Web-Based Test Directions

Virginia Standards of Learning Assessments

Spring 2008

Grades 6, 7 and 8

Grade 6 Mathematics
Grade 6 Reading
Grade 7 Mathematics
Grade 7 Reading
Grade 8 Mathematics
Grade 8 Reading
Grade 8 Science

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

Date	Change History
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GENERAL DIRECTIONS FOR ADMINISTERING ONLINE TESTS

BEFORE TESTING

The general directions that follow include important steps that are necessary to administer the online tests. The Division Director of Testing (DDOT) should determine who will be responsible for activities listed below.

Prior to the test administration you should access PEMSolutions at **http://www.pearsonaccess.com/va** and log in using the Login ID and Password provided to you by the School Test Coordinator (STC). The first time you use the newly assigned Login ID and Password, you will be required to read and accept the *Test Security Guidelines*. After doing so, the user can print and sign this version by clicking the Printer Friendly link on the screen. You may print and sign this version or copy and sign the Test Security Guidelines included in this manual.

On the morning of testing, Examiners will receive all materials needed to administer the online Standards of Learning (SOL) tests. The STC should provide Examiners with:

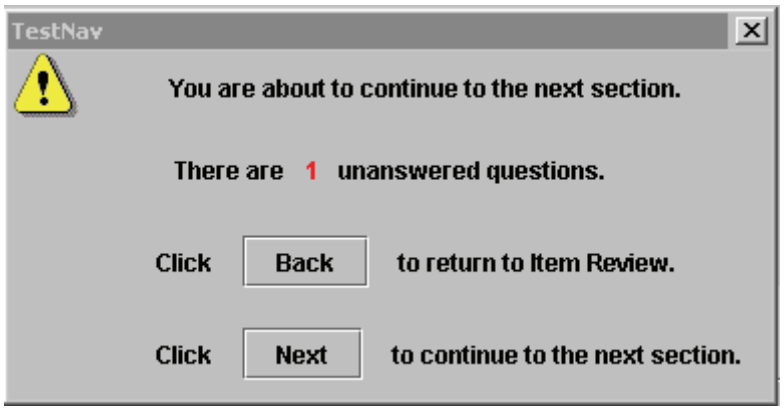
- Student Authorization tickets (test tickets)
- Proctor Authorization ticket (if Read-Aloud session)
- Seal Codes (if a Grade 6 or 7 *Mathematics* test)
- Test Session Roster (optional)
- Appropriate test manipulatives/materials

Prior to the students arriving, the STC should locate and start the test sessions that are scheduled for the day. Follow the steps below to locate and start the test sessions:

1. Access PEMSolutions at **http://www.pearsonaccess.com/va** and log in.
2. Click on the *Test Setup* tab.
3. Click on *Manage Test Sessions* link.
4. Sort the session list by start date to show the list of sessions scheduled for that day.
5. Click on the session name you want to work with.
6. Click on the *Start* button in the upper left-hand corner of the Session Details to activate the Student Authorization tickets (test tickets).
7. A Session Start Confirmation screen will notify you that you have requested to start the session; click the *Yes-Start Session* button.
8. A subsequent message will indicate that you have started the session.
9. Click on *Manage Test Sessions* to return to the list of sessions.
10. Repeat steps 6-9 until all sessions scheduled for the day have been started.

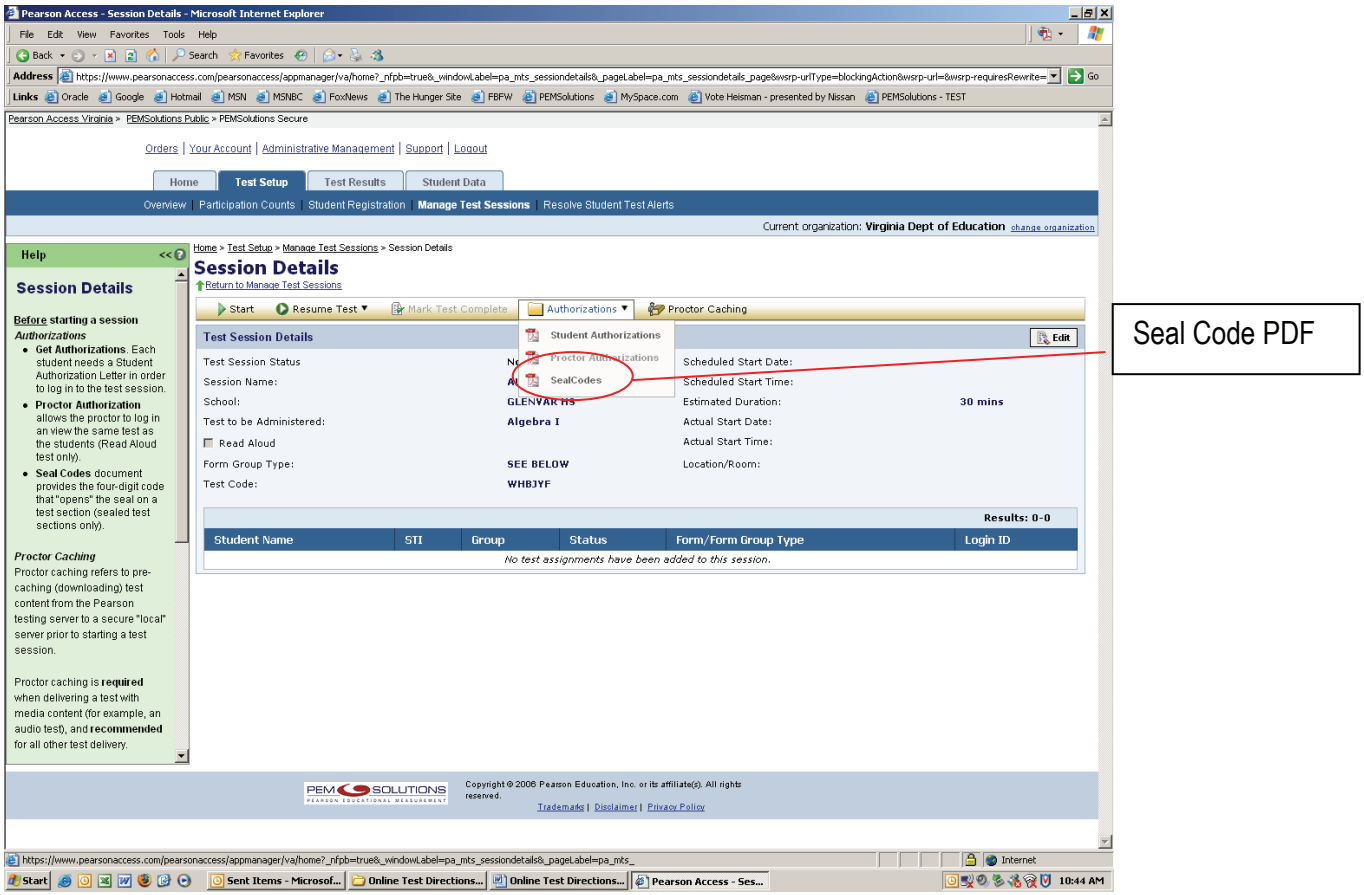
SEAL CODES

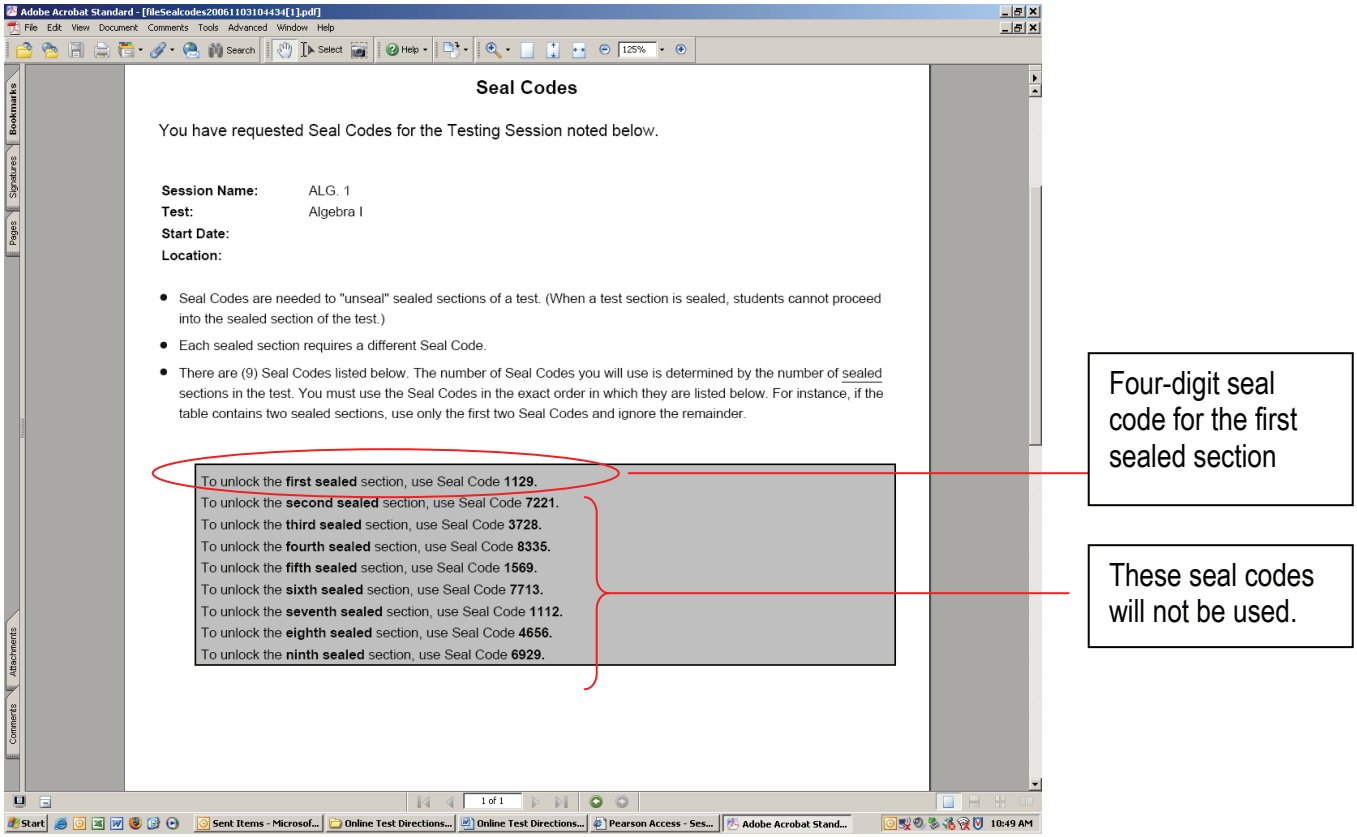
Each of the Grades 6 and 7 *Mathematics* tests contains a section break with a Seal Code. A Seal Code prevents a student from entering a sealed section of a test without permission. The Grades 6 and 7 *Mathematics* section breaks occur between the non-calculator and calculator sections of the test. Once a student leaves a section break, he or she may not return to that section.



Before proceeding to the next section, students must enter the appropriate four-digit Seal Code. Seal Codes should be printed no sooner than four days prior to testing. Seal Codes must be kept with secure materials.

Seal Codes can be printed from the Authorizations drop-down menu found on the *Session Details* screen. The Seal Codes PDF will appear on all *Session Details* screens but is only applicable when the test being administered in that session includes a sealed test section (such as Grades 6 and 7 *Mathematics* tests).

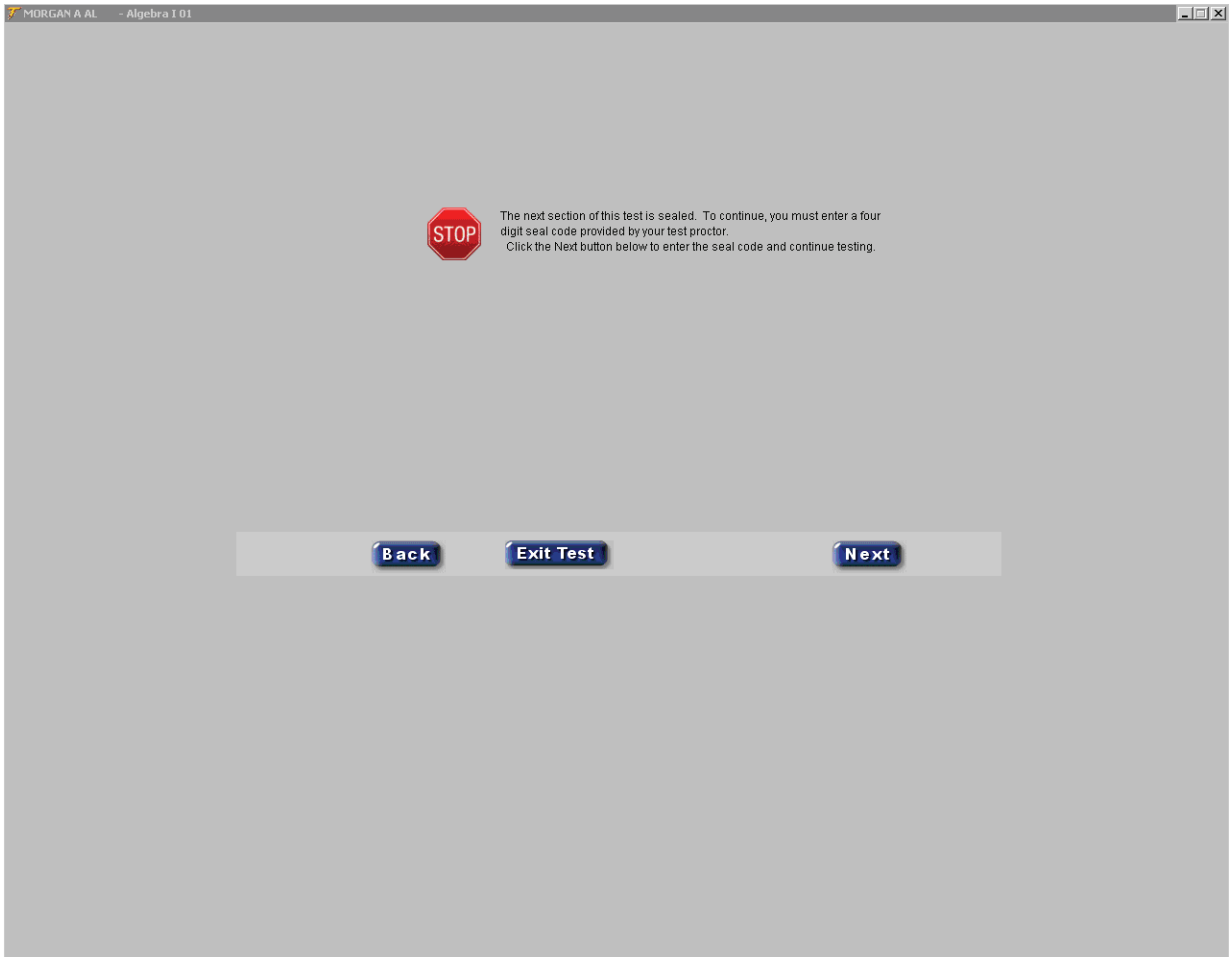




Nine separate Seal Codes will appear on the PDF; however, only the first Seal Code will be used during any Grade 6 or 7 *Mathematics* test sessions. When students are ready to proceed to the next section, write the Seal Code for that section only on a dry-erase or chalkboard (or something similar) where all students can see the Seal Code. If a student is moved to a new session, a new Seal Code must be printed.

After the student has completed the last question in the first section of the test, an item review screen will appear for section one. At this time, students may complete a final review of items in the first section. After students are finished with section one *and* prior to the start of the break, students must click *Next Section* to lock section one.

The screen shown below will appear after the *Item Review* screen at the end of the section break. All testing workstations must be in *Exited* status or at the screen shown below **before** students are moved to an alternate test site or dismissed from the test session. Clicking *Next* on this screen will prompt the students to enter a four-digit Seal Code to begin the next section.



DISTRIBUTION AND AVAILABILITY OF TEST MANIPULATIVES

BEFORE TESTING

Test manipulatives listed below are stored in the school division. For online testing, all manipulatives are available on the toolbar in TestNav™ (except for a scientific calculator and scratch paper). Only those tools allowed for a given online SOL test are available on the toolbar. Prior to testing, the eTools™ Live application (available through PEMSolutions) may be used to give students additional practice with using the online tools.

Test Manipulatives/Materials

Grade/Subject	Manipulatives Allowed
Grade 6 *Reading*	scratch paper
Grade 6 *Mathematics*	metric/standard ruler[3], straight-edge tool[3], scientific calculator[1], protractor[3], formula sheet[2], scratch paper
Grade 7 *Reading*	scratch paper
Grade 7 *Mathematics*	metric/standard ruler[3], straight-edge tool[3], scientific calculator[1], formula sheet[2], scratch paper
Grade 8 *Reading*	scratch paper
Grade 8 *Mathematics*	metric/standard ruler[3], straight-edge tool[3], scientific calculator[1], formula sheet[2], scratch paper
Grade 8 *Science*	metric/standard ruler[3], straight-edge tool[3], 4-function calculator[2] OR scientific calculator[1], scratch paper

[1] Students must use a hand-held scientific calculator as scientific calculators are not available online.
[2] Students may choose to use the hand-held test manipulative rather than the online tool.
[3] Students must use the online version of this test manipulative.

DDOTs must distribute the hand-held manipulatives to the schools before testing begins. STCs may distribute the hand-held manipulatives to Examiners prior to testing or on the morning of testing. However, formula sheets should be provided to Examiners on the morning of testing. Copies of the formula sheets are available at

http://www.doe.virginia.gov/VDOE/Assessment/Manipulatives/

Although patty paper and tracing will continue to be allowed on all paper and pencil mathematics tests, be advised that any materials such as patty paper, dry-erase markers, or transparencies that are used to trace the images on the computer monitor are **not** permissible in the administration of online tests.

These guidelines should be followed when addressing calculator use on the SOL tests:

- Students should be familiar with the calculator they are to use. Do not let testing time be the first time a student uses a calculator.
- Either a school-owned or student-owned calculator may be used on the appropriate SOL tests. Online scientific calculators are **not** available to students in TestNav. (Refer to the list of APPROVED CALCULATORS in the *Specific Directions for Mathematics*.)
- Students may use four-function or scientific calculators on the Grade 8 *Science* test. (Refer to the list of APPROVED CALCULATORS in the *Specific Directions for Science*.)

DURING TESTING

You can monitor the progress of all students assigned to a test session via the Session Details. The color-coded words in the *Status* column after each student's name indicate the student's real-time test status:

Status Text Color (Note)	*Student Testing Status*
Black (Ready)	The student has not yet started taking the test.
Green (Active)	The student has logged in and started taking the test.
Orange (Exited)	The student has exited TestNav™ but has not submitted answers. The student needs to be resumed before completing the test.
Purple (Resumed)	The student exited the test and has been authorized to resume the test.
Purple (Resumed-Upload)	The student exited the test and has been authorized to resume the test with upload.
Teal (Submitted)	The student has finished testing and submitted the answers to be scored.
Blue (Processing)	The test has been submitted and the system has begun processing the data.
Red (Completed)	The submitted test data has been processed.
Red (Marked Complete)	The student has exited TestNav™ and will not resume the same test or the student has never logged into this test and must be accounted for. **NOTE:** Click on *Marked Complete* icon to view the reason why the test was marked Complete.

Be sure to click the browser's *Refresh* button frequently while viewing sessions. This button will update the students' status.

As students begin to login and start the test, the Student Status will turn green. As students submit their test, the Student Status will turn red; a red status cannot be restarted. If a student exits TestNav™ (either inadvertently or purposefully) before completing the test, the Student Status will turn orange.

If a student exits TestNav™ or loses connection before submitting a test, a test administrator must resume a student's test before the student can continue with the same test. To resume a student's test: (1) Select the check box for the student on the Session Details screen. (2) Click the "Resume Test" link, and then select "Resume Test" or "Resume Test with File" in the drop-down list. The "Resume Test" option indicates that the test will be resumed from the point the test was interrupted, without a saved response file. The "Resume Test with File" option prompts TestNav™ to resume the test and search for a saved student response file. After resuming the student's test on the Session Details screen, the student's status changes to "Resumed" (if "Resume Test" was selected) or "Resumed-Upload" (if "Resume Test with File" was selected). (3) The student can now log into TestNav™ and continue with the same test.

All directions in the Test Directions Manual that Examiners must read aloud to the students are in **bold type** so that it stands out from the rest of the text. This text must be read **exactly as written**, using a natural tone and manner.

If a mistake is made in reading a direction, the Examiner should stop and say, **"No, that is wrong. I must read it to you again."** Then read the direction again.

Try to maintain a natural classroom atmosphere during the test administration. Encourage students to do their best.

The online tests are divided into sections. The directions and sample item(s) are in Section 1 of all online tests. The *Reading* test will also have a section for each reading passage and its associated questions.

If the sample question is not answered, the summary screen that is displayed when a student *submits* the test will indicate that one question is unanswered. To navigate between the sections, click on the *Go to…* button on the dashboard. This button will take the student to the Item Review screen. The sections are designated in the upper right-hand corner of the screen and

appear as black diamonds. The diamond for the section that the student is currently in will be blue. Students may click on the diamond with a "1" to return to the directions and sample question.

If a student asks a question during the test, be very careful when answering. If the student's question refers to the mechanics of testing, such as how to navigate to the next question, it can be answered. If the question refers to a particular item, the student should be told, **"Read it carefully and choose the best answer."** Help must not be given on specific items, and no cues should be given about the correctness of a student's answer to a particular item.

Test questions may **not** be read to students unless specified by their IEPs, 504 management plans, or *LEP Student Assessment Participation Plan*. **If in doubt, it is better to say that you cannot respond to the student's question rather than risk violating standard procedures.**

During the test administration, Examiners should monitor the testing process by moving as unobtrusively as possible about the room. While moving about the room, they need to check that students are able to select answers properly using TestNav™.

Have extra pencils, erasers, and scratch paper available in an accessible place. Students are **NOT** to have access to dictionaries.

Examiners should focus their attention on monitoring the testing process during the test administration and should not spend time reviewing test items. (Refer to the Test Security Guidelines in this manual.)

SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 6 *MATHEMATICS* TEST

SAY Today you will be taking the SOL Grade 6 *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 sheet of scratch paper and a Student Authorization 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 and need one for the test, please raise your hand. 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 Authorization 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 Authorization ticket.** [http://www9.etest.pearson.com/VAP/] **Click on the GO button. You will now be directed to the Login screen.**

From your Student Authorization ticket you should enter the Login ID, Password, and Test Code <u>exactly</u> as you see it 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 as well as the percentage complete of the download of the initial part of the test. Once a student has successfully logged into the system, he/she will see the directions. Continue when all students have logged in successfully.

IMPORTANT

For the AUDIO TEST ONLY, the following directions appear on the screen and are automatically read to the students. Therefore, the Examiner should not read these directions to the students.

For all other online tests, the Examiner must read the following directions to students.

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.

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*.

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.**

Wait for students to select their response.

AUDIO TEST DIRECTIONS END HERE

NOTE: All Examiners read the following directions to students for all online tests.

SAY **Does everyone understand how to choose the answer on the computer that you think is the best answer?**

Pause. Answer all questions.

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.

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 this section, 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 <u>any</u> 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.

IMPORTANT

If you have been instructed by your STC ***not*** to provide students a break, read the instructions in the shaded box, "Directions for No Break." Announce to the class that directions for Section 2 will be read to students individually rather than to the entire group. As the students complete Section 1 of the mathematics test, you will give each student a calculator and will read the test directions quietly to each student at his/her work station.

or

If you have been instructed by your STC to provide students a break, read the instructions in the shaded box, "Directions for Flexible Break."

DIRECTIONS FOR NO BREAK

SAY **You may have as much time as you need to complete Section 1 of the Mathematics test, questions 1 through 12, before starting Section 2 of the test. After you have finished question 12, you will see the Item Review screen for this section.**

Click *Next Section* 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.

SAY **Click *Next* to continue to the next section. You should see a stop sign on your screen. Do NOT click "Exit Test" and do not click "Next" until I tell you to do so.**

For some questions, you may need to use the online ruler or the online formula sheet or a paper copy of the formula sheet. You may use scratch paper for any writing you may need to do, but make sure to select your answers on the computer screen.

Please raise your hand if you have any questions or problems with your computer during the test. Also, remember to raise your hand when you have completed Section 1. I will give each of you a calculator and I will read the test directions for Section 2 to you individually at your work stations. 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 Section 1. Take as much time as you need for questions 1 through 12. You will NOT be able to return to these questions when we begin the next section of the test. When you do finish, raise your hand when you are ready to go on to the rest of the Mathematics test, questions 13 through 60.**

Monitor the students carefully. As students raise their hands, indicating when they have completed question 12, make sure that students do not *Exit* TestNav at the section break.

When the student indicates that he/she is ready to resume testing, distribute a calculator. (Ensure that students also have any needed materials or supplies required for accommodations.)

APPROVED CALCULATORS

Approved scientific calculators are TI-30Xa Solar *School Edition*, CASIO Fx-260-School, Sharp 501 WBBK, Sharp EL501V.

Read the following directions for Section 2 quietly to each student,

SAY **Here is a scientific calculator. Check to be sure your calculator is working. Be sure you understand which keys to press for the numbers and which keys to press for the operations.**

Do you understand what to do?

Answer all questions.

SAY **Now click *Next* to continue to the next section. Then enter the four-digit Seal Code (####) that I will give to you.** (Provide the four-digit Seal Code to the student written on a sheet of paper.) **Now, you will see the directions for Section 2 of the Mathematics test.**

Monitor the student carefully to ensure that he/she enters the Seal Code to continue to Section 2 of the test, questions 13 through 60.

SAY **You will be able to read the following directions on the screen.**

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, but make sure to select your answers on the computer.

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

You should answer all of the questions in this section of the test 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. When you finish this section, you may check your work on questions 13 through 60 only. Does everyone understand what to do?

After all questions have been answered,

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

Assist any students if necessary.

SAY **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 Authorization ticket and other materials, you may sit quietly or read if you wish.**

[Students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Examiners should instruct students to leave the final screen showing and NOT to click on the "OK" button until instructed to do so.]

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

OR

DIRECTIONS FOR FLEXIBLE BREAK

Allow students to take at least a 10-minute break between Section 1 and Section 2 of the administration of this *Mathematics* test. Your STC will provide specific instructions regarding how long students should take a break for this test.

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 may have as much time as you need to complete questions 1 through 12. After you have finished question 12, you will see the Item Review screen for this section.**

Click *Next Section* on the Item Review screen. You will see a screen that reads, "You are about to continue to the next section." It will also display how many unanswered questions you have.

Click *Next* to continue to the next section. You should see a stop sign on your screen. Do NOT click "Exit Test" and do not click "Next" until I tell you to do so. We will take a short break after completing questions 1 through 12. Be sure to complete and review all questions in this section because you will not be able to return to these questions after the break. For some questions, you may need to use the online ruler or the online formula sheet or a paper copy of the formula sheet. You may use scratch paper for any writing you may need to do, but make sure to select your answers on the computer screen.

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]. 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.**

After about 20 minutes or when most students have finished questions 1 through 12,

SAY **If you have finished, raise your hand. I will collect your materials. If you have not finished, continue working and take as much time as you need for questions 1 through 12. You will NOT be able to return to these questions when we begin the next section of the test. When you do finish, raise your hand. After I have collected your Student Authorization ticket and other materials, you may sit quietly or read if you wish.**

When most students have finished,

SAY **We will take a break now.**

Collect all test materials from those students who have completed the section. All items should be collected from each individual student rather than passed up or down the rows of computer work stations. Allow those students who have not finished 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, used formula sheets, and scratch paper before the students are moved to the alternate test area. Test materials must be kept secure while students are moved.

Allow the remaining students to take a break as instructed by the STC before you continue administration of the *Mathematics* test.

If students *Exit* TestNav™ prior to the break, their tests must be resumed in Test Session Management and they must log back into TestNav™. If students do not *Exit* TestNav™ at the section break, they **must return to their original workstations** and then enter the Seal Code to complete the test.

When you are ready to resume testing,

SAY **I will now give you back your scratch paper, Student Authorization ticket, and formula sheet. I will also give you a scientific calculator. Do not click *Next* until I tell you to do so.**

APPROVED CALCULATORS

Approved scientific calculators are TI-30Xa Solar *School Edition*, CASIO Fx-260-School, Sharp 501 WBBK, Sharp EL501V.

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

SAY **Check to be sure your hand-held scientific calculator is operating correctly. Be sure you understand which keys to press for the numbers and which keys to press for the operations. Are there any questions?**

Answer all questions.

SAY **Click *Next* to continue to the next section.**

Students will be prompted to enter the four-digit Seal Code. *See pages 2 and 3 for more information on Seal Codes.* When all students are ready to proceed to the next section, write the Seal Code for that section only on a dry-erase board or chalkboard (or something equivalent) where all students will be able to see the Seal Code.

SAY **Enter the following four-digit Seal Code (####).**

You should see the directions for Section 2. Does everyone see Section 2?

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, but make sure to select your answers on the computer screen.

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

You should answer all of the questions in this section of the test 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. When you finish this section, you may check your work on questions 13 through 60 only. Does everyone understand what to do?

Answer all questions.

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

After about 1 hour or when most students have finished,

SAY **If you have finished, raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. I will collect your materials. If you have not finished, continue working and take as much time as you need. When you do finish, raise your hand. After your test has been submitted and I have collected your Student Authorization ticket and other materials, you may sit quietly or read if you wish.**

[Students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Examiners should instruct students to leave the final screen showing and NOT to click on the "OK" button until instructed to do so.]

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

SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 6 *READING* TEST

SAY **Today you will be taking the SOL Grade 6 *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 a sheet of scratch paper and a Student Authorization 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 Authorization 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 Authorization ticket.** [http://www9.etest.pearson.com/VAP/] **Click on the GO button. You will now be directed to the Login screen.**

From your Student Authorization ticket you should enter the Login ID, Password, and Test Code <u>exactly</u> as you see it 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 as well as be able to see the percentage complete of the download of the initial part of the test. Once a student has successfully logged into the system, he/she will see the directions page. Continue when all students have logged in successfully.

IMPORTANT

For the AUDIO TEST ONLY, the following directions appear on the screen and are automatically read to the students. Therefore, the Examiner should not read these directions to the students.

For all other online tests, the Examiner must read the following directions to students.

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*.

SAY **Read the sample passage to yourself.**

(Pause while students read the sample passage.)

SAY **Now read the Sample A question 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.

AUDIO TEST DIRECTIONS END HERE

NOTE: All Examiners read the following directions to students for all online tests.

SAY **Does everyone understand how to choose the answer on the computer that you think is the best answer?**

Pause. Answer all questions.

SAY **Which answer did you choose?**

Pause for replies.

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

SAY **Click *Next* to see Sample B.**

IMPORTANT

For the AUDIO TEST ONLY, the following directions appear on the screen and are automatically read to the students. Therefore, the Examiner should not read these directions to the students.

For all other online tests, the Examiner must read the following directions to students.

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 <u>misplaced</u> 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.

AUDIO TEST DIRECTIONS END HERE

NOTE: All Examiners read the following directions to students for all online tests.

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.

OR

ONE SAMPLE QUESTION

If you are administering forms R6027, R6127, or R9027, there is only one sample question—there is no sample B question. If you have any one of these forms,

SAY **Read the passage to yourself.**

(Pause while students read the sample passage.)

SAY **Now look at the sample question. Read the question to yourself as I read it aloud. *"What does the word <u>misplaced</u> mean in this paragraph? (A) lost… (B) changed… (C) broken… (D) hidden."*** **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." Does everyone understand why "A" is the best answer? 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 <u>any</u> 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 to 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]. 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.

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. Students must answer at least five items to be counted as a participant in the *Reading* test.

After about 1 hour or when most students have finished,

SAY If you have finished, raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. I will collect your materials. If you have not finished, continue working and take as much time as you need. When you do finish, raise your hand. After your test has been submitted and I have collected your Student Authorization ticket and other materials, you may sit quietly or read if you wish.

[Students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Examiners should instruct students to leave the final screen showing and NOT to click on the "OK" button until instructed to do so.]

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

SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 7 *MATHEMATICS* TEST

SAY Today you will be taking the SOL Grade 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 a sheet of scratch paper and a Student Authorization 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 and need one for the test, please raise your hand. Do not do anything until I instruct you to do so.

Distribute scratch paper and Student Authorization tickets (test tickets). Distribute formula sheets to the appropriate students. 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 Authorization 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 Authorization ticket.** [http://www9.etest.pearson.com/VAP/] **Click on the GO button. You will now be directed to the Login screen.**

From your Student Authorization ticket you should enter the Login ID, Password, and Test Code <u>exactly</u> as you see it 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 as well as be able to see the percentage complete of the download of the initial part of the test. Once a student has successfully logged into the system, he/she will see the directions page. Continue when all students have logged in successfully.

IMPORTANT

For the AUDIO TEST ONLY, the following directions appear on the screen and are automatically read to the students. Therefore, the Examiner should not read these directions to the students.

For all other online tests, the Examiner must read the following directions to students.

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.

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*.

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.**

Wait for students to select their response.

AUDIO TEST DIRECTIONS END HERE

NOTE: All Examiners read the following directions to students for all online tests.

SAY **Does everyone understand how to choose the answer on the computer that you think is the best answer?**

Pause. Answer all questions.

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.

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 this section, 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 <u>any</u> 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.

IMPORTANT

If you have been instructed by your STC ***not*** to provide students a break, read the instructions in the shaded box, "Directions for No Break." Announce to the class that directions for Section 2 will be read to students individually rather than to the entire group. As the students complete Section 1 of the mathematics test, you will give each student a calculator and will read the test directions quietly to each student at his/her work station.

or

If you have been instructed by your STC to provide students a break, read the instructions in the shaded box, "Directions for Flexible Break."

DIRECTIONS FOR NO BREAK

SAY **You may have as much time as you need to complete section 1 of the Mathematics test, questions 1 through 9, before starting Section 2 of the test. After you have finished question 9, you will see the Item Review screen for this section.**

Click *Next Section* 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 *Next* to continue to the next section. You should see a stop sign on your screen. Do NOT click "Exit Test" and do not click "Next" until I tell you to do so.

SAY **For some questions, you may need to use the online ruler or the online formula sheet or a paper copy of the formula sheet. You may use scratch paper for any writing you may need to do, but make sure to select your answers on the computer screen.**

Please raise your hand if you have any questions or problems with your computer during the test. Also, remember to raise your hand when you have completed Section 1. I will give each of you a calculator and I will read the test directions for Section 2 to you individually at your work stations. 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 Section 1.**

Take as much time as you need for questions 1 through 9. You will NOT be able to return to these questions when we begin the next section of the test. When you do finish, raise your hand when you are ready to go on to the rest of the Mathematics test, questions 10 through 60.

Monitor the students carefully. As students raise their hands, indicating when they have completed question 9, make sure that students do not *Exit TestNav* at the section break.

When a student is ready to resume testing, distribute calculators. (Ensure that students also have any needed materials or supplies required for accommodations.)

APPROVED CALCULATORS

Approved scientific calculators are TI-30Xa Solar *School Edition*, CASIO Fx-260-School, Sharp 501 WBBK, Sharp EL501V.

Read the following directions for Section 2 quietly to each student,

SAY **Here is a scientific calculator. Check to be sure your calculator is working. Be sure you understand which keys to press for the numbers and which keys to press for the operations. Do you understand what to do?**

Answer all questions.

SAY **Now click *Next* to continue to the next section. Then enter the four-digit Seal Code (####) that I will give to you.** (Provide the four-digit Seal Code to the student written on a sheet of paper.) **Now, you will see the directions for Section 2 of the Mathematics test.**

Monitor the student carefully to ensure that he/she enters the Seal Code to continue to Section 2 of the test.

SAY **You will be able to read the following directions on the screen.**

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, but make sure to select your answers on the computer screen.

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

You should answer all of the questions in this section of the test 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. When you finish this section, you may check your work on questions 10 through 60 only. Does everyone understand what to do?

After all questions have been answered,

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

Assist any students if necessary.

SAY **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 Authorization ticket and other materials, you may sit quietly or read if you wish.**

[Students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Examiners should instruct students to leave the final screen showing and NOT to click on the "OK" button until instructed to do so.]

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

OR

DIRECTIONS FOR FLEXIBLE BREAK

Allow students to take at least a 10-minute break between Section 1 and Section 2 of the administration of this *Mathematics* test. Your STC will provide specific instructions regarding how long students should take a break for this test.

SAY 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 may have as much time as you need to complete questions 1 through 9. After you have finished question 9, you will see the Item Review screen for this section.**

Click *Next Section* on the Item Review screen. You will see a screen that reads, "You are about to continue to the next section." It will also display how many unanswered questions you have.

Click *Next* to continue to the next section. You should see a stop sign on your screen. Do NOT click "Exit Test" and do not click "Next" until I tell you to do so. We will take a short break after completing questions 1 through 9. Be sure to complete and review all questions in this section because you will not be able to return to these questions after the break. For some questions, you may need to use the online ruler or the online formula sheet or a paper copy of the formula sheet. You may use scratch paper for any writing you may need to do, but make sure to select your answers on the computer screen.

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]. 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.**

After about 20 minutes or when most students have finished questions 1 through 9,

SAY **If you have finished, raise your hand. I will collect your materials. If you have not finished, continue working and take as much time as you need for questions 1 through 9. You will NOT be able to return to these questions when we begin the next section of the test. When you do finish, raise your hand. After I have collected your Student Authorization ticket and other materials, you may sit quietly or read if you wish.**

When most students have finished,

SAY **We will take a break now.**

Collect all test materials from those students who have completed the section. All items should be collected from each individual student rather than passed up or down the rows of computer work stations. Allow those students who have not finished 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, used formula sheets, and scratch paper before the students are moved to the alternate test area. Test materials must be kept secure while students are moved.

Allow the remaining students to take a break as instructed by the STC before you continue administration of the *Mathematics* test.

If students *Exit* TestNav™ prior to the break, their tests must be resumed in Test Session Management and they must log back into TestNav™. If students do not *Exit* TestNav™ at the section break, they **must return to their original workstations** and then enter the Seal Code to complete the test.

When you are ready to resume testing,

SAY **I will now give you back your scratch paper, Student Authorization ticket, and formula sheet. I will also give you a scientific calculator. Do not click *Next* until I tell you to do so.**

APPROVED CALCULATORS

Approved scientific calculators are TI-30Xa Solar *School Edition*, CASIO Fx-260-School, Sharp 501 WBBK, Sharp EL501V.

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

SAY **Check to be sure your hand-held scientific calculator is operating correctly. Be sure you understand which keys to press for the numbers and which keys to press for the operations. Are there any questions?**

Answer all questions.

SAY **Click *Next* to continue to the next section.**

Students will be prompted to enter the four-digit Seal Code. *See pages 2 and 3 for more information on Seal Codes.* When all students are ready to proceed to the next section, write the Seal Code for that section only on a dry-erase board or chalkboard (or something equivalent) where all students will be able to see the Seal Code.

SAY **Enter the following four-digit Seal Code (####).**

You should see the directions for Section 2. Does everyone see Section 2?

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, but make sure to select your answers on the computer screen.

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

You should answer all of the questions in this section of the test 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. When you finish this section, you may check your work on questions 10 through 60 only. 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.**

After about 1 hour or when most students have finished,

SAY **If you have finished, raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. I will collect your materials. If you have not finished, continue working and take as much time as you need. When you do finish, raise your hand. After your test has been submitted and I have collected your Student Authorization ticket and other materials, you may sit quietly or read if you wish.**

[Students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Examiners should instruct students to leave the final screen showing and NOT to click on the "OK" button until instructed to do so.]

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

SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 7 *READING* TEST

SAY Today you will be taking the SOL Grade 7 *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 a sheet of scratch paper and a Student Authorization 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 Authorization 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 Authorization ticket.** [http://www9.etest.pearson.com/VAP/] **Click on the GO button. You will now be directed to the Login screen.**

From your Student Authorization ticket you should enter the Login ID, Password, and Test Code <u>exactly</u> as you see it 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 as well as be able to see the percentage complete of the download of the initial part of the test. Once a student has successfully logged into the system, he/she will see the directions page. Continue when all students have logged in successfully.

IMPORTANT

For the AUDIO TEST ONLY, the following directions appear on the screen and are automatically read to the students. Therefore, the Examiner should not read these directions to the students.

For all other online tests, the Examiner must read the following directions to students.

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*.

SAY **Read the sample passage to yourself.**

(Pause while students read the sample passage.)

SAY **Now read the Sample A question and each answer choice to yourself as I read aloud.** (Point.) ***"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.

AUDIO TEST DIRECTIONS END HERE

NOTE: All Examiners read the following directions to students for all online tests.

SAY **Does everyone understand how to choose the answer on the computer that you think is the best answer?**

Pause. Answer all questions.

SAY **Which answer did you choose?**

Pause for replies.

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

Answer all questions related to selecting an answer.

SAY **Click *Next* to see Sample B.**

IMPORTANT

For the AUDIO TEST ONLY, the following directions appear on the screen and are automatically read to the students. Therefore, the Examiner should not read these directions to the students.

For all other online tests, the Examiner must read the following directions to students.

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 <u>misplaced</u> 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.

AUDIO TEST DIRECTIONS END HERE

NOTE: All Examiners read the following directions to students for all online tests.

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.

OR

ONE SAMPLE QUESTION

If you are administering forms R6027, R6127, or R9027, there is only one sample question—there is no sample B question. If you have any one of these forms,

SAY **Read the sample passage to yourself.**

Pause while students read the sample passage.

SAY **Now look at the sample question. Read the question to yourself as I read it aloud. *"What does the word <u>misplaced</u> mean in this paragraph? (A) lost… (B) changed… (C) broken… (D) hidden."*** **Either click on the best answer or choose the letter of the best answer from your keyboard.** (Pause.)

Wait for students to select their response.

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.

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 this section, 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 <u>any</u> 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 need to 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]. 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.

STRUGGLING LEP STUDENTS

As you are monitoring students, be especially observant of LEP students that 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. Students must answer at least five items to be counted as a participant in the *Reading* test.

After about 1 hour or when most students have finished,

SAY If you have finished, raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. I will collect your materials. If you have not finished, continue working and take as much time as you need. When you do finish, raise your hand. After your test has been submitted and I have collected your Student Authorization ticket and other materials, you may sit quietly or read if you wish.

[Students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Examiners should instruct students to leave the final screen showing and NOT to click on the "OK" button until instructed to do so.]

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

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

SAY Today you will be taking the SOL Grade 8 *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, a sheet of scratch paper, and a Student Authorization 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 and need one for the test, please raise your hand. Do not do anything until I instruct you to do so.

APPROVED CALCULATORS

Approved scientific calculators are TI-30Xa Solar *School Edition*, CASIO Fx-260-School, Sharp 501 WBBK, Sharp EL501V.

Distribute calculators.

Distribute scratch paper, Student Authorization tickets (test tickets), and formula sheets. 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 operating correctly. Be sure you understand which keys to press for the numbers and which keys to press for the operations. There is not a scientific calculator available online. Are there any questions?

Pause. Answer all questions.

SAY Look at the Student Authorization 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 Authorization ticket.** [http://www9.etest.pearson.com/VAP/] **Click on the GO button. You will now be directed to the Login screen.**

From your Student Authorization ticket you should enter the Login ID, Password, and Test Code <u>exactly</u> as you see it 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 as well as be able to see the percentage complete of the download of the initial part of the test. Once a student has successfully logged into the system, he/she will see the directions page. Continue when all students have logged in successfully.

IMPORTANT

For the AUDIO TEST ONLY, the following directions appear on the screen and are automatically read to the students. Therefore, the Examiner should not read these directions to the students.

For all other online tests, the Examiner must read the following directions to students.

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.

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?*** (Pause.) ***(A) $211 … (B) $191… (C) $181… (D) $164 ….*** **Either click on the best answer or choose the letter of the best answer from your keyboard.**

OR

GRADE 8 MATHEMATICS TEST FORM M9136

If you are administering form M9136, you will have a different sample item. In this case,

SAY **Read the sample to yourself as I read it aloud. "Vicki had $228 in her checking account. She used $37 to buy a birthday gift for her grandmother. After that, how much did she have left in her checking account?** (Pause.) ***(A) $211… (B) $191… (C) $181… (D) $164 ….*** **Either click on the best answer or choose the letter of the best answer from your keyboard.**

Wait for students to select their response.

AUDIO TEST DIRECTIONS END HERE

NOTE: All Examiners read the following directions to students for all online tests.

SAY **Does everyone understand how to choose the response on the computer screen that you think is the best answer?**

Pause. Answer all questions.

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.

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 this section, 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 <u>any</u> of the questions by clicking on the question link.**

SAY **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. For some questions, you may need to use the ruler or formula sheet, and you may use the calculator for any questions. If you use a ruler, you must use the online ruler. You may use either the online or hand-held formula sheet. You must use the hand-held calculator. Use scratch paper for any writing you may need to do, but make sure to select your answers on the computer screen.**

Remember to read and solve each problem. Choose the best answer for each question. Please raise your hand if you have any questions or computer difficulties during the test. When you have finished your test, please raise your hand. Do NOT click Submit or Exit Test without permission from the Examiner or Proctor. 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.

After about 1 hour or when most students have finished,

SAY If you have finished, raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. I will collect your materials. If you have not finished, continue working and take as much time as you need. When you do finish, raise your hand. After your test has been submitted and I have collected your Student Authorization ticket and other materials, you may sit quietly or read if you wish.

[Students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Examiners should instruct students to leave the final screen showing and NOT to click on the "OK" button until instructed to do so.]

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

SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 8 *READING* TEST

SAY Today you will be taking the SOL Grade 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 a sheet of scratch paper and a Student Authorization 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 Authorization 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 monitor 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 Authorization ticket.** [http://www9.etest.pearson.com/VAP/] **Click on the GO button. You will now be directed to the Login screen.**

From your Student Authorization ticket you should enter the Login ID, Password, and Test Code <u>exactly</u> as you see it 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 as well as the percentage complete of the download of the initial part of the test. Once a student has successfully logged into the system, he/she will see the directions page. Continue when all students have logged in successfully.

IMPORTANT

For the AUDIO TEST ONLY, the following directions appear on the screen and are automatically read to the students. Therefore, the Examiner should not read these directions to the students.

For all other online tests, the Examiner must read the following directions to students.

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.

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*.

SAY **Read the sample passage to yourself.**

Pause while students read the sample passage.

SAY **Now read 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.

AUDIO TEST DIRECTIONS END HERE

NOTE: All Examiners read the following directions to students for all online tests.

SAY **Does everyone understand how to choose the answer on the computer screen that you think is the best answer?**

Pause. Answer all questions.

SAY **Which answer did you choose?**

Pause for replies.

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

Answer all questions related to selecting an answer.

SAY Click the *Next* button to go to Sample B.

IMPORTANT

For the AUDIO TEST ONLY, the following directions appear on the screen and are automatically read to the students. Therefore, the Examiner should not read these directions to the students.

For all other online tests, the Examiner must read the following directions to students.

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.

AUDIO TEST DIRECTIONS END HERE

NOTE: All Examiners read the following directions to students for all online tests.

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.

OR

ONE SAMPLE QUESTION

If you are administering forms R6036, R6037, R6137, R6237, R6337, R3027, R9037, or R9136, there is only one sample question—there is no sample B question. If you have any one of these forms,

SAY Read the passage to yourself. Now look at the sample question. 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." Does everyone understand why "A" is the best answer? Are there any questions?

Answer all questions related to selecting an answer.

SAY The tools you can use for this test are shown 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 this section, 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 <u>any</u> 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 need to 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]. 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.

STRUGGLING LEP STUDENTS

As you are monitoring students, be especially observant of LEP students that 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. Students must answer at least five items to be counted as a participant in the *Reading* test.

After about 1 hour or when most students have finished,

SAY If you have finished, raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. I will collect your materials. If you have not finished, continue working and take as much time as you need. When you do finish, raise your hand. After your test has been submitted and I have collected your Student Authorization ticket and other materials, you may sit quietly or read if you wish.

[Students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Examiners should instruct students to leave the final screen showing and NOT to click on the "OK" button until instructed to do so.]

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

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, a sheet of scratch paper and a Student Authorization 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 and Student Authorization tickets (test tickets).

APPROVED CALCULATORS

Acceptable calculator model types are as follows:

- Four-function calculator having percent, square root and +/- sign functions
- Approved scientific calculators are TI-30Xa Solar *School Edition*, CASIO Fx-260-School, Sharp 501 WBBK, Sharp EL501V

Distribute calculators to the appropriate students. 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 If you have a hand-held calculator, check to be sure it is operating correctly. Be sure you understand which keys to press for the numbers and which keys to press for the operations. In a moment, you will have the opportunity to practice with the online four-function calculator as well. There is not a scientific calculator available online. Are there any questions?

Answer all questions.

SAY Look at the Student Authorization 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 Authorization ticket.** [http://www9.etest.pearson.com/VAP/] **Click on the GO button. You will now be directed to the Login screen.**

From your Student Authorization ticket you should enter the Login ID, Password, and Test Code <u>exactly</u> as you see it 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 as well as be able to see the percentage complete of the download of the initial part of the test. Once a student has successfully logged into the system, he/she will see the directions page. Continue when all students have logged in successfully.

IMPORTANT

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For all other online tests, the Examiner must read the following directions to students.

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.

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."* Either click on the best answer or choose the letter of the best answer from your keyboard.**

AUDIO TEST DIRECTIONS END HERE

NOTE: All Examiners read the following directions to students for all online tests.

SAY Does everyone understand how to choose the response on the computer screen that you think is the best answer?

Pause. Answer all questions.

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.

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 this section, 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 <u>any</u> 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. For some questions, you may need to use the online ruler, and you may use the calculator whenever you want. You may use the online or hand-held four-function calculator. You must use a hand-held scientific calculator. You must use the online ruler. Use scratch paper for any writing you may need to do, but make sure to select your answers on the computer screen.

Remember to 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]. 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.

After about 75 minutes or when most students have finished,

SAY If you have finished, raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. I will collect your materials. If you have not finished, continue working and take as much time as you need. When you do finish, raise your hand. After your test has been

submitted and I have collected your Student Authorization ticket and other materials, you may sit quietly or read if you wish.

[Students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Examiners should instruct students to leave the final screen showing and NOT to click on the "OK" button until instructed to do so.]

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

TEST SECURITY GUIDELINES

All persons in the division who will have access to or assist with the administration of the online or paper SOL tests must read the *Test Security Guidelines* and sign the *Test Security Agreement* before the administration of any tests. This security agreement requires that persons involved in the test administration exercise the necessary precautions to ensure the security of content and all test materials. **This agreement must be completed and maintained on file locally as directed by the STC before given access to the PEMSolutions online system and/or administering any online or paper tests.**

Test Security Guidelines and the *Test Security Agreement* are available on the following pages. In addition, when a user initially logs in to PEMSolutions (http://www.pearsonaccess.com/va), he/she will be prompted to read and accept the *Test Security Guidelines*. After doing so, the user may print and sign this version by clicking the Printer Friendly link on the screen. Some divisions do not set up the Examiners and Proctors as users on the online testing system. Therefore, they would never log in to the system to view the *Test Security Guidelines* mentioned above. In this case, a copied version of the *Test Security Agreement* and *Test Security Guidelines* on the following pages should be made available for the Examiners and/or Proctors to sign.

Divisions may make as many copies of the security agreement as necessary. Do not use file photocopies of previously signed security agreements from past administrations. Signed forms should be maintained on file locally as directed by the STC.

The following *Test Security Guidelines* and the *Test Security Agreement* are applicable to online testing as well as paper/pencil testing. Therefore, persons involved with both online and paper testing need only sign one *Test Security Agreement*. Persons who have not signed the Test Security Agreement may not be allowed access to PEMSolutions or any SOL tests.

VIRGINIA DEPARTMENT OF EDUCATION
STANDARDS OF LEARNING (SOL) ASSESSMENTS
SPRING 2008

TEST SECURITY GUIDELINES

Listed below are guidelines to assist those persons involved in the administration of the Virginia Standards of Learning (SOL) Assessments (paper and online) in determining what actions may compromise test security.

1. Students must never be exposed to unreleased test items or to the answers to unreleased test items before or following test administration. **Using unreleased test items in any form (including rewording of such test items) is STRICTLY PROHIBITED.** If in doubt whether test items have been released, contact the Division Director of Testing for verification.
2. All persons are prohibited from providing students with the answer to any unreleased test item and from making any suggestion as to how to respond to a test item at any time, whether before, during, or after a test administration. This prohibition includes provision of clues, hints, and/or actual answers in any written, printed, verbal, and/or non-verbal form (including chalkboards, charts, and bulletin boards).
3. Examiners should receive test booklets/writing prompts only on the day of testing. Examiners are not to open sealed packages of writing prompts more than 30 minutes before the test session for the direct-writing component of the writing tests.
4. Examiners are not to improperly review test items or test booklets before, during, or after test administration. Examiners administering the paper multiple-choice *SOL* tests are not to look ahead in the test booklets.
5. Copying/printing/photographing **ALL OR ANY PART** of an SOL assessment or taking notes about the items included on a SOL assessment is **STRICTLY PROHIBITED.** As stated in the copyrights by the Commonwealth of Virginia Department of Education, testing materials may not be reproduced or used in any form or by any means, electronic or mechanical, including photocopying or recording or by any information storage or retrieval systems.
6. All persons are prohibited from logging into TestNav™ (the Web-based application) posing as a student, current or fabricated, to view any SOL assessments. Only a student whose name appears on a Student Authorization Ticket is permitted to log in and take an online assessment (not applicable for *Writing* tests).
7. The tests must be administered strictly in accordance with the instructions outlined in the SOL assessment manuals. This includes following proper procedures for using test manipulatives. Directions that are to be read to the students must be read exactly as written.
8. No test item that will be scored to obtain students' test results may be used as a sample or practice item for learning how to select responses. Sample items are included in the SOL assessments to familiarize students with the format of the items and the procedures for selecting their answers.
9. All persons are prohibited from attempting to formally or informally score SOL assessments.
10. All Examiners, Proctors, or Interpreters using a Proctor Authorization Ticket to administer an online Read-Aloud assessment to students requiring this accommodation are prohibited from answering test questions in the Web-based assessment before, during, or after the administration of the test (not applicable for W*riting* tests).
11. All persons are prohibited from changing students' answers to test items whether by providing hints or clues during a test administration, correcting wrong answers during a test administration, or by erasing or correcting answers or responses recorded/selected by the student.
12. All known violations of test security procedures shall be reported by phone, fax or in writing. Call (804) 225-2102 to report a violation by phone. Fax violation reports to (804) 371-8978. Written reports must be signed by the person making the report, and addressed to the Division of Student Assessment and School Improvement, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120. The Virginia Department of Education will request an investigation of any test improprieties and implementation of an action plan as necessary. All corrective action plans must be submitted to the Division of Student Assessment and School Improvement.

Please read legislation passed by the Virginia General Assembly (§ 22.1–19.1 Actions for violations of test security procedures and § 22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.

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Please read legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.

§ 22.1–19.1. Action for violations of test security procedures.

A. The Office of the Attorney General, on behalf of the Board of Education, may bring a cause of action in the circuit court having jurisdiction where the person resides or where the act occurred for injunctive relief, civil penalty, or both, against any person who knowingly and willfully commits any of the following acts related to secure mandatory tests required by the Board to be administered to students:

1. Permitting unauthorized access to secure test questions prior to testing;

2. Copying or reproducing all or any portion of any secure test booklet/writing prompt;

3. Divulging the contents of any portion of a secure test;

4. Altering test materials or examinees' responses in any way;

5. Creating or making available answer keys to secure tests;

6. Making a false certification on the test security form established by the Department of Education; or

7. Participating in, directing, aiding or abetting, or assisting in any of the acts prohibited in this section.

For the purpose of this subsection, "secure" means an item, question, or test that has not been made publicly available by the Department of Education.

B. Nothing in this section may be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, Superintendent of Public Instruction or the Department of Education or their agents or employees engaged in test development or selection, test form construction, standard setting, test scoring, reporting test scores, or any other related activities which, in the judgment of the Superintendent of Public Instruction or Board of Education, are necessary and appropriate.

C. Any person who violates any provisions of this section may be assessed a civil penalty not to exceed $1,000 for each violation; however, any person whose administrative or teaching license has been suspended or revoked pursuant to § 22.1-292.1 shall not be assessed a civil penalty for the same violation under this section.

All civil penalties paid to the Commonwealth pursuant to this section shall be deposited into the Literary Fund. (2000, cc. 634, 659; 2004, cc. 939, 955.)

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Please read legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.

§ 22.1–292.1. Violation of test security procedures: revocation of license.

A. The Board of Education may suspend or revoke the administrative or teaching license it has issued to any person who commits any of the following acts knowingly and willfully with the intent to compromise secure mandatory tests administered to students as required by this title or by the Board of Education:

1. Giving unauthorized access to secure test questions;

2. Copying or reproducing all or any portion of any secure test booklet/writing prompt;

3. Divulging the contents of any portion of a secure test;

4. Coaching or assisting examinees during testing or altering examinees' responses in any way;

5. Making available any answer keys;

6. Failing to follow test security procedures established by the Department of Education;

7. Providing a false certification on any test security form required by the Department of Education;

8. Retaining a copy of secure test questions; and

9. Participating in, directing, aiding, assisting in, or encouraging any of the acts prohibited by this section.

For the purposes of this section, "secure test" means an item, question, or test that has not been made publicly available by the Department of Education.

Nothing in this section shall be construed to prohibit educational personnel from providing input to administrators or other authorized personnel, including school board members and members of the General Assembly, except when done in a manner that violates test integrity or security regarding the accuracy, clarity, or propriety of test items or test administration procedures.

B. Nothing in this section shall be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, the Superintendent of Public Instruction, or the Department of Education in test development or selection, test form construction, standard setting, test scoring and reporting, or any other related activities which, in the judgment of the Superintendent of Public Instruction or the Board of Education, are necessary and appropriate.

C. Any suspension or revocation imposed for the acts enumerated in this section shall be rendered pursuant to Board regulations promulgated pursuant to the Administrative Process Act (§ 9–6.14:1 et seq. and § 22.1–298), governing the licensure of teachers.

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STANDARDS OF LEARNING (SOL) ASSESSMENTS
SPRING 2008

SCHOOL DIVISION PERSONNEL TEST SECURITY AGREEMENT
(INCLUDING EXAMINERS/PROCTORS)

I acknowledge that I will have access to the Standards of Learning (SOL) Assessments for the purpose of administering an SOL test. I also acknowledge that I have read, understand, and agree to adhere to the *Test Security Guidelines* for the SOL test. I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

1. I will not divulge the contents of the test to anyone.
2. I will not improperly review test items or test booklets/writing prompts, copy or take notes about any part of the test.
3. I will not allow access to the test materials to any student or to any other person not so authorized by the School Test Coordinator.
4. I will not alter students' responses in any way.
5. I will not provide answers to test items or any other improper assistance to students.
6. If serving as an Examiner for online Read-Aloud test sessions, I will not answer test questions in the Web-based assessment before, during, or after the administration of the test.
7. I understand my Login ID and password for the Virginia SOL Web-based Assessments are secure and must remain confidential.
8. I have read the legislation passed by the Virginia General Assembly (§ 22.1–19.1 Action for violations of test security procedures and § 22.1–292.1 Violation of test security procedures: revocation of license).
9. I understand that if test security procedures and guidelines are not followed, my license may be suspended or revoked or I may be assessed a civil penalty for each violation.

Interpreters and all individuals involved in transcriptions of student responses must also read and sign the test security agreement.

Please be sure to print, sign, and return the *Test Security Agreement* (from the computer OR manual) to the appropriate test administrator before administering any SOL tests.

Signed: _____

Print Name: _____

Position: _____

School: _____

Division: _____

Date: _____

This page may be photocopied

STANDARDS OF LEARNING (SOL) ASSESSMENTS
SPRING 2008

EXAMINER'S/PROCTOR'S TEST BOOKLET/TEST TICKET TRANSMITTAL FORM/AFFIDAVIT

Directions

School Test Coordinators: Use the form on the reverse side to sign test booklets/test tickets out to and in from Examiners/Proctors in your school. Provide your division name, school, grade level, and test name.

- ❑ **1.** List each Examiner's/Proctor's name in the far-left column.
- ❑ **2.** List the number of test booklets/test tickets assigned to each Examiner/Proctor.
- ❑ **3.** The Examiner/Proctor should initial the "Out" column when receiving test booklets/test tickets.
- ❑ **4.** The STC must initial the "In" column at the end of the day when test booklets/test tickets are returned. Both the Examiner/Proctor and STC should count or otherwise verify the number of test booklets/test tickets distributed before initialing this form.

5. EXAMINER'S/PROCTOR'S AFFIDAVIT

After testing is completed, have each Examiner/Proctor read the following statements and sign the "Examiner's/Proctor's Affidavit" column certifying the following:

- ❑ **a.** I administered the Standards of Learning (SOL) Assessments test according to the directions in the *Examiner's Manual*.
- ❑ **b.** I kept all materials secure when in my possession.
- ❑ **c.** I did not conduct any inappropriate test preparation activities with students that would invalidate their performance or give them an undue advantage over others.
- ❑ **d.** I did not alter students' responses in any way.
- ❑ **e.** I have read the statements above and understand that I am certifying that they are true by signing the "Examiner's/Proctor's Affidavit" on the reverse side.

STANDARDS OF LEARNING (SOL) ASSESSMENTS
SPRING 2008

EXAMINER'S/PROCTOR'S TEST BOOKLET/TEST TICKET TRANSMITTAL FORM/AFFIDAVIT

Division Name: _____ School: _____

Grade Level: _____

Note: Numbers at the top of each column correspond to steps listed on the previous page.

(1) Examiner's Name (Proctor's Name)	(2) Test Booklet/Test Ticket Quantity	(3) OUT — EXAMINER'S/ PROCTOR'S INITIALS	(4) IN — STC'S INITIALS	(5) EXAMINER'S/PROCTOR'S AFFIDAVIT Examiners and Proctors are to sign in this column only AFTER reading statements a–e on the previous page.

NOTES TO STC:
1. At the close of test administration, this completed page must be forwarded to your DDOT, who will keep it on file.
2. This page may be photocopied.