Printed Test Directions in English
Mathematics Online Fixed Forms and Performance Tasks

Starting a Test

SAY: Today, you will take Session [NUMBER OF SESSION (e.g., 1 or 2)] of the Smarter Balanced [NAME OF TEST (e.g., Grade 4 ELA, Grade 4 ELA Performance Task, etc.)] test. You will be given a student test ticket that is required to start the test. Please open the TestNav app that is on your device now.

SAY: Before logging in, let's go over some test rules.

You should answer each question on the screen before selecting the NEXT arrow. If you are unsure about an answer, you may bookmark it for review before going on to the next question by selecting BOOKMARK. You may go back and answer the question at any time during the test session by using the PREVIOUS arrow or the REVIEW button and selecting the question to review.

SAY: Once you have submitted section 1 you will see a screen for section 2, do not start section 2.

SAY: If you need to take a break or exit the test before you finish a section, then please be sure to raise your hand and notify me. To exit you will sign out of TestNav by clicking on the user menu at the top right part of your screen and choose SIGN OUT OF TESTNAV. It will ask you if you want to exit the test and finish later and then choose SAVE AND RETURN LATER.

SAY: Your answers need to be your own work. Please keep your eyes on your own test and remember, there should be no talking. If you have a cell phone, smartwatch, or other non-approved electronic devices, please raise your hand and I will collect them before the test begins.
If you finish your test early, please raise your hand and sit quietly.

SAY: Now, we are ready to log in. Once you have logged in, you will have to wait for me to approve the test in my proctor dashboard before the test will open.

SAY: Enter the test code found on your student ticket and then click TEST AUDIO to test your computer audio. Once that is complete click NEXT.

SAY: The test at the top of the screen should say name of the test that is on your student card. If somebody's screen says something different, then please raise your hand.

SAY: Now enter your Last Name and Student Identifier exactly as it appears on your ticket. Once that is complete click NEXT.

SAY: You will now be on the Confirmation screen. Please confirm the test listed is the same as on your test card and confirm your name is appearing in the Your Name box. If all the information on your screen is correct, select **NEXT** to continue. Your test will not open until I approve it in my proctor dashboard. If any of the information is incorrect, please raise your hand and show me what is incorrect.

SAY: I will now approve your tests to start in my proctor dashboard. As I approve, your tests should start opening to the TestNav welcome page where you will see your name at the top. Please do not press the **START** button.

SAY: You should now be on the TestNav welcome page. Raise your hand if your test did not open.

Session 1 - Math Fixed-Form Test (Grades 3 - 8 and 11)

SAY: The Math test has 2 sections. For this session, you will be taking Section 1 of the test. This section includes different types of questions. You may use the scratch paper [**for grade 6 and above also say "and graph paper"**] provided if you need room to work the problems. Read each question carefully and follow the directions.

SAY: You will have [NUMBER OF MINUTES (e.g., 90)] minutes for Section 1. I will notify the group when there are 10 minutes left in the session. If for some reason you are not finished at the end of this session, you will be able to finish the section at a later time.

SAY: After answering the last question in this section, you will be presented with an *End of Section* screen asking you to review your answers prior to submitting your test. The screen will mark any unanswered questions and you can click on the question number to re-visit any question.

SAY: Once you have answered all the questions in this section of your test and have finished reviewing your answers, select the **SUBMIT** button that appears on the *End of Section* page. A *Section Exit Warning* pop up will appear to confirm you wish to submit final answers. Once you submit, you will not be able to return to this section. The test will take you to the Section 2 start screen. Do **not** start Section 2. Please raise your hand and sit quietly once you submitted Section 1, so I can provide instructions. Are there any questions?

SAY: Please read the directions at the bottom of your screen silently to yourself and press the **START** button. You will be taken to the Section Start page and then press **START** to begin the test.

SAY: If you have answered all the questions on your test and have finished reviewing your answers, select the **SUBMIT** button that appears on the End of Section page. Once you submit, you will not be able to return to this section.

SAY: A Section Exit Warning confirmation screen will appear. Select YES when you are ready to submit. Once you submit, you will not be able to return to this section.

SAY: The test will take you to the Section 2 start screen. Do not start Section 2. Please raise your hand and sit quietly once you submitted Section 1.

> **SAY:** This test session is now over. If you have not finished, please raise your hand so I can provide instructions for signing out of TestNav and you will be able to finish at another time.

Session 2 - Math Fixed-Form Test (Grades 3 - 8 and 11)

> **SAY:** Section 2 of the Math test includes different types of questions. You may also use the scratch paper [**for grade 6 and above also say "and graph paper"**] provided if you need room to work the problems.

> **[For Grade 6 and above only]**
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> **SAY:** An embedded calculator is available for some mathematics items in this section. The calculator icon will appear in the menu bar at the top of the screen when a calculator is available for use.

> **SAY:** Read each question carefully and follow the directions.

> **SAY:** You will have [NUMBER OF MINUTES (e.g., 90)] minutes for Section 2. I will notify the group when there are 10 minutes left in the session. If for some reason you are not finished at the end of this session, you will be able to finish the section at a later time.

> **SAY:** After answering the last question in this section, you will be presented with an *End of Section* screen asking you to review your answers prior to submitting your test. The screen will mark any unanswered questions and you can click on the question number to re-visit any question.

> **SAY:** Once you have answered all the questions in this section of your test and have finished reviewing your answers, select the **SUBMIT** button that appears on the *End of Section* page. A *Test Submit Warning* pop up will appear to confirm you wish to submit final answers. Once you submit, you will not be able to

SAY: return to this section. Please raise your hand and sit quietly once you submitted the section, so I can provide instructions. Are there any questions?

SAY: Please read the directions on your screen silently to yourself and press the **RESUME** button. You will be taken to the Section Start page and then press **START** to begin the test.

SAY: If you have answered all the questions on your test and have finished reviewing your answers, select the **SUBMIT** button that appears on the End of Section page. Once you submit, you will not be able to return to this section.

SAY: A Section Exit Warning confirmation screen will appear. Select YES when you are ready to submit. Once you submit, you will not be able to return to this section.

SAY: This test session is now over. If you have not finished, please raise your hand so I can provide instructions for signing out of TestNav and you will be able to finish at another time.

Session 1 - Math Performance Task Test (Grades 3 - 8 and 11)

SAY: The Math performance task has 1 section. Read the information about your task. Then provide responses for each of the problems that follow, referring back to the information as often as needed. You may also use the scratch paper [**for grade 6 and above also say "and graph paper"**] provided if you need room to work the problems.

[For Grade 6 and above only]

SAY: An embedded calculator is available for some mathematics items in this section. The calculator icon will appear in the menu bar at the top of the screen when a calculator is available for use.

SAY: Read each question carefully and follow the directions.

SAY: You will have [NUMBER OF MINUTES (e.g., 90)] minutes for this Section. I will notify the group when there are 10 minutes left in the session. If for some reason you are not finished at the end of this session, you will be able to finish the section at a later time.

SAY: After answering the last question in this section, you will be presented with an *End of* Section screen asking you to review your answers prior to submitting your test. The screen will mark any unanswered questions and you can click on the question number to re-visit any question.

SAY: Once you have answered all the questions in this section of your test and have finished reviewing your answers, select the **SUBMIT** button that appears on the *End of Section* page. A *Test Submit Warning* pop up will appear to confirm you wish to submit final answers. Once you submit, you will not be able to return to this section. Please raise your hand and sit quietly once you submitted the section, so I can provide instructions. Are there any questions?

SAY: Please read the directions at the bottom of your screen silently to yourself and press the **START** button. You will be taken to the Section Start page and then press **START** to begin the test.

SAY: If you have answered all the questions on your test and have finished reviewing your answers, select the **SUBMIT** button that appears on the End of Section page. Once you submit, you will not be able to return to this section.

SAY: A Section Exit Warning confirmation screen will appear. Select YES when you are ready to submit. Once you submit, you will not be able to return to this section.

SAY: This test session is now over. If you have not finished, please raise your hand so I can provide instructions for signing out of TestNav and you will be able to finish at another time.