



TA Script of Student Test Directions

Smarter Balanced Online

Spring 2019

English Language Arts and Mathematics

Summative Assessments

Test Administrators (TAs) are required to use this script when administering the online summative assessments.

Translated Test Direction Student Resource Sheets are available in 18 languages and available on the WCAP Portal. The resource sheets 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: _____

Available at: <http://wa.portal.airast.org>

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TA Testing Supports



This document contains the 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 Training and Practice Tests prior to taking a summative test.

Pausing a Test

Click the **Pause**  button to pause an individual student's test. It is important that TAs are thoroughly familiar with the pause rules for the test being administered. The rules for pausing a test vary based on whether students are taking the Computer Adaptive Test (CAT) or the Performance Task (PT) portions and by the content being assessed. 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 log in to the new session to resume testing. Students will not be able to return to CAT items from previous sessions, even if the responses were marked for review.

Testing Over Multiple Sessions/Days

The Test Delivery System (TDS) considers the ELA CAT, the ELA PT, the Math CAT, and the Math PT to be four separate tests that a student takes. Smarter Balanced recommends that students take each of these tests on separate days to minimize fatigue.

In addition, OSPI allows each of the four separate tests to be taken over multiple sittings, and refer to them as "test sessions." These could be a morning session followed by an afternoon session, or a session on Monday followed by another session on Tuesday. Recommendations for total numbers of sessions are listed in the [TAM](#) section Scheduling Time for Testing. To break a test into more than one session, TAs will instruct students to pause their test. Directions for how to do so are in the [Pausing for Multiple Sessions](#) section of this document.

- It is recommended that students begin with the CAT items followed by the PT
- TAs should give students clear directions on when to pause their tests.
 - Before instructing students to pause the test, TAs will have students review all the questions they have answered during that session and be sure that their final answers are entered.
 - When the CAT is resumed on a subsequent day, the students will not be able to return to any of the items they saw on the previous day(s), even if the items were marked for review.
 - To resume testing, the TA will need to start a new test session.
- Some tests contain segments. Students must have the opportunity to complete all questions in a segment prior to moving on.

For additional information, see the Testing Over Multiple Days section of the [TAM](#).

Preparing for Testing

Before Testing (Day Prior or Morning of)

- Print the TA Script of Student Directions prior to testing.
- TAs should try to maintain a natural 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](#) (PIRG).
 - At least one trained TA is required to supervise students at all times 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 features are unavailable, do not continue testing and notify your 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 [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 these 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 section [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 A: Checklist for TAs in the [TAM](#).

Summative – TA Instructions

Monitoring Test Progress

Once students have started their tests, 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 is used to view the testing progress of students. This site will not show test items or scores, but will let the TA see how many items have been delivered to each student out of a total number of items (e.g., question 24/40).

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 (two circular arrows). 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 many test questions the student has answered out of the total number of questions in the test. 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 or the student’s native language.
- Acknowledge that the student’s 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.

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

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

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

SAY: Pause your test and take a break.

Item Concern: If a student is concerned about an item, you may support the student by reading the script below verbatim.

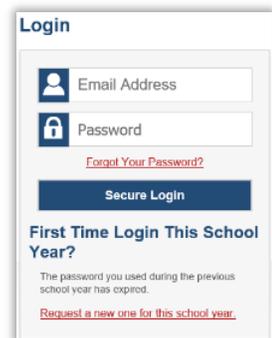
SAY: I cannot help you check your work.
If you are unsure about how a question works, select **Tutorial** from the context menu to view a short video.
You may also read the question again and think about what the question is asking you to do.
Try your best and choose the answer that makes the most sense to you.

TA Interface: Login and Test Selection

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.



1. Access the [WCAP Portal](#) homepage.
2. Select the Test Administrators card.
3. Click the **Test Administration** card.
4. The login page appears.
5. Enter username and password.
6. Click the **Secure Login** button.



Creating a Summative Test Session



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

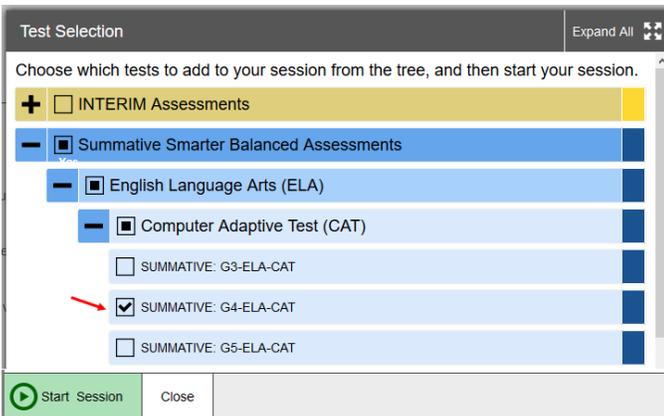
When you are ready to begin a test session, in the selection window, drill down to the test label of the specific test being proctored in this session, by clicking on the plus + sign. **Do not check a box at this time.**

TAs must ensure that the correct summative test is being administered. **Do not select summative if you are providing students with an opportunity to practice using an interim.**

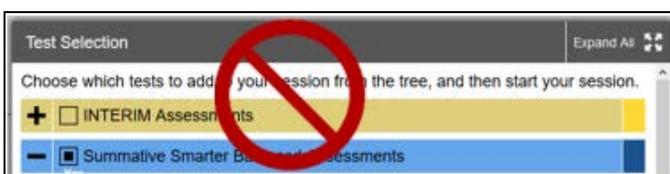


It is highly recommended to select **only** the test label being administered now. This will ensure students log in to the correct test, eliminating a situation that may limit a student's ability to complete their test.

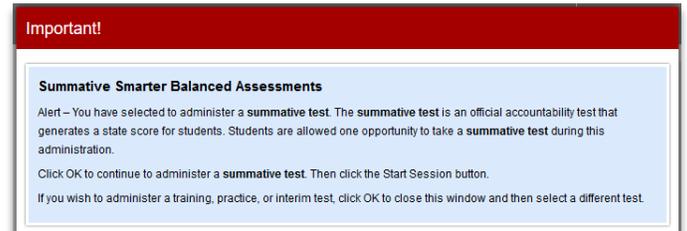
Highly Recommended: This example displays the appropriate time to check a test label box. In this example the "G4 ELA CAT" for Smarter Balanced is selected.



Not Recommended: This method allows a student to select a test that is not currently being administered. This example would allow a student to incorrectly select the ELA PT, Math PT, or Math CAT, when the intent is that the student select only the ELA CAT.



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



Starting a Summative Test Session

When the appropriate test has been selected, click on **Start Session** to create a session ID. The system-generated session ID (see example below "WA-8C12-11") 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.

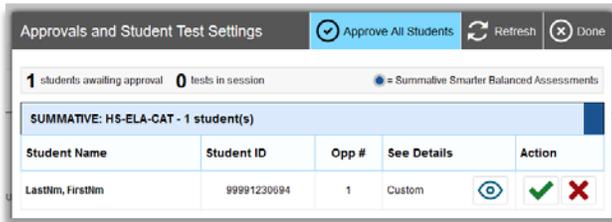


Instructions for Approving Students' Tests

When students select their tests, the Approvals box in the upper-right corner of the TA Interface displays. Click the **Approvals** button to view the list of students awaiting approval. If a student selected an incorrect test, deny access. Verify student's test settings by clicking the eye button in that student's row. If they are incorrect, deny access and notify your SC.

When information is verified:

- Click the check mark button to approve an individual student; or
- To deny a student for testing, click the red x button and enter the reason in the box; or
- To approve all students in the list for testing, click the **Approve All Students** tab in the top of the **Approvals** window.



You will now have students log in to the Secure Browser site by reading the SAY boxes in the [Summative Student Directions](#) section, beginning at the top of page 8.

Summative – Student Directions

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

- graph paper (mathematics)
- headphones (ELA listening)
- 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 place it before the test begins. Use of a non-approved electronic device during this test session will need to be reported and your test may not be scored.

Pause. Show students where to place their electronics and bags.

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.

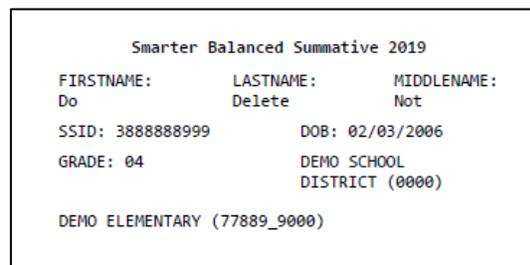
ALL **SAY:** If you use the scratch paper or graph paper, you will need to print your name in the upper right-hand corner of each piece of paper. You can use this paper to do your work, but it will not be scored. Any work on this paper you want included in your test must be transferred from the scratch or graph paper into your online answer space. I will collect all papers at the end of the testing session today.

Pause. Allow students time to write their names on the paper. Show students where additional scratch or graph 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:** On your computer screen, locate the icon titled secure browser. If you cannot find the secure browser icon, please raise your hand and I will come help you.

Pause. Assist students as needed.



ALL **SAY:** Double-click this icon and the program will launch. Once the program has opened, you will see the **Please Sign In** page.
Do not enter anything until you have been instructed to do so.
If you do not see the **Please Sign In** page, raise your hand.

Pause. Assist students as needed. Students will enter their information exactly as it appears on their test ticket.

ALL **SAY:** Type your first name into the field titled First Name.

Pause.

ALL **SAY:** Now click on the SSID field. Type in your SSID number.

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

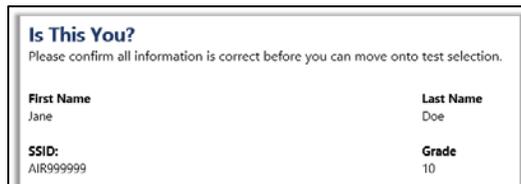
ALL **SAY:** Now click on the session ID field. Type in the session ID I have written on the board. Please raise your hand if you need help.

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

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

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 before the student logs into the test.*



ALL **SAY:** Now you should see the **Is This You?** screen with your name on it. If you do not see your name, or if your name is not spelled correctly, raise your hand.

Pause. Assist students as needed.

ALL **SAY:** Now make sure the rest of the information on your screen is correct. If any of the information is not correct, please raise your hand. If all of the information is correct, you can click the **Yes** button at the bottom of the screen. Do not go past the next screen until I tell you to.

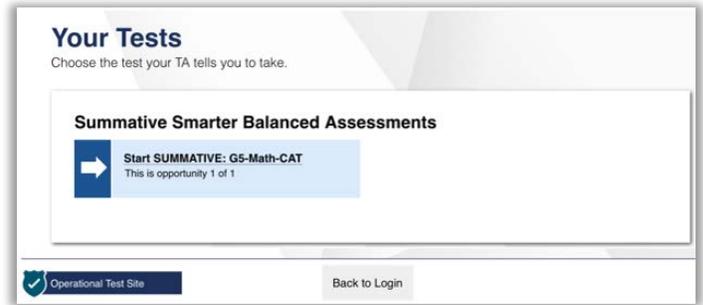
Pause. Assist students as needed.

*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:** To select the test that you will take today, click on the blue link that says **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 who 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.



If students began testing on a previous day "Resume" will display instead of "Start." For this situation, you will read the next SAY box and then move directly to the [Continuing Testing after a Pause](#) section.

Resuming Testing

SAY: If you previously started a test session but did not finish it, the **Resume** button displays next to the test name. Click the **Resume** button now to resume the test.

The TA will need to approve students in the TA interface to resume this test. The students will be moved directly into the test once approved. Now move to the [Continuing Testing after a Pause](#) section to continue with testing instructions.

ALL

SAY: You should now see the **Waiting for Approval** screen. Please sit quietly and wait for me to approve your test.

The TA will need to approve students in the TA Interface for this test. If needed, refer back to the [Instructions for Approving Students' Tests](#) section on page 6 for details.

ELA or Using Headphones

SAY: Next you should see the **Audio Playback Check** screen that prompts you to verify that the sound on your computer is working. Put your headsets on and follow the directions on the screen to check your equipment. If you hear the sound, click the **I heard the sound** button. If you did not hear the sound, click the **I did not hear the sound** button and raise your hand. Now click the **Continue** button at the bottom of the screen.

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



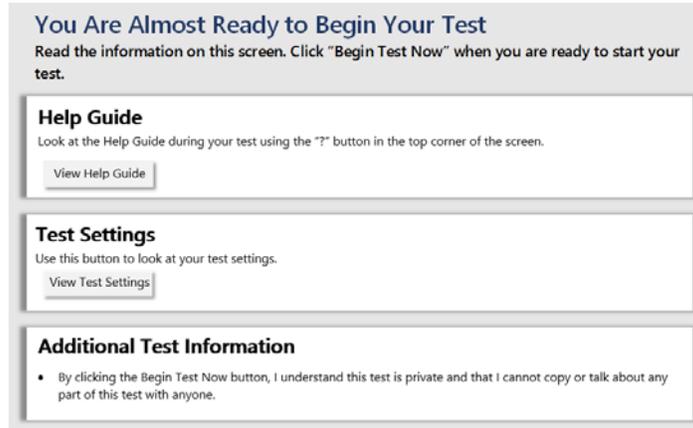
If a student's volume is not working, troubleshoot basic steps such as ensuring that the headset is fully plugged in, mute is not selected, and the volume setting is turned up. You may need to have the student log out and close the Secure Browser to make these changes. If the student is still experiencing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

Audio/Video Checks



ALL

SAY: You should now see the **You Are Almost Ready to Begin Your Test** screen. Click the **View Test Settings** button. Review the information on the **Test Settings** screen and verify that your test settings are correct. If the information is correct click the **OK** button. If the information is not correct, please 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 the **View Help Guide** button. Please raise your hand if you do not see the **Help Guide** screen.

Pause. Assist students as needed and make sure that all students see the test directions or help guide.

ALL **SAY:** Please read this section carefully. It has information about moving through the test questions and pausing. This screen also contains information about the test tools. You can see these instructions at any time during the test by clicking on the **Question Mark** button on the top right corner of the screen. I will give you some time to read this screen.

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

ALL **SAY:** Do you have any questions about the information in this Help Guide?

Pause. Answer any questions that the students might have.

ALL **SAY:** Click the **Back** button at the bottom of your screen to close this window. Before starting the test, let us go over some test rules. During this test, you must answer each question on the screen before going on to the next screen. It is important to give what you think is the best answer even if you are unsure. If you would like to review that answer at a later time, mark the question for review before going on to the next question. You may go back and change your answers during this test session.

Pause.

CAT ELA and CAT Math **SAY:** If you pause your test for more than 20 minutes, **you will not be able to go back and change your answers, even if you marked them for review.**

Pause.

PT ELA 3-HS & CAT Math 6, 7, 8, HS **SAY:** This test is divided into two segments. When you get to the end of the first segment, you will be prompted to review your answers before moving on to the second segment. Once you move on to the second segment, **you will not be able to go back and change your answers in the first segment.**

Pause to answer any questions. When you are sure students understand the directions, continue.

If your approved testing schedule requires that a test be completed in 1 session, read the next SAY box adding the test name in the blank. If testing will be completed over multiple days, read the subsequent SAY box.

1 session	<p>SAY: We will be completing this _____ test today. Please raise your hand if you need to pause and take a short break during testing.</p> <p>When you finish, please check your work and make sure there are no unanswered questions. Then raise your hand.</p> <p>Are there any questions?</p>
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If testing will take place over multiple days, read this SAY box while filling in the blanks to fit the approved testing schedule.

Multiple sessions	<p>SAY: We will take ____ days to complete this _____ test.</p> <p>Today, we will stop after working for _____ minutes. Then I will give you 10 minutes to review all of your answers from today.</p> <p>Read only for CAT tests: When you continue your test [tomorrow or on a subsequent day], you will not be able to go back and change your answers to any question you have answered today.</p> <p>Are there any questions?</p>
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Pause to answer any questions.

ALL	<p>SAY: You may pause the test by clicking the Pause button, rather than clicking the Next button, after answering a question. If you need a break, raise your hand and ask permission before clicking Pause.</p> <p>Your answers need to be your own work. Please keep your eyes on your own test and remember, there should be no talking.</p> <p>Now look at the last section on this screen called Additional Test Information, and take your hands off the computer or mouse. This section reads, "By clicking the Begin Test Now button, I understand this test is private and that I cannot copy or talk about any part of this test with anyone."</p> <p>Do you have any questions about that?</p>
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Pause to answer student questions. Assure students that you can assist them during the test, but this statement is a reminder that they should not talk about the stimuli, questions, or their answers on the test outside the testing room or (as an example) on social media.

ALL	<p>SAY: When you reach the Attention box saying that you have answered all the questions on this test, do not go on, please raise your hand and I will help you.</p>
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Pause.

ALL	<p>SAY: When you are ready to begin your test, click the green Begin Test Now button.</p>
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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 on page 5. When a student is off task or asks for assistance, refer to the [Supplemental Student Test Directions](#) section on page 5 for directions.

When there are approximately ten minutes left in the test session, the TA should give students a brief warning:

ALL	<p>SAY: We have about 10 more minutes for testing today. Please finish the question(s) on the screen you are currently working on, and then review your answers on the previous screens using the Back button.</p> <p>When you are finished, please raise your hand.</p>
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CAT ELA	<p>SAY: If you are working on a set of questions for a reading passage, please finish all of the questions in that set.</p>
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If students are completing and submitting their test today, go to the [Ending Student Test Session](#) section on page 14. If students will be continuing their test on subsequent days, go to the [Pausing for Multiple Sessions](#) section on this page.

Pausing for Multiple Sessions

The Test Delivery System (TDS) considers the ELA CAT, the ELA PT, the Math CAT, and the Math PT to be four separate tests that a student takes. OSPI allows each of the four separate tests to be taken over multiple sittings, and refer to them as “test sessions.” This section contains specific instructions for how to pause a test to break it into multiple test sessions.

Remember, when a CAT is paused for more than 20 minutes, the student will not be able to access any questions on previous test pages when they resume testing later that day or on a subsequent day. This includes questions they marked for review or where they started typing something in the response box (even gibberish text). Students should be sure their answer are complete before Pausing. Use the SAY boxes on this page to prepare for any pause longer than 20 minutes (e.g., lunch).

The following boxes have some options in [brackets] separated by a bold and italic **OR**. Say the appropriate phrase for your testing situation.

CAT ELA & CAT Math	<p>SAY: Remember, you will have more time to finish this test [later today OR tomorrow OR on _____ day]. When you return to your test, you will not be able to go back and change your answers to any questions you answered during this time today. This includes questions you have marked for review or where you have started typing something in the response box. Please raise your hand if you need to check your work one more time.</p> <p>When you are done, select the Pause button. An Attention box should pop up asking if you are sure you want to pause the test. Select Yes to pause your test.</p>
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PT ELA & PT Math	<p>SAY: Remember, you will have more time to finish this test [later today OR tomorrow OR on _____ day]. Please raise your hand if you need to check your work one more time.</p> <p>When you are done, select the Pause button. An Attention box should pop up asking if you are sure you want to pause the test. Select Yes to Pause your test.</p>
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When all students have paused their test, stop the test session in the TA Interface and log out of the system. Collect all test tickets, scratch paper, graph paper, and headphones. Keep the materials in a secure location according to your Test Security and Building Plan until resuming testing.

Continuing Testing after a Pause

Follow the directions on pages 8 through 10 to pass out materials, begin a new test session, and have students log in. When the students select the test with the Resume label, continue with the following SAY boxes.

SAY: You should now see the **Waiting for Approval** screen. I have a few reminders before I approve your test.

Please raise your hand if you need to pause and take short break during testing. If you need to review the test rules click on the **Question Mark** button on the top right corner of the screen when you are in the test. Your answers need to be your own work. Please keep your eyes on your own test and remember there should be no talking.

Are there any questions?

ALL

Pause to answer student questions.

SAY: When you reach the **Attention** box saying that you have answered all the questions on this test, do not go on, please raise your hand and I will help you.

Now, sit quietly while I approve your test.

ALL

The TA will need to approve students in the TA interface to resume this test, as described on page 6. The students will be moved directly into the test once approved. If they encounter more login screens, check that they are in the correct test. Monitor student testing and address questions using the information on page 13 of this TA Script as you did on the previous day(s) of testing.

Ending Students Test Session

When there are approximately ten minutes left in the last test session for a CAT or PT, the TA should give students a brief warning.

SAY: We are almost done with this test. Please finish all the questions on the screen you are currently working on.

When you click **Next** after the last question of the test you will see an **Attention** box prompting you to select **OK**.

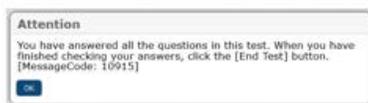
Now select the **End Test** button. Another **Attention** box will appear, click on the **Yes** button to review your answers.

You should now see the **Congratulations you have reached the end of the test** page. You can now review any questions you have marked for review.

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

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

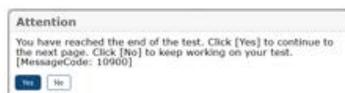
ALL



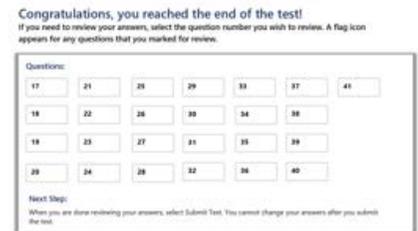
Step 1



Step 2



Step 3



Step 4

Pause. If needed, help students navigate to the review test page.

ALL **SAY:** If you have not finished and need additional time, please click the **Pause** button and raise your hand.

Pause.

ALL **SAY:** If you have answered all the questions on your test and have finished checking your answers, click the **End Test** button and then click the **Submit Test** button. A warning box will appear that says **Are you sure you want to submit the test?** If you are finished click the **Yes** button. If you need more time click the **No** button. I will collect your test materials.

Students taking the high school CAT will also see a screen 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 OPSI. 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 should now see the **Your Results** screen. This screen does not give us any test results. It just confirms that your test was completed and submitted, is now moving on to be scored.

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 are allowed to 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., scratch/graph paper, student login information).
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*.

Resources

Resource	Acronym	Hyperlink	Portal Location
Test Administration Manual	TAM	https://wa.portal.airast.org/core/fileparse.php/2317/urlt/Test-Administration-Manual.pdf	Test Coordinator Resources>User Guides and Manuals
Professional Standards and Security, Incident and Reporting Guidelines	PIRG	https://wa.portal.airast.org/core/fileparse.php/2317/urlt/PIRG-2018_ADA.pdf	Test Coordinator Resources>User Guides and Manuals
Guidelines on Tools, Supports and Accommodations	GTSA	https://wa.portal.airast.org/core/fileparse.php/2317/urlt/Guidelines-on-Tools-Support-or-Accommodations.pdf	Test Coordinator Resources>User Guides and Manuals

Revision Log

Updates made to the *Online TA Script of Student Directions* after March 1, 2019 are noted below.

Page	Section	Description of Revision	Revision Date