



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Washington Comprehensive
Assessment Program

TA Script of Student Directions

Smarter Balanced Online

Fall 2021

English Language Arts and Math

Summative Assessments



Test Administrators (TAs) are required to use this script when administering the online summative assessments. Translated Test Directions are available in 14 languages on the WCAP Portal. The Translated Test Directions should be used in conjunction with this document to help support TAs and students with the login instructions.

School Test Coordinator Contact Information

Name:

Phone:

Cell:

Email:



<https://wa.portal.cambiumast.com/>

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Test Administrator Testing Supports



This document contains the TA script of student directions for the Smarter Balanced ELA and Math online summative assessment administration. It is required that TAs review this document prior to administering an assessment.

Contents of this document include best practices for testing (before, during, after) and the student directions. It is highly recommended that school districts allow students an opportunity to practice on the Practice and Training Tests prior to taking a summative test.

Pausing a Test

Click the **Pause**  button in the TA Interface to pause an individual student's test. It is important that TAs are thoroughly familiar with the pause rules for the test being administered. For complete details, refer to the General Rules of Online Testing section of the [Test Administration Manual](#) (TAM).

- If the TA Interface is closed while students are testing, the session will remain open until it times out after 30 minutes. The TA can open the browser and navigate back to the TA Interface. The TA will be prompted to enter the active session ID. If the current session ID was not retained, TAs will need to start a new session.
- Sessions are automatically logged out and closed after 30 minutes of TA and student inactivity. A new session ID would have to be created and students would have to log in to the new session to resume testing. **Students will not be able to return to CAT questions from previous sessions, even if the questions were marked for review.**

Preparing for Testing

Before Testing (Day Prior or Morning of)

- Print this *TA Script of Student Directions*.
- TAs should try to maintain a calm and positive classroom atmosphere during the test administration. Before each test begins, the TA should encourage students to do their best.

During Testing

- Follow professional practices and test security protocols, as outlined in the *Professional Standards and Security, Incident, and Reporting Guidelines* (PIRG).
At least one trained TA is required to supervise students during the test session and until materials have been collected and accounted for. Students left unattended will have their test results invalidated.
- Provide all tools, supports, and/or accommodations according to each student's plan. If the correct accessibility features are unavailable, do not continue testing and notify your School Test Coordinator (SC) immediately.
- TAs must ensure that students do not have access to non-approved digital, electronic, or manual devices during testing.
- Break schedules should be followed according to the *Test Administration Manual* (TAM). Additional breaks may be provided based on student needs and TA judgement.
 - Students who have not completed the assessment must be monitored during breaks and lunches.
- Should a testing incident occur during your session, you should stop testing immediately and notify your SC.
Share your plan for students who finish early.
 - Do students leave the testing room, and if so, where do they go?
- How are materials processed and accounted for?
 - If students remain in the testing room, what quiet activity is available?
 - Electronics are not permitted.
- Each test specific script must be used and followed exactly when a test is administered. When reading directions to students:
 - Read all material printed in boxes next to the word **SAY**. The italicized text outside of the **SAY** boxes is information for you and should not be read to students.
- Do not paraphrase the directions.
 - Read the directions to students exactly as they are written, using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "Listen again." Then read the direction again. Deviating from the printed directions is a testing violation.
 - You may repeat any part of the scripted directions as many times as needed.
- Do not provide suggestions to students on how to respond to the task or evaluate student work.
- For detailed instructions on TA support that is permitted during testing sessions, see the Supplemental Student Test Directions.

After Testing


- Review early and follow the instructions in the Final Processing Steps for TAs section, prior to releasing students from the testing location.

For additional information see Appendix C: Checklist for TAs in the TAM.

Summative – TA Instructions

Monitoring Test Progress

Once students have started their tests, Test Administrators (TAs) should circulate through the room to ensure all conditions of test security are maintained. If the TA witnesses or suspects a possible test security incident, the SC should be contacted immediately in accordance with your *Test Security and Building Plan* (TSBP).

The TA Interface automatically refreshes every minute. The TA can also refresh it manually by clicking the **Refresh**  button at the top of the page. Do not click the web browser's refresh button.

Students in your Test Session

Students' test statuses appear in the **Students in Your Test Session** table.

- Statuses include approved, started, in-progress, review, completed, submitted, and paused.
- The **Student Status** column indicates how far the student has progressed through the test, expressed as a percentage. The CAT generates items based on student responses, so the total number of items may shift up and down during the time the student is actively testing to reflect the adaptive nature of the tests. Use the **Refresh** button for the most accurate information.

Supplemental Student Test Directions

If a student asks for assistance with technology, TAs are permitted to:

- Re-read student directions in English.
- Re-read the *Translated Student Directions* in the student's home language or show the student where the text is in the *Translated Student Directions* if the student is reading those to themselves.
- Acknowledge that the student has used the system correctly.
- Redirect the student to tutorial videos on how to properly use the technology.
- Direct students to the keyboard or toolbar; however, TA assistance may not include identifying correct tools.
- Advance computer screens or turn pages for print on demand papers.

If you notice that a student is off task, you may read the statement below verbatim.

Off Task	SAY: It is important you do your best. Do you need to take a break?
-----------------	--

If student responds with yes, you may read the statement below.

Off Task	SAY: Pause your test and take a break.
-----------------	---

If a student is concerned about an item, you may support the student by reading one or more of the relevant statements below verbatim.

Item Concern	SAY: I cannot help you check your answers.
---------------------	---

Item Concern	SAY: If you do not know how to enter an answer to a question, select Tutorial from the context menu to view a short video.
Item Concern	SAY: You can read the question again and think about what the question is asking you to do.
Item Concern	SAY: Try your best and choose the answer that makes the most sense to you.
Item Concern	SAY: Remember, you can use scratch paper to write down your ideas first. Enter anything you want scored into the online test.

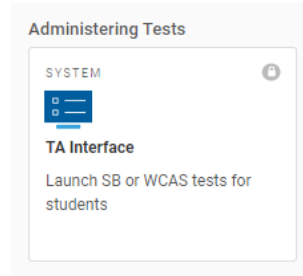
Creating a Summative Test Session

The online state assessments have two components. TAs use one component, the TA Interface, to create and manage test sessions. Students use the other component, the WA Secure Browser, to take the summative assessments.



A test session should not be started more than 20 minutes prior to students logging into the test.

1. Access the WCAP portal homepage at <https://wa.portal.cambiumast.com/>.
2. Select the test you are administering.
3. Scroll to the **All Systems Used in Summative Testing** section.
4. Click the **TA Interface** card.



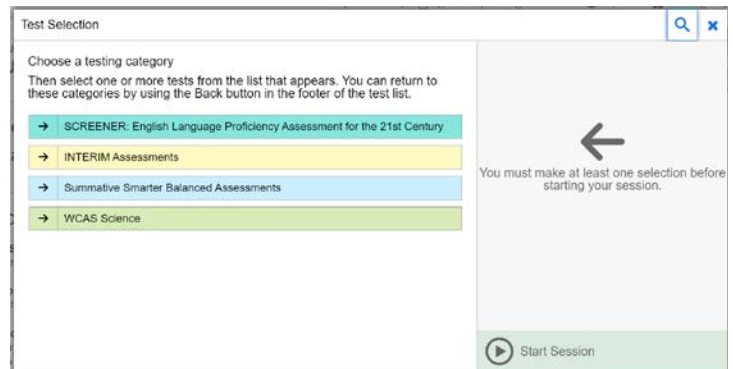
5. The **Login** page appears.
6. Enter your **Email Address** and **password**.
7. Click the **Secure Login** button.

Login

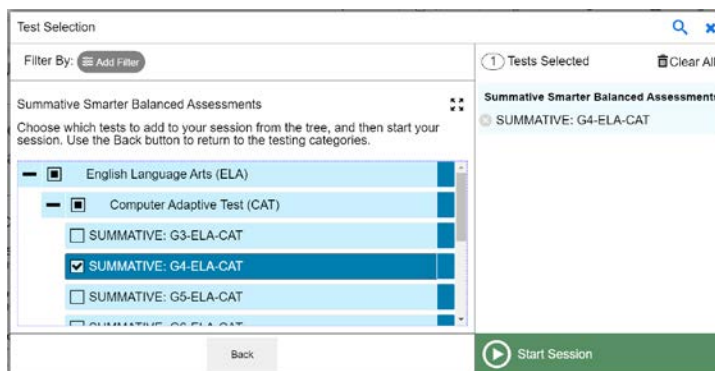


Some web browsers will need to have pop-up blockers disabled and the page refreshed before the Test Selection window can be accessed.

8. In the **Test Selection** window, click on the arrow in the blue section that says Summative Smarter Balanced Assessment.



- When you are ready to begin a test session select the test(s) to administer.



Highly Recommended: This example displays the appropriate time to check a test label box. In this example the “G4 ELA CAT” for Smarter Balanced is selected.

TAs must ensure that the correct summative test is being administered. Only select the summative test if you are giving the summative test; the interim test is for classroom use and scores will not count.

It is highly recommended to select only the test label being administered now. This will ensure students log in to the correct test, eliminating a situation that may limit a student’s ability to complete their test.

- A pop-up box will remind you that a summative assessment, which will generate an official student score, has been selected. Follow the directions in the box.

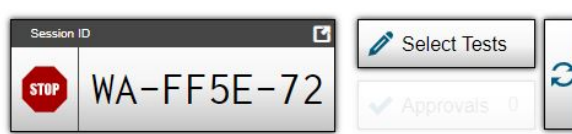
Important!

Alert – You have selected to administer a **summative test**. The **summative test** is an official accountability test that generates a state score for students. Students are allowed one opportunity to take a **summative test** during this administration.

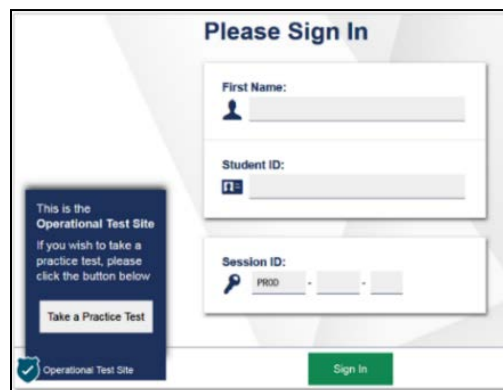
Click OK to continue to administer a **summative test**. Then click the Start Session button.

If you wish to administer a training, practice, or interim test, click OK to close this window and then select a different test.




- Click the **Start Session** button. The system-generated session ID (see example “WA-FF5E-72”) appears in the top-right corner of the screen. The session ID will need to be shared with students. TAs may write it on the board. Following security protocols, the TA should write down the session ID for their own records, in case of session inactivity or a technology or system error which closes the session. Having the session ID will allow the TA to immediately resume the session without creating a new one.

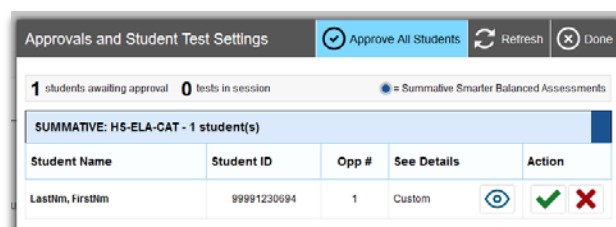


12. You will have students log in using the **Secure Browser** using their first name, SSID, and the Session ID from step 9.



13. Next you will approve students for testing. Click the **Approvals** button to view the list of students awaiting approval.

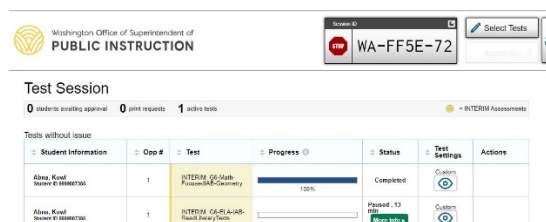
- To review a student’s test settings and accommodations, click the **Eyeball**  button in that student’s row.
- To approve an individual student for testing, click the **Checkmark**  button.
- To deny a student for testing click the red **X**  button and enter the reason for denial in the box. (The student will see the reason on their screen before their test logs out.)




To approve all students in the list for testing, click the **Approve All Students** tab in the top of the **Approvals** window.

14. Monitor students’ progress throughout testing. Students’ test statuses appear in the **Students in Your Test Session** table. Students must always be supervised during testing, by a trained TA.

- Statuses include the following: approved, started, in-progress, review, completed, submitted, and paused.
- The **Progress** column progress bar indicates the percentage of questions a student has viewed, out of the total number of questions.




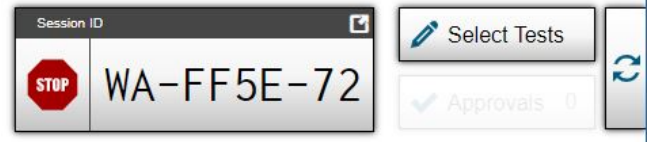
Click the **Pause**  button to pause an individual student’s test. If a student’s test is paused for more than 20 minutes, the test will return the student to the last page that contains a blank item and the student will not be able to access any previous test pages.



The progress percentage bar in the TA Interface may show as partly yellow. This happens when the student interacts with items out of order on a page with multiple items. When the student completes all items on the test page and moves forward, the yellow in the progress percentage bar will disappear and return to fully blue.

15. When the test session is over:

- a. Click the **Stop**  button to end the session and automatically pause any in-progress tests in your session.
- b. Click the **Log Out** button to exit the Test Administration site. Once a test session is stopped, it cannot be resumed. If students need to continue testing, you will need to start a new session.



Summative – Student Directions

Before you begin administration of the online summative assessments, verify that you have all necessary materials to support the testing session.

- graph paper (mathematics)
- headphones (ELA CAT)
- scratch paper
- test tickets
- two sharpened pencils with erasers

Student Log in and Test Directions

Read the student **SAY** directions verbatim to the students. Each **SAY** box has a label to the left specifying whether the instructions should be read for all tests or only read for certain tests.

ALL	SAY: If you have a bag, cell phone, or any other electronic device, raise your hand and I will show you where to put it. If you have a cell phone or other electronic device during the test, it will be reported and you will get a zero on your test.
------------	--

Pause. Show students where to place their electronics and bags. Students should not retrieve their cell phones, or other non-approved electronic devices at any time during their tests, including during breaks. Test scores will be invalidated for any student who is in possession of a cell phone or non-approved electronic device during testing.

ALL	SAY: I am now going to pass out your test materials.
------------	---

Pass out test tickets, scratch paper, pencils, and headphones (ELA CAT). Graph paper must be passed out to students taking the grades 6–high school mathematics test and made available to students taking the grades 3–5 mathematics test.

ALL	SAY: Print your name on each piece of paper. You can use the paper during the test, but answers on paper will not be scored. Enter anything you want scored into the online test. I will collect the papers at the end of the test session.
------------	--

Pause. Allow students time to write their names on the paper. Show students where additional graph paper or scratch paper is available if needed.



Students will click on the WA secure browser icon  on their screens to launch the student test interface.

ALL	SAY: Find the secure browser icon on the computer screen. If you need help, raise your hand.
------------	---

Pause. Assist student as needed.

ALL	SAY: Open the secure browser. You will see the Please Sign In page. If you need help, raise your hand.
------------	--

Pause. Assist students as needed. In the next step students will enter their information exactly as it appears on

The image shows a 'Please Sign In' form. On the left, there is a blue box with the text: 'This is the Operational Test Site. If you wish to take a practice test, please click the button below. Take a Practice Test'. Below this is a green 'Operational Test Site' logo. The main form has three input fields: 'First Name:' with a person icon, 'Student ID:' with a person icon, and 'Session ID:' with a key icon. A green 'Sign In' button is at the bottom right.

The image shows a box titled 'Smarter Balanced Summative 2020' containing user information:

FIRSTNAME:	LASTNAME:	MIDDLENAME:
DemoFirst	DemoLast	A
SSID: DS35450487	DOB: 01/01/2020	
GRADE: 10	DEMO DISTRICT 9997 (9997)	
DEMO SCHOOL 999701 (9997_999701)		

their test ticket.

ALL SAY: Type your first name into the "First Name" space.

Pause.

ALL SAY: Type your SSID number into the "Student ID" space.

Pause. If you have not already done so, write your session ID on the board now.

ALL SAY: Type the session ID into the "Session ID" space. If you need help, raise your hand.

Pause. Ensure that all students successfully entered their information as it displays.

ALL SAY: Now click **Sign In**.

If a student is unable to log in, a message appears with the reason (an invalid SSID, for example). If a student receives this message, verify the student has correctly entered their name, SSID, and session ID. If the student is still unable to log in, notify your SC.

On the next screen, students will confirm that their information is correct, then click the **Yes** button. If corrections are required, contact your SC to make the corrections in TIDE. The student should not continue until the information is correct.

The image shows a confirmation page titled 'Is This You?' from the Washington Office of Superintendent of PUBLIC INSTRUCTION. It asks the user to read the information and confirm it is correct. The information displayed is:

First Name: jim	Grade: 06
SSID: 999987635	School: Demo School 999901

ALL SAY: You will see the **Is This You?** page. Make sure your name, grade, and SSID are correct.

Pause. Assist students as needed.


ALL SAY: If everything on this page is correct, click **Yes**. If the information is not correct, raise your hand.

Pause. Assist students as needed.

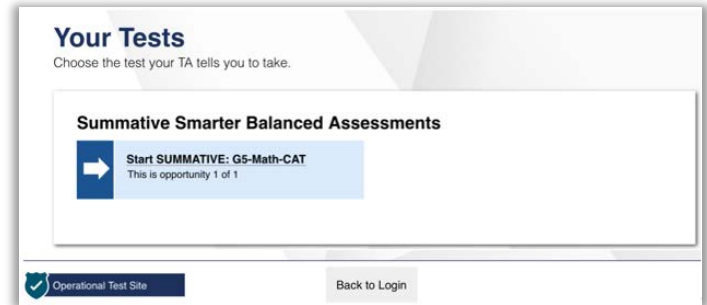
On the next screen, students will choose the test that you are administering. In the next **SAY** box, you will instruct students to select the correct test. Make sure that all students have logged in and are at the **Your Tests** screen.

ALL

SAY: Now click **Start Summative: Grade** _____



If multiple tests were selected by the TA, students will have the ability to select any of the tests, including the one that is intended to be administered in this session. TAs are responsible to verify each student asks to join the correct test, prior to providing approval. If the incorrect test was selected for students, do not continue with the test session. Stop and notify your SC immediately.



ALL

SAY: You will see the **Waiting for Approval** page. Please wait for me to approve your test.


The TA will need to approve students in the TA Interface for this test.

ELA or
Using
Headphones

SAY:

The **Audio Playback Check** page helps you know if the sound on your computer is working. Put your headphones on and click the speaker button. If you did not hear the sound, click **I did not hear the sound** and raise your hand. If you hear the sound, click **I heard the sound**. Now click **Continue**.


Pause. Assist students as needed to adjust the features of the audio so it is acceptable to the student.



If a student's volume is not working, troubleshoot basic steps such as ensuring that the headset is fully plugged in, mute is not selected, and the volume setting is turned up. You may need to have the student log out and close the Secure Browser to make these changes. If the student is still experiencing issues, contact your school Technology Coordinator or the WA Help Desk toll-free at 1-844-560-7366 or wahelpdesk@cambiumassessment.com

Audio/Video Checks

Audio Playback Check
Make sure audio playback is working.

 To play the sample sound, press the speaker button.

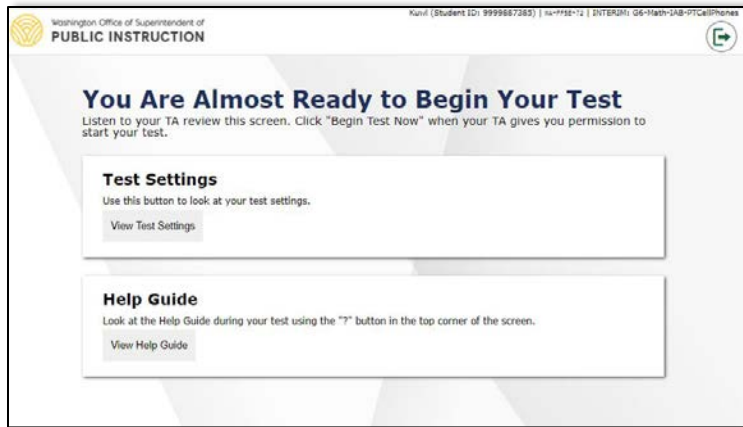
Next Step:
If you heard the sound, choose **I heard the sound**. If not, choose **I did not hear the sound**.

ALL

SAY:

You will see the **You Are Almost Ready to Begin Your Test** page. Click **View Test Settings** to make sure your settings are correct. If your test settings are correct, click **OK**.

If your test settings are not correct, raise your hand.



Pause. Assist students as needed. If settings are not correct, do not allow the student to begin testing. Pause the student's test and contact your SC to change the settings in TIDE.

ALL	SAY: Now click View Help Guide .
------------	--

Pause. Assist students as needed and make sure that all students see the **Help Guide** screen for "Math and ELA Smarter Balanced"

ALL	SAY: Please read the Help Guide carefully. It has information about moving through test questions and pausing the test. The Help Guide also contains information about the test tools.
------------	---

Pause. Allow students time to review the online test directions.

ALL	SAY: You can see the Help Guide any time during the test by clicking on the question mark icon on the top right corner of the screen. If you have any questions, raise your hand.
------------	--

Pause. Answer any questions that the students might have.

ALL	SAY: Click Back to close the Help Guide.
------------	--

Pause.

ALL	SAY: During the test, you must answer each question on the screen before moving on to the next screen. It is important to give your best answer to each question. Some questions have more than one part. You can scroll down the screen to see all the parts of a question.
------------	---

Pause.

ALL	SAY: If you pause the test for more than 20 minutes, you will not be able to go back and change your answers, even for questions you marked for review . If you need to pause your test and take a break, raise your hand.
------------	--

Pause.

ALL	SAY: You will finish the test today. When you finish, please check your work and make sure you answered all the questions. Raise your hand when you are done. If you have any questions, raise your hand.
------------	--

Pause. Answer any questions that the students might have.

ALL	SAY: Look at the Additional Test Information . It says, "By clicking the Begin Test Now button, I understand that this test is private and that I cannot copy or talk about any part of this test with anyone." If you have any questions, raise your hand.
------------	--

Pause to answer student questions. If students have concerns, assure them that you can assist them during the test, but this statement is a reminder that they should not talk about the passages or stimuli sections, the questions, or their answers on the test outside of the testing room or (as an example) on social media.

ALL	SAY: When you reach the Attention box that says you have answered all the questions, stop and raise your hand and I will help you.
------------	--

Pause.

ALL	SAY: When you are ready to begin your test, click Begin Test Now .
------------	--

Monitoring Testing

As students are testing, you should circulate through the room to ensure that all conditions of test security are maintained and that students are working independently. Refer to the [Monitoring Test Progress](#) section for more details. When a student is off task or asks for assistance, refer to the [Supplemental Student Test Directions](#) for statements you can read to students.

Pause Rule Summary

Pause less than 20 minutes

*Direct the students to use the **Pause** button to log out of their test. Watch the time on the TA Interface to make sure the student logs back into their test before the 20 minutes is over. When they log back in:*

- **ELA CAT:** *Students can return to previous test pages and change their responses to any item.*
- **Math CAT:** *Students can return to previous test pages and change their responses to any item. Grades 7, 8 and high school: If prior to pausing the student moved past the review screen and segment break (between the calculator and non-calculator sections), they will not be able to return to any items in the first segment.*

Pause for 20 minutes or longer

*Students should be sure their answers are complete before pausing the test. This includes questions they marked for review or where they started typing something in the response box (even gibberish text). Best practice is for students to finish the question or questions on a page and then click the **Pause** button before clicking the **Next** button. Use the **SAY** box on this page to prepare for any pause longer than 20 minutes (e.g., lunch). When they log back in:*

- **ELA CAT:** *Students will see the next test page with unanswered items. Students will not be able to access any questions on previous test pages, even questions they marked for review.*
- **Math CAT:** *Students will see the next test page with unanswered items. Students will not be able to access any questions on previous test pages, even questions they marked for review.*

Ending Student Tests

When there are approximately five minutes left in the last test session, the TA should give students a brief warning.

ALL	SAY: We are almost done with this test. Finish the question(s) you are working on.
------------	---

Pause.

ALL

SAY:

When you click **Next** on the last question of the test, you will see an **Attention** box. Click **OK**. Then click **End Test**. Another **Attention** box will appear. Click **Yes** if you are done. Raise your hand if you are not done and need to click No. You will then see the final **Attention** box asking if you are done with your test. Click **Yes**.

After you click **Yes**, you will see the **Congratulations you have reached the end of your test** page. You can review any questions you have marked for review.

Do not click **Submit Test** until I tell you to do so.

If you need help with these steps, raise your hand.



*Pause. If needed, help students navigate to the **Review Test** page.*

ALL

SAY:

If you have not finished your test and need more time, click **Pause** and raise your hand.

Pause.

ALL

SAY:

When you have answered all the questions and checked your answers, click **End Test**. Then click **Submit Test**. A warning box will ask **Are you sure you want to submit the test?** If you are finished, click **Yes**. If you need more time, click **No** and raise your hand.

*Students taking the high school CAT will also see a section on their **Review Test** page titled "Survey Question(s)" asking if they would like their results to be shared with colleges and universities.*

Survey Question(s)

Using test results for higher education course placement.

By taking this Smarter Balanced test, you may be able to avoid taking a placement test and costly remedial classes after you enroll in college. Nearly all public and private colleges, universities, and career and technical colleges in Washington have agreed to use Smarter Balanced scores to assess students' college readiness. That means if you score a level 3 or 4 on Smarter Balanced, you can enter directly into credit-bearing college-level courses if you enroll in college the year you graduate from high school.

If this is something you would like to do, select the "Release" option below. This will allow colleges and universities to request your Smarter Balanced score from the Office of Superintendent of Public Instruction.

If you select the "Do Not Release" option, you may be asked to take a placement test at your college or university, or provide a copy of your high school Smarter Balanced score report so they know which course level to place you in.

Release Authorization


By selecting the "Release" option below, I acknowledge that I am voluntarily giving my permission to release my Smarter Balanced score to authorized and appropriate officials at the college or university I plan to attend. This information will only be used for course placement.

Release Do Not Release

As stated on the screen, if the student selects "Release" then colleges and universities will be able to request a copy of the student's high school Smarter Balanced score report directly from OSPI. If the student selects "Do Not Release" then OSPI will not release the score report, and the student will be responsible for giving a copy of their score report to their college or university for placement purposes. TAs can help students read this Survey Question screen and explain what it means. Students must answer the question to finish submitting their test.

ALL

SAY: You will see the **Your Test Summary** page. This page tells you your test is finished. Please wait while I collect your test materials.

*When the **Your Results** page appears for students, click on the **Stop**  button at the top of the TA Interface to end the session and automatically pause any in-progress tests in your session (in-progress tests may include students who have extended time written in their plan).*

*Click the **Log Out** button to exit the TA Interface.*

Final Processing Steps for TAs

1. If students will leave the testing room when they finish, explain the procedures for leaving without disrupting others and where they are expected to report once they leave. Prior to releasing students who have completed their test, collect and account for all testing materials provided to students. If students are expected to remain in the testing room until the end of the session, instruct them on what activities they may engage in when finished testing. Electronic devices are not permitted.
2. For security reasons, only trained TAs may handle secure test materials.
3. Collect and account for all ancillary materials distributed during the test session (i.e., graph paper, scratch paper, and test tickets).
4. Per your testing plan, students who need more time may remain in the same testing room or move to another location to finish the assessment.
 - For students remaining in the same room, redistribute test materials and instruct students to continue with the assessment.
 - For students moving to a new location, go to the new location and then redistribute test materials and instruct students to continue with the assessment. Students are not permitted to transfer secure materials.
5. When testing is complete, promptly return all secure materials to your SC according to your *Test Security and Building Plan*.

Revision Log

Updates made to the *Smarter Balanced ELA and Math Online TA Script of Student Directions* after September 14, 2021 are noted below.

Page	Section	Description of Revision	Revision Date
7	Creating a Summative Test Session	Updated to include login instructions for new portal.	9/14/2021