Script for Administering the Grade 5 FSA ELA Reading Practice Test

This script should be used to administer the Grade 5 FSA ELA Reading Practice Test to students who will take the computer-based practice test via the AIR secure browser.

This script describes the presentation of the passages, items, and tools in the Test Delivery System for the Grade 5 FSA ELA Reading Test. This script is intended to provide instruction for all aspects of the practice test. However, test administrators should modify the script as appropriate to the needs of the students participating in the practice test. Test administrators might, for instance, feel that it is unnecessary to describe each item type in great detail. In that case, they may consolidate the item type section of the script as they see fit, using the instructions in that part of the script to answer questions as needed. Test administrators may also find it helpful to project the practice test and walk through items along with students.

Before Beginning the Practice Test

1. Before students arrive, ensure that the testing room is prepared as it will be on the day of the test.
2. Ensure that each student has a pen or pencil and a piece of paper to take notes.
3. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
4. Check that each student has headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
5. Launch the secure browser on student computers or devices prior to beginning the test session.
6. Select the “Go to the Practice Test Site” link.
7. Ensure that you have a test ticket for each student, printed from TIDE, displaying their First Name, Username, and other information.

Create a Practice Test Session

1. Go to the FSA Portal, click the “Test Administration” icon, and then click the “TA Training Site” icon.
2. On the TA Training Site, click the “TA Training Site” icon.
3. Log in to the TA Training Site using your Username (email address) and Password.
4. Select the Grade 5 FSA ELA Practice Test (under Practice Tests > ELA – Reading > Grades 3–5, Grade 5), and then click “Start Practice Session.”
5. Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students.

Note: As a security measure, test administrators are automatically logged out of the TA Training Site after 90 minutes of test administrator and student inactivity. A session will remain active if students are waiting for approval, if students are actively taking the test, or if the Test Administrator is interacting with the TA Training Site.
**Beginning the Practice Test**

<table>
<thead>
<tr>
<th>SAY</th>
<th>Today, you are going to learn how to use the Test Delivery System, the test platform you will use to take the FSA assessments.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This practice test is designed for students who will take the Grade 5 FSA ELA Reading assessment.</td>
</tr>
<tr>
<td></td>
<td>You will be given a CBT Worksheet on the day of the test to take notes during each session of the FSA ELA Reading tests; however, today you may use your own paper.</td>
</tr>
<tr>
<td></td>
<td>Remove all materials from your desk except your pen or pencil and scratch paper.</td>
</tr>
<tr>
<td></td>
<td>Your workstation or device should be opened to the Student Practice Test login screen.</td>
</tr>
<tr>
<td></td>
<td>Please follow my instructions, and do not change screens until I tell you to do so.</td>
</tr>
<tr>
<td></td>
<td>Now, look at the login screen. If you do not see this screen, raise your hand.</td>
</tr>
<tr>
<td></td>
<td>If a computer or device is not opened to the login screen, open the secure browser on that computer or device and navigate to the practice test login screen.</td>
</tr>
<tr>
<td></td>
<td>Please sit quietly while I distribute the test tickets. Do not begin typing until I tell you to start.</td>
</tr>
<tr>
<td></td>
<td>Distribute the test tickets.</td>
</tr>
<tr>
<td></td>
<td>Look closely at your test ticket and make sure it has your correct name, date of birth, and partial ID number on it.</td>
</tr>
<tr>
<td></td>
<td>Do NOT sign in before I instruct you to do so.</td>
</tr>
<tr>
<td></td>
<td>Raise your hand if you do not have the correct ticket.</td>
</tr>
<tr>
<td></td>
<td>If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.</td>
</tr>
<tr>
<td></td>
<td><strong>Display the Session ID for students.</strong></td>
</tr>
<tr>
<td></td>
<td>Make sure the box to the left of <strong>Guest User</strong> is not checked. Enter your First Name as it appears on your test ticket and enter your Username. Make sure that the box to the left of <strong>Guest Session</strong> is not checked, and enter the Session ID _____. The Session ID is displayed for you. Click “Sign In.” Raise your hand if you need assistance.</td>
</tr>
<tr>
<td></td>
<td>Now, you will see a screen that says “Is This You?” Select <strong>Yes</strong> to continue.</td>
</tr>
</tbody>
</table>
Now, select the green arrow by **Start Grade 5 ELA Reading Practice Test** to proceed and sit quietly while I approve your tests.

In the TA Training Site, select the Approvals button to review the list of students ready to begin testing.

Once you ensure that all students have logged in correctly, approve students to test by selecting “Approve All Students.”

Now you should see a screen that says “Is This Your Test?” Verify that the screen displays the correct test.

This screen allows you to choose the print size and background color for your test. If you would like to change your print size and background color selections, do so now.

If you have any questions, raise your hand.

If a student is in the wrong test, have the student select “No” on the screen, log in again, and make adjustments, and approve that student’s test again. Ensure the correct information displays for that student on the “Is This Your Test?” screen.

Now, select **Yes, Start My Test**.

Put your headphones or earbuds on now. On the Sound Check screen, click or tap the speaker icon. If you hear the sound, select **Yes**. Raise your hand if you cannot hear the sound.

Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have selected **Yes** on the Sound Check screen,

Now, you will now see the “Test Instructions and Help” screen. Do not select **Begin Test Now** until I instruct you to do so.

First, this screen displays your font size and color choices. If you do not like the choices you made, select **Return to Login**, sign in again, change your choices, and select **Yes, Start My Test** again.

Take a moment to review the “Test Instructions and Help.” These instructions show you how to navigate in the test and how to use the tools and features of the testing platform. We will discuss these tools in more detail on the next screen. These instructions are also available for you to reference in the practice test.

Now, select **Begin Test Now**, but do not begin yet.
Pause to make sure that all students have the first question on their screens. Help students if necessary.

**SAY**

Before you begin, listen as I describe the screen.

For the Grade 5 FSA ELA Reading Test, you will first see a reading passage on the left side of your screen and the question and answer area on the right side of your screen.

There is a scroll bar to the right of the reading passage on the left side of your screen. Now, slowly scroll down in the reading passage section by moving your cursor into the reading passage section and either clicking the down arrow at the bottom of the scroll bar or by clicking and dragging the scroll bar.

If you are using a mobile device, scroll by swiping up and down over the reading passage. *(Pause to allow students to practice scrolling.)*

When reading a passage, always make sure that you scroll down to read the entire passage.

Pause to allow students to practice scrolling. Walk around the room and make sure students can scroll to the bottom of the reading passage area.

**SAY**

In the top left corner of your screen, you will see the navigation buttons.

The **Back** and **Next** buttons can be used to move to the previous or the next question. The **Back** button is currently deactivated because you are on the first question, but it will be available for later questions.

To the right of the Next button, you will see the **Save** button. The Save button allows you to manually save your work. This is an optional feature. If you do not select this button, your answers will be saved automatically every two minutes.

Next to the Save button is the **Pause** button. The Pause button allows you to pause and exit the test. Do not select the Pause button at this time.

Are there any questions?

Answer any questions.

**SAY**

Now, I will describe several tools that may help you with this computer-based practice test, and you will practice using them.

At the top right corner of your screen, you will see the **Notes** button. Select the Notes button now. A notepad will appear. If you want to make notes for later reference, you can type them into this window. You can select and drag this pop-up window around the page if needed. Now, practice typing words into the notepad. These notes are not included as
Notes that save in the notepad will be saved for the duration of this test. To close the notepad without saving the notes you have typed, select **Cancel**. To close the notepad and save the notes you have typed, select **Save and Close**. Now, close the notepad. Click the **Notes** button again, and your saved notes will display. (Pause.)

To the right of the Notes button, you will be see **Line Reader** and **Zoom** buttons. The Line Reader tool helps you track line by line as you read a question. Now, select the **Line Reader** button and see how it appears on the first line of the title of Passage 1. Click another line on the screen and the line reader will move to that line. You can also move the line reader by using the up and down arrow keys on your keyboard.

Practice using the Line Reader tool on the screen. (Pause while students practice using the Line Reader.) Now, turn off the **Line Reader** tool by selecting the icon for the tool again.

Next to the Line Reader button, you will see the **Zoom Out** and **Zoom In** buttons. Use the Zoom Out and Zoom In buttons to decrease and increase the size of text within the test page. Four levels of magnification are available. Now, practice using the **Zoom Out** and **Zoom In** buttons to find the zoom level with which you are most comfortable. (Pause while students practice using the Zoom buttons.)

At the top right side of the page, above the Zoom In button, you will see a small question mark in a circle. This is the **Help** button. Now, select the **Help** button. A pop-up window with the Help Guide, including an Overview of the Test Site, Test Rules, and Accessing Context Menu Tools, will appear. Note that, as with the Notepad window, you can click and drag this pop-up window around the page if needed. This is the same screen that you reviewed before beginning your test. These instructions remind you how to navigate from one item to the next and how to use the tools and features in the testing platform. Take a moment to scroll through these instructions. Raise your hand if you have any questions about the information in the Help Guide. (Pause. Answer any student questions.)

Now, close the Help Guide by selecting the X in the circle at the top right corner of the Help Guide window. (Pause while students close the Help Guide.)

In the top right corner of the screen, next to the Help button, you will see a grey wheel. This is the **System Settings** tool. Now, select the **System Settings** button. A pop-up window displays that will allow you to adjust the volume for this practice test. When you have finished adjusting your system settings, select **OK** to exit and save your changes or **Cancel** to exit without saving your changes. Note that if you attempt to adjust your system settings while audio is playing, the settings will not adjust until after you select **OK**.

Are there any questions about any of the tools?
Answer any questions.

| SAY | In the top right corner of the reading passage panel, you will see the **Expand Passage** tool, which looks like a double-sided arrow. Selecting this tool will expand the reading passage panel so that it takes up most of the screen. Now, select the **Expand Passage** tool to expand your reading passage screen. (*Pause.*) Selecting the Expand Passage tool again will collapse the reading passage screen. Now, select the **Expand Passage** tool again. The reading passage should shrink to fill only the left side of your screen. (*Pause.*) Now, look at the top right corner of the answer panel. You will see three grey lines. This is the **Context Menu**. Click the Context Menu. Two options will display: Tutorial and Mark for Review. You can also access the Context Menu by right-clicking, if available on your device, in the answer panel or the reading passage panel. The Context Menu will display. From the Context Menu, select **Tutorial**. A pop-up window will open that will display a video tutorial of this item type. Please note that there is no sound available for this tutorial. After viewing the tutorial, close the window by selecting the X in the grey circle at the top right corner of the pop-up window. (*Pause while students close the tutorial.*) Now, select the context menu and then select the **Mark for Review** tool. You can mark an item for review by using the context menu or by right-clicking, if available on your device, in the question and answer area and selecting **Mark for Review**. Once you mark an item for review, the solid blue rectangle around the number for the item in which you are working will change to a striped blue rectangle with the top right corner folded over, and the item set in the drop-down list at the top left corner of the screen will also be labeled “marked.” The Mark for Review feature will allow you to flag a question that you might want to review at a later time. After you finish reviewing a question, return to the context menu and select **Unmark Review Item**. You can also right-click, if available on your device, and select **Unmark Review Item**. The item number near the prompt will revert to a solid blue rectangle, and the item set in the drop-down list will no longer be labeled “marked.” Now, practice selecting **Mark for Review** and **Unmark Review Item**. (*Pause.*) For now, leave this question marked for review. Now, if you right-click in the answer panel area, a context menu will appear. In addition to giving you an additional way to access the Tutorial and Mark for Review tools, you may also see options to **Highlight Selection** or **Strikethrough** an answer option. You can use the Highlight Selection tool to highlight portions of a question. To highlight, click and drag to select the text you want to highlight. Then, right-click in the highlighted area. Select **Highlight Selection** from the Context Menu. Your text will then be highlighted. |
SAY To remove the highlighting, right-click in the item, then select **Reset Highlighting** from the Context Menu. Note that if you have multiple sections highlighted, choosing Reset Highlighting will remove *all* highlighting from the answer panel or reading passage panel, depending on where you clicked. To remove only certain portions of highlighting, right-click over the area from which you want to remove highlighting and choose **Remove Highlight**. Practice highlighting and removing highlighting from words in the question. *(Pause.)*

For multiple-choice or multiselect items, you will also see a Strikethrough option in the Context Menu. We will practice using the Strikethrough tool when we come to a multiple-choice or multiselect question.

For open response items, you will also see a Select Response Version tool in the Context Menu. We will practice using the Select Response Version tool when we come to an open response item.

In the top left corner of your screen, you will see a drop-down menu with question numbers. The drop-down menu allows you to quickly move to different questions. You can only use the drop-down menu to revisit questions you have already seen.

Are there any questions about any of these tools?

Answer any questions, and make sure everyone can use the tools. Help students if necessary.

SAY Now we will look at the types of questions you will see throughout the test. Unless instructed to do so, you do not need to answer the questions at this time. You will have time after we discuss the various item types to practice answering the questions.

Question 1 is a selectable hot text item. First you must read the passage on the left and then answer the question on the right. This question type requires you to select a word or a group of words. For this question, click or tap on the word or group of words you would like to highlight. Note that some hot text items will specify a number of words or group of words to select whereas others will not specify the number.

Now, select **Next** to go to Question 2. Note that the reading passage in the left panel remains the same but the question and answers options have changed. You can see how many questions you will have for this reading passage in the top right corner of the question and answer area. Once you finish those ten questions, the passage will change.

Question 2 has two parts, Part A and Part B, and it is an evidence-based selected-response item. This question type requires you use what you read in the passage on the left to then answer the two questions on the right. Read the Part A question, and then read the answer choices. To answer a multiple-choice item within a multi-part question, click or tap on the button next to an answer choice. The button will become grey. In this question, both items are multiple-choice items. Read the Part B question, and then read the answer choices. Then, select an answer. To get full credit for a two-part item on the
actual test, be sure to select an answer for Part A and for Part B.

Now, right-click in the answer area to see the Context Menu for Question 2. You will now see the Strikethrough tool as an option. You can use the Strikethrough tool to cross out answer choices that you have eliminated as possible correct answers. Now, right-click anywhere on answer option A in Part A. Select Strikethrough in the Context Menu. You should see a grey line through answer option A. Note that using Strikethrough on an answer option you have previously chosen does not automatically remove your selection of that response. Strikethrough is only available for multiple-choice and multiselect item types. To remove a strikethrough, right-click on the eliminated option and select Undo Strikethrough from the Context Menu. Now, practice adding and removing strikethroughs. (Pause.)

Now, select Next to go to Question 3.

Question 3 is a drag item. This question type requires you to place and move objects on an answer space. To begin, read the directions that appear on the screen. For questions like this, you will see an answer space. Some questions, like this one, will have an object bank. You can drag objects from the object bank to the answer space. Some questions will specify a number of items to drag but others will not. If you need to change your response, you will drag the item from the answer box back to the object bank.

The remaining items in this session are item types we have already discussed. Now, you may begin the practice test. Return to Question 1 and read and respond to each question while practicing using the tools available for this test.

Remember, if you need assistance understanding how to answer a question, you can select the Tutorial button, which is the lowercase “i” under the context menu. Raise your hand if you have any questions.

Walk around the room and assist students as necessary. After students have had sufficient time to practice using the tools and answer the questions, review the correct responses to Session 1 with the students. The answer key can be found on the FSA Portal at http://fsassessments.org/resources/.

When you have finished answering questions in Session 1, navigate to Question 7 by clicking the Next button.

Now, we will practice how you will exit the test if you need to leave the room for an extended period of time during the actual test.

The Pause button allows you to pause and exit the test for an extended period of time. Now, select the Pause button. (Pause for students to select the button.) A pop-up window will appear and ask you to confirm that you want to pause the test and to ask your test administrator before pausing your test. You should then verify with your test administrator whether you should pause your test. For today, select No. On the day of the
<table>
<thead>
<tr>
<th>SAY</th>
<th>test, if you have your test administrator’s permission, you will select Yes.</th>
</tr>
</thead>
</table>

Pause while students select No.

<table>
<thead>
<tr>
<th>SAY</th>
<th>Now, we will practice how you will complete Session 1 of your test when you are finished testing for the day.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From Question 7, select the Next button to access the review screen. You will now have the option to review any unanswered or flagged items or to complete Session 1.</td>
</tr>
<tr>
<td></td>
<td>If you marked any questions for review, you will see a flag and checkmark icon next to the question number reminding you that you marked that item for review. If you wanted to review your response, you would click or tap on the box with the question number and the flag and checkmark in it. You would then be taken back to the question you had marked for review. If you had left any questions unanswered, those questions would also be indicated on this screen. Do not select the question number to review your answer at this time.</td>
</tr>
<tr>
<td></td>
<td>Select End Session. A message will appear, asking if you want to pause your test. Click Yes. You will be brought back to the Sign In screen.</td>
</tr>
</tbody>
</table>

Students will be returned to the login screen. This simulates how they will exit after Session 1/Day 1 of the operational test. Wait two minutes and then have students log back in using the instructions at the beginning of this script. Approve students to enter the practice test again. Students should proceed through the opening screens and select Begin Test Now to start Session 2.

<table>
<thead>
<tr>
<th>SAY</th>
<th>You should now see Question 8 on your screen. If you do not see Question 8, raise your hand.</th>
</tr>
</thead>
</table>

Pause and assist students with logging in as needed.

<table>
<thead>
<tr>
<th>SAY</th>
<th>We will now complete Session 2 of the practice test.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The passage set on the left side of your screen includes an audio passage. Scroll to the bottom of the passage set to Passage 3, which contains a grey box with a grey triangle inside of a circle on the left side. In addition to reading the first two passages, you will be required to listen to this audio passage to answer the questions associated with this passage set.</td>
</tr>
<tr>
<td></td>
<td>On the left side of the grey box, you will either see the Play button (which is a triangle inside a circle) or the Pause button (which is two vertical lines), depending on whether the recording is playing. While the recording is playing, you can use the audio scrubber circle to move forward or backward in the recording.</td>
</tr>
</tbody>
</table>
When you are instructed to begin Session 2 of the practice test, be sure to practice listening to this audio passage.

From Question 8, select the Next button to go to Question 9.

Question 9 is a multiselect item. This question type requires you to choose all of the answers you think are correct based on the passages on the left. After you finish reading the prompt, question, or instructions, you will read the answer choices. Finally, you will click or tap on the button next to an answer option to select your answer. A checkmark will appear in each box you check.

For some questions, such as this one, you will be asked to select a specific number of answers. For other questions, you will be asked to select all of the correct answers, but the question will not specify that number. There may also be more than one question; on some screens, you may need to scroll down to see all of the questions.

Now, select the Next button to go to Question 10.

Question 10 is an open response item. This question type requires you to type your answer into a response area. To begin, read the question, prompt, or instructions on the screen. After you finish reading the question and any other information, think about your answer. Then, type your answer into the response area.

Now, right click in the text box. The Context Menu will appear and will now include a Select Response Version tool. This tool, which is only available on open response items, allows you to view and return to previous versions of your response. For example, if you delete a portion of your response and then continue writing but later decide that you would like to access the deleted portion of your work again, the Select Response Version tool would allow you to do this.

In the response area, type a short sentence and then click the Save button. Now, erase that sentence, type a new sentence, and click Save again. From the Context Menu, click the Select Response Version tool. From the window that appears, click on the version numbers to see a preview of the response versions available to restore. Select the version number you would like to restore, and click Submit. Click Cancel to close the Select Response Version window without selecting a previous version.

Now, select the Next button to go to Question 17.

This question set, which includes Questions 17–19, is an edit task with choice item. This item type requires you to edit the highlighted words or phrases by selecting an answer from a drop-down menu containing a given set of choices. For this question, there are three highlighted words you will need to edit. You will begin by reading the instructions and the passage. Then, click or tap a highlighted word or phrase to make an edit. A drop-down menu will appear with options you can choose to replace the original word or phrase. From the drop-down menu, select the correct replacement word or phrase. Select
Now, select the Next button to go to Question 20.

Question 20 is an edit task item. This item is similar to what you did for Questions 17–19 except that you will type in your own answer rather than choosing from options in a drop-down menu. You will begin by reading the instructions and the passage. Then, click or tap a highlighted word or phrase. Type the replacement word or phrase in the text box that appears. Select the OK button to save the word or phrase. If you do not want to save the changes made, select the Cancel button. If you change your mind, select the highlighted word or phrase again to make changes. Repeat this process for all of the highlighted words or phrases in the passage.

Now, you may begin Session 2 of the practice test. Return to Question 8 and read or listen to each passage and respond to each question while practicing using the tools available for this session. Do not select the End Test button until instructed to do so.

Remember, if you need assistance understanding how to answer a question, you can select the Tutorial button, which is the lowercase “i” under the context menu. Raise your hand if you have any questions.

After students have had sufficient time to practice using the tools and answer the questions, review the correct responses to Session 2 with the students. The answer key can be found on the FSA Portal at: [http://fsassessments.org/resources/](http://fsassessments.org/resources/).

Now, we will practice how you will submit your test when you have completed Session 2.

From Question 20, click the Next button to access the review screen. Remember that the review screen will show you any Session 2 questions that are unanswered or marked for review and allow you to return to those questions by clicking on the question number. Do not select a question number to review your response at this time.

Click End Test at the bottom of the screen. You will see a message that directs you to click Yes to submit your test. Click Yes.

A message will appear that reads “You have reached the end of the test. Click Submit Test to submit your test.”

Click Submit Test. A pop-up will appear asking if you are sure you want to submit the test. Click Yes.

You will now see a message that says “Practice Test Completed.” Click Log Out.
After students have logged out, check each computer or device and make sure that each student has exited the test properly. Help students as needed. Provide students with the practice test URL, which can be found at http://fsassessments.org/resources/, so they may access the practice test on their own.