West Virginia DEPARTMENT OF EDUCATION

Test Administration Manual (TAM)

West Virginia Classroom Benchmark Assessment
Grades 3 - 8

2018-2019

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WEST VIRGINIA CLASSROOM BENCHMARK ASSESSMENTS
CUSTOMER SERVICE

The West Virginia Classroom Benchmark Assessments Portal, http://wv.portal.airast.org, is the home for all online assessment administration information.

For questions regarding testing **technical** issues, please contact the West Virginia Classroom Benchmark Assessment Help Desk at 1-844-560-7367 or wvhelpdesk@air.org.

The Help Desk is open Monday–Friday from 6:00 a.m. to 6:00 p.m. Eastern Time

The Help Desk may be contacted for situations and questions such as the following:
1. Testing platform down or unavailable, and
2. Password resets for district and school users.

When contacting the Help Desk, provide the representative with as much detail as possible about the issue(s) encountered and the system on which it occurred. This should include the following:
- type of device being used for the test;
- any error messages appearing (code and description);
- operating system and browser information;
- network configuration information;
- your contact information for follow-up, including email address and phone number; and
- statewide student identifier (SSID), this will be either their WVEIS number or Assessment ID number assigned by the WVDE; grade level; content area; and session ID.

For questions regarding test **administration** or **policy** issues, please contact your district test coordinator.

Contact your district test coordinator for situations and questions such as the following:
1. Testing platform down or unavailable; user accounts not available or users not able to administer tests;
2. Student information incorrect or missing;
3. Preparing for online testing—downloading the secure browser, voice packs, etc.;
4. Tests not showing as available to students when they log in to begin testing; and
5. Settings not presenting as intended.

1.0 About the West Virginia Classroom Benchmark Assessment Grades 3-8

What is the West Virginia Classroom Benchmark Assessment?

The West Virginia Classroom Benchmark Assessment (CBA) Grades 3-8 includes individual content assessments in the areas of English language arts (ELA) and mathematics which measure a student's levels of performance on clearly defined standards, objectives and skills. The assessment results provide information about a student's academic strengths as they begin the new school term, as well as areas needing improvement. Results of the tests will be used by educators to improve student learning and performance.

About this Manual

This manual will discuss policy and procedure for ELA and mathematics assessments.

Anywhere this manual mentions Test Administrators (TA), it is referring to both TAs and Teachers (TE). In addition to having the privileges of a TA, a TE has access to the Online Reporting System (ORS), the Teacher Hand Scoring System (THSS), the Interim and Diagnostic Teacher Item Previewer, and AIR Ways Reporting System.

Anywhere this manual references SSID, it is referring to the student's WVEIS number or Assessment ID number assigned by the WVDE.

This manual includes information pertaining to both the online assessments and the paper-pencil assessments.

2.0 Overview of the Classroom Benchmark Assessments

2.1 About the ELA and Mathematics Tests

The West Virginia Classroom Benchmark Assessment in ELA (Reading and Writing) and mathematics will be given to students in grades 3–8. Each content area will be assessed using anadaptive online test.

2.2 Test Administration Roles and Responsibilities

The West Virginia Classroom Benchmark Assessment uses a role-based system. Each user is assigned a specific role which has access to the different systems or features. All test administration and results reviewed/obtained are covered by West Virginia Board of Education (WVBE) Policy 2340. Users' roles and responsibilities for the tests are provided in Table 1.

Table 1: User Roles and Responsibilities

User Role	Description
District Test Coordinator (DC)	DCs are responsible for the following: • completing training as defined by WVBE Policy 2340; • adding/removing school users in/from of TIDE; • creating or approving testing schedules and procedures for the schools in the district (consistent with WVDE procedures); • working with technology staff to ensure necessary secure browsers are installed and any other technical issues are resolved; • monitoring testing progress during the testing window and ensuring all students participate, as appropriate; • addressing testing problems, as needed; • ensuring the School Coordinators (SC) and Test Administrators (TA) in their districts are appropriately trained regarding the test administration and security policies and procedures; • reporting test security incidents to the WVDE; • creating appeals in TIDE; and • providing general oversight for all administration activities in their district schools.

User Role	Description
School Test Coordinator (SC)	SCs are responsible for: • completing training as defined by WVBE Policy 2340; • adding/removing TAs to/from TIDE; • identifying TAs and ensuring they are properly trained; • entering, verifying and/or correcting test settings for students; • creating testing schedules and procedures for the school (consistent with WVDE and district procedures and policies); • working with technology staff to ensure necessary secure browsers are installed and any other technical issues are resolved; • monitoring testing progress during the testing window and ensuring all students participate, as appropriate; • addressing testing problems, as needed; • mitigating and reporting all test security incidents to their DC in a manner consistent with WVDE procedures and policies; and • providing general oversight for all administration activities in their school and for all TAs.
Test Administrator (TA)	TAs are responsible for: • completing training as defined by WVBE Policy 2340; • viewing student information prior to testing to ensure the correct student receives the proper test with the appropriate supports (TAs should report any potential data errors to SCs as appropriate.); • administering the West Virginia Classroom Benchmark Assessment; and • reporting all potential test security incidents to their SC in a manner consistent with WVDE procedures and policies.

2.3 Training

Prior to administering a test, Test Administrators (and any other individuals who will be administering any secure assessment) should be trained on WVBE Policy 2340, this manual, and the *Test Delivery System User Guide,* and should view the associated training modules. Additionally, DCs, SCs and TAs should complete the Test Administrator certification course. All of these resources are available on the West Virginia Classroom Benchmark Assessments Portal at http://wv.portal.airast.org.

Prior to viewing assessment results, an individual should be trained on WVDE Policy 2340.

3.0 Test Administration Resources

This *Test Administration Manual (TAM)* for the West Virginia Classroom Benchmark Assessment Grades 3-8 is intended for staff who play a role in the administration of assessments. This manual provides procedural and policy guidance to implement the assessments. The appendices of this manual contain important information which can be used as stand-alone materials and are easily extracted for printing or distribution. For a list of frequently used terms associated with the assessments, see *Appendix A.* For specific questions not addressed in this manual, please contact your district test coordinator.

3.1 Classroom Benchmark Assessment Administration Resources

This manual is designed to complement a variety of other resources listed in Table 2 (manuals), Table 3 (training modules and PowerPoints), and
Table 4 (other resources). All resources are updated annually and are located on the West Virginia Classroom Benchmark Assessments Portal at http://wv.portal.airast.org. All manuals and user guides are located under Resources in the Test Administrator - or Test Coordinator – Manuals and User Guides folder.

Table 2: Manuals and User Guides

Resource	Description
Data Entry Interface User Guide (DEI)	The *Data Entry Interface (DEI) User Guide* provides instructions for entering student responses into the DEI. ALL student responses to questions on the paper-pencil tests MUST be entered into the DEI by a scribe.
Test Information Distribution Engine (TIDE) User Guide	TIDE is the system used to manage student information and user accounts for online testing as well as appeals and roster management. The TIDE User Guide provides a step-by-step approach to using the system.
Braille Requirements and Testing Manual	The *Braille Requirements and Testing Manual* includes information about supported operating systems and required hardware and software for braille testing.
Secure Browser Installation Manual	The *Secure Browser Installation Manual* provides instructions for installing the secure browser on supported operating systems and is organized by operating system.
Technical Specifications Manual for Online Testing (TSM)	The *Technical Specifications Manual* provides technology staff with the technical specifications for online testing, including information on Internet and network requirements, general hardware and software requirements, secure browser installation, and the text-to-speech function.
Test Delivery System User Guide (TDS)	The *Test Delivery System User Guide* supports individuals using the test delivery system applications to manage testing for students. This resource provides information about the test delivery system, including the Test Administrator and student applications.
Online Reporting System User Guide (ORS)	The *Online Reporting System User Guide* supports users in their use of participation and score reports.

Resource	Description
Teacher Item Previewer Product Guide	The *Teacher Item Previewer Product Guide* helps users navigate the interim and diagnostic assessments.
Voice Pack Installation Guide	The *Voice Pack Installation Guide* describes how to install the NeoSpeech Voice Packs available from TIDE.
AIR Ways Use Guide	The *AIR Ways Use Guide* is designed to help users easily navigate the AIR Ways system.
System Requirements	This document provides the hardware and software requirements for the West Virginia Classroom Benchmark Assessment.

Table 3: Training Modules and PowerPoints (posted as available)

Module Name	Primary Audience	Objective
Student Interface for Online Testing Located in the Test Administrators – Training PowerPoints and Webinars, Test Delivery System Folder on the West Virginia Classroom Benchmark Assessments Portal at http://wv.portal.airast.org.	Students, District/ School Test Coordinators, Test Administrators, Teachers	This PowerPoint explains how to navigate the Student Interface. This PowerPoint includes how students log in to the testing system and select a test, the layout of the test and the functionality of the test tools, and how students navigate through the test.
Test Administrator Interface for Online Testing Located in the Test Administrators – Training PowerPoints and Webinars, Test Delivery System Folder on the West Virginia Assessments Portal at http://wv.portal.airast.org.	District/School Test Coordinators, Test Administrators, Teachers	This PowerPoint presents an overview on how to navigate the Test Administrator Interface in the Test Delivery System (TDS).
Test Information Distribution Engine (TIDE) Located in the Test Administrators – Training PowerPoints and Webinars, Test Information Distribution Engine Folder on the West Virginia Classroom Benchmark Assessments Portal at http://wv.portal.airast.org.	District/School Test Coordinators, Test Administrators	This PowerPoint provides detailed information on how to register users, enroll students, manage and edit users/students, and process/view test invalidations.

Module Name	Primary Audience	Objective
Online Reporting System (ORS) Located in the Test Administrators – Training PowerPoints and Webinars, Online Reporting System Folder on the West Virginia Classroom Benchmark Assessments Portal at http://wv.portal.airast.org.	District/School Test Coordinators, Test Administrators, Teachers	This PowerPoint presents how to access student scores, create class rosters, and drill down through levels of reporting.

Table 4: Other Resources

Resource	Description
ELA and Mathematics Practice Tests*	Practice Tests are available for grade levels 3–8. The Practice Tests provide a preview of the item types students will encounter. Item types are listed and described in *Appendix B: Item Types*. This is the link to the Practice Tests: http://wv.portal.airast.org/training-tests. See also *Appendix D: Practice Tests* for additional information about the Practice Tests.

* Students or parents may use the Practice Tests by logging in as a "guest" without login credentials.

4.0 Ensuring Test Security

The security of assessment instruments and the confidentiality of student information are vital to maintaining the validity, reliability, and fairness of the results.

All summative and benchmark test items and test materials are secure and must be appropriately handled. Secure handling protects the integrity, validity, and confidentiality of assessment items, prompts, and student information. Any deviation in test administration must be reported as a test security incident to ensure the validity of the assessment results.

4.1 Security of the Test Environment

Table 5 describes security requirements for the test environment during various stages of testing. The test environment refers to all aspects of the testing situation while students are testing and includes what a student can see, hear, or access (including access via technology).

Table 5: Requirements of the Test Environment

Requirement	Description
BEFORE TESTING	
Instructional materials removed or covered	Instructional materials **must be removed or covered, including, but not limited to,** information displayed on bulletin boards, chalkboards, dry-erase boards, white-boards or on charts which may assist students in answering.
Student seating	Students must be seated so there is enough space between them to minimize opportunities to look at each other's work, or they should be provided with table-top partitions.
Signage	Place a "DO NOT ENTER – TESTING IN PROGRESS" sign on the door or post signs in halls and entrances rerouting hallway traffic to promote optimum testing conditions.
DURING TESTING	
Quiet environment	Provide a quiet environment void of talking or other distractions which may interfere with a student's ability to concentrate or might compromise the testing situation.
Monitoring	Students are **actively** supervised.
Electronic devices	Test Administrators (TAs) and students are prohibited from access to unauthorized electronic devices allowing availability to outside information, communication with others, or photographing or copying test content. This includes any device with cellular, messaging, or wireless capabilities, but is not limited to cell phones, iPods, mp3 players, cameras, and electronic translation devices.
Access to allowable resources only	Students must only have access to and use of those allowable resources identified by the WVDE (see section *10.1 Establishing Appropriate Testing Conditions* for examples) as permitted for each specific test (or portion of a test).

Requirement	Description
Access to assessments	Only students who are testing can view items. Unauthorized individuals must not be in the room where a test is being administered.
Testing through secure browser	Administration of the West Virginia Classroom Benchmark Assessment is permitted only through the WVSecureBrowser. This is accessed through the WVSecureBrowser icon on the computer desktop.
DURING AND AFTER TESTING	
No access to responses	District Test Coordinators (DCs), School Test Coordinators (SCs), Test Administrators (TAs), and other individuals are not permitted to review student responses on the testing platform or students' notes on scratch paper.
No copies of test materials	Unless needed as a print-on-demand or braille accommodation, no copies of the test items, stimuli, reading passages, or writing prompts may be made or otherwise retained.
No access to digital, electronic, or manual devices	No digital, electronic, or manual device may be used to record or retain test items, reading passages, or writing prompts. Similarly, these materials must not be discussed with or released to anyone via any media, including fax, email, social media websites, etc.
No retaining, discussing, or releasing test materials	Descriptions of test items, stimuli, printed reading passages, or writing prompts must not be retained, discussed, or released to anyone.
No reviewing, discussing, or analyzing test materials	DCs, SCs, TAs, and other staff may not review, discuss, or analyze test items, stimuli, reading passages, or writing prompts at any time, including before, during, or after testing.
All test materials must remain secure at all times	Printed materials from the print-on-demand accommodation, scratch paper, documents with student information, and large print and braille test booklets must be kept in a securely locked room or locked cabinet which may be opened only with a key or keycard by staff responsible for test administration.
AFTER TESTING	
No test materials used for instruction	Test items, stimuli, reading passages, or writing prompts must not be used for instruction.
Destroy test materials securely	Printed test items/passages, including embossed braille printouts, and scratch paper must be collected and inventoried at the end of each test session and then immediately shredded.

TAs and SCs or other individuals who witness, are informed of, or suspect the possibility of a test security incident violating WVBE Policy 2340 and potentially affecting the integrity of the assessments or the data should follow the steps outlined in section *5.0 Responding to Testing Irregularities and Breaches* and section *6.0 Appeals* (as necessary) of this manual and the *TIDE User Guide* located on the West Virginia Classroom Benchmark Assessments Portal at http://wv.portal.airast.org.

4.2 Secure Handling of Printed Materials

Print-on-Demand

When testing a student with the Print-on-Demand accommodation, the TA must ensure the printer is on and is monitored by staff who have been trained on WVBE Policy 2340. When a student sends a print request to the TA by clicking on the print icon, the TA must approve the request. This request needs to be made for each individual item.

> ⚠️ IMPORTANT: **Print-on-Demand** cannot be used to create a printed test booklet.

Storage and destruction of printed materials and scratch paper

Large print and braille test booklets, printed materials from the print-on-demand accommodation, tactile graphics, and scratch paper must be kept in a securely locked room or locked cabinet which can be opened only with a key or keycard by staff responsible for test administration who have signed a security agreement. All test materials must remain secure at all times.

Printed test items/passages, including embossed braille printouts and scratch paper, must be collected and inventoried at the end of each test and then immediately shredded according to WVBE Policy 2340. **DO NOT** keep printed test items/passages or scratch paper for future test sessions.

5.0 Responding to Testing Irregularities

Test security incidents are behaviors prohibited either because they give a student an unfair advantage or because they compromise the secure administration of the assessments. Whether intentional or by accident, failure to comply with security rules, either by staff or students, constitutes a test security incident. Irregularities need to be reported in accordance with the instructions in this section for each severity level.

5.1 Impact and Definitions

Definitions for test security incidents are provided in Table 6. Additionally, *Appendix F: TEST SECURITY CHART* shows the test security incident levels and examples of types of issues.

Table 6: Definitions for Test Security Incidents

Type	Definition
Irregularity	An unusual circumstance impacting the individual or group of students who are testing and potentially affecting student performance on the test, test security, or test validity. These circumstances can be corrected and contained at the local level and submitted in the online appeals system for resolution if required. An irregularity must be reported to the School Coordinator, who should report it to the District Coordinator, who will enter it into the appeals module of TIDE if required.
Breach	An incident posing a threat to the validity of the test. Examples may include such situations as a release of secure materials or a security/system risk. A breach incident must be immediately reported to the School Coordinator who will report it to the District Coordinator. The District Coordinator will report the incident to the WVDE and enter it into the appeals module of TIDE if required.

It is important for Test Administrators (TAs) to ensure the physical conditions in the testing room meet the criteria for a secure test environment. See section *4.1 Security of the Test Environment* for more detail.

5.2 Reporting Timelines and Activities

Irregularities must be documented in the Test Security Incident Log, and the TA must inform the SC. The SC should notify the DC, and the DC, if needed, will enter the incident in the appeals module of TIDE.

A Breach requires immediate notification by telephone to the WVDE by the DC, followed by documentation in the Test Security Incident Log and in the appeals module of TIDE (if appropriate).

5.3 Test Security Required Action Steps

The Test Security Required Action Steps depict the required actions for each test security incident in a process flow diagram format.

Irregularity

An unusual circumstance impacting the individual or group of students who are testing and potentially affecting student performance on the test, test security, or test validity. These

circumstances can be contained at the local level. (Example: Disruption during the test session such as a fire drill.) Should a student require a Reset, Reopen, or Invalidation, the DC enters the appeal in TIDE.

Local administrators/ staff document irregularity in Test Security Incident Log.	→	Incident is mitigated as necessary by school staff, and DC is notified for assistance with mitigation as necessary.	→	DC enters appeal in TIDE (if appropriate) by the end of the day of the incident.	→	WVDE authorizes TIDE appeal (if appropriate).
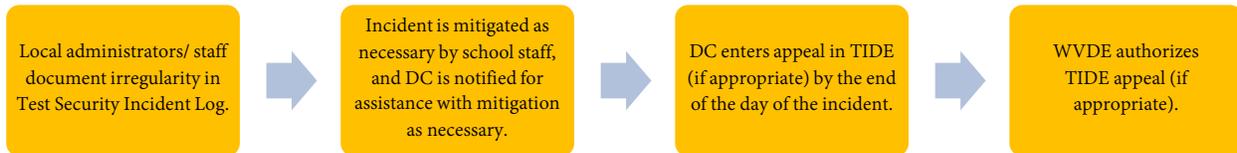
Breach

A test administration event posing a threat to the validity of the test. Breaches require immediate attention and escalation to the WVDE. Examples may include such situations as exposure of secure materials or a repeatable security/system risk. These circumstances have external implications. (Example: Administrators modifying student answers, or test items shared in social media.) Should a student require a Reset, Reopen, or Invalidation, the DC enters the appeal in TIDE.

Local Level	Local administrators/ staff report breach to SC and/or DC by phone immediately.	Local administrators/ staff contain the incident as necessary.	Local administrators/ staff document incident in Test Security Incident log and DC enters appeal in TIDE (if appropriate).	WVDE provides guidance on dispensation of event.
District Level	District staff investigate security risk and alert WVDE via phone.		District staff verify completion and accuracy of Test Security Incident Log.	District staff maintain communication with school and provide guidance as appropriate.

5.4 Test Security Incident Log

The Test Security Incident Log is the document of record for all test security incidents and should be maintained at the district level. More serious incidents will be reported either immediately (breach) or at the end of the day (irregularity).

Documentation of Security Incidents: Use of Test Security Incident Log and Appeals System

School and District Test Coordinators should ensure all test security incidents are documented in the Test Security Incident Log. The Test Security Incident Log is located on the West Virginia Classroom Benchmark Assessments Portal at http://wv.portal.airast.org under Resources in either the Test Coordinators or Test Administrators, Ancillary Materials, Logs/Forms folder.

TAs must use the template (available in their test packet or on the West Virginia Assessments Portal at http://wv.portal.airast.org to log incidents immediately upon

identification that one has occurred and submit log, via email or alternate agreed-upon process, to their SCs and DCs. District staff should establish a process which includes how frequently these logs should be submitted and communicate this preference to schools. In addition to logging all test security incidents in the Test Security Incident Log, incidents requiring specific actions to be taken regarding the test itself are to be reported to the WVDE as per WVBE Policy 2340 and entered in TIDE following the procedures noted in section *5.3 Test Security Required Action Steps*.

6.0 Appeals

For security incidents resulting in a need to reset or invalidate individual student assessments, **the request must be approved by the WVDE**. In most instances, an appeal will be submitted to address a test security breach or irregularity. *In some cases an appeal may be submitted to address incidents which are not security related.*

Because the Appeals system is for action only, all appeals should also be entered on the Test Security Incident Log which can be downloaded from the West Virginia Assessments Portal at http://wv.portal.airast.org.

6.1 Online System Appeals Types

The online Appeals process is described in Table 7. The *TIDE User Guide,* located on the West Virginia Classroom Benchmark Assessments Portal at http://wv.portal.airast.org, contains specific instructions on submitting appeal requests.

Table 7: Online System Appeals Types

Type of Appeal	Description	Conditions for Use
RESET	Resetting a student's test removes student access to the test and enables the student to start a new test.	The WVDE may reset any test if any of the following settings need to be changed because they were incorrectly set: • American Sign Language (for mathematics and ELA listening) • Braille (braille is a language setting) • Closed captioning (for ELA listening stimuli) • Streamlined interface (the streamlined interface is a test shell setting) • Translation—stacked (for mathematics tests only) *Note: Stacked translations are automatically provided when the selected language is Spanish.* • Text-to-speech as an accommodation (e.g., for ELA reading passages in grades 3-8) • Any non-embedded accommodation(s)
INVALIDATION	Invalidating a student's test eliminates the test. The test will not be scored and the student will not have the opportunity to retest.	The WVDE may invalidate any test if: • There is a test security breach. • The test is administered in a manner inconsistent with the *Test Administration Manual (TAM)*. *Note: Invalidated tests will not be scored, and students will NOT have the opportunity to retest.*
RE-OPEN TEST SEGMENT	Reopens a previous test segment. Students can answer unanswered items, and can modify responses to answered items in the reopened segment.	The WVDE may reopen a test segment so students can review/answer items in a test segment. This appeal will only be granted under extreme circumstances. The DC must call the WVDE.

Type of Appeal	Description	Conditions for Use
RESTORE	Reverses a reset, restoring the student's responses on the test when the reset was processed.	The WVDE may restore a test that was inadvertently reset.
GRACE PERIOD EXTENSION (GPE)	Allows the student to review previously answered questions upon resuming a test or test segment after expiration of the pause timer.	This type of appeal is only available for pauses of longer than 20 minutes due to extraordinary circumstances and approval for WVDE is required prior to requesting a GPE. The following scenarios are possible: • Resuming test within 20 minutes, student can review previously answered questions • Resuming test after a pause greater than 20 minutes without a GPE, student cannot review previously answered questions – student can only work on unanswered questions • Resuming test after a pause greater than 20 minutes with a GPE, student can review previously answered questions. (For Grade 6 math, students may review previously answered questions within the same test segment.) Normal pause rules are applicable once student resumes test.

7.0 Technology Infrastructure

Prior to assessment administration, District Test Coordinators (DCs), School Test Coordinators (SCs), Technology Coordinators, and Test Administrators (TAs) should review the technology infrastructure at their schools to ensure it meets the minimum requirements for administering the West Virginia Classroom Benchmark Assessment.

7.1 Technology Resources

The *Technical Specifications Manual for Online Testing* and the *System Requirements* document are located on and available for download from theWest Virginia Classroom Benchmark Assessments Portal at http://wv.portal.airast.org. The *Technical Specifications Manual for Online Testing* provides Technology Coordinators with the technical specifications for online testing, including information about Internet and network requirements, hardware and software requirements, secure browser installation, and text-to-speech functionality.

7.2 The Secure Browser

The secure browser is designed to support test security by prohibiting access to external applications or navigation away from the assessment. Devices used for testing must be equipped with a secure browser prior to the assessment.

SCs, in conjunction with district/school technology personnel, are responsible for ensuring each device to be used for testing at the school is properly secured by installing the most current and correct secure browser.

See the *Secure Browser Installation Manual* on the West Virginia Classroom Benchmark Assessments Portal at http://wv.portal.airast.org for more information on secure browser installation.

See the *Technical Specifications Manual for Online Testing* on the West Virginia Classroom Benchmark Assessments Portal at http://wv.portal.airast.org for additional technology information.

See *Appendix C: Secure Browser for Testing* for additional guidelines about using the secure browser.

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 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 Learners (ELs), and ELs with disabilities, should have equal opportunity to participate in the West Virginia Classroom Benchmark Assessment.

All students enrolled in grades 3–8 are required to participate in the West Virginia Classroom Benchmark 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).

> 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 Classroom Benchmark 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.

- Note: Within the Grade 6 math test there are two segments. The "Calculator-allowed Segment" and the "No-calculator Segment." Once a student has had the opportunity to review items in the first segment and goes on, he or she may not return to that 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.
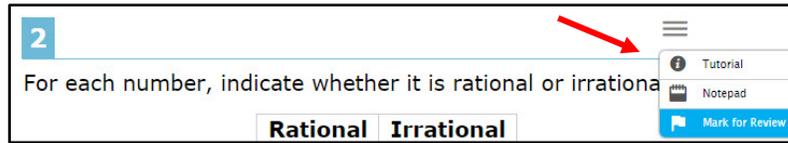
- To access items marked for review, use the **Questions** drop-down list from the upper left corner of the screen to return to previous items.
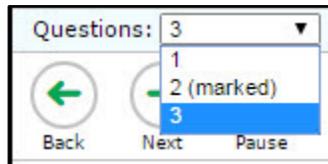
Pause Rules

During the ELA and Math Tests:

- 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: Pause Rules Scenarios* to review the rules which govern pausing during the test.

Test Timeout

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.

Idle Timeout

Are you still there? Click OK to continue or you will be logged out in 30 seconds. [Message Code: 10906]

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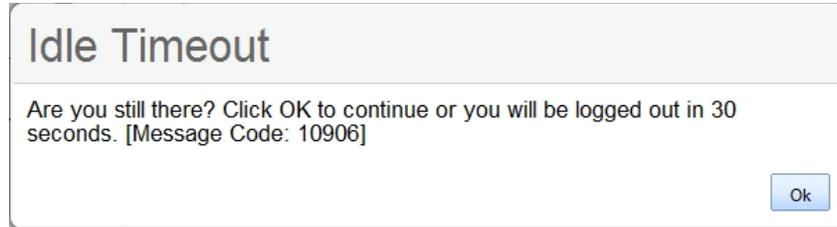
⚠️ Caution: As a security measure, TAs are automatically logged out after twenty minutes of user and student inactivity in the session, which will result in the closing of the test session.

Test Expiration

Each content area test is recommended to be completed on the same day as it is started.

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

8.3 Testing Time

All students participating in the assessments will receive computer adaptive ELA (Reading and Writing) and mathematics tests.

Scheduling Time for Testing:

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

Table 8 Suggested Time Allotments for West Virginia Classroom Benchmark Assessment

Assessment	Grades	Total hrs : mins
ELA - Reading	3–8	2:00 (breaks-as-needed)
ELA - Writing	3–8	2:00 (breaks-as-needed)

Assessment	Grades	Total hrs : mins
Mathematics	3–8	2:00 (breaks-as-needed)

These estimates do not account for any time needed to start computers and log in students. TAs should work with SCs to determine precise testing schedules.

> **Important reminders:**
>
> 1. The tests are not timed, all time estimates are approximate.
>
> 2. 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.

Recommended Order of Online Administration for the ELA tests

The ELA assessment is comprised of two components (tests) for ELA: a Reading test and a writing test. The West Virginia Department of Education recommends students take these two tests on separate days.

Reading Test ➡ Writing Test

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 Classroom Benchmark 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 Accommodations

The West Virginia Classroom Benchmark Assessment and Practice Tests contain embedded universal tools 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 99.

Table 9: Definitions for Universal Tools and Accommodations

Type	Definition
Universal Tools	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.
Accommodations	Accommodations are changes in procedures or materials that increase equitable access during the West Virginia Classroom Benchmark 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, ELs, ELs 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.

Accommodations must be uploaded 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. Test administrators must confirm students' accommodations prior to approving students into a testing session.

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 Classroom Benchmark 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** 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 10. These resources are specific to each assessment and content area.

Table 10: Additional Required Resources

Assessment		Resources
ELA	Reading – Computer Adaptive	• 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.
	ELA-Writing	
Mathematics – Computer Adaptive		• Headphones are required for students requiring text-to-speech. • 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.

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 using the Practice Test prior to testing.

It is highly recommended ALL students be provided the opportunity to practice on the 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 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 are 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 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 and background color 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 TIDE/TDS**. Failure to correct test settings before testing could result in student(s) not being provided with the needed accommodations 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 Classroom Benchmark 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 Classroom Benchmark 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 Classroom Benchmark 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 – Online Test

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 Classroom Benchmark 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 script for administering each test. Scripts and instructions for both online administration and paper-pencil administration are located in this section.

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.**

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.

11.1 Administering the West Virginia Classroom Benchmark Assessment - SCRIPTS

Generic Script for ELA and Mathematics Tests - (TA must follow directions for specific tests.) Writing Test Script is below.

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).*

2. *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.*

3. *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: The WVSecureBrowser must be launched.

4. *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.

5. *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 content area of the assessment to be given**

- **select the appropriate grade and 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.

6. *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.

7. *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 Classroom Benchmark Assessment [*NAME OF TEST (i.e., ELA Reading Grade 4)*] test. You will be given a test session ID that is required to start the test. Before logging in, let's go over some test rules.
>
> You must answer each question on the screen before clicking NEXT. If you are unsure about an answer, provide what you think is the best answer. If you would like to review that answer at a later time, mark the item for review before going on to the next question. You may go back and change the answer during this test session.
>
> You may pause at any point in the test by clicking PAUSE rather than NEXT after answering a question. Please raise your hand if you need a break and ask permission before clicking PAUSE.

Additional information for Mathematics tests

No calculators are permitted for Grades 3–5. Grade 6 has both a no-calculator and calculator segment. During the calculator segment, students will have access to an embedded calculator. Students in Grade 7 and 8 will have access to an embedded calculator during the entire test.

> *For Grade 6 Mathematics Tests Only:*
>
> - *For Grade 6*
>
> Say: This test is divided into two segments. There is a calculator segment and a no-calculator segment. Once you have answered all items in the calculator segment, review your answers before moving into the no-calculator segment. Once you move into to the no-calculator segment, you will not be able to return to the calculator segment.

For all tests:

> SAY: If you pause your test for more than 20 minutes, you will not be able to go back and change your 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. If you have a cell phone or smartwatch, please raise your hand and I will collect it before the test begins.
>
> SAY: If you finish your test early, please raise your hand and sit quietly.

Give students the test session ID and other log-in information. The test session ID, the statewide student identifier (SSID), and the student's first name may be provided to students ahead of time on a card or piece of paper to help them type it in the computer accurately. Student information is confidential; therefore, the cards/papers with this information must be collected after each test session and securely destroyed after testing is complete.

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 20 minutes by the TA or a student. Having the session ID will allow the TA to resume the session.

TAs may also 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 that the test session ID must be entered **exactly** as it is written—it is case sensitive—without extra spaces or characters. Please refer to the *Test Delivery System User Guide* on the West Virginia Classroom Benchmark Assessments Portal at http://wv.portal.airast.org to become familiar with the Online Testing System.

> SAY: Now we are ready to log in. Once you have logged in, you will have to wait for me to approve the test before you start. I'll be checking that you have correctly entered the test session ID and other information.
>
> SAY: Enter your legal first name, not your nickname, followed by your SSID number. Then enter the test session ID. Raise your hand if you need help typing this information on your keyboard.
>
> SAY: Now click SIGN IN. Once you have successfully logged in, you will see a screen with your first name and other information about you. 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.

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

> SAY: On the next screen, select the [*INSERT NAME OF TEST (i.e., ELA Grade 4)*]. After you have selected your test, you will see a screen with a moving bar and message saying that you are waiting for Test Administrator approval. Please wait quietly while I check and approve each of your tests.

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

If TAs are unsure of which content area or test students are participating in during that session, TAs should contact the School Test Coordinator (SC).

Students may be able to select from more than one test. TAs should direct students to select the appropriate test name based on what the TA is planning to administer at that time. Students may only select from assessments for which they are eligible.

9. 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 correct content area test.

   i. If a student selected a test other than the one the TA plans to administer to the student that day, 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**].

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

> SAY: After I approve you to begin testing, you should see a screen that prompts you to check that the video and sound on your computer are working. Put your headsets on and click the play button to hear the sound and see the video move. If you hear the chime, click I COULD PLAY THE VIDEO AND SOUND. If not, raise your hand. When you are ready to move on, click CONTINUE.

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.

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 an Instructions and Help page. You may review the Help Guide, your Test Settings, and Additional Test Information here. The Help Guide lists the test tools and buttons you may use during the test or that will appear on the test. Please read this carefully. You may select the question mark button in the top right corner during the test to access the Help Guide.
>
> SAY: 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.
>
> 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.

> SAY: 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.
>
> SAY: Are there any questions?

Answer student question(s).

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

> SAY: 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.
>
> SAY: 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.
>
> SAY: When you have finished your test, you will be asked to review items. Review your items and then click SUBMIT TEST. If you

> SAY: have any questions about how to submit your test, please raise your hand.
>
> SAY: Click BEGIN TEST NOW at the bottom of the page.

10. 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 test.

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: Try your best and choose the answer that makes the most sense to you. If you are unsure about how a question works,

> you can review a tutorial by clicking on the "i" button on the right side of the screen.

IMPORTANT:

- If the TA is using the TA Interface and navigates to another AIR system (TIDE, ORS, etc.), the session will stop, and all students in the session will be logged out. The session cannot be resumed. A new session will have to be created, and the students will have to log in to the new session to resume testing. When starting a new session, give the new session ID to the students so they can log in and resume testing.

- 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. The TA can open the browser and navigate back to the TA Interface. The TA will be prompted to enter the active session ID.

- 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 that they can log in and resume testing. Please note that students will not be able to return to items from previous sessions, even if the responses were marked for review.

> *11. Ending the test session and logging out of the Test Administrator Site after all students have finished testing.*

The West Virginia Classroom Benchmark 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. Please click the End Test button. Review your items and then click SUBMIT TEST. I will now collect any scratch paper or other materials.

Generic Script for Writing Tests

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).*

2. *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.*

3. *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: The WVSecureBrowser must be launched.

4. *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 Classroom Benchmark 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.

Operational Test Administration

Login

Email Address

Password

Forgot Your Password?

Secure Login

First Time Login This School Year?
The password you used during the previous school year has expired.

Request a new one for this school year.

5. *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 ELA

- select the appropriate grade and writing 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.

6. *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.

7. *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 Classroom Benchmark Assessment English Language Arts - Writing test. You will be

> given a test session ID that is required to start the test. Before logging in, let's go over some test rules.
>
> Please raise your hand if you need a break and ask permission before clicking PAUSE.
>
> SAY: Your response needs to be your own work. Please keep your eyes on your own test and remember, there should be no talking. If you have a cell phone or smartwatch, please raise your hand and I will collect it before the test begins.
>
> SAY: If you finish your test early, please raise your hand and sit quietly.

Give students the test session ID and other log-in information. The test session ID, the statewide student identifier (SSID), and the student's first name may be provided to students ahead of time on a card or piece of paper to help them type it in the computer accurately. Student information is confidential; therefore, the cards/papers with this information must be collected after each test session and securely destroyed after testing is complete.

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 20 minutes by the TA or a student. Having the session ID will allow the TA to resume the session.

TAs may also 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 that the test session ID must be entered **exactly** as it is written—it is case sensitive—without extra spaces or characters. Please refer to the *Test Delivery System User Guide* on the West Virginia Classroom Benchmark Assessments Portal at http://wv.portal.airast.org to become familiar with the Online Testing System.

> SAY: Now we are ready to log in. Once you have logged in, you will have to wait for me to approve the test before you start. I'll be checking that you have correctly entered the test session ID and other information.
>
> SAY: Enter your legal first name, not your nickname, followed by your SSID number. Then enter the test session ID. Raise your hand if you need help typing this information on your keyboard.
>
> SAY: Now click SIGN IN. Once you have successfully logged in, you will see a screen with your first name and other information about you. 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.

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

> **SAY:** On the next screen, select the Grade [#] ELA – Writing Test. After you have selected your test, you will see a screen with a moving bar and message saying that you are waiting for Test Administrator approval. Please wait quietly while I check and approve each of your tests.

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

Students may be able to select from more than one test. TAs should direct students to select the appropriate test name based on what the TA is planning to administer at that time. Students may only select from assessments for which they are eligible.

9. *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:

e. Select the [**Approvals (#)**] button.

f. 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 correct content area test.

   i. If a student selected a test other than the one the TA plans to administer to the student that day, the TA must deny the student entry to the test session. The student may then log in again and select the correct test.

g. **The TA also should 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 School Coordinator or District Test Coordinator 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 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.

h. 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 that prompts you to check that the video and sound on your computer is working. Put your headsets on and click the play button to hear the sound and see the video move. If you hear the chime, click I COULD PLAY THE VIDEO AND SOUND. If not, raise your hand. When you are ready to move on, click CONTINUE.

Each student will be logging in at a different time. The TA should monitor the sessions and 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.

If a student's audio 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 an Instructions and Help page. You may review the Help Guide, your Test Settings, and Additional Test Information here. The Help Guide lists the test tools and buttons you may use during the test or that will appear on the test. Please read this carefully. You may select the question mark button in the top right corner during the test to access the Help Guide.
>
> SAY: Are there any questions?

Answer student question(s).

> SAY: Today's Writing test has one or more passages to read and one prompt requiring your response.

> SAY: You may use a dictionary and thesaurus. You may use scratch paper to plan your response and write your rough draft. When you have finished planning your response, you must enter your final response into the test on the computer. Remember that your work must address the writing prompt and passages.
>
> SAY: When you have finished your test, click the End Test button and then you will be asked to review your response. Review your response and then click SUBMIT TEST. If you have any questions about how to submit your test, please raise your hand.
>
> SAY: Manage your time carefully so you can: read the passages; plan your response; write your response; and review and edit your response.
>
> SAY: Be sure to include an introduction, information from the passages as support, and a conclusion.
>
> SAY: Your response should be in the form of a multi-paragraph essay.
>
> SAY: This test is not timed.
>
> SAY: Are there any questions?

Answer student question(s).

> SAY: Click BEGIN TEST NOW at the bottom of the page.

Although the test is not timed, the approximate time for this section is two hours. If a student needs additional time, you must provide it. However, if during the additional time, the student stops for more than 10 minutes, it is recommended you end the test.

10. 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 test.

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.

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, the TA should gently instruct the student to try his or her best, but the TA cannot help answer with the response.

IMPORTANT:

- If the TA is using the TA Interface and navigates to another AIR system (TIDE, ORS, etc.), the session will stop, and all students in the session will be logged out. The session cannot be resumed. A new session will have to be created, and the students will have to log in to the new session to resume testing. When starting a new session, give the new session ID to the students so they can log in and resume testing.

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

- 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 that they can log in and resume testing. Please note that students will not be able to return to items from previous sessions, even if the responses were marked for review.

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

The West Virginia Classroom Benchmark 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. Please click the End Test button. Review your response and then click SUBMIT TEST. I will now collect any scratch paper or other materials.

Collect all scratch paper. Scratch paper contains secure information and must be shredded by the School Coordinator.

12.0 Following Test Administration

12.1 Destroying Test Materials

⚠️ Federal law—the Family Educational Rights and Privacy Act—prohibits the release of any student's personally identifiable information. Any printed materials must be securely stored and then shredded.

As a reminder, those printed and paper test materials identified in section *4.0 Ensuring Test Security* must be securely shredded immediately following each test session and may not be retained.

12.2 Reporting Testing Irregularities and Breaches

Throughout testing, ensure all test security incidents were reported in accordance with the guidelines in sections *4.0 Ensuring Test Security* and *5.0 Responding to Testing Irregularities* in this manual.

13.0 Day of Test Administration – Pencil-Paper Test

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 script for administering each test. Scripts and instructions for both online administration and paper-pencil administration are located in this section.

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.**

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.

13.1 Preparing for Paper-Pencil Testing

Test Administrators should:
- have a copy of the Test Administration Manual;
- check out testing materials from the School Coordinator at the beginning of each day of testing;
    - CBA content area test booklet for content area being assessed
    - Dictionaries and thesauruses for ELA tests
    - Calculators for mathematics tests – Grades 6-8
    - WVS.326 forms
    - Pencils
    - Scratch paper
    - Graph paper for mathematics tests – Grades 6-8
    - Test Irregularity Log
    - "Testing-Do Not Disturb" sign for door
- Keep testing materials secure at all times; and
- Return all materials to the School Coordinator at the end of each day of testing.

13.2 Paper Administration Precautions

Students must enter all responses in test booklets.

Do not photocopy test booklets.

Do not disassemble or pull pages from the test booklets.

Do not erase any stray marks, duplicate responses, or any other student-created response from a student test booklet.

CBA Calculator Policy

Calculators are permitted on some Math tests. On tests where calculators are permitted, it is ideal for a student to use the recommended acceptable calculator. If the recommended calculator is not available, students may use a calculator with less functionality.

CBA Calculators

Test/Grade	Calculator Policy
Math Grades 3–5	No calculators permitted.
Math Grade 6	Scientific calculators permitted on segment 1 of the test. No calculators are permitted on segment 2.
Math Grades 7–8	Scientific calculators are permitted. Scientific calculators should include these functions: • standard four functions (addition, subtraction, multiplication, division), decimal, change sign (+/-), parentheses, square root, and π. The calculator may NOT include: • any problem solving or programing capabilities, place values, and inequalities. Sample acceptable calculator: TI-30X IIS or similar.

Additional Calculator Guidance

- No laptop, tablet, or phone-based calculators are allowed to be used during the CBA assessment.
- Students are not allowed to share calculators during a testing session.

13.3 Administering the West Virginia Classroom Benchmark Assessment - SCRIPTS

The CBA ELA Reading and Mathematics tests are each administered in two sections. There is a break between test sections. The CBA ELA Writing test is administered in one test session. Students using the paper-pencil tests will have two test booklets: English Language Arts and Mathematics. The English Language Arts booklets are divided into three sections: Reading Section 1, Reading Section 2, and Writing Section 3. Reading Sections 1 and 2 must be administered and completed on the same day. Writing Section 3 will be administered and completed on a different day. The Mathematics test booklet is divided into two sections. Mathematics Section 1 and Mathematics Section 2 must be administered and completed on the same day.

Distribute the scratch paper and test booklets to students. Students must print their names on their test booklets. Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their test booklets. Students may use a No. 2 pencil for any annotation or underlining.

For the grades 6-8 mathematics tests, students may use approved calculators. For grade 6, the students must only have access to calculators on segment 1 of the test.

Script for English Language Arts – Reading Test

Distribute the appropriate test booklets and scratch paper to each student.

ELA – Reading, Section 1

SAY	Today, you will be take the West Virginia Classroom Benchmark Assessment English Language Arts – Reading Test. Do not open your test booklet until I tell you to do so. Talking during the test is not allowed, and you may not discuss the questions or your answers during the break or after the test. Keep your eyes on your own test booklet. Personal electronic devices, including but not limited to cell phones, smart watches, or any other electronic devices, are not permitted during the test or break. Any student who has any personal electronic device in his or her possession during this test session **may** have his or her test invalidated. If you have a question or need help with something during the test, raise your hand, and I will come to you. This test is not timed. However, you must complete the test by the end of today's school day. Are there any questions?

Answer any questions.

SAY	On the front cover of your test booklet you will see a place to print your legal name. On the line please print your name and student number (your WVEIS or lunch number).

Make sure students complete the information correctly.

SAY	Today's Reading test contains several reading passages followed by

questions about those passages. You may refer back to the passages when answering the questions. You will mark your answers in the test booklet by filling in the bubble or bubbles that match the answer you choose.

Before you test, please remember the following:
- Use a No. 2 pencil for your answers.
- You may write in your test booklet, but do not write or mark near the bubbles where you will fill in your answers.
- Do not use ink, colored pens/pencils, markers, or highlighters in your test booklets. You can use your No. 2 pencil for any annotations or underlining.
- If you want to change an answer, completely erase the mark you made before making a new mark.

The Reading test has two sections. We will begin with Section 1. When you finish Section 1, you will see the stop sign. Do not go beyond the stop sign.

When you finish Section 1, please check your answers in Section 1. Be sure to check the following:
- Every question in this part of the test booklet has been answered.
- For answers with bubbles, the bubbles are filled in completely.
- All other bubbles are empty. You may not go ahead to any other part of this test booklet at any time.

Are there any questions?

Answer any questions.

| SAY | Open your test booklet to page 2. |

Make sure all students have turned to the correct page.

| SAY | Page 2 contains the directions for the ELA – Reading test.

We will read the directions together.
Directions:
1. Read each question carefully. Think about what is being asked. Then choose the answer you think is best.
2. Fill in the circle next to your answer choice or choices. If you change your answer, make sure you erase your old answer completely. Do not |

	cross out or make any marks on the other choices.
	3. If you do not know the answer to a question, skip it and go on to the next questions. If you have time, go back to the questions you skipped and try to answer them before turning in your Student Test Booklet.
	4. Check your work when you are finished.
	Are there any questions?

Answer any questions.

| SAY | When you see the words GO TO NEXT PAGE at the bottom of the page, turn the page and continue working. When you come to the word STOP, you have finished Section 1.

You may go back and check your answers in this section only. After you have checked your answers to the questions, close your test booklet.

Then, sit quietly and work on some activity while others are completing the test.

Are there any questions? |
|---|---|

Answer any questions.

| SAY | This test is not timed.

Now turn the page, and you may begin Section 1 of the Reading test. |
|---|---|

Make sure all students have turned to the correct page in their test booklets. While students are taking Section 1 of the Reading test, move around the room and make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. **Test Administrators may not answer student questions about test content.**

Although the test is not timed, the approximate time for this section is 45 minutes. If a student needs additional time, you must provide it. However, if during the additional time, the student stops for more than 10 minutes without closing his or her test booklet, it is recommended that you end the test.

When all students are finished, continue with the directions.

SAY	This is the end of Section 1. We are now going to take a break. You are not allowed to discuss the test or its contents or use any electronic devices during the break.

Have students put their scratch paper inside their test booklets. Follow security procedures during the break.

10 Minute Break

ELA – Reading, Section 2

SAY	You will use the same test booklet for all ELA test sessions. Please check to see the test booklet in front of you has your name on the front cover.

Make sure each student has his or her own test booklet.

SAY	You are now going to begin Section 2 of the ELA – Reading test. Open your test booklet to Section 2.

SAY	When you see the words GO TO NEXT PAGE at the bottom of the page, turn the page and continue working. When you come to the word STOP, you have finished Section 2. You may go back and check your answers in this section only. After you have checked your answers to the questions, close your test booklet. Then, sit quietly and work on some activity while others are completing the test. Are there any questions?

Answer any questions.

SAY	This test is not timed. Now turn the page, and you may begin Section 2 of the Reading test.

Make sure all students have turned to the correct page in their test booklets. While students are taking Section 2 of the Reading test, move around the room and make sure students are progressing through the test. Test Administrators may answer student questions about test directions. **Test Administrators may not answer student questions about test content.**

Although the test is not timed, the approximate time for this section is 45 minutes. If a student needs additional time, you must provide it. However, if during the additional time, the student stops for more than 10 minutes without closing his or her test booklet, it is recommended that you end the test.

When all students are finished, continue with the directions.

SAY	This is the end of Section 2. Sit quietly while I collect all the materials.

Collect all test booklets and record their return on the Security Checklist. Collect all scratch paper. Scratch paper contains secure information and must be shredded by the School Coordinator.

Script for English Language Arts – Writing Test

Distribute the appropriate test booklets and scratch paper to each student.

Note: This test does not have a break scheduled for students. It is recommended students be allowed to take a break, if needed. Students in the testing room and students on break must be monitored at all times.

SAY	Today, you will be take the West Virginia Classroom Benchmark Assessment English Language Arts – Writing Test. Do not open your test booklet until I tell you to do so. Talking during the test is not allowed, and you may not discuss the questions or your answers during the break or after the test. Keep your eyes on your own test booklet. Personal electronic devices, including but not limited to cell phones, smart watches, or any other electronic devices, are not permitted during the test or break. Any student who has any personal electronic device in his or her possession during this test session **may** have his or her test invalidated. If you have a question or need help with something during the test, raise your hand, and I will come to you. This test is not timed. However, you must complete the test by the end of today's school day. Are there any questions?

Answer any questions.

SAY	Today's Writing test has one or more passages to read and one prompt requiring your response. You may use a dictionary and thesaurus. You may use scratch paper to plan your response and write your rough draft. When you have finished planning your response, you must write your final response in your test booklet on the three pages designated "Final Copy." Your final response may be in cursive or printed letters. However, it

SAY	is important that your response be legible. Remember that your work must address the writing prompt and passages. Before you test, please remember the following: • Use a No. 2 pencil for your writing response. • Do not use ink, colored pens/pencils, markers, or highlighters in your test booklets. You can use your No. 2 pencil for any annotations or underlining. • Only what is written on the three pages marked "Final Copy" will be scored. Write only on the lines provided. • Do not write in the margins. Are there any questions?

Answer any questions.

SAY	You will use the same test booklet for all ELA test sessions. Please check to see the test booklet in front of you has your name on the front cover.

Make sure each student has his or her own test booklet.

SAY	Please open your test booklet to Section 3 – Writing. We will read the directions together. Directions: Read the writing prompt and passages. Then write your final essay on the three pages designated "Final Copy." Manage your time carefully so you can • Read the passages; • Plan your response; • Write your response; and • Revise and edit your response. Be sure to include • An introduction; • Information from the passages as support; and • A conclusion that is related to your opinion.

	Your response should be in the form of a multi-paragraph essay. Write your response in the space provided. Are there any questions?

Answer any questions.

SAY	When you see the words GO TO NEXT PAGE at the bottom of the page, turn the page and continue working. When you come to the word STOP, you have finished the Writing Section 3. Go back and review your essay. You may not return to previous sections of your test booklet. After you have completed your review, close your test booklet. Then, sit quietly and work on some activity while others are completing the test. Are there any questions?

Answer any questions.

SAY	This test is not timed. Now turn the page, and you may begin Section 3 – the Writing test.

Make sure all students have turned to the correct page in their test booklets. While students are taking Section 3 – the Writing test, move around the room and make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. **Test Administrators may not answer student questions about test content.**

Although the test is not timed, the approximate time for this section is one hour. If a student needs additional time, you must provide it. However, if during the additional time, the student stops for more than 10 minutes without closing his or her test booklet, it is recommended that you end the test.

When all students are finished, continue with the directions.

SAY	This is the end of Section 3 – the Writing test. Sit quietly while I collect all the materials.

Collect all test booklets and record their return on the Security Checklist. Collect all scratch paper. Scratch paper contains secure information and must be shredded by the School Coordinator.

Script for Mathematics Test

Distribute the appropriate test booklets and scratch paper and/or graph paper to each student. For grades 6-8 distribute calculators.

Mathematics, Section 1

SAY	Today, you will be take the West Virginia Classroom Benchmark Assessment Mathematics Test. Do not open your test booklet until I tell you to do so. Talking during the test is not allowed, and you may not discuss the questions or your answers during the break or after the test. Keep your eyes on your own test booklet. Personal electronic devices, including but not limited to cell phones, smart watches, or any other electronic devices, are not permitted during the test or break. Any student who has any personal electronic device in his or her possession during this test session <u>may</u> have his or her test invalidated. If you have a question or need help with something during the test, raise your hand, and I will come to you. This test is not timed. However, you must complete the test by the end of today's school day. Are there any questions?

Answer any questions.

SAY	On the front cover of your test booklet you will see a place to print your legal name. On the line please print your name and student number (your WVEIS or lunch number).

Make sure students complete the information correctly.

SAY	Today's Mathematics test contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question. Before you test, please remember the following: • Use a No. 2 pencil for your answers. • You may write in your test booklet, but do not write or mark near the

	bubbles where you will fill in your answers.
	• Do not use ink, colored pens/pencils, markers, or highlighters in your test booklets. You can use your No. 2 pencil for any annotations or underlining.
	• If you want to change an answer, completely erase the mark you made before making a new mark.
	The Mathematics test has two sections. We will begin with Section 1. When you finish Section 1, you will see the stop sign. Do not go beyond the stop sign.
	When you finish Section 1, please check your answers in Section 1. Be sure to check the following:
	• Every question in this part of the test booklet has been answered.
	• For answers with bubbles, the bubbles are filled in completely.
	• All other bubbles are empty. You may not go ahead to any other part of this test booklet at any time.
	Are there any questions?

Answer any questions.

SAY	Open your test booklet to page 2.

Make sure all students have turned to the correct page.

SAY	Page 2 contains the directions for the Mathematics test. We will read the directions together. Directions: 1. For questions with bubbled responses, fill in the circle next to your answer choice. If you change your answer, make sure you erase your old answer completely. Do not cross out or make any marks on the other choices. 2. For questions with response boxes, write your answer neatly, clearly, and in the space provided.

For Grades 3-5, read the following:

SAY	3. For questions with response grids, a. Write your answer in the answer boxes at the top of the grid.

	i. Write only one digit or symbol in each answer box.
	    ii. Be sure to write a fraction bar or decimal point in the answer box if it is a part of the answer.
	  b. You may fill in a bubble under each box in which you wrote your answer.
	     i. Fill in one and ONLY one bubble for each answer box. Do NOT fill in a bubble under an unused answer box.
	    ii. Fill in each bubble by making a solid mark that completely fills the circle.
	   iii. You MUST fill in the bubbles accurately to receive credit for your answer.
	  c. You can record a mixed number in several different ways. You can write it as:
	     i. A whole number and a fraction (5 ½). Be sure to include a space between the whole number and the fraction.
	    ii. An equivalent fraction (11/2).
	   iii. An equivalent decimal (5.5).

For Grades 6-8, read the following:

SAY	3. For questions with response grids,
	  a. Write your answer in the answer boxes at the top of the grid.
	     i. Write only one digit or symbol in each answer box.
	    ii. Be sure to write a negative sign or decimal point in the answer box if it is a part of the answer.
	  b. You may fill in a bubble under each box in which you wrote your answer.
	     i. Fill in one and ONLY one bubble for each answer box. Do NOT fill in a bubble under an unused answer box.
	    ii. Fill in each bubble by making a solid mark that completely fills the circle.
	   iii. You MUST fill in the bubbles accurately to receive credit for your answer.

For all grades, read the following:

SAY	Are there any questions?

Answer any questions.

For Grade 6, read the following:

SAY	Approved calculators are allowed during the first portion of Section 1 of the test. No calculators are allowed during the second portion of Section 1 or during Section 2.
	When you reach the end of the calculator portion of Section 1. Raise your hand and I will collect your calculator. You may then go on to the remainder of Section 1 ONLY. Do not advance to Section 2 until instructed to do so.
	Are there any questions?

Answer any questions.

For all grades, read the following:

SAY	Be sure to read the directions within each question carefully. Some questions will require you to give your answer in different ways.
	You may use scratch paper, but you need to record your answer in the test booklet.
	When you see the words GO TO NEXT PAGE at the bottom of the page, turn the page and continue working. When you come to the word STOP, you have finished Section 1.
	You may go back and check your answers in this section only. After you have checked your answers to the questions, close your test booklet. Then, sit quietly and work on some activity while others are completing the test.
	Are there any questions?

Answer any questions.

SAY	This test is not timed.
	Now turn the page, and you may begin Section 1 of the Mathematics test.

Make sure all students have turned to the correct page in their test booklets. While students are taking Section 1 of the Mathematics test, move around the room and make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. **Test Administrators may not answer student questions about test content.**

Although the test is not timed, the approximate time for this section is 45 minutes for grades 3-5 and 1 hour for grades 6-8. If a student needs additional time, you must provide it. However, if during the additional time, the student stops for more than 10 minutes without closing his or her test booklet, it is recommended that you end the test.

When all students are finished, continue with the directions.

SAY	This is the end of Section 1. We are now going to take a break. You are not allowed to discuss the test or its contents or use any electronic devices during the break.

Have students put their scratch/graph paper inside their test booklets. Follow security procedures during the break.

10 Minute Break

Mathematics, Section 2

SAY	You will use the same test booklet for both Mathematics test sections. Please check to see the test booklet in front of you has your name on the front cover.

Make sure each student has his or her own test booklet.

SAY	You are now going to begin Section 2 of the Mathematics test. Open your test booklet to Section 2.

| SAY | When you see the words GO TO NEXT PAGE at the bottom of the page, turn the page and continue working. When you come to the word STOP, you have finished Section 2.

You may go back and check your answers in this section only. After you have checked your answers to the questions, close your test booklet.

Then, sit quietly and work on some activity while others are completing the test.

Are there any questions? |
|-----|---|

Answer any questions.

| SAY | This test is not timed.

Now turn the page, and you may begin Section 2 of the Mathematics test. |
|-----|---|

Make sure all students have turned to the correct page in their test booklets. While students are taking Section 2 of the Mathematics test, move around the room and make sure students are progressing through the test. Test Administrators may answer student questions about test directions. **Test Administrators may not answer student questions about test content.**

Although the test is not timed, the approximate time for this section is 45 minutes for grades 3-5 and 1 hour for grades 6-8. If a student needs additional time, you must provide it. However, if during the additional time, the student stops for more than 10 minutes without closing his or her test booklet, it is recommended that you end the test.

When all students are finished, continue with the directions.

SAY	This is the end of Section 2. Sit quietly while I collect all the materials.

Collect all test booklets and record their return on the Security Checklist. Collect all scratch/graph paper. Scratch/graph paper contains secure information and must be shredded by the School Coordinator.

All CBA test booklets are to be returned to the Test Coordinator at the end of each testing day.

13.4 Using the Data Entry Interface for Accommodated Paper Version Tests

The Data Entry Interface (DEI) is a component of the online testing system that must be used to transfer all responses for students taking a paper test. This includes the writing response, multiple choice responses, and extended or open-ended responses. Student responses must be transferred appropriately into a computer-based test using the Data Entry Interface. Student responses not transferred into DEI will not be scored. No student responses in the paper test booklets will be scored. The DEI can be accessed on the West Virginia Assessments Portal (https://wv.portal.airast.org).

Appendix A: Frequently Used Terms

The following table defines terms specific to the West Virginia Classroom Benchmark Assessment.

Frequently Used Terms

Term	Definition
Accommodation	Changes in procedures or materials that increase equitable access during the West Virginia Classroom Benchmark 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 Individualized Education Programs (IEPs), English Learners (ELs), or 504 Plans. Approved accommodations do not compromise the construct, grade-level standards, or intended outcome of the assessments.
Appeal	District Test Coordinators may submit and view requests for resetting, reopening, invalidating, or restoring students' assessments and grace period extensions in accordance with WVDE procedures. These requests must result from a test security incident or incorrect test setting that impacted testing. All requests must be approved by the WVDE.
Break	There is no limit on the number of breaks or the length of a break a student may be given according to his or her unique needs. However, for some portions of the test, breaks of more than twenty minutes will prevent the student from returning to items already attempted by the student.
District Test Coordinator (DC)	District-level staff member who is responsible for the overall administration of the assessments in a district. DCs should ensure the School Test Coordinators (SCs) and TAs in their districts are appropriately trained and aware of policies and procedures.
Invalidation	A specific appeal in the appeals module of TIDE. Invalidating a test in the appeals module results in the omission of test results and student responses from the testing and accountability systems. Students may NOT retest once they have a test invalidated. Invalidation is often the outcome for assessments impacted by a test security incident.
Item	A test question presented to a student to elicit a response.
Pause	Action taken by a student or TA to temporarily halt the test. Pauses of more than twenty minutes will prevent the student from returning to items already attempted, completed, and/or flagged for review. More information on test pausing is available in section 8.*2 General Rules of Online Testing.*
School Test Coordinator (SC)	School staff member responsible for monitoring the test schedule, process, and TAs. SCs are also responsible for ensuring TAs have been appropriately trained and testing is conducted in accordance with the test security and other policies and procedures established by the *WVBE Policy 2340*.
Secure Browser	A web browser downloaded and installed on a computer prior to a student beginning the test. The browser is specifically designed for use with the West Virginia Classroom Benchmark Assessment to provide secure access to the each content area test and prevent students from accessing specific hardware

Term	Definition
	and software functions (e.g., other browsers, screenshot programs) not allowed during the assessments.
Segment	A part of a test within the test delivery system. When a student completes a segment of the test, he or she will receive a message indicating once the segment is submitted, it is no longer possible to return to that segment. Only the Grade 6 Mathematics tests includes segments: one calculator, one non-calculator.
Session	A timeframe in which students actively test in a single sitting. The length of a test session is determined by building or district administrators who are knowledgeable about the periods in the building and the timing needs associated with the assessment. Test session durations can be up to two hours, depending on breaks. The West Virginia Classroom Benchmark Assessment is not timed, and an individual student may need more or less time overall. Further, individual students will have unique needs regarding the length of a test session. *Note: A test session does not need to end when a segment ends.*
Statewide Student Identifier (SSID)	The WVEIS number or the Assessment ID number. **In some cases this** *may* **be the same identifier used on other state assessments.**
Stimulus/Stimuli	Material(s) used in the test context which form the basis for assessing the knowledge and skills of students. Many items/tasks for the assessments include a stimulus along with a set of questions to which the student responds. Stimulus materials are used in the assessments to provide context for assessing the knowledge and skills of students and are diverse. They can be traditional reading passages/texts but viewed on a computer screen; images with audio presentations for students to listen to; simulated web pages for students to use for research; or scenarios to react to.
Test Administrator (TA)	District or school personnel responsible for administering the West Virginia Classroom Benchmark Assessment in a secure manner in compliance with the policies and procedures outlined in the *Online Test Administration Manual*.
Test Information Distribution Engine (TIDE)	The registration system used for the West Virginia Classroom Benchmark Assessment. This is the system through which users interact with and inform the test delivery system. This registration system controls adding and managing users and students participating in the West Virginia Classroom Benchmark Assessment. This system uses a role-specific design to restrict access to certain tools and applications based on the user's designated role.
Test Security Incident Log	Document of record for a district to record all test security incidents. The template must be downloaded from the West Virginia Classroom Benchmark Assessments Portal at http://wv.portal.airast.org.
Testing Breach	A security incident posing a threat to the validity of the test. Examples may include such situations as a release of secure materials or a security/system risk. A breach incident must be reported immediately to the state level. For specific details on how to proceed when an incident has occurred, please refer to section *5.0 Responding to Testing Irregularities and Breaches* of this manual.

Term	Definition
Testing Irregularity	An unusual circumstance impacting the individual or group of students who are testing and potentially affecting student performance on the test, test security, or test validity. These circumstances can be corrected and contained at the local level, but are submitted in the online system for resolution of the Appeal for testing impact. For specific details on how to proceed when an incident has occurred, please refer to *5.0 Responding to Testing Irregularities* of this manual.
Universal Tools	Available to **all** students based on student preference and selection.

Appendix B: Item Types

Item and Response Types

As students engage with the West Virginia Classroom Benchmark Assessment, they will be asked test questions requiring them to respond in several ways, some of which may be new to students.

Several resources are available for teachers and students to use to get ready for the test, including a Practice Test. As pointed out in *Appendix D* of this manual, it is *highly recommended* ALL students access the Practice Test site *BEFORE* taking the test. Doing so will provide students an opportunity to view and practice each of the item types.

The Practice Tests are available through the West Virginia Assessments Portal at http://wv.portal.airast.org.

Summary of item types and how to provide responses

The following table lists the different item types and briefly describes each one.

Not all assessments will necessarily include all item types.

Item and Scoring Types

Content Area	Type of Item	Brief Description of How to Respond
ELA and Mathematics	Multiple Choice, single correct response	Select a single option
	Multiple Choice, multiple correct responses	Select one or more options
	Matching Interactions (with a variation True/False or Yes/No)	Match text or images in rows to values in columns
	Short answer text response	Keyboard entry
Mathematics Only	Grid Item – Drag-and-Drop	Drag-and-drop single or multiple elements into a background image
	Grid Item – Hot Spot	Select certain area(s) of an image
	Table Interaction	Keyboard entry into table cells
	Grid Item – Graphing	Plot points and/or draw lines
	Equation/Numeric	Enter equation or numeric response using an on-screen panel containing mathematical characters
ELA Only	Two-part multiple choice, with evidence-based response (EBSR)	Two part item – respond to a multiple choice item and then respond to a multiple selection item

Hot Text	Select sections of text or drag-and-drop sections of text
Writing Extended Response	Keyboard entry

Technical Skills to Access Embedded Resources

To access some of the embedded resources (such as strikethrough, highlighter, and text-to-speech) available to help work through these item types, students may need to access the **context menu** by clicking on the context menu bars in the top right corner of the item or passage.

Appendix C: Secure Browser for Testing

Test Administrators (TAs) should be aware of the following guidelines and employ the necessary precautions while administering online assessments:

- **Close External User Applications**
  Prior to administering the online assessments, TAs should check all computers used and close all applications except those identified as necessary by the School Technology Coordinator. After closing these applications, the TA should open the secure browser on each computer.

  The secure browser and Student Interface automatically detect certain applications prohibited from running on a computer while the secure browser is open. The secure browser will not allow a student to log in if the computer detects a forbidden application is running. A message will also display listing the forbidden application(s) that needs to be closed.

  > If a forbidden application is launched in the background while the student is already in a test, the student will be logged out and a message displayed. The student will have to close the forbidden application, reopen the secure browser, and log in to continue working on the assessment. This would be considered a test security incident.

Secure Browser Error Messages

Possible error messages displayed by the secure browser are shown below.

Secure Browser Error Messages

Message	Description
Secure Browser Not Detected	The system automatically detects whether a computer is using the secure browser to access the online testing system. The system will not permit access to a test other than through the secure browser; under no condition may a student access an operational test using a nonsecure browser.
Unable to Establish a Connection with the Test Delivery System	If a computer fails to establish a connection with the test delivery system, a message will be displayed. This is most likely to occur if there is a network-related problem. The causes may include an unplugged network cable or a firewall not allowing access to the site.

Force-quit Commands for Secure Browsers

In the rare event the secure browser or test becomes unresponsive and you cannot pause the test or close the secure browser, users have the ability to "force quit" the secure browser.

To force the browser to close, use the following keyboard commands. (Reminder: This will log the student out of the test he or she is taking. When the secure browser is opened again, the student will have to log back in to resume testing.)

> **You are strongly advised against using the force-quit commands, as the secure browser treats this action as an abnormal termination.** The secure browser hides features such as the Windows taskbar; if the secure browser is not closed correctly, then the taskbar may not reappear correctly.
>
> These commands should be used only if the [**Close Secure Browser**] button does not work.

Force-quit Commands

Windows: [**Ctrl**] + [**Alt**] + [**Shift**] + [**F10**]

Mac OS X: [**Ctrl**] + [**Alt**] + [**Shift**] + [**F10**]

Linux: [**Ctrl**] + [**Alt**] + [**Shift**] + [**Esc**]

Note for Windows and Mac Users:

If you are using a laptop or netbook, you may also need to press the [**FN**] key before pressing [**F10**].

Appendix D: Practice Tests

In preparation for the test and to expose students to the various item-response types in ELA and mathematics (see *Appendix B* for item types), it is **highly recommended** all students access the Practice Tests, available through the West Virginia Classroom Benchmark Assessments Portal at http://wv.portal.airast.org. Each resource offers students a unique opportunity to experience a test in a manner similar to what they will see on the benchmark assessments. These resources will not be scored; however, scoring guides are available on the West Virginia Classroom Benchmark Assessments Portal at http://wv.portal.airast.org.

Overview of the Practice Tests

The Practice Tests allow educators and students to experience a full grade-level test and gain insight into the West Virginia Classroom Benchmark Assessment. The Practice Tests mirror the summative and benchmark assessments but are not scored. Each grade-level ELA and mathematics test includes a variety of item response types and difficulty levels—approximately thirty items each in ELA and mathematics—at each grade level (3–8).

It is *highly recommended all* students access the Practice Test site before taking a test. Teachers are encouraged to conduct a group walk-through of Practice Test with their students to promote familiarity with the testing format, basic test rules, and to allow for free and open communication on the testing process and/or content (see section *8.2 General Rules of Online Testing*). The walk-throughs of the Practice Tests provide opportunities for TAs to describe the limitations to the support they will be able to provide and the verbal interactions they can have with students during each live test session.

Appendix E: Computer Test Pause Rule Scenarios

Pause Guidelines:

1. If an ELA or mathematics test is paused for less than twenty minutes, the student can return to previous test pages and change the response to any item he or she has already answered. (For Grade 6 math, students may only return to items within the current segment.)

2. If the ELA or mathematics test is paused for more than twenty minutes, the test will return the student to the last page with unanswered items when the student resumes testing. If a page has both answered and unanswered items, the student may change any answers on that page. The student may not return to previous pages and cannot change answers to items on previous pages.

    a. Example: A single test page has items 4–10. A student answers items 4–7 and pauses the test for more than twenty minutes. When the student resumes testing, he or she can change answers to items 4–10 but cannot return to items 1–3 on an earlier page.

    b. Example: A page contains items 9–11 and a student answers all of those items before pausing the test for more than twenty minutes. When the student resumes testing, he or she will begin on item 12 and cannot return to items 1–11.

    c. Example: A student answers items 1–15, marks item 12 for review, returns to the page with item 12 and removes the answer to item 12. The test is paused for more than 20 minutes. When the student resumes testing, he or she will begin on item 12 but when the student hits next, he or she will be taken to item 16 and will not be able to return to items 1-15.

3. Grace period extension – 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.

Appendix F: Test Security Chart

The Test Security Chart shows the test security incident levels and examples of types of issues.

Level of Severity & Potential Effect on Test Security	Types of Issues
Irregularity	Student(s) cheating or providing answers to each other, including passing notes, giving help to other students during testing, or using hand-held electronic devices to exchange information.
	Student(s) accessing the Internet or any unauthorized software or applications during a testing event.
	Student(s) accessing or using unauthorized electronic equipment (e.g., cell phones, iPods, or electronic translators) during testing.
	Disruptions to a test session such as a fire drill, school-wide power outage, earthquake, or other acts.
	Administrator or Coordinator failing to ensure administration and supervision of the assessments by qualified, trained personnel.
	Administrator giving incorrect instructions that are not corrected prior to testing.
	Administrator or Coordinator giving out his or her username/password (via email or otherwise), including to other authorized users.
	Administrator allowing students to continue testing beyond the close of the testing window.
	Administrator or teacher coaching or providing any other type of assistance to students that may affect their responses. This includes both verbal cues (e.g., interpreting, explaining, or paraphrasing the test items or prompts) and nonverbal cues (e.g., voice inflection, pointing, or nodding head) to the correct answer. This also includes leading students through instructional strategies such as think-aloud, asking students to point to the correct answer or otherwise identify the source of their answer, or requiring students to show their work.
	Administrator providing students with nonallowable materials or devices during test administration or allowing inappropriate accommodations during test administration.
	Administrator allowing anyone other than a student to log in to the test unless prescribed as an allowable accommodation in the student's Individualized Education Program (IEP). This includes Test Administrators (TAs) or other staff using student information to log in or allowing a student to log in using another student's information.
	Administrator providing a student access to another student's work/responses.
BREACH	Administrator or Coordinator modifying student responses or records at any time.
	The live Student Interface or TA Interface being used for practice instead of the Practice Tests.
	Adult or student posting items or test materials on social media (Twitter, Facebook, etc.).
	Administrator allowing students to take home printed test items, reading passages, writing prompts, or scratch paper that was used during the test or failing to otherwise securely store test materials.
	Adult or student copying, discussing, or otherwise retaining test items, reading passages, writing prompts, or answers for any reason. This includes the use of photocopiers or digital, electronic, or manual devices to record or communicate a test

	item. This also includes using secure test items, modified secure test items, reading passages, writing prompts, or answer keys for instructional purposes.
	Secure test materials being shared with the media (such as the writing prompts, test items, or reading passages), or allowing media to observe a secure test administration.
	Adult or student improperly removing secure testing materials such as test items, stimuli, reading passages, writing prompts, or scratch paper from the testing environment.

Appendix G: Multiplication Table and 100S Table

Note: the Multiplication Table and 100s Table may only be used in Grades 4 and above by students with the appropriate accommodation.

A single-digit (1–9) multiplication table is a non-embedded accommodation for **grades 4 and above** mathematics items. The multiplication table is to be used *only* for students with a documented and persistent calculation disability (i.e., dyscalculia). This table can be printed for students requiring this accommodation from the West Virginia Classroom Benchmark Assessments Portal at http://wv.portal.airast.org . Use of other multiplication tables is prohibited.

Multiplication Table

×	1	2	3	4	5	6	7	8	9
1	1	2	3	4	5	6	7	8	9
2	2	4	6	8	10	12	14	16	18
3	3	6	9	12	15	18	21	24	27
4	4	8	12	16	20	24	28	32	36
5	5	10	15	20	25	30	35	40	45
6	6	12	18	24	30	36	42	48	54
7	7	14	21	28	35	42	49	56	63
8	8	16	24	32	40	48	56	64	72
9	9	18	27	36	45	54	63	72	81

A table listing numbers from 1-100 is a non-embedded accommodation for grades 4 and above mathematics items. The 100s number table is to be used only for students with visual processing or spatial perception needs as documented in their IEP or 504 plan. This table can be printed for students requiring this accommodation from the West Virginia Classroom Benchmark Assessments Portal at http://wv.portal.airast.org. Use of other 100s number tables is prohibited.

100s Number Table

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100