Test Directions

Wisconsin Forward Exam

Spring 2016
Wisconsin Department of Public Instruction
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Grade 3

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

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BEFORE TESTING

- Ensure INSIGHT software is installed on all testing devices
- Know how to launch INSIGHT on the type of device students will be using to test
- Have students view tutorial and practice using the OTT
- Read this entire document
- If using portable testing devices, such as a laptop, iPad, or Chromebook, ensure the devices are connected to a power source (preferred) or fully charged
- Check to make sure there are no test tickets or scratch paper left over from another testing session. If found, please return to the School Assessment Coordinator.
- Obtain a student test ticket for each student who will be testing.
- Count the test tickets you will be using for this test session. Make a note of this number so you know how many tickets to collect after students have signed in.

TEST DIRECTIONS

Introduction (all content areas and sessions)

DO

Make sure that each student is sitting at a separate testing device and that each device is turned on and the desktop/home screen is visible.

Make sure that no student is in possession of a cell phone, camera, or other personal electronic device. It is recommended that Test Administrators collect any electronic devices prior to distributing any test materials.

SAY

SAY: Today you will be taking the Wisconsin Forward Exam for [ELA/Mathematics]. I will now pass out headphones (if applicable)**, scratch paper, and your test ticket. Do not click anything on your computer until I tell you to do so.**

DO

Distribute test tickets LAST after you have completed the following steps. Make note of the number of test tickets you are distributing so you will know how many to collect after students have signed in.

Instruct students that they should not open anything on their computers until they are told to do so. The device desktop/home screen should be visible until you instruct students to open INSIGHT.

Distribute and ensure students have all required test materials.

Have students check to ensure their name matches what is printed on the test ticket.

SAY

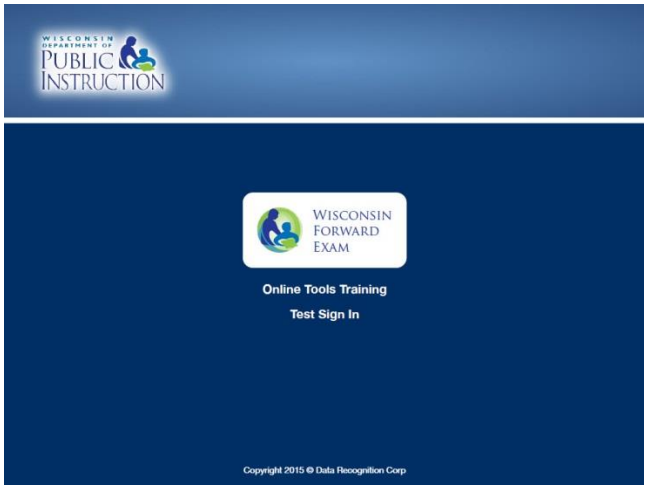
SAY: Each of you now has a test ticket. Check to make certain that your name appears on the test ticket and it has the correct name of the assessment (Name of assessment)**. Raise your hand if your test ticket does not have your name or the correct assessment name on it.**

DO

Correct any ticket distribution errors. If a test ticket contains incorrect student information, please report the issue to your School Assessment Coordinator immediately.

SAY

SAY: Now we are ready to begin. Carefully follow the directions and give this test your best effort. First, launch INSIGHT on your computer [or iPad].You may see a screen that says "WIDA" and "Wisconsin." If you see this screen, select "Wisconsin." You should now see the blue Wisconsin Forward Exam screen. Is there anyone who does not see this screen?



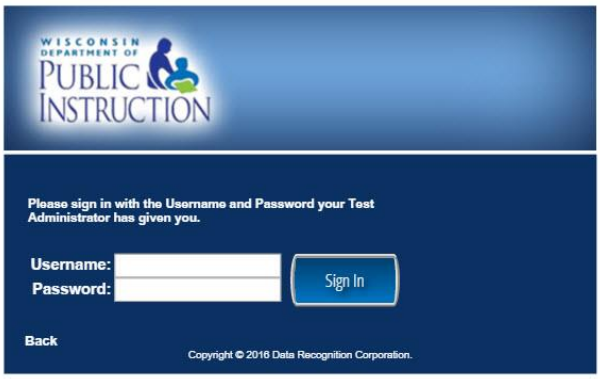
DO

Pause to assist students if necessary. If a student receives an error message, note the content of the error message and contact the Technology Coordinator or School Assessment Coordinator. It is acceptable to move the student to another computer.

When all students are ready,

SAY

SAY: Select <u>Test Sign In</u>. You should then see the sign in screen appear. Is there anyone who does not see the sign in screen?



DO

Pause to assist students if necessary.

iPAD: *For students testing on iPads,* ***turn on Guided Access*** *by triple clicking the home button. After you have triple clicked the home button, check for confirmation that Guided Access has started. A square message box will appear momentarily to indicate that Guided Access has been started. You may choose to have students complete this step.*

When all students are ready,

SAY

SAY: You may now enter your Username and Password in the spaces provided on the screen. Your Username and Password are found on your test ticket. If you need assistance, please raise your hand. When you have finished entering your Username and Password, click on the <u>Sign In</u> button in the middle of the screen. *Please do not go ahead*. We will do several screens together to review sign in, navigation, and available tools. If you click ahead, you may click into the test and accidentally end the test and be unable to return.

DO

Pause while students enter their login credentials. Assist students as necessary to enter the information. Remember: Passwords are unique to each content area, but the same for all parts within a content area. Usernames and passwords are NOT case sensitive.

When all students are ready,

SAY

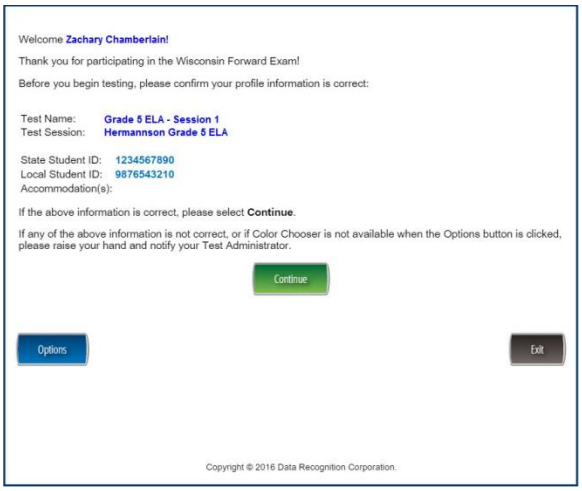
SAY: When you have clicked on the <u>Sign In</u> button, a welcome screen with your name opens. Is there anyone who does not see the welcome screen with your name?

When all students are ready,

SAY

SAY: Look at the information on the welcome screen and make sure that the following facts about you are correct:

- **Your first name and last name**
- **Your test name**
- **Your test session**



Example welcome screen

*This screen is the first opportunity to turn on the color choices for **students that require this accommodation**. See the accommodation section in the Test Administration Manual for more information.*

SAY

SAY: If the information about you is correct, click on the <u>Continue</u> button. If the information is not correct, raise your hand.

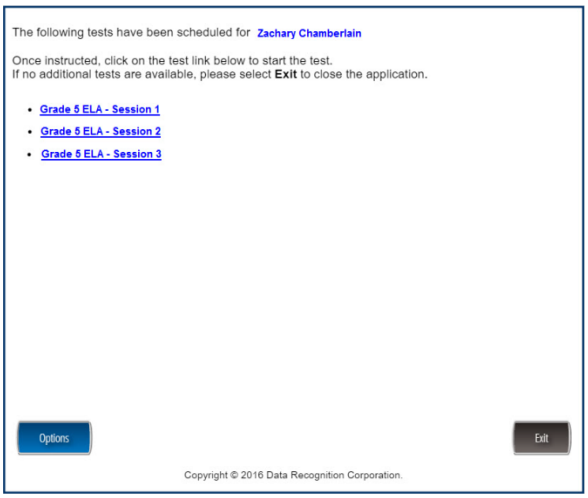
DO

Pause to assist students as necessary.

When students are ready,

SAY

SAY: After you have clicked on the <u>Continue</u> button, the test selection screen will open. Is there anyone who does not see the test selection screen? *Pause to assist students as necessary.*



Example test selection screen

DO

When all students are ready,

SAY

SAY: We are now ready to begin the test. Use your pointer to select (test name)**. Once you have selected the test name, the test directions screen should open. Is there anyone who does not see the test directions screen?**

SAY

SAY: I will now read the Test Directions. Read the Test Directions silently as I read them aloud. Use the <u>Next</u> button to move to the next page to follow along.

ELA

ELA Session 3

SAY

SAY: You will need to listen to some information in order to answer a few of the questions on this test. To check that the sound on your computer works, follow these steps:

Select Play Audio

If you hear "If you can hear my voice, select the Sound is Working button," select The Sound is Working button.

If you do not hear "If you can hear my voice, select the Sound is Working button," select Try Again or raise your hand and ask for help.

DO

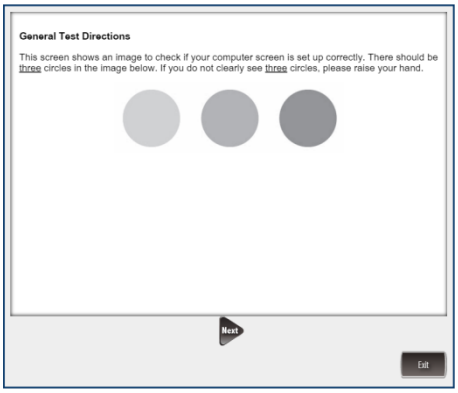
Instruct students to wait for you to go on. Pause to assist any students who do not hear the voice.

When students are ready,

ELA All Sessions

SAY

SAY: You should now be on the Display Settings Test screen. This screen shows an image to check if your computer screen is set up correctly. There should be *three* circles in the image below. If you do not clearly see *three* circles, please raise your hand.



DO

If a student's screen does not show the three circles, have the student exit the test and move the student to an open workstation if available. Contact the School Assessment Coordinator regarding the computer.

SAY

SAY: If you were able to clearly see three circles, please select the Next button to continue.

SAY

SAY: Navigation

Only one question at a time will appear on the screen. If the entire question does not fit on the screen, a scroll bar will appear on the right side of the window.

After you have answered a question, select the Next arrow at the bottom of the screen to go to the next question.

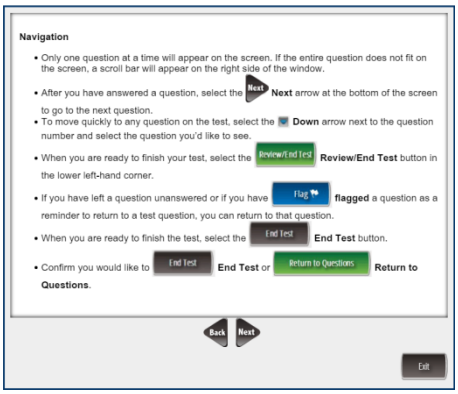
To move quickly to any question on the test, select the Down arrow next to the question number and select the question you'd like to see.

When you are ready to finish your test, select the Review/End Test button in the lower left-hand corner.

If you have left a question unanswered or if you have flagged a question as a reminder to return to a test question, you can return to that question.

When you are ready to finish the test, select the End Test button.

Confirm you would like to End Test or Return to Questions.



SAY

SAY: Please select the Next button to continue.

SAY

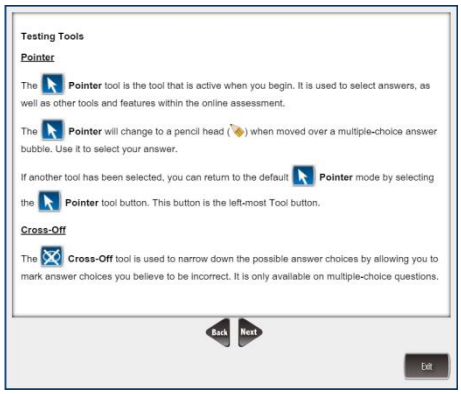
SAY: Testing Tools

Pointer - The Pointer tool is the tool that is active when you begin. It is used to select answers, as well as other tools and features within the online assessment.

The Pointer will change to a pencil head when moved over a multiple-choice answer bubble. Use it to select your answer.

If another tool has been selected, you can return to the default Pointer mode by selecting the Pointer tool button. This button is the left-most Tool button.

Cross-Off - The Cross-Off tool is used to narrow down the possible answer choices by allowing you to mark answer choices you believe to be incorrect. It is only available on multiple-choice questions.



SAY

SAY: Please select the <u>Next</u> button to continue.

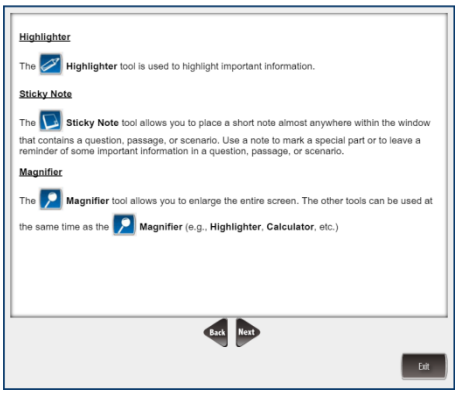
SAY

Say:

Highlighter - The <u>Highlighter</u> tool is used to highlight important information.

Sticky Note - The <u>Sticky Note</u> tool allows you to place a short note almost anywhere within the window that contains a question, passage, or scenario. Use a note to mark a special part or to leave a reminder of some important information in a question, passage, or scenario.

Magnifier - The <u>Magnifier</u> tool allows you to enlarge the entire screen. The other tools can be used at the same time as the <u>Magnifier</u> (e.g., Highlighter, Calculator, etc.)



SAY

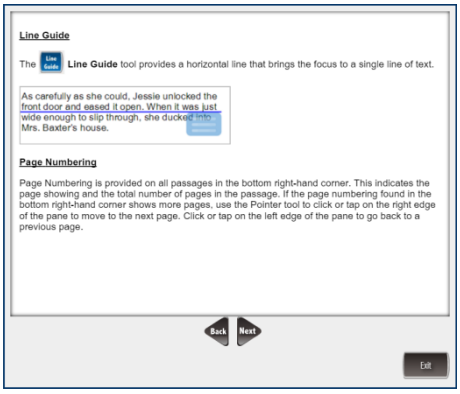
SAY: Please select the <u>Next</u> button to continue.

SAY

Say:

Line Guide - The <u>Line Guide</u> tool provides a horizontal line that brings the focus to a single line of text.

Page Numbering - Page Numbering is provided on all passages in the bottom right-hand corner. This indicates the page showing and the total number of pages in the passage. If the page numbering found in the bottom right-hand corner shows more pages, use the Pointer tool to click or tap on the right edge of the pane to move to the next page. Click or tap on the left edge of the pane to go back to a previous page.



SAY

SAY: Please select the <u>Next</u> button to continue.

SAY

Say:

Helpful Testing Hints

There is no time limit to finish the test.

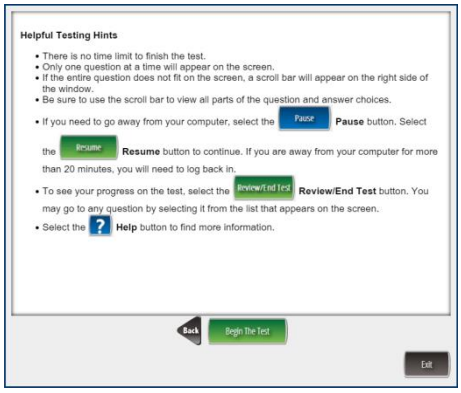
Only one question at a time will appear on the screen.

If the entire question does not fit on the screen, a scroll bar will appear on the right side of the window.

Be sure to use the scroll bar to view all parts of the question and answer choices.

If you need to go away from your computer, select the <u>Pause</u> button. Select the <u>Resume</u> button to continue. If you are away from your computer for more than 20 minutes, you will need to log back in.

To see your progress on the test, select the <u>Review/End Test</u> button. You may go to any question by selecting it from the list that appears on the screen. Select the <u>Help</u> button to find more information.



SAY

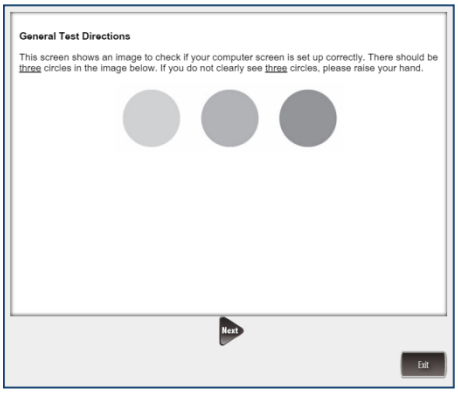
SAY: To start the test, select the green Begin the Test button at the bottom of the screen. Remember to select the Pause button if you need to pause your test for any reason. You may begin.

Math

Math All Sessions

SAY

SAY: You should now be on the Display Settings Test screen. This screen shows an image to check if your computer screen is set up correctly. There should be *three* circles in the image below. If you do not clearly see *three* circles, please raise your hand.



DO

If a student's screen does not show the three circles, have the student exit the test and move the student to an open workstation if available. Contact the School Assessment Coordinator regarding the computer.

SAY

SAY: If you were able to clearly see three circles, please select the Next button to continue.

SAY

SAY: Navigation

Only one question at a time will appear on the screen. If the entire question does not fit on the screen, a scroll bar will appear on the right side of the window.

After you have answered a question, select the Next arrow at the bottom of the screen to go to the next question.

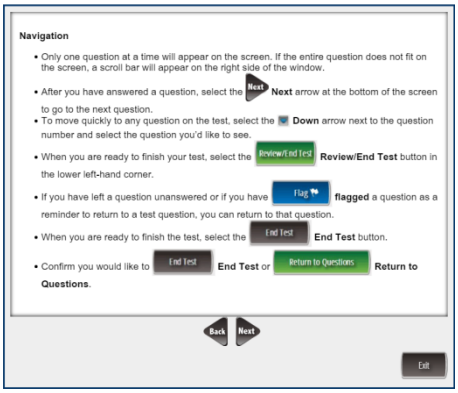
To move quickly to any question on the test, select the Down arrow next to the question number and select the question you'd like to see.

When you are ready to finish your test, select the Review/End Test button in the lower left-hand corner.

If you have left a question unanswered or if you have flagged a question as a reminder to return to a test question, you can return to that question.

When you are ready to finish the test, select the End Test button.

Confirm you would like to <u>End Test</u> or <u>Return to Questions</u>.



SAY

SAY: Please select the <u>Next</u> button to continue.

SAY

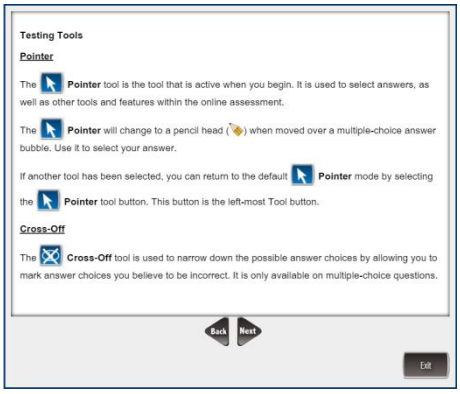
SAY: Testing Tools

Pointer - The <u>Pointer</u> tool is the tool that is active when you begin. It is used to select answers, as well as other tools and features within the online assessment.

The <u>Pointer</u> will change to a pencil head when moved over a multiple-choice answer bubble. Use it to select your answer.

If another tool has been selected, you can return to the default <u>Pointer</u> mode by selecting the <u>Pointer</u> tool button. This button is the left-most Tool button.

Cross-Off - The <u>Cross-Off</u> tool is used to narrow down the possible answer choices by allowing you to mark answer choices you believe to be incorrect. It is only available on multiple-choice questions.



SAY

SAY: Please select the <u>Next</u> button to continue.

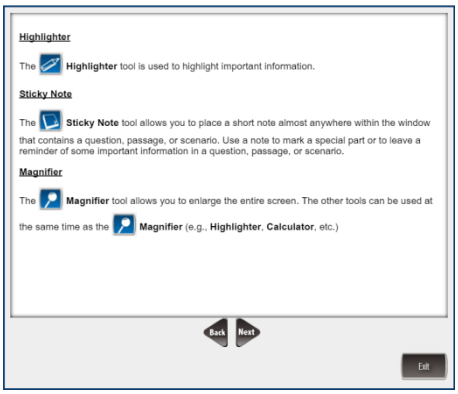
SAY

Say:

Highlighter - The <u>Highlighter</u> tool is used to highlight important information.

Sticky Note - The <u>Sticky Note</u> tool allows you to place a short note almost anywhere within the window that contains a question, passage, or scenario. Use a note to mark a special part or to leave a reminder of some important information in a question, passage, or scenario.

Magnifier - The <u>Magnifier</u> tool allows you to enlarge the entire screen. The other tools can be used at the same time as the <u>Magnifier</u> (e.g., Highlighter, Calculator, etc.)



SAY

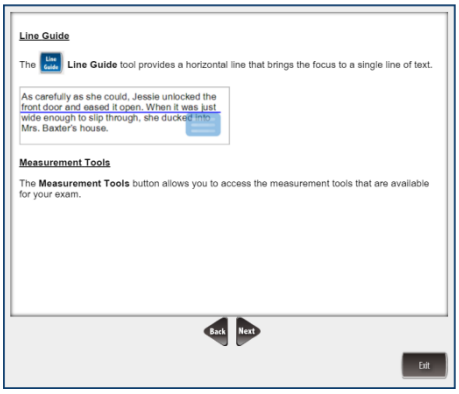
SAY: Please select the <u>Next</u> button to continue.

SAY

Say:

Line Guide - The <u>Line Guide</u> tool provides a horizontal line that brings the focus to a single line of text.

Measurement Tools – The <u>Measurement</u> tools button allows you to access the measurement tools that are available for your exam.



SAY

SAY: Please select the <u>Next</u> button to continue.

SAY

Say:

Helpful Testing Hints

There is no time limit to finish the test.

Only one question at a time will appear on the screen.

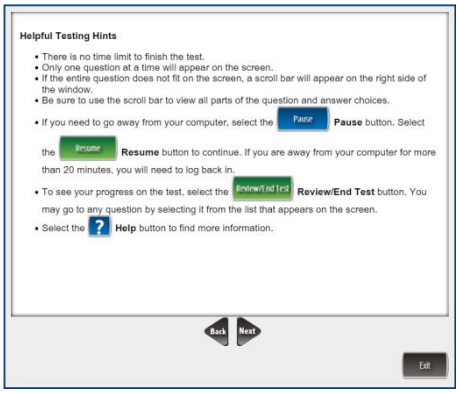
If the entire question does not fit on the screen, a scroll bar will appear on the right side of the window.

Be sure to use the scroll bar to view all parts of the question and answer choices.

If you need to go away from your computer, select the <u>Pause</u> button. Select the <u>Resume</u> button to continue. If you are away from your computer for more than 20 minutes, you will need to log back in.

To see your progress on the test, select the <u>Review/End Test</u> button. You may go to any question by selecting it from the list that appears on the screen.

Select the <u>Help</u> button to find more information.



SAY

SAY: Please select the <u>Next</u> button to continue.

SAY

Say:

Test Directions for Mathematics

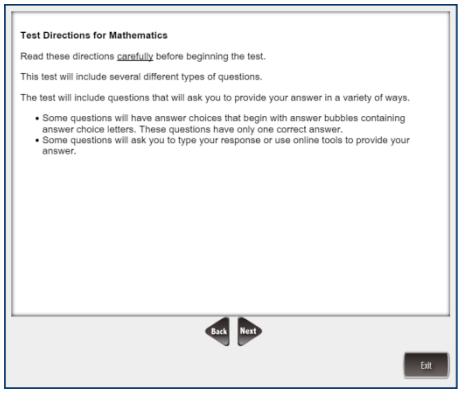
Read these directions *carefully* before beginning the test.

This test will include several different types of questions.

The test will include questions that will ask you to provide your answer in a variety of ways.

Some questions will have answer choices that begin with answer bubbles containing answer choice letters. These questions have only one correct answer.

Some questions will ask you to type your response or use online tools to provide your answer.



SAY

SAY: Please select the <u>Next</u> button to continue.

SAY

SAY:

Answering Questions

Read each question carefully and choose your answer or provide your answer with the available tools.

For questions that have four answer choices, find the correct answer to the question. Then, choose the correct answer by selecting the answer bubble using the <u>Pointer</u> tool.

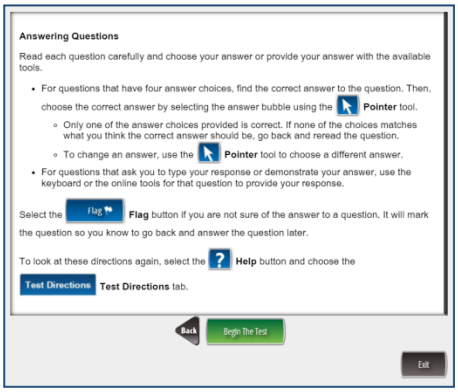
Only one of the answer choices provided is correct. If none of the choices matches what you think the correct answer should be, go back and reread the question.

To change an answer, use the <u>Pointer</u> tool to choose a different answer.

For questions that ask you to type your response or demonstrate your answer, use the keyboard or the online tools for that question to provide your response.

Select the <u>Flag</u> button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.

To look at these directions again, select the <u>Help</u> button and choose the <u>Test Directions</u> tab.



SAY

SAY: To start the test, select the green <u>Begin the Test</u> button at the bottom of the screen. Remember to select the <u>Pause</u> button if you need to pause your test for any reason. You may begin.

DURING TESTING

SAY

SAY: Please raise your hand if you need a break and ask me prior to clicking pause.

If you notice that a student is off task, you may say the following statement to the student to keep him or her focused.

SAY

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

TAs should answer questions raised by students but should never help the class or individual students with specific test items. The TA may answer technology related questions but not item related questions. If a student asks for assistance in answering an item the TA should gently instruct the student to try their best. The TA may remind the student to reread the instructions for that item.

SAY

SAY: I can't help with the test. Try to do your best.

ENDING THE TEST SESSION

SAY

SAY: We are nearing the end of this testing period. Please review any flagged items or items you did not complete. If you have not finished, you will have the chance to finish the test at another time, but you will not be able to go back to any items you worked on today.

SAY

SAY: This testing session is almost over. If you have finished, click the Review/End Test button, then click End Test until you have returned to the sign in screen. If you have not finished, click Pause, then Exit, then Yes, Exit and you will be able to finish at another time. I will now collect your scratch paper.