session:

1. **Launch the WVSecureBrowser on student testing device(s).**

   The TA may launch the WVSecureBrowser prior to the student(s) entering the testing room, or the TA may instruct student(s) to launch the WVSecureBrowser. This decision is a local decision. If students launch WVSecureBrowser, the TA must read the following script.

   If the students are to launch the secure browser, read the script below:

   **SAY:** Please locate the WVSecureBrowser icon on your desktop. Launch the browser.

   **IMPORTANT:** Students must launch the WVSecureBrowser.

2. **The TA logs in to the TA Interface link.**

   The TA accesses the Test Delivery System TA interface via the Operational Test Administration link on the West Virginia Assessments Portal at http://wv.portal.airast.org. The TA then enters his or her username and password and clicks [Log In] to log in to the TA Interface.

3. **The TA creates a test session.**

   The test selection box appears on login to the system. In the Test Selection window:

   - click on the + sign next to Summative ELA
   - click on the + sign next to ELA PT. Then select ALL of the Grade 11 ELA Performance Tasks. **Verify all of the performance tasks for ELA Grade 11 are selected.** Students may have been assigned any one of the performance tasks, so it is necessary to select all of the PTs to ensure all students can test.
Students will only be able to see and access those assessments for which they are eligible in TIDE. Completed assessments are shown in gray type.

4. **The TA begins the test session.**

After clicking on the assessment(s) to be administered during the test session, the TA clicks on the [Start Operational Session] button to begin the test session and generate the session ID students use to join the test session.

5. **The TA informs students of the test session ID.**

The system-generated session ID appears in the top-right corner of the screen.
SAY: Today, you will take the West Virginia General Summative Assessment ELA Grade 11 Performance Task. I will provide you the test session ID required to start the test.

The Session ID is ______________. (Say the Session ID that appears on your computer screen at the top right.)

Once you have logged in, wait for me to approve the test before you start. I’ll be checking to see you have correctly entered the test session ID and other information.

The TA should write down the session ID for his or her own records, in case he or she gets involuntarily logged out of the system. The TA will be logged out of the session if there is no activity for twenty minutes by the TA or a student. Having the session ID will allow the TA to resume the session.

TAs also should write the test session ID on a classroom dry-erase or chalk board or another place where students can see it. Make sure students know the test session ID must be entered exactly as it is written. Please refer to the Test Delivery System User Guide on the West Virginia Assessments Portal at http://wv.portal.airast.org to become familiar with the Test Delivery System.

SAY: Enter your formal first name followed by your SSID number. Your SSID number is your 9-digit student number. Then enter the test session ID. Raise your hand if you do not know your SSID or need help typing this information on your keyboard.
Please do not share your SSID with anyone. This is private information.

Now click “Sign In.” Once you have successfully logged in, you will see a screen with your first name, SSID, school, and grade. If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.

Ensure all students have successfully entered their information.

The TA should ensure students use their legal first names (first name in WVEIS). If a student is unable to log in, he or she will be prompted to try again and provided with a message describing the reason (an invalid SSID, for example). If the student is still having difficulty, the TA can look up the correct information using the Student Lookup function on the TA Interface in the TDS or TIDE. TAs may assist students with logging in if necessary.

6. **The TA informs students of the test session in which they are participating.**

   SAY: **On the next screen, select the Grade 11 ELA PT, and then click START TEST. After you have selected your test, you will see a screen with a moving bar and message saying you are waiting for Test Administrator approval. This step helps ensure you are taking the correct test. Please wait quietly while I verify each of your tests.**

   ![](image)

   If students are resuming a test already started, instead of `Start test name` the command will be `Resume test name`.

7. **The TA views and approves students who are waiting for test session approval.**

   After students have selected a test, the TA verifies each student selected the appropriate test before approving the student for testing. **It is very important the TA pays close attention to the test name prior to approving to be sure it is the correct test to be administered at that time.** To do this:
a. Select the [Approvals (#)] button.

b. A new window opens showing a list of students, organized by test name. The TA should review the list to ensure students are taking the Grade 11 ELA Performance Task.

i. If a student selected a test other than the one the TA plans to administer to the student that day (for example, selected a PT instead of a CAT or selected mathematics instead of ELA), the TA must deny the student entry to the test session. The student may then log in again and select the correct test.

c. The TA should also review the test settings assigned to each student to ensure they are correct.

i. If a student’s settings are incorrect, **DO NOT APPROVE** the student to begin testing. The TA will need to work directly with a SC or District Test Coordinator (DC) to ensure the test settings are correct in TIDE before approving the student to begin testing. *(Reminder: It may take up to 24-48 hours for changes to appear in the TIDE.)*

   Ensuring the test settings are correct before the student begins testing is critical to avoid the need for a test reset resulting in additional testing for the student later.

ii. TAs can change the default font size and turn off universal tools prior to the start of the test.

**IMPORTANT:** TAs may view student information; however, TAs cannot add, upload, or modify student information. In the Test Delivery System (TDS) on the TA interface dashboard, a TA can change the default font size and turn off universal tools prior to the start of the test.

d. When the correct test is selected and test settings are verified, the TA clicks [Approve] or [Approve All Students].
SAY: After I approve you to begin testing, you will see a screen asking you to check your test content area and settings. If the test name is the Grade 11 ELA PT and all the information is correct, you may select YES, START MY TEST. If any of it is incorrect, please raise your hand.

Each student will be logging in at a different time. The TA should monitor the sessions and review/approve all students who are currently ready before assisting any students who are having problems.

For students with Text-to-Speech, they will be asked to check the audio at this time. Please confirm these students have no audio issues.

SAY: Before your test appears, you will see a tutorial page listing the test tools and buttons you may use during the test or that will appear on the test. Please read this carefully. You also can find this information during your test by clicking the HELP button in the top right corner.

You must answer each question on the screen before going on to the next page. If you are unsure of an answer, provide what you think is the best answer. During the test, you may see a page with no test questions. Follow the directions on the page to continue taking the test.

If you would like to review an answer at a later time, mark the item for review by opening the context menu in the upper-right corner of the question and clicking Flag for Review before going on to the next question. Flagging the item will remind you to go back and decide whether or not you want to change the answer during this test segment.

Are there any questions?

Answer student question(s).

SAY: The PAUSE button is used to stop the test.

You may PAUSE at any point in the test by clicking PAUSE rather than NEXT after answering an item. Before PAUSING the test, raise your hand and talk with me.

PAUSING for more than twenty minutes will prevent you from changing any answer on previous pages of the test.
Are there any questions?

Answer student question(s).

For the CAT portion of the test, after a pause, the student’s test can be resumed at any time within the testing window. For the performance task, there is no pause limit, but the test expires ten days after it is started. See section 8.3 Testing Time and Recommended Order of Administration for each content area and type of assessment.

After answering the last item in each segment, each student is presented with a screen prompting him or her to review all answers, including those marked for review.

**SAY:** Please keep in mind this test is divided into segments. When you get to the end of each segment, you will be prompted to review your answers before moving on. Once you submit your answers and move on to the next segment, you will not be able to return to the previous segment.

Are there any questions?

Answer student question(s).

A test cannot be paused after the last item has been presented to the student.

**SAY:** Your answers need to be your own work. Please keep your eyes on your own test and remember there should be no talking.

When you have finished your test, you will be asked to review items. Review your items and then click [SUBMIT TEST] after they have finished reviewing.

Once a student clicks [SUBMIT TEST], the student will not be able to review answers.

When allowing the students to take a break as a class, remind them to not discuss the test or questions on it.

- If the break lasts twenty minutes or more, a new test session is required – go back to Step 3 to begin a new session.
- If the break lasts less than twenty minutes, say the following.
8. The TA monitors student progress.

Monitoring Test Selection

It is very important TAs monitor student progress throughout the test session. This includes verifying students are participating in the appropriate content area and type of test (CAT or PT). The TA monitors the test each student is taking by referring to the “Students in Your Test Session” table in the TA Interface in the TDS.

In the event a student is taking an incorrect test, the TA can pause the student’s test. The TA should then instruct the student to log out and log in again to select the correct test. The TA must notify the SC, who would complete the Test Security Incident Log.

Monitoring Test Progress

Once students have started their tests, the TA should circulate through the room to ensure all conditions of test security are maintained. If the TA witnesses or suspects the possibility of a test security incident, the SC should be contacted immediately. The SC will work with the DC to mitigate the incident in accordance with WVBE Policy 2340.

The TA also may use the TA Interface in the TDS to view the testing progress of any student. This site will not show test items or scores but will let the TA see how many items have been delivered to each student (e.g., question 3/6).

While the TA Interface is designed to automatically refresh every minute, the TA can refresh it manually at any time by clicking the [Refresh Now] button at the top left of the page. Do NOT click the web browser’s refresh button to refresh the TA Interface.

If the TA notices a student is off task and believes a break from testing will benefit the student, the TA may say the following statement verbatim.

SAY: It is important you do your best. Do you need to pause the test and take a break?
If a student asks for assistance either in answering an item or manipulating an item type, the TA should gently instruct the student to review the tutorial located in the context menu at the upper right of the item for help and let the student know he or she should try his or her best, but the TA cannot help answer an item. The TA may remind the student to reread the instructions for the item.

**SAY:** I can’t help you with your test. Try to do the best you can.

**IMPORTANT:**

- If the TA is using the TA Interface in the TDS and navigates to another AIR system (TIDE, ORS, etc.), the session will stop, and all students in the session will be logged out.

- If the TA Interface or TA training site browser is accidentally closed while students are still testing, the session will remain open until it times out after twenty minutes. Before twenty minutes have elapsed, the TA can open the browser and navigate back to the TA Interface. The TA will be prompted to enter the active session ID and re-enter the test session.

- As a security measure, TAs are automatically logged out of the TA Interface after twenty minutes of TA user inactivity and student inactivity in the test session, which will result in closing the test session. If this occurs, the TA will have to create a new session, and the students will have to log in to the new session to resume testing. When starting a new session, the TA should give the students the new session ID so they can log in and resume testing.

9. **Ending the test session and logging out of the Test Administrator Site after all students have finished testing.**

The West Virginia General Summative Assessment is an untimed test. The test session is complete when all students have finished testing and submitted their tests. Once students have submitted their test they should either sit quietly with a non-content related activity or go to a previously designated area. Students should not be permitted to be on any electronic devices.

After all students have submitted their tests, TAs should click [Stop Session] to end the test session. When finished, TAs can log out of the TA Interface by clicking the [Logout] button at the top right. TAs also should collect any scratch paper.

**SAY:** This test session is now over. I will now collect any scratch paper or other materials. Please be sure your name is on each piece of scratch paper.
10. Testing over Multiple Sessions or Days – Ending a test session and logging out of the Test Administrator Site before all students have finished testing.

If the SC/TA intends for the test administration to occur over the course of multiple days or class periods for a student or group of students, TAs may ask students to pause after they reach a designated point. For most tests, there is nothing built into the system to prevent students from progressing from one segment of the test to another. In those cases, the TA should give the students clear directions on when to pause. This guidance may be written on a dry-erase board, chalkboard, or another place students can easily see. Students will receive a notification when they reach the end of the segment.

While the West Virginia General Summative Assessment is an untimed test, situations might arise where a test session is nearing the end of the time allotted for the session, for example the end of the instructional day or class period. When there are approximately ten minutes left in the test session, the TA should give students a brief warning.

SAY: We are nearing the end of the time available today for testing. Please review any completed or marked items now. You will not be able to review completed questions during the next test session. DO NOT submit your test unless you have completely answered all of the questions.

If students would like to review their answers before pausing their test, they should use the Questions dropdown menu on the upper left portion of their screen to select questions for review before the test is paused. Students will not be able to review completed questions from this session during their next test session.

Students should not submit their test unless they have completely answered all questions.

Once a student clicks [SUBMIT TEST], the student will not be able to review answers.

SAY: This test session is now over. If you have not finished, click PAUSE, and you will be able to finish at another time. If you have finished, make sure you have clicked SUBMIT TEST. I will now collect any scratch paper or other materials. Please be sure your name is on each piece of scratch paper.

TAs should click [Stop Session] to end the test session and pause any student test in the session that is still in progress. When finished, TAs can log out of the TA Interface by clicking the [Logout] button at the top right. TAs should collect any scratch paper.
When testing is resumed on a subsequent day or during a later class period, the TA will need to start a new test session and provide a new session ID. When instructing the students to log in, TAs should read the general script (SAY boxes) to the students from the beginning in section 11.0 Day of Test Administration.

A summary of recommendations for the number of sessions and session durations is in section 8.3 Testing Time and Recommended Order of Administration.
Grade 11 Math Computer Adaptive Test (CAT)

Starting a Test Session

The TA must create a test session before students can log in (but no more than twenty minutes prior or the system will time out). When a TA creates a test session, a unique session ID is randomly generated. This session ID must be provided to the students before they log in and should be written down. TAs should follow these steps to begin a test session:

1. **Launch the WVSecureBrowser on student testing device(s).**

The TA may launch the WVSecureBrowser prior to the student(s) entering the testing room, or the TA may instruct student(s) to launch the WVSecureBrowser. This decision is a local decision. If students launch WVSecureBrowser, the TA must read the following script.

If the students are to launch the secure browser, read the script below:

**SAY:** Please locate the WVSecureBrowser icon on your desktop. Launch the browser.

**IMPORTANT:** Students must launch the WVSecureBrowser.

2. **The TA logs in to the TA Interface link.**

The TA accesses the Test Delivery System TA interface via the Operational Test Administration link on the West Virginia Assessments Portal at http://wv.portal.airast.org. The TA then enters his or her username and password and clicks [Log In] to log in to the TA Interface.

3. **The TA creates a test session.**

The test selection box appears on login to the system. In the Test Selection window:

- click on the + sign next to Summative Math
- click on the + sign next to Math CAT. Then select G11 Math Sum CAT.
Students will only be able to see and access those assessments for which they are eligible in TIDE. Completed assessments are shown in gray type.

4. **The TA begins the test session.**

After clicking on the assessment to be administered during the test session, the TA clicks on the [Start Operational Session] button to begin the test session and generate the session ID students use to join the test session.

5. **The TA informs students of the test session ID.**

The system-generated session ID appears in the top-right corner of the screen.
SAY: Today, you will take the West Virginia General Summative Assessment Grade 11 Math Computer Adaptive Test. I will provide you the test session ID required to start the test.

The Session ID is _____________. (Say the Session ID that appears on your computer screen at the top right.)

Once you have logged in, wait for me to approve the test before you start. I’ll be checking to see you have correctly entered the test session ID and other information.

The TA should write down the session ID for his or her own records, in case he or she gets involuntarily logged out of the system. The TA will be logged out of the session if there is no activity for twenty minutes by the TA or a student. Having the session ID will allow the TA to resume the session.

TAs also should write the test session ID on a classroom dry-erase or chalk board or another place where students can see it. Make sure students know the test session ID must be entered exactly as it is written. Please refer to the Test Delivery System User Guide on the West Virginia Assessments Portal at http://wv.portal.airast.org to become familiar with the Test Delivery System.

SAY: Enter your formal first name followed by your SSID number. Your SSID number is your 9-digit student number. Then enter the test session ID. Raise your hand if you do not know your SSID or need help typing this information on your keyboard.
Please do not share your SSID with anyone. This is private information.

Now click “Sign In.” Once you have successfully logged in, you will see a screen with your first name, SSID, school, and grade. If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.

Ensure all students have successfully entered their information.

The TA should ensure students use their legal first names (first name in WVEIS). If a student is unable to log in, he or she will be prompted to try again and provided with a message describing the reason (an invalid SSID, for example). If the student is still having difficulty, the TA can look up the correct information using the Student Lookup function on the TA Interface in TDS or TIDE. TAs may assist students with logging in if necessary.

6. The TA informs students of the test session in which they are participating.

   SAY: On the next screen, select the Grade 11 Math CAT, and then click START TEST. After you have selected your test, you will see a screen with a moving bar and message saying you are waiting for Test Administrator approval. This step helps ensure you are taking the correct test. Please wait quietly while I verify each of your tests.

7. The TA views and approves students who are waiting for test session approval.

After students have selected a test, the TA verifies each student selected the appropriate test before approving the student for testing. It is very important the TA pays close attention to the test name prior to approving to be sure it is the correct test to be administered at that time. To do this:

   If students are resuming a test already started, instead of Start test name the command will be Resume test name.
a. Select the [Approvals (#)] button.

b. A new window opens showing a list of students, organized by test name. The TA should review the list to ensure students are taking the Grade 11 Math CAT.

i. If a student selected a test other than the one the TA plans to administer to the student that day (for example, selected a PT instead of a CAT or selected mathematics instead of ELA), the TA must deny the student entry to the test session. The student may then log in again and select the correct test.

c. The TA should also review the test settings assigned to each student to ensure they are correct.

i. If a student’s settings are incorrect, **DO NOT APPROVE** the student to begin testing. The TA will need to work directly with a SC or District Test Coordinator (DC) to ensure the test settings are correct in TIDE before approving the student to begin testing. *(Reminder: It may take 24-48 hours for changes to appear in the TIDE.)* **Ensuring the test settings are correct before the student begins testing is critical to avoid the need for a test reset resulting in additional testing for the student later.**

ii. TAs can change the default font size and turn off universal tools prior to the start of the test.

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**IMPORTANT:** TAs may view student information; however, TAs cannot add, upload, or modify student information. In the Test Delivery System (TDS) on the TA interface dashboard, a TA can change the default font size and turn off universal tools prior to the start of the test.

d. When the correct test is selected and test settings are verified, the TA clicks [Approve] or [Approve All Students].
SAY: After I approve you to begin testing, you will see a screen asking you to check your test content area and settings. If the test name is the Grade 11 Math CAT and all other information is correct, you may select YES, START MY TEST. If any of it is incorrect, please raise your hand.

Each student will be logging in at a different time. The TA should monitor the sessions and log in all students who are currently ready before assisting any students who are having problems.

For students with Text-to-Speech, they will be asked to check the audio at this time. Please confirm these students have no audio issues.

SAY: Before your test appears, you will see a tutorial page listing the test tools and buttons you may use during the test or that will appear on the test. Please read this carefully. You also can find this information during your test by clicking the HELP button in the top right corner.

You must answer each question on the screen before going on to the next page. If you are unsure of an answer, provide what you think is the best answer. During the test, you may see a page with no test questions. Follow the directions on the page to continue taking the test.

If you would like to review an answer at a later time, mark the item for review by opening the context menu in the upper-right corner of the question and clicking [Flag for Review] before going on to the next question. Flagging the item will remind you to go back and decide whether or not you want to change the answer during this test segment.

Are there any questions?

Answer student question(s).

SAY: The PAUSE button is used to stop the test.

You may PAUSE at any point in the test by clicking PAUSE rather than NEXT after answering an item. Before PAUSING the test, raise your hand and talk with me.

PAUSING for more than twenty minutes will prevent you from changing any answer on previous pages of the test.
Are there any questions?

Answer student question(s).

For the CAT portion of the test, after a pause, the student’s test can be resumed at any time within the testing window. For the performance task, there is no pause limit, but the test expires ten days after it is started. See section 8.3 Testing Time and Recommended Order of Administration for each content area and type of assessment.

After answering the last item in each segment, each student is presented with a screen prompting him or her to review all answers, including those marked for review.

Please keep in mind this test is divided into segments. When you get to the end of each segment, you will be prompted to review your answers before moving on. Once you submit your answers and move on to the next segment, you will not be able to return to the previous segment.

Are there any questions?

Answer student question(s).

A test cannot be paused after the last item has been presented to the student.

After answering the last question, students must submit their tests. If students would like to review their answers before submitting their test, they should click [REVIEW MY ANSWERS], review their answers, and then [SUBMIT TEST] after they have finished reviewing.

Once a student clicks [SUBMIT TEST], the student will not be able to review answers.

Your answers need to be your own work. Please keep your eyes on your own test and remember there should be no talking.

When you have finished your test, you will be asked to review items. Review your items and then click SUBMIT TEST. If you have any questions about how to submit your test, please raise your hand.

Click BEGIN TEST NOW at the bottom of the page.

When allowing the students to take a break as a class, remind them to not discuss the test or questions on it.

- If the break lasts twenty minutes or more, a new test session is required – go back to Step 3 to begin a new session.
- If the break lasts less than twenty minutes, say the following.
8. **The TA monitors student progress.**

**Monitoring Test Selection**

It is very important TAs monitor student progress throughout the test session. This includes verifying students are participating in the appropriate content area and type of test (CAT or PT). The TA monitors the test each student is taking by referring to the “Students in Your Test Session” table in the TA Interface in the TDS.

In the event a student is taking an incorrect test, the TA can pause the student’s test. The TA should then instruct the student to log out and log in again to select the correct test. The TA must notify the SC, who would complete the Test Security Incident Log.

**Monitoring Test Progress**

Once students have started their tests, the TA should circulate through the room to ensure all conditions of test security are maintained. If the TA witnesses or suspects the possibility of a test security incident, the SC should be contacted immediately. The SC will work with the DC to mitigate the incident in accordance with WVBE Policy 2340.

The TA also may use the TA Interface in the TDS to view the testing progress of any student. This site will not show test items or scores but will let the TA see how many items have been delivered to each student (e.g., question 24/40).

While the TA Interface is designed to automatically refresh every minute, the TA can refresh it manually at any time by clicking the [Refresh Now] button at the top left of the page. Do NOT click the web browser’s refresh button to refresh the TA Interface.

If the TA notices a student is off task and believes a break from testing will benefit the student, the TA may say the following statement verbatim.

**SAY:** It is important you do your best. Do you need to pause the test and take a break?
If a student asks for assistance either in answering an item or manipulating an item type, the TA
should gently instruct the student to review the tutorial located in the context menu at the upper
right of the item for help and let the student know he or she should try his or her best, but the TA
cannot help answer an item. The TA may remind the student to reread the instructions for the item.

**SAY:** I can’t help you with your test. Try to do the best you can.

**IMPORTANT:**
- If the TA is using the TA Interface in the TDS and navigates to another AIR system (TIDE, ORS,
etc.), the session will stop, and all students in the session will be logged out.
- If the TA Interface or TA training site browser is accidentally closed while students are still
testing, the session will remain open until it times out after twenty minutes. Before twenty
minutes have elapsed, the TA can open the browser and navigate back to the TA Interface. The
TA will be prompted to enter the active session ID and re-enter the test session.
- As a security measure, TAs are automatically logged out of the TA Interface after twenty minutes
of TA user inactivity and student inactivity in the test session, which will result in closing the test
session. If this occurs, the TA will have to create a new session, and the students will have to log
in to the new session to resume testing. When starting a new session, the TA should give the
students the new session ID so they can log in and resume testing.

9. **Ending the test session and logging out of the Test Administrator Site after all students have finished testing.**

The West Virginia General Summative Assessment is an untimed test. The test session is complete
when all students have finished testing and submitted their tests. Once students have submitted
their tests they should either sit quietly with a non-content related activity or go to a previously
designated area. Students should not be permitted to be on any electronic devices.

After all students have submitted their tests, TAs should click [Stop Session] to end the test session.
When finished, TAs can log out of the TA Interface by clicking the [Logout] button at the top right. TAs
should collect any scratch paper.

**SAY:** This test session is now over. I will now collect any scratch paper or other materials.

10. **Testing over Multiple Sessions or Days – Ending a test session and logging out of the Test Administrator Site before all students have finished testing.**

If the SC/TA intends for the test administration to occur over the course of multiple days or class
periods for a student or group of students, TAs may ask students to pause after they reach a
designated point. For most tests, there is nothing built into the system to prevent students from
progressing from one segment of the test to another. In those cases, the TA should give the students
clear directions on when to pause. This guidance may be written on a dry-erase board, chalkboard, or
another place students can easily see. Students will receive a notification when they reach the end
of the segment.

While the West Virginia General Summative Assessment is an untimed test, situations might arise
where a test session is nearing the end of the time allotted for the session, for example the end of
the instructional day or class period. When there are approximately ten minutes left in the test session, the TA should give students a brief warning.

**SAY:** We are nearing the end of the time available today for testing. Please review any completed or marked items now. You will not be able to review completed questions during the next test session.

DO NOT submit your test unless you have completely answered all of the questions.

If students would like to review their answers before pausing their test, they should use the Questions dropdown menu on the upper left portion of their screen to select questions for review before the test is paused. Students will not be able to review completed questions from this session during their next test session.

Students should not submit their test unless they have completely answered all questions.

Once a student clicks [SUBMIT TEST], the student will not be able to review answers.

**SAY:** This test session is now over. If you have not finished, click PAUSE, and you will be able to finish at another time. If you have finished, make sure you have clicked SUBMIT TEST. I will now collect any scratch paper or other materials.

TAs should click [Stop Session] to end the test session and pause any student test in the session that is still in progress. When finished, TAs can log out of the TA Interface by clicking the [Logout] button at the top right. TAs also should collect any scratch paper.

*When testing is resumed on a subsequent day or during a later class period, the TA will need to start a new test session and provide a new session ID. When instructing the students to log in, TAs should read the general script (SAY boxes) to the students from the beginning in section 11.0 Day of Test Administration.*

* A summary of recommendations for the number of sessions and session durations is in section 8.3 Testing Time and Recommended Order of Administration.*
Grade 11 Math Performance Task (PT)

Starting a Test Session

The TA must create a test session before students can log in (but no more than twenty minutes prior or the system will time out). When a TA creates a test session, a unique session ID is randomly generated. This session ID must be provided to the students before they log in and should be written down. TAs should follow these steps to begin a test session:

1. **Launch the WVSecureBrowser on student testing device(s).**

   The TA may launch the WVSecureBrowser prior to the student(s) entering the testing room, or the TA may instruct student(s) to launch the WVSecureBrowser. This decision is a local decision. If students launch WVSecureBrowser, the TA must read the following script.

   If the students are to launch the secure browser, read the script below:

   SAY: Please locate the WVSecureBrowser icon on your desktop. Launch the browser.

   IMPORTANT: Students must launch the WVSecureBrowser.

2. **The TA logs in to the TA Interface link.**

   The TA accesses the Test Delivery System TA interface via the Operational Test Administration link on the West Virginia Assessments Portal at http://wv.portal.airast.org. The TA then enters his or her username and password and clicks [Log In] to log in to the TA Interface.

3. **The TA creates a test session.**

   The test selection box appears on login to the system. In the Test Selection window:

   - click on the + sign next to Summative Math
   - click on the + sign next to Math PT. Then select ALL of the Grade 11 Math Performance Tasks. Verify all of the performance tasks for Math Grade 11 are selected. Students may have been assigned any one of the performance tasks, so it is necessary to select all of the PTs to ensure all students can test.
Students will only be able to see and access those assessments for which they are eligible in TIDE. Completed assessments are shown in gray type.

4. **The TA begins the test session.**

After clicking on the assessment(s) to be administered during the test session, the TA clicks on the [Start Operational Session] button to begin the test session and generate the session ID students use to join the test session.

5. **The TA informs students of the test session ID.**

The system-generated session ID appears in the top-right corner of the screen.
Today, you will take the West Virginia General Summative Assessment Grade 11 Math Performance Task. I will provide you the test session ID required to start the test.

The Session ID is ____________, (Say the Session ID that appears on your computer screen at the top right.)

Once you have logged in, wait for me to approve the test before you start. I’ll be checking to see you have correctly entered the test session ID and other information.

The TA should write down the session ID for his or her own records, in case he or she gets involuntarily logged out of the system. The TA will be logged out of the session if there is no activity for twenty minutes by the TA or a student. Having the session ID will allow the TA to resume the session.

TAs also should write the test session ID on a classroom dry-erase or chalk board or another place where students can see it. Make sure students know the test session ID must be entered exactly as it is written. Please refer to the Test Delivery System User Guide on the West Virginia Assessments Portal at http://wv.portal.airast.org to become familiar with the Test Delivery System.

Enter your formal first name followed by your SSID number. Your SSID number is your 9-digit student number. Then enter the test session ID. Raise your hand if you do not know your SSID or need help typing this information on your keyboard.
Please do not share your SSID with anyone. This is private information.

Now click “Sign In.” Once you have successfully logged in, you will see a screen with your first name, SSID, school, and grade. If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.

Ensure all students have successfully entered their information.

The TA should ensure students use their legal first names (first name in WVEIS). If a student is unable to log in, he or she will be prompted to try again and provided with a message describing the reason (an invalid SSID, for example). If the student is still having difficulty, the TA can look up the correct information using the Student Lookup function on the TA Interface in the TDS or TIDE. TAs may assist students with logging in if necessary.

6. **The TA informs students of the test session in which they are participating.**

   SAY: On the next screen, select the Grade 11 Math PT, and then click START TEST. After you have selected your test, you will see a screen with a moving bar and message saying you are waiting for Test Administrator approval. This step helps ensure you are taking the correct test. Please wait quietly while I verify each of your tests.

   ![Your Tests](image)

   If students are resuming a test already started, instead of Start test name the command will be Resume test name.

7. **The TA views and approves students who are waiting for test session approval.**

   After students have selected a test, the TA verifies each student selected the appropriate test before approving the student for testing. **It is very important the TA pays close attention to the test name prior to approving to be sure it is the correct test to be administered at that time.** To do this:
a. Select the [Approvals (#)] button.

b. A new window opens showing a list of students, organized by test name. The TA should review the list to ensure students are taking the Grade 11 Math Performance Task.

i. If a student selected a test other than the one the TA plans to administer to the student that day (for example, selected a PT instead of a CAT or selected mathematics instead of ELA), the TA must deny the student entry to the test session. The student may then log in again and select the correct test.

c. The TA should also review the test settings assigned to each student to ensure they are correct.

i. If a student’s settings are incorrect, **DO NOT APPROVE** the student to begin testing. The TA will need to work directly with a SC or District Test Coordinator (DC) to ensure the test settings are correct in TIDE before approving the student to begin testing. (Reminder: It may take up to 24-48 hours for changes to appear in the TIDE.) Ensuring the test settings are correct before the student begins testing is critical to avoid the need for a test reset resulting in additional testing for the student later.

ii. TAs can change the default font size and turn off universal tools prior to the start of the test.

**IMPORTANT:** TAs may view student information; however, TAs cannot add, upload, or modify student information. In the Test Delivery System (TDS) on the TA interface dashboard, a TA can change the default font size and turn off universal tools prior to the start of the test.

d. When the correct test is selected and test settings are verified, the TA clicks [Approve] or [Approve All Students].
SAY: After I approve you to begin testing, you will see a screen asking you to check your test content area and settings. If the test name is the Grade 11 Math PT and all the information is correct, you may select YES, START MY TEST. If any of it is incorrect, please raise your hand.

Each student will be logging in at a different time. The TA should monitor the sessions and review/approve all students who are currently ready before assisting any students who are having problems.

For students with Text-to-Speech, they will be asked to check the audio at this time. Please confirm these students have no audio issues.

SAY: Before your test appears, you will see a tutorial page listing the test tools and buttons you may use during the test or that will appear on the test. Please read this carefully. You also can find this information during your test by clicking the HELP button in the top right corner.

You must answer each question on the screen before going on to the next page. If you are unsure of an answer, provide what you think is the best answer. During the test, you may see a page with no test questions. Follow the directions on the page to continue taking the test.

If you would like to review an answer at a later time, mark the item for review by opening the context menu in the upper-right corner of the question and clicking Flag for Review before going on to the next question. Flagging the item will remind you to go back and decide whether or not you want to change the answer.

Are there any questions?

Answer student question(s).

SAY: The PAUSE button is used to stop the test.

You may PAUSE at any point in the test by clicking PAUSE rather than NEXT after answering an item. Before PAUSING the test, raise your hand and talk with me.

Are there any questions?

Answer student question(s).
For the CAT portion of the test, after a pause, the student’s test can be resumed at any time within the testing window. For the performance task, there is no pause limit, but the test expires ten days after it is started. See section 8.3 Testing Time and Recommended Order of Administration for each content area and type of assessment.

A test cannot be paused after the last item has been presented to the student.

After answering the last question, students must submit their tests. If students would like to review their answers before submitting their test, they should click [REVIEW MY ANSWERS], review their answers, and then [SUBMIT TEST] after they have finished reviewing.

Once a student clicks [SUBMIT TEST], the student will not be able to review answers.

SAY: Your answers need to be your own work. Please keep your eyes on your own test and remember there should be no talking. When you have finished your test, you will be asked to review items. Review your items and then click SUBMIT TEST. If you have any questions about how to submit your test, please raise your hand.

Click BEGIN TEST NOW at the bottom of the page.

When allowing the students to take a break as a class, remind them to not discuss the test or questions on it.

- If the break lasts twenty minutes or more, a new test session is required – go back to Step 3 to begin a new session.
- If the break lasts less than twenty minutes, say the following.

SAY: Please log back in to the test session using the session ID given earlier.

8. **The TA monitors student progress.**

Monitoring Test Selection

It is very important TAs monitor student progress throughout the test session. This includes verifying students are participating in the appropriate content area and type of test (CAT or PT). The TA monitors the test each student is taking by referring to the “Students in Your Test Session” table in the TA Interface in the TDS.

In the event a student is taking an incorrect test, the TA can pause the student’s test. The TA should then instruct the student to log out and log in again to select the correct test. The TA must notify the SC, who would complete the Test Security Incident Log.
Monitoring Test Progress

Once students have started their tests, the TA should circulate through the room to ensure all conditions of test security are maintained. If the TA witnesses or suspects the possibility of a test security incident, the SC should be contacted immediately. The SC will work with the DC to mitigate the incident in accordance with WVBE Policy 2340.

The TA also may use the TA Interface in the TDS to view the testing progress of any student. This site will not show test items or scores but will let the TA see how many items have been delivered to each student (e.g., question 3/6).

While the TA Interface is designed to automatically refresh every minute, the TA can refresh it manually at any time by clicking the [Refresh Now] button at the top left of the page. Do NOT click the web browser’s refresh button to refresh the TA Interface.

If the TA notices a student is off task and believes a break from testing will benefit the student, the TA may say the following statement verbatim.

**SAY:** It is important you do your best. Do you need to pause the test and take a break?

If a student asks for assistance either in answering an item or manipulating an item type, the TA should gently instruct the student to review the tutorial located in the context menu at the upper right of the item for help and let the student know he or she should try his or her best, but the TA cannot help answer an item. The TA may remind the student to reread the instructions for the item.

**SAY:** I can’t help you with your test. Try to do the best you can.
IMPORTANT:

- If the TA is using the TA Interface in the TDS and navigates to another AIR system (TIDE, ORS, etc.), the session will stop, and all students in the session will be logged out.

- If the TA Interface or TA training site browser is accidentally closed while students are still testing, the session will remain open until it times out after twenty minutes. Before twenty minutes have elapsed, the TA can open the browser and navigate back to the TA Interface. The TA will be prompted to enter the active session ID and re-enter the test session.

- As a security measure, TAs are automatically logged out of the TA Interface after twenty minutes of TA user inactivity and student inactivity in the test session, which will result in closing the test session. If this occurs, the TA will have to create a new session, and the students will have to log in to the new session to resume testing. When starting a new session, the TA should give the students the new session ID so they can log in and resume testing.

9. **Ending the test session and logging out of the Test Administrator Site after all students have finished testing.**

The West Virginia General Summative Assessment is an untimed test. The test session is complete when all students have finished testing and submitted their tests. Once students have submitted their test they should either sit quietly with a non-content related activity or go to a previously designated area. Students should not be permitted to be on any electronic devices.

After all students have submitted their tests, TAs should click [Stop Session] to end the test session. When finished, TAs can log out of the TA Interface by clicking the [Logout] button at the top right. TAs also should collect any scratch paper.

**SAY:** This test session is now over. I will now collect any scratch paper or other materials. Please be sure your name is on each piece of scratch paper.

10. **Testing over Multiple Sessions or Days – Ending a test session and logging out of the Test Administrator Site before all students have finished testing.**

If the SC/TA intends for the test administration to occur over the course of multiple days or class periods for a student or group of students, TAs may ask students to pause after they reach a designated point. This guidance may be written on a dry-erase board, chalkboard, or another place students can easily see. Students will receive a notification when they reach the end of the segment.

While the West Virginia General Summative Assessment is an untimed test, situations might arise where a test session is nearing the end of the time allotted for the session, for example the end of the instructional day or class period. When there are approximately ten minutes left in the test session, the TA should give students a brief warning.

**SAY:** We are nearing the end of the time available today for testing. DO NOT submit your test unless you have completely answered all of the questions.
If students would like to review their answers before pausing their test, they should use the Questions dropdown menu on the upper left portion of their screen to select questions for review before the test is paused. Students will not be able to review completed questions from this session during their next test session.

Students should not submit their test unless they have completely answered all questions.

Once a student clicks [SUBMIT TEST], the student will not be able to review answers.

**SAY:** This test session is now over. If you have not finished, click PAUSE, and you will be able to finish at another time. If you have finished, make sure you have clicked SUBMIT TEST. I will now collect any scratch paper or other materials. Please be sure your name is on each piece of scratch paper.

TAs should click [Stop Session] to end the test session and pause any student test in the session that is still in progress. When finished, TAs can log out of the TA Interface by clicking the [Logout] button at the top right. TAs should collect any scratch paper.

When testing is resumed on a subsequent day or during a later class period, the TA will need to start a new test session and provide a new session ID. When instructing the students to log in, TAs should read the general script (SAY boxes) to the students from the beginning in section 11.0 Day of Test Administration.

A summary of recommendations for the number of sessions and session durations is in section 8.3 Testing Time and Recommended Order of Administration.