



Web-Based Test Directions

Virginia Standards of Learning Assessments

2008-2009

Grades 6, 7 & 8

**Grades 6, 7 & 8 Reading
Grades 6 & 7 Mathematics & Plain English Mathematics
Grade 8 Mathematics & Plain English Mathematics
Grade 8 Science**

*These **Web-based Test Directions** REPLACE all online test administration directions in the **Fall 2008, Spring 2009 & Summer 2009 Grades 6, 7 & 8 Examiner's Manual**. Use these directions in place of all text in Sections 6.2 to 6.5 (pages 15 – 45).*

Test security guidelines restrict persons who have not signed the Test Security Agreement from reading the actual test questions.

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NOTE:

The four sections above replace Sections 6.2 to 6.5, respectively, in the *Fall 2008, Spring 2009 & Summer 2009 Grades 6, 7 & 8 Examiner's Manual*.

6.2 SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 6 *READING* TEST, GRADE 7 *READING* TEST, AND GRADE 8 *READING* TEST

SAY Today you will be taking the SOL Grade [6 *READING* or 7 *READING* or 8 *READING*] test. This test will provide information about how well you understand this subject. It is important that you do your best on the test. I am going to give each of you scratch paper and a student test ticket. Do not do anything until I instruct you to do so.

Distribute scratch paper and Student Authorization tickets (test tickets). Have a supply of sharpened No. 2 pencils available for students to use during testing, if needed. Ensure that students also have any needed materials or supplies required for accommodations.

SAY Look at the student test ticket. Your name should appear next to Student Name. If you have a ticket for someone other than yourself, please raise your hand now.

[*You may skip these next two directions if you have launched TestNav™ and entered the URL so that the login screen is displaying on the computer screen when the students enter the testing location.]

SAY *Find the “lightning bolt” TestNav™ icon which looks like a ‘T’ on your desktop. Double-click on this icon. Wait until the TestNav™ browser is on your computer screen.

*In the Address area at the top of the screen, enter the URL found on your student test ticket. [<http://www9.etest.pearson.com/VAP/>] Click on the GO button. You will now be directed to the Login screen.

→ GO TO BOTTOM OF PAGE 6 FOR AUDIO GRADES 6, 7 & 8 *READING* TESTS →

↓ CONTINUE BELOW FOR REGULAR GRADES 6, 7 & 8 *READING* TESTS ↓

SAY From your student test ticket, enter the Login ID, Password, and Test Code exactly as you see them on your ticket. Click on the *Login* button.

Students will be able to see their names in the upper left-hand corner of the screen. Once a student has successfully logged into the system, he/she will see the directions page. Continue when all students have logged in successfully.

SAY Look at the directions on your computer screen. Follow along on the computer screen as the directions below are read to you.

The test questions will appear one at a time. On the screen, you will see the question and four possible answers. The computer will only allow you to choose one answer for each question.

You can use the mouse or keyboard to choose answers and to move through the test. To answer a question using the mouse, place the pointer over the answer and click once.

To answer a question using your keyboard, type the letter that matches your answer. For example, to select answer A, type the letter A on your keyboard.

To move through the test using the mouse, click on the *Next*, *Back*, or *Go to...* buttons at the bottom of each screen. If you do not see the buttons, scroll down using the scroll bar on the right side of the window.

To move through the test using the keyboard, use the keystrokes listed below. These keystrokes are also printed on the bottom of your test ticket. [You may skip reading the keystroke combinations section below.]

CTRL/Control + Left Arrow	Back	(returns to the previous screen)
CTRL/Control + G	Go to...	(goes to review screen)
CTRL/Control + Delete/Del	Reset	(clears answer from the current question)
CTRL/Control + R.....	Review	(marks the question for later review)
CTRL/Control + Right Arrow	Next	(moves you to the next screen)
Page Up	Scroll up	
Page Down	Scroll down	

SAY The tools for this test can be used by clicking the tool’s icon on the toolbar at the top of the window. For help with a tool, click on the *Help* icon on the toolbar.

When you get to each new reading passage, it will appear by itself on the screen. After you have read the passage and clicked *Next*, the screen will be divided into two parts. The top part will show the passage, and the lower part will show the question. Each part will have a scroll bar if needed.

Read each passage. Then read each question about the passage. Decide which is the best answer to each question. Using your mouse or keyboard, choose the best answer.

At the bottom of this page, click the *Next* button. The sample item will appear. Be sure to choose an answer to the sample question. If you do not answer the sample question, the summary screen at the end of the test will show that one question has not been answered.

Wait for students to click *Next*.

➔ GO TO PAGE 4 FOR REGULAR GRADE 8 *READING* TESTS USING FORM R6036 ➔

▼ CONTINUE BELOW FOR ALL REGULAR GRADES 6, 7, AND 8 *READING* TESTS
EXCEPT REGULAR GRADE 8 *READING* TESTS USING FORM R6036 ▼

SAY Read the sample passage to yourself.

Pause while students read the sample passage.

SAY Now click *Next* to view Sample A on the bottom part of the screen. Read Sample A and each answer choice to yourself as I read aloud. *“This story is mostly about Mia—(A) working on a project at home ... (B) choosing a new art project ... (C) winning an art contest ... (D) completing a painting.”* (Pause.) Either click on the best answer or choose the letter of the best answer from your keyboard.

Wait for students to select their response.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is “C.” Select the letter “C.” Are there any questions?

Answer all questions related to selecting an answer.

SAY Click *Next* to see Sample B.

SAY You do not need to read a passage to answer the following question. Read the question and each answer choice to yourself as I read aloud: “*What does the word misplaced mean? (A) lost... (B) changed... (C) broken... (D) hidden.*” (Pause.) Either click on the best answer or choose the letter of the best answer from your keyboard.

Wait for students to select their response.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is “A.” Select the letter “A.” Are there any questions?

Answer all questions related to selecting an answer.

SAY The tools you can use for this test show in the toolbar at the top of your screen. Directions on how to use each tool are in the *Help* menu (identified by the question mark icon). Take a moment to click on the different tools while viewing the sample question.

Pause while the students explore using the tools.

SAY At any time during the test, you may click on the Review box located at the bottom of the screen to select that question to review later. At the end of the test, an Item Review screen will appear. This screen will show the questions you have not answered and the questions you have selected for review. You will be able to review any of the questions by clicking on the question link.

Does anyone have any questions about how to take the test on the computer?

Pause. Answer all questions.

Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of responding to the test questions.

SAY You should answer all of the questions and keep working until you come to the end of the test. You may have as much time as you need to complete this test. Use scratch paper for any writing you may do, but make sure to select your answers on the computer screen.

Remember to read each passage; then answer the questions about the passage. Choose the best answer for each question or if there is no passage, just read the question or questions and choose the best answer for each question.

Please raise your hand if you have any questions or problems with your computer during the test. When you have finished your test, please raise your hand. Do not click *Submit* or *Exit Test* without permission from me [or the Proctor].

As instructed by the STC, after students have completed the test session, they may remain in the room until all have finished or they may be dismissed individually to class.

SAY After your test has been submitted and I have collected your student test ticket and other test materials, [you may sit quietly or read if you wish or you will be dismissed to class].

Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers. Does everyone understand what to do?

Pause. Answer all questions.

SAY At the bottom of this screen, click the *Next* button. You may start working now.

During the test administration, monitor the testing process by moving as unobtrusively as possible about the room.

STRUGGLING LEP STUDENTS

As you are monitoring students, be especially observant of LEP students who appear to be struggling with reading the test items.

You may discontinue testing for LEP students who struggle with reading the test items after the student has responded to five items. A student who answers at least five items will be counted as a participant in the reading test for the purposes of AYP.

Testing may be discontinued after an LEP student has had sufficient time to answer items on the reading test and indicates that he or she is unable to complete any more items. The LEP student should indicate to you either verbally, or non-verbally by shaking his/her head “no,” that he or she is not able to complete any more items or by not responding to the reading test questions.

After the student has indicated that he or she is unable to respond to any more test items,

SAY If you have completed as many items as you can, you may stop now. I will collect your materials (test ticket and all scratch paper). You need to click the *Submit* button. After this [you may sit quietly or read if you wish or you will be dismissed to class].

You may need to guide the student in how to *Submit* their online test.

When a student raises his or her hand and is ready to *Submit* the test, you should instruct the student to leave the final white screen showing and not click on the *Close* button. Leaving the final screen on the computer will ensure that students do not access any desktop applications or the Internet as that may disrupt those still taking tests. When all students are completed with testing, you may instruct the students to click *Close* to exit the testing application.

As students finish testing, collect test materials (i.e., Student Authorization ticket and scratch paper) from each individual student. Do not have students pass materials up or down the rows of workstations.

Be sure to account for all test materials, including Student Authorization tickets and all scratch paper **before** students are moved to an alternate test site or dismissed from the test session.

After the test session is over, return all test materials to the STC as specified in Section 7 of the *Fall 2008, Spring 2009, Summer 2009 Grade 6, 7 & 8 Examiner’s Manual*. Test Materials must be kept in a secure location until they are returned to the STC.



CONTINUE BELOW FOR REGULAR GRADE 8 *READING* TESTS USING FORM R6036



SAY Read the passage to yourself.

Pause while students read the sample passage.

SAY Now click *Next* to view Sample A on the bottom part of the screen. Read the question to yourself as I read it aloud. “What does the word *misplaced* mean in this paragraph? (A) *lost...* (B) *changed...* (C) *broken...* (D) *hidden.*” (Pause.) Either click on the best answer or choose the letter of the best answer from your keyboard.

Wait for students to select their response.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is “A.” Select the letter “A.” Are there any questions?

Answer all questions related to selecting an answer.

SAY The tools you can use for this test show in the toolbar at the top of your screen. Directions on how to use each tool are in the *Help* menu (identified by the question mark icon). Take a moment to click on the different tools while viewing the sample question.

Pause while the students explore using the tools.

SAY At any time during the test, you may click on the Review box located at the bottom of the screen to select that question to review later. At the end of the test, an Item Review screen will appear. This screen will show the questions you have not answered and the questions you have selected for review. You will be able to review any of the questions by clicking on the question link.

Does anyone have any questions about how to take the test on the computer?

Pause. Answer all questions. Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of responding to the test questions.

SAY You should answer all of the questions and keep working until you come to the end of the test. You may have as much time as you need to complete this test. Use scratch paper for any writing you may do, but make sure to select your answers on the computer screen.

Remember to read each passage; then answer the questions about the passage. Choose the best answer for each question or if there is no passage, just read the question or questions and choose the best answer for each question.

Please raise your hand if you have any questions or problems with your computer during the test. When you have finished your test, please raise your hand. Do not click *Submit* or *Exit Test* without permission from me [or the Proctor].

As instructed by the STC, after students have completed the test session, they may remain in the room until all have finished or they may be dismissed individually to class.

SAY After your test has been submitted and I have collected your student test ticket and other test materials, [you may sit quietly or read if you wish or you will be dismissed to class].

Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers. Does everyone understand what to do?

Pause. Answer all questions.

SAY At the bottom of this screen, click the *Next* button. You may start working now.

During the test administration, monitor the testing process by moving as unobtrusively as possible about the room.

STRUGGLING LEP STUDENTS

As you are monitoring students, be especially observant of LEP students who appear to be struggling with reading the test items.

You may discontinue testing for LEP students who struggle with reading the test items after the student has responded to five items. A student who answers at least five items will be counted as a participant in the reading test for the purposes of AYP.

Testing may be discontinued after an LEP student has had sufficient time to answer items on the reading test and indicates that he or she is unable to complete any more items. The LEP student should indicate to you either verbally, or non-verbally by shaking his/her head “no,” that he or she is not able to complete any more items or by not responding to the reading test questions.

After the student has indicated that he or she is unable to respond to any more test items,

SAY If you have completed as many items as you can, you may stop now. I will collect your materials (test ticket and all scratch paper). You need to click the *Submit* button. After this [you may sit quietly or read if you wish or you will be dismissed to class].

You may need to guide the student in how to *Submit* their online test.

When a student raises his or her hand and is ready to *Submit* the test, you should instruct the student to leave the final white screen showing and not click on the *Close* button. Leaving the final screen on the computer will ensure that students do not access any desktop applications or the Internet as that may disrupt those still taking tests. When all students are completed with testing, you may instruct the students to click *Close* to exit the testing application.

As students finish testing, collect test materials (i.e., Student Authorization ticket and scratch paper) from each individual student. Do not have students pass materials up or down the rows of workstations.

Be sure to account for all test materials, including Student Authorization tickets and all scratch paper **before** students are moved to an alternate test site or dismissed from the test session.

After the test session is over, return all test materials to the STC as specified in Section 7 of the *Fall 2008, Spring 2009, Summer 2009 Grades 6, 7 & 8 Examiner’s Manual*. Test Materials must be kept in a secure location until they are returned to the STC.

➔ GO TO TOP OF PAGE 9 FOR AUDIO GRADE 8 *READING* TESTS USING FORM R9037 ➔

↓ CONTINUE BELOW FOR ALL AUDIO GRADES 6, 7, AND 8 *READING* TESTS
EXCEPT AUDIO GRADE 8 *READING* TEST USING FORM R9037 ↓

SAY From your student test ticket, enter the Login ID, Password, and Test Code exactly as you see them on your ticket and stop. Please wait for more instructions.

After all students are ready, continue with the directions. Once a student has successfully logged into the system, he/she will see and hear the directions as they are read. The student’s name will appear at the top left of the screen.

SAY Once you click the *Login* button, the directions will be read to you. After the directions have been read, you will click *Next* at the bottom of the screen. Then listen to the passage and sample question and select your answer. Once you have selected your answer to the sample item, raise your hand. (Pause.) Please click *Login*.

Be sure all students have logged in and can hear the audio directions and sample item.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is “C.” Select the letter “C.” Are there any questions?

Answer all questions related to selecting an answer.

SAY Click *Next* to see Sample B. Listen to Sample B and select your answer. Once you have selected your answer, raise your hand.

Wait for students to select their response.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is “A.” Select the letter “A.” Are there any questions?

Answer all questions related to selecting an answer.

SAY The tools you can use for this test show in the toolbar at the top of your screen. Directions on how to use each tool are in the *Help* menu (identified by the question mark icon). Take a moment to click on the different tools while viewing the sample question.

Pause while the students explore using the tools.

SAY At any time during the test, you may click on the Review box located at the bottom of the screen to select that question to review later. At the end of the test, an Item Review screen will appear. This screen will show the questions you have not answered and the questions you have selected for review. You will be able to review any of the questions by clicking on the question link.

Does anyone have any questions about how to take the test on the computer?

Pause. Answer all questions. Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of responding to the test questions.

SAY You should answer all of the questions and keep working until you come to the end of the test. You may have as much time as you need to complete this test. Use scratch paper for any writing you may do, but make sure to select your answers on the computer screen.

Remember to read each passage; then answer the questions about the passage. Choose the best answer for each question or if there is no passage, just read the question or questions and choose the best answer for each question.

Please raise your hand if you have any questions or problems with your computer during the test. When you have finished your test, please raise your hand. Do not click *Submit* or *Exit Test* without permission from me [or the Proctor].

As instructed by the STC, after students have completed the test session, they may remain in the room until all have finished or they may be dismissed individually to class.

SAY After your test has been submitted and I have collected your student test ticket and other test materials, [you may sit quietly or read if you wish or you will be dismissed to class].

SAY Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers. Does everyone understand what to do?

Pause. Answer all questions.

SAY At the bottom of this screen, click the *Next* button. You may start working now.

During the test administration, monitor the testing process by moving as unobtrusively as possible about the room.

STRUGGLING LEP STUDENTS

As you are monitoring students, be especially observant of LEP students who appear to be struggling with reading the test items.

You may discontinue testing for LEP students who struggle with reading the test items after the student has responded to five items. A student who answers at least five items will be counted as a participant in the reading test for the purposes of AYP.

Testing may be discontinued after an LEP student has had sufficient time to answer items on the reading test and indicates that he or she is unable to complete any more items. The LEP student should indicate to you either verbally, or non-verbally by shaking his/her head “no,” that he or she is not able to complete any more items or by not responding to the reading test questions.

After the student has indicated that he or she is unable to respond to any more test items,

SAY If you have completed as many items as you can, you may stop now. I will collect your materials (test ticket and all scratch paper). You need to click the *Submit* button. After this [you may sit quietly or read if you wish or you will be dismissed to class].
You may need to guide the student in how to *Submit* their online test.

When a student raises his or her hand and is ready to *Submit* the test, you should instruct the student to leave the final white screen showing and not click on the *Close* button. Leaving the final screen on the computer will ensure that students do not access any desktop applications or the Internet as that may disrupt those still taking tests. When all students are completed with testing, you may instruct the students to click *Close* to exit the testing application.

As students finish testing, collect test materials (i.e., Student Authorization ticket and scratch paper) from each individual student. Do not have students pass materials up or down the rows of workstations.

Be sure to account for all test materials, including Student Authorization tickets and all scratch paper **before** students are moved to an alternate test site or dismissed from the test session.

After the test session is over, return all test materials to the STC as specified in Section 7 of the *Fall 2008, Spring 2009, Summer 2009 Grades 6, 7 & 8 Examiner’s Manual*. Test Materials must be kept in a secure location until they are returned to the STC.

↓ CONTINUE BELOW FOR AUDIO GRADE 8 *READING* TESTS USING FORM R9037 ↓

SAY From your student test ticket, enter the Login ID, Password, and Test Code exactly as you see them on your ticket and stop. Please wait for more instructions.

After all students are ready, continue with the directions. Once a student has successfully logged into the system, he/she will see and hear the directions as they are read. The student's name will appear at the top left of the screen.

SAY Once you click the *Login* button, the directions will be read to you. After the directions have been read, you will click *Next* at the bottom of the screen. Then listen to the passage and sample question and select your answer. Once you have selected your answer to the sample item, raise your hand. (Pause.) Please click *Login*.

Be sure all students have logged in and can hear the audio directions and sample item.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is "A." Select the letter "A." Are there any questions?

Answer all questions related to selecting an answer.

SAY The tools you can use for this test show in the toolbar at the top of your screen. Directions on how to use each tool are in the *Help* menu (identified by the question mark icon). Take a moment to click on the different tools while viewing the sample question.

Pause while the students explore using the tools.

SAY At any time during the test, you may click on the Review box located at the bottom of the screen to select that question to review later. At the end of the test, an *Item Review* screen will appear. This screen will show the questions you have not answered and the questions you have selected for review. You will be able to review any of the questions by clicking on the question link.

Does anyone have any questions about how to take the test on the computer?

Pause. Answer all questions.

Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of responding to the test questions.

SAY You should answer all of the questions and keep working until you come to the end of the test. You may have as much time as you need to complete this test. Use scratch paper for any writing you may do, but make sure to select your answers on the computer screen.

Remember to read each passage; then answer the questions about the passage. Choose the best answer for each question or if there is no passage, just read the question or questions and choose the best answer for each question.

Please raise your hand if you have any questions or problems with your computer during the test. When you have finished your test, please raise your hand. Do not click *Submit* or *Exit Test* without permission from me [or the Proctor].

As instructed by the STC, after students have completed the test session, they may remain in the room until all have finished or they may be dismissed individually to class.

SAY After your test has been submitted and I have collected your student test ticket and other test materials, [you may sit quietly or read if you wish or you will be dismissed to class].

Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers. Does everyone understand what to do?

Pause. Answer all questions.

SAY At the bottom of this screen, click the *Next* button. You may start working now.

During the test administration, monitor the testing process by moving as unobtrusively as possible about the room.

STRUGGLING LEP STUDENTS

As you are monitoring students, be especially observant of LEP students who appear to be struggling with reading the test items.

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After the student has indicated that he or she is unable to respond to any more test items,

SAY If you have completed as many items as you can, you may stop now. I will collect your materials (test ticket and all scratch paper). You need to click the *Submit* button. After this [you may sit quietly or read if you wish or you will be dismissed to class]. You may need to guide the student in how to *Submit* their online test.

When a student raises his or her hand and is ready to *Submit* the test, you should instruct the student to leave the final white screen showing and not click on the *Close* button. Leaving the final screen on the computer will ensure that students do not access any desktop applications or the Internet as that may disrupt those still taking tests. When all students are completed with testing, you may instruct the students to click *Close* to exit the testing application.

As students finish testing, collect test materials (i.e., Student Authorization ticket and scratch paper) from each individual student. Do not have students pass materials up or down the rows of workstations.

Be sure to account for all test materials, including Student Authorization tickets and all scratch paper **before** students are moved to an alternate test site or dismissed from the test session.

After the test session is over, return all test materials to the STC as specified in Section 7 of the *Fall 2008, Spring 2009, Summer 2009 Grades 6, 7 & 8 Examiner’s Manual*. Test Materials must be kept in a secure location until they are returned to the STC.

6.3 SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 6 MATHEMATICS AND PLAIN ENGLISH MATHEMATICS TESTS AND GRADE 7 MATHEMATICS AND PLAIN ENGLISH MATHEMATICS TESTS

Throughout the Mathematics directions that follow, the term “Regular Mathematics” is used to represent non-audio versions of all mathematics tests including the Plain English Mathematics versions. The term “Audio Mathematics” is used to represent the audio versions of all mathematics tests including the Plain English Mathematics versions.

SAY Today you will be taking the SOL Grade [6 or 7] Mathematics test. This test will provide information about how well you understand this subject. It is important that you do your best on the test. I am going to give each of you scratch paper and a student test ticket. You may use the formula sheet available online or a paper copy of the formula sheet. If you would like to use a paper formula sheet for the test, please raise your hand. Do not do anything until I instruct you to do so.

Distribute scratch paper, Student Authorization tickets (test tickets), and paper formula sheets as needed. Have a supply of sharpened No. 2 pencils available for students to use during testing, if needed. Ensure that students also have any needed materials or supplies required for accommodations.

SAY Look at the student test ticket. Your name should appear next to Student Name. If you have a ticket for someone other than yourself, please raise your hand now.

[*You may skip these next two directions if you have launched TestNav™ and entered the URL so that the login screen is displaying on the computer screen when the students enter the testing location.]

SAY *Find the “lightning bolt” TestNav™ icon which looks like a ‘T’ on your desktop. Double-click on this icon. Wait until the TestNav™ browser is on your computer screen.

***In the Address area at the top of the screen, enter the URL found on your student test ticket. [http://www9.etest.pearson.com/VAP/] Click on the GO button. You will now be directed to the Login screen.**

➔ GO TO TOP OF PAGE 13 FOR <u>AUDIO</u> GRADES 6 AND 7 MATHEMATICS TESTS ➔
▼ CONTINUE BELOW FOR <u>REGULAR</u> GRADES 6 AND 7 MATHEMATICS TESTS ▼

SAY From your student test ticket, enter the Login ID, Password, and Test Code exactly as you see them on your ticket. Click on the Login button.

Students will be able to see their names in the upper left-hand corner of the screen. Once a student has successfully logged into the system, he/she will see the directions. Continue only when all students have logged in successfully.

SAY Look at the directions on your computer screen. Follow along on the computer screen as the directions below are read to you.

The test questions will appear one at a time. On the screen, you will see the question and four possible answers. The computer will only allow you to choose one answer for each question.

You can use the mouse or keyboard to choose answers and to move through the test. To answer a question using the mouse, place the pointer over an answer and click once.

To answer a question using your keyboard, type the letter that matches your answer. For example, to select answer A, type the letter A on your keyboard.

SAY To move through the test using the mouse, click on the *Next*, *Back*, or *Go to...* buttons at the bottom of each screen. If you do not see the buttons, scroll down using the scroll bar on the right side of the window.

To move through the test using the keyboard, use the keystrokes listed below. These keystrokes are also printed on the bottom of your test ticket. [You may skip reading the keystroke combinations section below.]

CTRL/Control + Left Arrow	Back	(returns to the previous screen)
CTRL/Control + G	Go to...	(goes to review screen)
CTRL/Control + Delete/Del	Reset	(clears answer from the current question)
CTRL/Control + R.....	Review	(marks the question for later review)
CTRL/Control + Right Arrow	Next	(moves you to the next screen)
Page Up	Scroll up	
Page Down	Scroll down	

SAY The tools for this test can be used by clicking the tool's icon on the toolbar at the top of the window. For help with a tool, click on the *Help* icon on the toolbar.

This test has two sections. In the first section, you may use your scratch paper. You will be given a calculator to use in the second section. Once you move to the second section, you will not be able to go back to the first section to review your answers, so it is important to review the questions and your answers in the first section carefully. Raise your hand after you have completed the first section.

Read and solve each question. Using your mouse or keyboard, choose the best answer.

At the bottom of this page, click the *Next* button. The sample item will appear. Be sure to choose an answer to the sample question. If you do not answer the sample question, the summary screen at the end of the test will show that one question has not been answered.

Wait for students to click *Next*.

REGULAR GRADE 6 MATHEMATICS TEST ONLY

SAY Read the sample to yourself as I read it aloud. "*Which is less than one and sixty-four thousandths? (A) one and one hundred fifty-nine thousandths... (B) one and fifty-nine thousandths... (C) one and one hundred seventy-one thousandths... (D) one and seventy-one thousandths.*" (Pause.) Either click on the best answer or choose the letter of the best answer from your keyboard.

REGULAR GRADE 7 MATHEMATICS TEST ONLY

SAY Read the sample to yourself as I read it aloud. "*One hundred students were asked to name one favorite color. The chart shows the results. Read the chart.*" (Pause.) "*What percent of the students named blue? (A) 28%... (B) 29%... (C) 50%... (D) 57%...*" (Pause.) Either click on the best answer or choose the letter of the best answer from your keyboard.



GO TO MIDDLE OF PAGE 13 FOR REGULAR GRADES 6 AND 7 MATHEMATICS TESTS



CONTINUE BELOW FOR AUDIO GRADES 6 AND 7 *MATHEMATICS* TESTS

SAY From your student test ticket, enter the Login ID, Password, and Test Code exactly as you see them on your ticket and stop. Please wait for more instructions.

Once all students are ready, continue with the directions. Once a student has successfully logged into the system, he/she will see and hear the directions as they are read. The student's name will appear at the top left of the screen.

SAY Once you click the *Login* button, the directions will be read to you. You will click *Next* at the bottom of the screen and then listen to the sample question and select your answer. Once you have selected your answer to the sample item, raise your hand to let me know. Then wait for further directions from me. Please click *Login*.

Be sure all students have logged in and can hear the audio directions and sample item.

CONTINUE FOR ALL REGULAR AND AUDIO GRADES 6 AND 7 *MATHEMATICS* TESTS

REGULAR AND AUDIO GRADE 6 *MATHEMATICS* TEST ONLY

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is "B." Does everyone understand why "B" is the best answer? Are there any questions?

Answer all questions related to selecting an answer.

REGULAR AND AUDIO GRADE 7 *MATHEMATICS* TEST ONLY

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is "A." Does everyone understand why "A" is the best answer? Are there any questions?

Answer all questions related to selecting an answer.

Wait for students to select a response.

SAY The tools you can use for this test show in the toolbar at the top of your screen. Directions on how to use each tool are in the *Help* menu (identified by the question mark icon). Take a moment to click on the different tools.

Pause while the students explore using the tools.

SAY At any time during the test, you may click on the Review box located at the bottom of the screen to select that question to review later. At the end of part one, an *Item Review* screen will appear. This screen will show the questions you have not answered and the questions you have selected for review. You will be able to review any of the questions by clicking on the question link. Does anyone have any questions about how to take the test on the computer?

Pause. Answer all questions.

Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of responding to the test questions.

The section break for the Grade 6 or 7 *Mathematics* test occurs between the non-calculator and calculator parts and requires a Seal Code. Once the student leaves part one, the non-calculator section, he or she may not return to this part. Before proceeding to part two, students must enter the appropriate four-digit Seal Code. After entering the Seal Code, the student can click *Next* to begin part two.

DIRECTIONS FOR FLEXIBLE BREAK

If you have been instructed by your STC to provide students a break between the non-calculator and the calculator parts, then read the instructions in the box, "Directions for Flexible Break."

CONTINUE ON PAGE 16

OR

DIRECTIONS FOR NO BREAK

If you have been instructed by your STC *not* to provide students with a break, read the instructions in the box, "Directions for No Break." Announce to the class that directions for part two will be read to students individually rather than to the entire group. As the students complete the non-calculator part of the mathematics test, you will give each student a calculator and read the test directions quietly to each student at his/her workstation.

CONTINUE BELOW

DIRECTIONS FOR NO BREAK

REGULAR AND AUDIO GRADES 6 & 7 MATHEMATICS TEST

SAY You may have as much time as you need to finish questions in part one of the Grade [6 *Mathematics* or 6 *Plain English Mathematics* or 7 *Mathematics* or 7 *Plain English Mathematics*] test before starting part two. After you have finished the last question in part one, you will see the *Item Review* screen for this section. You may want to review or go back to unanswered questions at this time. Click the *Question* or the *Back* button to do this. You will not be able to come back to these questions after you begin part two of the test.

When you have finished reviewing, click the *Next Section* button on the *Item Review* screen. You will see a screen that reads, "You are about to continue to the next section." It will also show how many unanswered questions you have. Click *Back* if you want to return to the *Item Review* screen to answer more questions.

Click *Next* to continue to the next section. You will see a red stop sign. Raise your hand when you see the stop sign and are finished. I will come to your workstation and read the directions for part two to you. Do NOT click *Save and Exit* and do not click *Next* until I tell you to do so.

SAY Please raise your hand if you have any questions or problems with your computer during the test. Does everyone understand what to do?

After all questions have been answered,

DIRECTIONS FOR NO BREAK, continued

SAY At the bottom of this screen, click the *Next* button. You may start working now on part one. Remember when you see the stop sign, raise your hand.

Monitor the students carefully. As students raise their hands, indicating when they have completed part one, make sure that students do not *Exit* TestNav at the section break.

When the student is ready to continue, provide an approved scientific calculator. Ensure that students also have any needed materials or supplies required for accommodations.

Read the following directions for part two quietly to each student,

SAY Here is a scientific calculator. Check to be sure your calculator is working. Do you understand what to do?

Answer all questions.

SAY Enter this four-digit Seal Code (####). (Provide the four-digit Seal Code to the student written on a sheet of paper and pause while the student enters it.) Click *Next* to continue to the next section. You will see the directions for part two of the *Mathematics* test. You will be able to read the following directions on the screen.

SAY Follow along on the computer screen as the directions below are read to you.

This is the second section of the *Mathematics* test. For some questions, you may need to use the online tools available. The tools for this test can be used by clicking the tool's icon on the toolbar at the top of the window. For help with a tool, click on the *Help* icon on the toolbar.

You may use the calculator whenever you want. You may use your scratch paper for any writing you may have to do.

Read and solve each question. Using your mouse or keyboard, choose the best answer.

At the bottom of this page, click the *Next* button.

Please note that when the student clicks *Next*, the first question in the calculator part will appear.

SAY You should answer all of the questions in this part of the test. You may have as much time as you need to complete this test. When you have finished, raise your hand and I will collect your materials. Do not click *Submit* or *Exit Test* without permission from me [or the Proctor]. After your test has been submitted and I have collected your student test ticket and other materials, [you may sit quietly or read if you wish or you will be dismissed to class].

Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers. Do you understand what to do?

As instructed by the STC, after students have completed the test session, they may remain in the room until all have finished or they may be dismissed individually to class.

SAY You may start working now.

During the test administration, monitor the testing process by moving as unobtrusively as possible about the room.

When a student raises his or her hand and is ready to *Submit* the test, you should instruct the student to leave the final white screen showing and NOT click on the *Close* button. Leaving the final screen on the computer will ensure

DIRECTIONS FOR NO BREAK, continued

that students do not access any desk top applications or the Internet. When all students are completed with testing, you may instruct the students to click *Close* to exit the testing application.

As students finish testing, collect test materials (i.e., Student Authorization ticket, all scratch paper) from each individual student. Do not have students pass materials up or down the rows of workstations.

Be sure to account for all test materials, including Student Authorization tickets, all scratch paper, and calculators **before** students are moved to an alternate test site or dismissed from the test session.

After the test session is over, return all test materials to the STC as specified in Section 7 of the *Fall 2008, Spring 2009, Summer 2009 Grades 6, 7 & 8 Examiner's Manual*. Test Materials must be kept in a secure location until they are returned to the STC.

OR

DIRECTIONS FOR FLEXIBLE BREAK**REGULAR AND AUDIO GRADES 6 & 7 MATHEMATICS TEST**

Your STC will provide specific instructions regarding how long students should take a break for this test.

SAY You may have as much time as you need to finish questions in part one of the Grade [6 *Mathematics* or 6 *Plain English Mathematics*, or 7 *Mathematics* or 7 *Plain English Mathematics*] test. Before starting part two, you will be given a short break. After you have finished the last question in part one, you will see the *Item Review* screen for this section. You may want to review or go back to unanswered questions at this time. Click the *Question* or the *Back* button to do this. You will not be able to return to these questions after you begin part two of the test.

When you have finished reviewing, click the *Next Section* button on the *Item Review* screen. You will see a screen that reads, "You are about to continue to the next section." It will also show how many unanswered questions you have. Click *Back* if you want to return to the *Item Review* screen to answer more questions.

Click *Next* to continue to the next section. You should see a red stop sign. Raise your hand when you see the stop sign and are finished and I will collect your materials. Do not click *Save and Exit* and do not click *Next* until I tell you to do so.

Please raise your hand if you have any questions or problems with your computer during the test. Does everyone understand what to do?

After all questions have been answered,

SAY At the bottom of this screen, click the *Next* button. You may start working now on part one.

Monitor students carefully. Make sure that students do not click *Save and Exit* at the section break. As students complete the non-calculator section and raise their hands, collect their test tickets and scratch paper. You may keep each student's test ticket and scratch paper together for when you have to re-distribute them for the second part of the test. All items should be collected from each individual student. Ensure that you have accounted for all of the scratch paper distributed to students.

Follow your STC's instructions regarding how long a break between the first and second parts of the Grade 6 or Grade 7 *Mathematics* test students should be given and whether the students should be exited or should remain at the stop sign during the break. If students exit TestNav prior to the break, their tests must be resumed in

DIRECTIONS FOR FLEXIBLE BREAK, continued

PEMSolutions and they must log back into TestNav using the information on their student test ticket.

If students do not exit TestNav at the break, they should not be allowed to use the *Back* button during the break and they must return to their original workstations to enter the Seal Code and complete the test.

When most students have finished,

SAY We will take a break now.

Remember that SOL tests are untimed. Allow those students who have not finished part one to continue working. You may move these students to an alternate test area. Should this become necessary, have the students exit their test and do not allow them to discuss the test in any way during the move. Be sure to account for all test materials including Student Authorization tickets and scratch paper before the students are moved to the alternate test area. Test materials must be kept secure while students are moved. Do not allow students to talk or have access to educational materials during the move.

When you are ready to begin part two of the online mathematics test,

SAY We will now begin part two of the *Mathematics* test. I will now return your scratch paper, student test ticket, and formula sheet (if necessary). I will also give you a scientific calculator. Do not click *Next* until I tell you to do so.

Distribute the scratch paper, student test tickets, formula sheets, and calculators. Ensure that students also have any needed materials or supplies required for accommodations.

SAY Check to be sure your scientific calculator is operating correctly. Are there any questions?

Answer all questions.

Students will be prompted to enter the four-digit Seal Code. When all students are ready to proceed to the calculator section, write the Seal Code on a dry-erase board or chalkboard (or something equivalent) where all students will be able to see it.

SAY Enter the following four-digit Seal Code (####). Click *Next* to continue to the next section. You should see the directions for the next part.

Assist any students if necessary.

SAY Follow along on the computer screen as the directions below are read to you.

This is the second section of the *Mathematics* test. For some questions, you may need to use the online tools available. The tools for this test can be used by clicking the tool's icon on the toolbar at the top of the window. For help with a tool, click on the *Help* icon on the toolbar.

You may use the calculator whenever you want. You may use your scratch paper for any writing you may have to do.

Read and solve each question. Using your mouse or keyboard, choose the best answer.

At the bottom of this page, click the *Next* button.

Please note that when the student clicks *Next*, the first question in the calculator part will appear.

DIRECTIONS FOR FLEXIBLE BREAK, continued

SAY You should answer all the questions in this part of the test. You may have as much time as you need to complete this test. When you have finished, raise your hand and I will collect your materials. Do not click *Submit* or *Exit Test* without permission from me [or the Proctor].

After your test has been submitted and I have collected your student test ticket and other materials, [you may sit quietly or read if you wish or you will be dismissed to class].

Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.

As instructed by the STC, after students have completed the test session, they may remain in the room until all have finished or they may be dismissed individually to class.

SAY You may start working now.

During the test administration, monitor the testing process by moving as unobtrusively as possible about the room.

When a student raises his or her hand and is ready to *Submit* the test, you should instruct the student to leave the final white screen showing and not click on the button. Leaving the final screen on the computer will ensure that students do not access any desk top applications or the Internet. When all students are completed with testing, you may instruct the students to click *Close* to exit the testing application.

As students finish testing, collect test materials (i.e., Student Authorization ticket and scratch paper) from each individual student. Do not have students pass materials up or down the rows of workstations.

Be sure to account for all test materials, including Student Authorization tickets and all scratch paper **before** students are moved to an alternate test site or dismissed from the test session.

After the test session is over, return all test materials to the STC as specified in Section 7 of the *Fall 2008, Spring 2009, Summer 2009 Grades 6, 7 & 8 Examiner's Manual*. Test Materials must be kept in a secure location until they are returned to the STC.

6.4 SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 8 *MATHEMATICS* TEST

Throughout the Mathematics directions that follow, the term “Regular Mathematics” is used to represent non-audio versions of all mathematics tests including the Plain English Mathematics versions. The term “Audio Mathematics” is used to represent the audio versions of all mathematics tests including the Plain English Mathematics versions.

SAY Today you will be taking the SOL Grade 8 [*Mathematics or Plain English Mathematics*] test. This test will provide information about how well you understand this subject. It is important that you do your best on the test. I am going to give each of you a scientific calculator, scratch paper, and a student test ticket. You may use the formula sheet available online or a paper copy of the formula sheet. If you would like to use a paper formula sheet for the test, please raise your hand. Do not do anything until I instruct you to do so.

Distribute scientific calculators, scratch paper, the Student Authorization tickets (test tickets), and paper formula sheets as needed. Have a supply of sharpened No. 2 pencils available for students to use during testing, if needed. Ensure that students also have any needed materials or supplies required for accommodations.

SAY Check to be sure your scientific calculator is operating correctly. Are there any questions?

Pause. Answer all questions.

SAY Look at the student test ticket. Your name should appear next to Student Name. If you have a ticket for someone other than yourself, please raise your hand now.

[*You may skip these next two directions if you have launched TestNav and entered the URL so that the login screen is displaying on the computer screen when the students enter the testing location.]

SAY *Find the “lightning bolt” TestNav™ icon which looks like a ‘T’ on your desktop. Double-click on this icon. Wait until the TestNav™ browser is on your computer screen.

*In the Address area at the top of the screen, enter the URL found on your student test ticket. [<http://www9.etest.pearson.com/VAP/>] Click on the GO button. You will now be directed to the Login screen.

→ GO TO TOP OF PAGE 21 FOR AUDIO GRADE 8 *MATHEMATICS* TEST →

↓ CONTINUE BELOW FOR REGULAR GRADE 8 *MATHEMATICS* TESTS ↓

SAY From your student test ticket, enter the Login ID, Password, and Test Code exactly as you see them on your ticket. Click on the *Login* button.

Students will be able to see their names in the upper left-hand corner of the screen. Once a student has successfully logged into the system, he/she will see the directions page. Continue when all students have logged in successfully.

SAY Look at the directions on your computer screen. Follow along on the computer screen as the directions below are read to you.

The test questions will appear one at a time. On the screen, you will see the question and four possible answers. The computer will only allow you to choose one answer for each question.

You can use the mouse or keyboard to choose answers and to move through the test. To answer a question using the mouse, place the pointer over an answer and click once.

To answer a question using your keyboard, type the letter that matches your answer. For example, to select answer A, type the letter A on your keyboard.

SAY To move through the test using the mouse, click on the *Next*, *Back*, or *Go to...* buttons at the bottom of each screen. If you do not see the buttons, scroll down using the scroll bar on the right side of the window.

To move through the test using the keyboard, use the keystrokes listed below. These keystrokes are also printed on the bottom of your test ticket. [You may skip reading the keystroke combinations section below.]

CTRL/Control + Left Arrow	Back	(returns to the previous screen)
CTRL/Control + G	Go to...	(goes to review screen)
CTRL/Control + Delete/Del	Reset	(clears answer from the current question)
CTRL/Control + R.....	Review	(marks the question for later review)
CTRL/Control + Right Arrow	Next	(moves you to the next screen)
Page Up	Scroll up	
Page Down	Scroll down	

SAY The tools for this test can be used by clicking the tool’s icon on the toolbar at the top of the window. For help with a tool, click on the *Help* icon on the toolbar.

You may use your scratch paper at any time.

Do not try to leave the test by closing the window. If you close the window, your test will be ended. You will then need to ask the Examiner for help to restart your test.

Read each question and choose the best answer. Using your mouse or keyboard, select the answer you have chosen.

At the bottom of this page, click the *Next* button. The sample item will appear. Be sure to choose an answer to the sample question. If you do not answer the sample question, the summary screen at the end of the test will show that one question has not been answered.

Wait for students to click *Next*.

SAY Read the sample to yourself as I read it aloud. “*Vicki had \$228. She spends \$37 on a gift. How much did she have left? (A) \$211 ... (B) \$191 ... (C) \$181 ... (D) \$164.*” (Pause.) Either click on the best answer or choose the letter of the best answer from your keyboard.

→ GO TO THE TOP OF PAGE 21 FOR REGULAR GRADE 8 *MATHEMATICS* TESTS →

↓ CONTINUE BELOW FOR AUDIO GRADE 8 *MATHEMATICS* TESTS ↓

SAY From your student test ticket, enter the **Login ID**, **Password**, and **Test Code** exactly as you see them on your ticket and stop. Please wait for more instructions.

Once all students are ready, continue with the directions. Once a student has successfully logged into the system, he/she will see and hear the directions as they are read. The student’s name will appear at the top left of the screen.

SAY Once you click the *Login* button, the directions will be read to you. After the directions have been read, you will click *Next* at the bottom of the screen and then listen to the sample question and select your answer. Once you have selected your answer, raise your hand. (Pause.) Please click *Login*.

Be sure all students have logged in and can hear the audio directions and sample item.

CONTINUE BELOW FOR AUDIO AND REGULAR GRADE 8 *MATHEMATICS* TESTS

Wait for students to select their response.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is “B.” Select the letter “B.” Are there any questions?

Answer all questions related to selecting an answer.

SAY The tools you can use for this test show in the toolbar at the top of your screen. Directions on how to use each tool are in the *Help* menu (identified by the question mark icon). Take a moment to click on the different tools.

Pause while the students explore using the tools.

SAY At any time during the test, you may click on the *Review* box located at the bottom of the screen to select that question to review later. At the end of the test, an *Item Review* screen will appear. This screen will show the questions you have not answered and the questions you have selected for review. You will be able to review any of the questions by clicking on the question link.

Does anyone have any questions about how to take the test on the computer?

Pause. Answer all questions.

Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of responding to the test questions.

SAY You should answer all the questions and keep working until you come to the end of the test. You may have as much time as you need to complete this test. Use scratch paper for any writing you may need to do, but make sure to select your answers on the computer screen.

Remember, read and answer each question. Choose the best answer for each question. Please raise your hand if you have any questions or problems with your computer during the test. When you have finished your test, please raise your hand. Do NOT click *Submit* or *Exit Test* without permission from me [or the Proctor].

As instructed by the STC, after students have completed the test session, they may remain in the room until all have finished or they may be dismissed individually to class.

SAY After your test has been submitted and I have collected your student test ticket and other test materials, you [may sit quietly or read if you wish or you will be dismissed to class].

Remember, after taking the test, you should not discuss the test with anyone, including your classmates or teachers. Does everyone understand what to do?

Pause. Answer all questions. Administration of the online REGULAR and AUDIO test may now begin.

SAY At the bottom of this screen click the *Next* button. You may start working now.

During test administration, monitor the testing process by moving as unobtrusively as possible about the room.

After a student raises his or her hand and has used the *Submit* button to submit his/her test, you should instruct the student to leave the final white screen showing and NOT click on the *Close* button. Leaving the final screen on the

computer will ensure that students do not access any desktop applications or the Internet as that may disrupt those still taking tests. When all students are finished with testing, you may instruct the students to click *Close* to exit the testing application.

As students finish testing, collect test materials (i.e., student test ticket and all scratch paper) from each individual student. Do not have students pass materials up or down the rows of workstations.

Be sure to account for all test materials, including all student test tickets and all scratch paper **before** students are moved to an alternate test site or dismissed from the test session.

After the test session is over, return all test materials to the STC as specified in Section 7 of the *Fall 2008, Spring 2009, Summer 2009 Grades 6, 7 & 8 Examiner's Manual*. Test Materials must be kept in a secure location until they are returned to the STC.

6.5 SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 8 SCIENCE TEST

SAY Today you will be taking the SOL Grade 8 *Science* test. This test will provide information about how well you understand this subject. It is important that you do your best on the test. I am going to give each of you scratch paper and a student test ticket. You may use the four-function calculator available online or a four-function or scientific hand-held calculator. If you would like to use a hand-held calculator and need one for the test, please raise your hand. Do not do anything until I instruct you to do so.

Distribute scratch paper, the Student Authorization tickets (test tickets), and hand-held calculators as needed. Have a supply of sharpened No. 2 pencils available for students to use during testing, if needed. Ensure that students also have any needed materials or supplies required for accommodations.

SAY Check to be sure your hand-held calculator is working. Are there any questions?

Pause. Answer all questions.

SAY Look at the student test ticket. Your name should appear next to Student Name. If you have a ticket for someone other than yourself, please raise your hand now.

*You may skip these next two directions if you have launched TestNav™ and entered the URL so that the login screen is displaying on the computer screen when the students enter the testing location.

SAY *Find the “lightning bolt” TestNav™ icon which looks like a ‘T’ on your desktop. Double-click on this icon. Wait until the TestNav™ browser is on your computer screen.

*In the Address area at the top of the screen, enter the URL found on your student test ticket. [<http://www9.etest.pearson.com/VAP/>] Click on the GO button. You will now be directed to the Login screen.

→ GO TO BOTTOM OF PAGE 24 FOR AUDIO GRADE 8 SCIENCE TESTS →

↓ CONTINUE BELOW FOR REGULAR GRADE 8 SCIENCE TESTS ↓

SAY From your student test ticket, enter the Login ID, Password, and Test Code exactly as you see them on your ticket. Click on the *Login* button.

Students will be able to see their names in the upper left-hand corner of the screen. Once a student has successfully logged into the system, he/she will see the directions page. Continue when all students have logged in successfully.

SAY Look at the directions on your computer screen. Follow along on the computer screen as the directions below are read to you.

The test questions will appear one at a time. On the screen, you will see the question and four possible answers. The computer will only allow you to choose one answer for each question.

You can use the mouse or keyboard to choose answers and move through the test. To answer a question using the mouse, place the pointer over an answer and click once.

To answer a question using your keyboard, type the letter that matches your answer. For example, to select answer A, type the letter A on your keyboard.

SAY To move through the test using the mouse, click on the *Next*, *Back*, or *Go to...* buttons at the bottom of each screen. If you do not see the buttons, you need to scroll down using the scroll bar on the right-hand side of the window.

To move through the test using the keyboard, use the keystrokes listed below. These keystrokes are also printed on the bottom of your test ticket. [You may skip reading the keystroke combinations section below.]

CTRL/Control + Left Arrow	Back	(returns to the previous screen)
CTRL/Control + G	Go to...	(goes to review screen)
CTRL/Control + Delete/Del	Reset	(clears answer from the current question)
CTRL/Control + R.....	Review	(marks the question for later review)
CTRL/Control + Right Arrow	Next	(moves you to the next screen)
Page Up	Scroll up	
Page Down	Scroll down	

SAY The tools for this test can be used by clicking the tool’s icon on the toolbar at the top of the window. For help with a tool, click on the *Help* icon on the toolbar.

You may use your scratch paper at any time.

Do not try to leave the test by closing the window. If you close the window, your test will be ended. You will then need to ask the Examiner for help to restart your test.

Read each question and choose the best answer. Using your mouse or keyboard, select the answer you have chosen.

At the bottom of this page, click the *Next* button. The sample item will appear. Be sure to choose an answer to the sample question. If you do not answer the sample question, the summary screen at the end of the test will show that one question is not answered.

Wait for students to click *Next*.

SAY Read the sample to yourself as I read it aloud. “*These animals are grouped together because all of them — (A) live in the water ... (B) are fish ... (C) are warm-blooded ... (D) lay eggs.*” (Pause.) **Either click on the best answer or choose the letter of the best answer from your keyboard.**

→ GO TO THE TOP OF PAGE 25 FOR REGULAR GRADE 8 *SCIENCE* TESTS →

↓ CONTINUE BELOW FOR AUDIO GRADE 8 *SCIENCE* TESTS ↓

SAY From your student test ticket, enter the **Login ID**, **Password**, and **Test Code** exactly as you see them on your ticket and stop. Please wait for more instructions.

Once all students are ready, continue with the directions. Once a student has successfully logged into the system, he/she will see and hear the directions as they are read. The student’s name will appear at the top left of the screen.

SAY Once you click the *Login* button, the directions will be read to you. After the directions have been read, you will click *Next* at the bottom of the screen and then listen to the sample question and select your answer. Once you have selected your answer, raise your hand. (Pause.) **Please click *Login*.**

Be sure all students have logged in and can hear the audio directions and sample item.

CONTINUE BELOW FOR AUDIO AND REGULAR GRADE 8 *SCIENCE* TESTS

Wait for students to select their response.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is “A.” Select the letter “A.” Are there any questions?

Answer all questions related to selecting an answer.

SAY The tools you can use for this test show in the toolbar at the top of your screen. Directions on how to use each tool are in the *Help* menu (identified by the question mark icon). Take a moment to click on the different tools.

Pause while the students explore using the tools.

SAY At any time during the test, you may click on the *Review* box located at the bottom of the screen to select that question to review later. At the end of the test, an *Item Review* screen will appear. This screen will show the questions you have not answered and the questions you have selected for review. You will be able to review any of the questions by clicking on the question link.

Does anyone have any questions about how to take the test on the computer?

Pause. Answer all questions.

Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of responding to the test questions.

SAY You should answer all the questions and keep working until you come to the end of the test. You may have as much time as you need to complete this test. For some questions, you may need to use the online ruler, and you may use a calculator whenever you want. You may use the online or hand-held four-function calculator. You may use a hand-held scientific calculator. You must use only the ruler available online. Use scratch paper for any writing you may need to do, but make sure to select your answers on the computer screen.

Remember, read and answer each question. Choose the best answer for each question. Please raise your hand if you have any questions or problems with your computer during the test. When you have finished your test, please raise your hand. Do NOT click *Submit* or *Exit Test* without permission from me [or the Proctor].

As instructed by the STC, after students have completed the test session, they may remain in the room until all have finished or they may be dismissed individually to class.

SAY After your test has been submitted and I have collected your student test ticket and other test materials, you [may sit quietly or read if you wish or you will be dismissed to class].

Remember, after taking the test, you should not discuss the test with anyone, including your classmates or teachers. Does everyone understand what to do?

Pause. Answer all questions.

SAY At the bottom of this screen click the *Next* button. You may start working now.

During test administration, monitor the testing process by moving as unobtrusively as possible about the room.

After a student raises his or her hand and has used the *Submit* button to submit his/her test, you should instruct the student to leave the final white screen showing and NOT click on the *Close* button. Leaving the final screen on the computer will ensure that students do not access any desktop applications or the Internet as that may disrupt those still taking tests. When all students are finished with testing, you may instruct the students to click *Close* to exit the testing application.

As students finish testing, collect test materials (i.e., student test ticket and all scratch paper) from each individual student. Do not have students pass materials up or down the rows of workstations.

Be sure to account for all test materials, including all student test tickets and all scratch paper **before** students are moved to an alternate test site or dismissed from the test session.

After the test session is over, return all test materials to the STC as specified in Section 7 of the *Fall 2008, Spring 2009, Summer 2009 Grades 6, 7 & 8 Examiner's Manual*. Test Materials must be kept in a secure location until they are returned to the STC.