

eMPower**ME**

Grades 3–8
Spring 2018

Test Administration Manual

MEA Mathematics &
English Language Arts/Literacy
(Mathematics, Reading, Writing & Language, Essay)

empower
assessments™



Table of Contents

| | |
|---|-----------|
| Test Administration | 3 |
| Responsibilities of the Test Administrator | 3 |
| Before, During, and After Testing | 4 |
| Return of All Test Materials | 7 |
| Proctors | 7 |
| Testing Cautions | 9 |
| Preparing Students for Testing | 9 |
| Who Should Complete the Test? | 10 |
| Accommodations | 10 |
| Directions for Administering Online Tests | 11 |
| Before Online Testing | 11 |
| Step 1: Testing Schedule | 11 |
| Step 2: Prepare Testing Location | 12 |
| Step 3: Administer Test | 12 |
| Oral Directions for Online Administration | 13 |
| Directions for Administering the Reading Online Test – Session 1 | 13 |
| Directions for Administering the Reading Online Test – Session 2 | 17 |
| Directions for Administering the Writing & Language Online Test – Session 1 | 21 |
| Directions for Administering the Writing & Language Online Test – Session 2 | 24 |
| Directions for Administering the Mathematics Online Test – Session 1 | 27 |
| Directions for Administering the Mathematics Online Test – Session 2 | 30 |
| Directions for Administering the Online Essay | 34 |
| After Online Testing | 38 |
| Step 1: Report Test Violations | 38 |
| Step 2: Conduct Makeup Test Session | 38 |
| Step 3: Complete and Sign All Forms Required by the Assessment Program | 38 |
| Step 4: Dispose of Test Materials | 38 |
| Directions for Administering Paper-Pencil Tests | 39 |
| Before Testing | 39 |
| Step 1: Testing Schedule | 39 |
| Step 2: Prepare Testing Location | 40 |
| Step 3: Administer Test | 40 |
| Oral Directions for Paper-Pencil Administration | 41 |
| Directions for Administering the Reading Paper-Pencil Test – Session 1 | 41 |
| Directions for Administering the Reading Paper-Pencil Test – Session 2 | 44 |
| Directions for Administering the Writing & Language Paper-Pencil Test – Session 1 | 47 |
| Directions for Administering the Writing & Language Paper-Pencil Test – Session 2 | 50 |
| Directions for Administering the Mathematics Paper-Pencil Test – Session 1 | 53 |

Test Administration

This section of the manual provides instruction for preparing to administer the eMPowerME Assessments. Specific information about administering the online assessments is given first. Specific information about administering the paper-pencil assessments follows. Read all instructions carefully. It is important to follow these instructions to provide a standardized testing environment and to ensure accurate, reliable, and valid results for all students.

The quality and usefulness of assessment results depends, in large part, on the consistency of test administration and the security of test materials. Valuable information about student learning of content standards can be seriously compromised if test security is not strictly implemented and maintained. For this reason, all guidelines included in this manual must be followed.

Responsibilities of the Test Administrator

The responsibilities of test administrators are intended to ensure that eMPowerME Assessments are administered consistently across students and that students understand their responsibilities as test takers. Test administrators are responsible for all of the following requirements:

- Check the *School Test Coordinator Manual* to see if there are any forms you need to sign. Print and sign required forms.
- Follow the instructions provided in this manual, including reading the scripts as they are written and following time allowances as they are stated.
- Do not use the contents of the assessment to prepare students for the assessment. Doing so will invalidate students' scores.
- Do not duplicate any test items or any of the materials in the test booklet. Duplication includes but is not limited to audiotaping, videotaping, photographing, photocopying, and handwritten copying. No test or answer booklets or any record of student work or computer-generated responses may be retained, discarded, recycled, removed, or destroyed.
- If you are using print materials, count the materials received from the school test coordinator and return the same number to the school test coordinator each day or secure the test materials as instructed by the school test coordinator.
- Inform students of the procedures they must follow before and during each testing session.
- Provide a standardized test environment in which no coaching or prompting occurs.
- Ensure that students have been told about the importance of the assessment before testing begins: Their test results will be included in their school records, a score report will be provided to parent(s) or guardian(s), and test results will be used by teachers to help improve student learning and performance.
- Monitor students to prevent any cheating. Students should only provide responses that are strictly their own. They should not have access to notes, textbooks, or other instructional materials. Students may not access calculators, cell phones, computers, or other digital or electronic devices during the testing sessions except the online testing device itself. Students should not share their answers with other students and should not copy any test questions to show other students. Students should not consult other students, staff, or anyone else accessible to them during test administration except to clarify any directions or report any irregularities with the assessment.

- Do not read or view the contents of an online or printed test form or a student's answer document at any time. Only the students should be reading and responding to test items at the time of testing. Exceptions to this rule are associated with providing valid accommodations for students with IEPs or Section 504 Plans, or for students who are English language learners (ELLs). Specific accommodations may require a test administrator to have access to the content on the assessment. For example:
 - If a student is completing a paper-pencil test, a qualified administrator may read allowable passages and test items to a student as part of a valid accommodation for a student with an IEP or a Section 504 Plan, or if the student is an ELL student. The reader should read while looking over the student's shoulder.
 - If a qualified administrator is signing to a deaf student, the signer may look at a test booklet other than the student's.
 - If a student has an IEP or Section 504 Plan that allows for a scribe, the qualified test administrator may read the assessment items while assisting the student in completing her/his responses.
- Check with the school test coordinator to determine if a student is pre-approved for a read-aloud and/or scribe. This accommodation is documented in an IEP or Section 504 Plan.

Before, During, and After Testing

Before administering the test, become thoroughly familiar with the testing schedule and the directions for administering. Study the information and share it with proctors or others who will be helping to administer the test. During testing, be sure that students are comfortable and are completing the assessment. After testing, follow all district requirements for ending test sessions, verifying and returning print materials, and checking to be sure that all students have submitted their online test responses.

The following guidelines will be useful in planning and conducting the testing sessions.

- Read all directions for administration and become familiar with the proctor tools for the online test administration platform. Rehearse any oral directions prior to testing.
- Give students opportunity to practice with Sample Items and the Student Tutorial. The Student Tutorial simulates the testing environment and allows students an opportunity to become familiar with the question formats and tools available.
- Prepare comfortable physical conditions for testing. Pay attention to lighting and ventilation. Seat students with enough space between them so that they cannot see each other's responses. Minimize distractions from noise and interruptions.
- Create a relaxed environment. This test should be treated as any other assessment used in students' daily experiences.
- Make sure that students will have sufficient time to complete an entire testing session in one sitting.
- Make sure that students who require additional time are able to complete the session in a single day and that they are adequately supervised from the time they start the session to the time they complete it.
- Make sure that all testing materials are organized and ready to use before testing.
- Make sure that there are sufficient No. 2 pencils and scratch paper for all students.
- Make sure that students receive their own test booklets, answer documents, and/or computer login information at each testing session.
- If students are taking a paper-pencil test, ensure that any allowable tools such as calculators and rulers are readily available for quick distribution.

- If students are responding on paper, make sure that the Pre-ID label is affixed to the answer document. For students who do not have a student label, fill in the student cover page of the test booklet or answer document completely using a No. 2 lead pencil. This will include Student Name, State Student ID Number, and Date of Birth.
- Monitor students to ensure each student is responding to items properly.
- Make sure that students taking the online test work through the test, responding to each item and proceeding to the next item using the appropriate button on the screen.
- Make sure that students responding on paper are completely filling in bubbles and writing their responses in the correct spaces on the answer document. Marks may extend outside of a bubble as long as they do not stray into another bubble on the page.
- Collect all assessment materials at the end of each session.
- Use the checklists on the following pages to guide your tasks before, during, and after testing.

Before Testing—Test Administrator Checklist

- Participate in any training provided by your school test coordinator, including the Test Administration webinar and the Test Security webinar.
- Preview this *Test Administration Manual* several days prior to testing.
- Read and sign the Test Security and Student Data Privacy Agreement.
- Make sure that students have completed the online or paper-pencil Sample Items.
- Inventory test materials received from the assessment coordinator.
- Ensure all desks and computer stations are cleared and that each student has scratch paper and two sharpened No. 2 pencils with erasers.
- Double-check which students require special accommodations.
- For online testing, ensure all proper policies are followed for students who require special accommodations. These policies are outlined in the *School Test Coordinator Manual*. (Go to <https://maine.onlinehelp.measuredprogress.org> to download the *School Test Coordinator Manual*.)
- If students are taking the test in small groups, include no more than five students in a group.
- Remove or cover bulletin boards or posters in the classroom that contain visual aids.
- Secure additional materials needed for testing (e.g., No. 2 pencils for paper-pencil testing, scratch paper for mathematics tests).
- Place a “Testing: Do Not Disturb” sign on the door to the classroom or computer lab and work to minimize interruptions and distractions.
- Arrange any printed testing materials for each session so that you will be able to access them quickly and distribute them to students efficiently.

During Testing—Test Administrator Checklist

- Administer tests; ensure one test administrator and at least one proctor is present in every test setting prior to administering any tests. For large groups, one proctor is recommended for every 20 students. Test administrators and proctors must remain in a testing session at all times.
- Ensure that students are able to log in to their scheduled test.
- Maintain and oversee security throughout the test administration of online and paper-pencil tests.
- Contact the school test coordinator with any test-related issues or questions.
- Follow the specific directions for administering each test. Be precise.
- Make sure that no electronic communication devices are present during a test administration session (e.g., cell phones, cameras, wearable smart technology, etc.) even if the student has completed his/her test.
- Continually monitor students to ensure that students are working productively and that they understand how to navigate through the test.
- Watch for changes to the green/gray dot that indicates connectivity in the upper right corner of the students' screens.
- Notify the school test coordinator of any technical issues as soon as they occur.

After Testing—Test Administrator Checklist

- Collect all test materials from students after each testing session.
- Move students who need additional time to a predetermined location.
- Make sure that students who require additional time are able to complete the session in a single day and that they are adequately supervised from the time they start the session to the time they complete it.
- Separate scorable and non-scorable paper-based test materials.
- For paper-pencil tests, inspect each scorable answer document/test booklet to confirm:
 - There is a student Pre-ID label or the demographic information is bubbled properly.
 - The answer document is in good condition, free of eraser bits, rough drafts, scratch paper, or additional writing pages.
- Complete any forms required by the testing program. If you are unsure about required forms, go to <https://maine.onlinehelp.measuredprogress.org> to download the *School Test Coordinator Manual*.
- Follow any rules for transcribing students' responses for Braille, large-print, and scribe accommodations. Any transcriptions must be done in the presence of a proctor. Place the original student response in the inside front cover of the scorable answer document/test booklet.
- If answer documents are damaged, the student responses may be transcribed into a new scorable answer document or test booklet. Any transcriptions must be done in the presence of a proctor. Place the original student response in the inside front cover of the scorable answer document/test booklet.
- Collect all student test login tickets for online testing.
- Notify the school test coordinator of any potential test irregularities or violations.
- Return all test materials to the school test coordinator.
- Administer makeup tests to students absent on the designated testing day(s) within the testing window.

Return of All Test Materials

For paper-pencil testing, each printed test booklet and answer document (standard and large-print) has a unique number printed on it. Return ALL test booklets and answer documents after testing is completed.

Proctors

The proctor is an adult other than the test administrator who assists with and monitors the test administration. This adult must be approved by the building principal or assessment coordinator and can be a teacher, teaching assistant, or special service provider. It is recommended that you have one proctor for every 20 students. While it is not a requirement to have an additional adult in the room with the test administrator, it is strongly recommended.

- Proctors should be assigned to a certain group of students for whom they will be responsible during the entire testing session.
- Proctors can help distribute and collect any print materials.
- Proctors can help students sign on to the computer and access the correct testing session.
- During testing, proctors should monitor students to make sure that they are proceeding through the test at a reasonable pace and responding to the test questions.
- Proctors may leave the room to find a test coordinator, if needed, or assist a student who must leave the classroom.
- For the online test, proctors should notify the test administrator if a student is having difficulty navigating the online testing system.
- For the paper-pencil test, proctors should notify the test administrator if a student is having difficulty moving through the test, marking answer choices, or turning pages.
- Proctors should notify the test administrator immediately if a student's behavior is distracting to other students or if a student becomes ill during the testing session.
- Proctors should discourage students from talking with each other during a testing session.
- If a student asks about a response (e.g., "Is this right?"), the proctor should give a neutral response such as "Is that your answer?"
- Proctors should notify the test administrator when any students have completed the testing session.

The following checklists are for proctors to use before, during, and after testing.

Before Testing—Proctor Checklist

- View the eMPowerME Test Security webinar and any other training provided by the school test coordinator.
- Sign the Test Security and Student Data Privacy Agreement.
- Read all requirements for proctors.

During Testing—Proctor Checklist

- Arrive 15 minutes before the first test is administered.
- Help distribute and retrieve test materials.
- Observe that the directions have been read exactly as printed in the *Test Administration Manual*.
- Monitor the test administration.
- Remain in a session at all times unless asked by the test administrator to get help or to accompany a student who must leave the room.
- Assist in maintaining the security of all test materials.
- Check to be sure there are no electronic communication devices while in a test administration session (e.g., cell phones, cameras, wearable smart technology, etc.) even if the student has completed his/her test.
- Be sure students are progressing through the online or paper-pencil test.
- Report any testing irregularities to the test administrator as quietly as possible. Examples of irregularities:
 - Randomly responding
 - Marking answers without reading test questions
 - Talking to another student (or other disturbing behaviors)
 - Becoming ill and having to leave the room
 - Looking at another student’s computer screen or answer booklet
- Inform the test administrator if any students are having difficulty taking the test.
- Sit quietly and observe as unobtrusively as possible.
- Refrain from talking to the test administrator and/or students while students are reading and responding to test items.
- Refrain from using any communication devices while in a test administration session (e.g., cell phones, cameras, wearable smart technology, etc.).
- If test irregularities occur, inform the test administrator immediately.

After Testing—Proctor Checklist

- Report any unusual circumstances or breaches of test security regulations to the test administrator.
- Help the test administrator collect testing materials, including scratch paper, computer login tickets, No. 2 pencils, and any paper-pencil tests and answer documents.
- Help the test administrator check test booklets for random marks.
- Help organize test materials for return to the school test coordinator.
- Check with the test administrator to see if any forms need to be signed, and complete the forms.

Testing Cautions

Coaching. Make sure that all students understand what they are to do before beginning a test session. The test administrator and proctors may assist students with a mechanical task; however, they should not provide any assistance that may inadvertently indicate a correct answer or a correct response except to sample items.

Random Responses. Students should not respond randomly. Some students might mark randomly if they do not understand what they are to do or if they cannot read the test questions. It may be difficult to detect random responses during online testing; however, if it appears that students are moving through the test without reading the test items, it is likely that their responses are random. Similarly, if a student responds on paper by creating systematic patterns in responses on the answer document (e.g., responding to all selected-response items with the letter “c” or creating a pattern on the answer document), the student is randomly marking responses. In these cases, the test administrator should determine what is happening and, if necessary, contact the school test coordinator.

Incomplete Tests. If a student does not complete a test session due to certain unforeseen interruptions, she or he may reactivate the test where the testing was interrupted on the same day. Use the proctor password for the online testing platform to help students reactivate a test. Test sessions must be completed within a single testing day, and a student must be adequately supervised until the session is completed. Any test session that spans more than one school day will be investigated as a testing irregularity.

Irregularities during Testing. A test session may be disturbed by unforeseen irregularities that can, in some cases, result in non-valid individual or group performance. Make note of any testing irregularities and report them to the school test coordinator. Irregularities may include random marking, student illness, a student having to leave the room, a student becoming disturbed by the testing situation, or a sudden disruption such as a fire drill or major weather event. The school test coordinator is responsible for determining the appropriate reporting and reconciliation of the situation.

Preparing Students for Testing

It is important that students see the assessment as an interesting exercise rather than a source of anxiety. Students should be encouraged to do their best.

- Point out that some test items will be more difficult than others and that some material may be new to them.
- Assure students that they will be given ample time to do their best.
- Tell students that they must use their own knowledge, as well as the material provided, to respond to the test items.
- Tell students that they will have access to reading passages, maps, charts, time lines, and other information for all test items related to them.
- Make sure that each student is given materials for the appropriate grade and content area at each testing session.
- Make sure that students handle the assessment materials—including computers and tablets—properly during the testing session.
- Explain to students how long they have to complete each session.

Test Administration

- Inform students that they will make up any sessions missed due to absence from school, and encourage them to avoid absences during the testing period.
- Inform students that any responses suggesting that a student's physical/emotional health or personal safety may be in jeopardy will be referred to appropriate local school district personnel. All referrals are confidential and any decisions connected with these referrals are guided by local administrative procedures.

Who Should Complete the Test?

The primary purpose of the eMPowerME Assessments is to support students' development of college and career readiness skills. The assessments are intended to serve the widest range of students possible. All public school students in grades 3–8 are required to be assessed annually in mathematics and ELA/literacy, either on the general assessment (eMPowerME) or its alternate (MSAA). Specific guidance about the participation of various student populations can be found in the *Operational Procedures Manual* on the Maine DOE assessment Web page.

Accommodations

Students with IEPs and Section 504 Plans. Accommodations should be provided for students with IEPs related to setting, timing, presentation, and/or responses. In addition to IEP/504 documentation, support(s) may be provided as determined on an individual basis by a team such as Response to Intervention (RtI) and/or Student Assistance Team (SAT), and are consistent with the student's normal routine during instruction. Provision of supports does not alter the construct of any test item. Use the *MEA Accessibility Guide* and your own local testing policies to guide the selection of accommodations. For eMPowerME online testing, Measured Progress offers the same presentation and response accommodations to all students. To access an accommodation, students should click on the accommodation icon in the online testing environment. Local administrators may prefer that accommodations be provided based on the student's IEP or Section 504 Plan. The online platform allows for either option. If accommodations and/or supports are to be provided based on IEPs, Section 504 Plans, RtI, and/or SATs, this information must be loaded into the testing system prior to testing.

For visually impaired students, Measured Progress provides alternative text for all graphic displays so that students can hear a description of the graphic.

English Language Learners (ELLs). ELLs can also access appropriate embedded and non-embedded supports/accommodations with appropriate documentation. For eMPowerME online testing, Measured Progress offers the same presentation and response supports/accommodations to all students. If ELL students have approved supports/accommodations, they should be appropriately entered into the online testing system by a test coordinator prior to testing.

Note: All test directions for each test are to be given at the BEGINNING of the session for each test. Students are allowed to ask questions AFTER directions are given and BEFORE the signal is given for students to begin the test. Such questions are allowed to ensure that the test directions are clear.

Directions for Administering Online Tests

Before Online Testing

► Step 1: Testing Schedule

Under no circumstances should you begin any session of any online test unless there is enough time to complete it. Each test session must be administered in its entirety in one sitting.

The table below provides the time schedule for the test. The previous optional extra 10 minutes is built into each test session's total time. **Note: Extended time must be given as an immediate extension of the same testing session, not at a different time.** Times are approximate for scheduling purposes only and do not include the approved accommodation for extended time. If students finish early they must close their computers. Students may take out work or a book but not a cell phone. Students may not go on to any other test session.

| |
|--|
| Reading |
| Directions: approximately 10 minutes Session 1 – Reading: 80 minutes Session 2 – Reading: 80 minutes Total Reading = 160 minutes |
| Writing & Language |
| Directions: approximately 10 minutes Session 1 – Writing & Language: 35 minutes Session 2 – Writing & Language: 35 minutes Total Writing & Language = 70 minutes |
| Mathematics |
| Directions: approximately 10 minutes Session 1 – Mathematics: 75 minutes Session 2 – Mathematics: 75 minutes Total Mathematics = 150 minutes |
| Essay |
| Directions: approximately 10 minutes Session 1 Essay – Grades 3, 4, 5: 80 minutes Session 1 Essay – Grades 6, 7, 8: 70 minutes |

Make sure that all test materials, including test tickets, are stored in a secure location prior to test administration.

► Step 2: Prepare Testing Location

- Provide a testing location that has comfortable seating, sufficient workspace, and good lighting. Make sure the room is adequately ventilated and free from distracting noises.
- Post a “Testing: Do Not Disturb” sign on the door to prevent interruptions.
- Separate students so they cannot see other students’ answers. The use of dividers/testing carrels is recommended.
- **Visual aids and clues must be removed or covered and remain hidden throughout the test administration.**
- At least one test proctor is recommended in addition to the test administrator.
- For large groups, you should have one proctor, in addition to the test administrator, for every 20 students tested.
- **Calculators:** Certain mathematics items are much more difficult if a calculator is not available. The testing tool will have calculators available for items that require a calculator. Allow outside calculators to be brought into the testing room only for paper-pencil tests. See Directions for Administering Paper-Pencil Tests for information about calculator use in the paper-pencil tests. Before the first day of the test, students using a calculator for any mathematics assessment should be familiar with the use of the specific calculator that will be utilized. Students must be instructed in the use of calculators or this tool can actually hinder the students’ performance on the assessment.
- **Students, administrators, and proctors are not permitted to have cell phones or other recording or transmitting devices during the assessment.** Test items and answers may not be recorded, reproduced, or transmitted in any way, within or outside of the testing environment. Cell phones and any other devices that have the capability of recording, reproducing, or transmitting test items within or outside of the testing location are prohibited. The presence of student cell phones or other communication devices may result in test invalidations. It is important that school administrators and staff establish and communicate this policy to parents and students.

► Step 3: Administer Test

In order to ensure accurate achievement results, it is essential that all test administrators follow the same procedures and give the same directions when administering the tests. This section of the *Test Administration Manual* provides specific directions for the test. Follow the script provided in this manual for administering the test. Read aloud, word for word, the material that is printed in bold type and preceded by the word “Say.”

The material that is *italicized* is information for you and should NOT be read to students.

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, “No, that is wrong. Listen again.” Then read the direction again. **Never deviate from the directions as written. Deviating in any way from the printed directions is a testing violation.**

Be sure students understand the directions, how to mark answers, and how to use the tools. Assist them with test-taking mechanics, but be careful not to inadvertently give hints or clues that indicate an answer or help eliminate answer choices.

If there is an emergency and a student must leave the room for a short period during the test session, the student should click on the *Pause Test* button that appears at the bottom of each screen. The student will have 30 minutes to resume his or her test. If the paused time exceeds 30 minutes, or no student activity is detected for 60 minutes during the test, the student will be unable to get back into the test without the proctor’s assistance.

Note: During testing, only one student at a time should be allowed to leave the room. While a test is in “Pause” mode, students should not visit with other students, go to their lockers unaccompanied, or take a lunch break.

In the event of any testing irregularity or violation, the test administrator should notify the school test coordinator and provide documentation about the potential irregularity or violation.

Oral Directions for Online Administration

► Directions for Administering the Reading Online Test – Session 1

DO NOT BEGIN THIS SESSION OF THE ASSESSMENT UNLESS STUDENTS WILL HAVE ENOUGH TIME TO COMPLETE THE READING SESSION 1 ONLINE TEST.

IF YOU ARE ASSIGNED A PROCTOR, DO NOT BEGIN TESTING UNTIL THE PROCTOR IS PRESENT.

Pass out pencils, scratch/unmarked grid paper, and Student Test Login tickets before testing for all students to use. All scratch paper and Student Test Logins should be collected before students leave the testing session, but not before all testing sessions have concluded.

Students will need Login ID and password information printed on the test ticket and the session access code on the printout of test tickets to enter the test. You may wish to write the session access code on a wall board. As you begin each section, once students are all working on the test, enter the start and stop times and post for the students to see. Announce the remaining time at intervals below (15 minutes left; 5 minutes left).

Reading Session 1 Test Session Time = 80 Minutes

Start Time _____

End Time _____

Say: **Today, you will be taking Session 1 of the Reading Online Test. Session 1 has reading passages and questions about what you read.**

No reference materials or electronic devices are allowed. If you use an electronic device other than your computer or laptop during the test administration session, your test responses may be invalidated.

You have been given a Student Test Login ticket, scratch paper, and a pencil. Work done on scratch paper or the online notepad will NOT count as your answers.

You must type your answers to extended-response questions in the answer box. You will not receive credit for answers created with the digital highlighter or pencils.

Hold up a Student Test Login ticket and point to the student name.

Say: **Look at your Test Login ticket. Your name should appear on the top line. If you have a ticket for someone other than yourself, please raise your hand now.**

Doe, John D

DOB: 9/19/2005

Grade 6 Reading

Username: 564738473

Password: E895E6CA

Pause. Make sure students check the name on their tickets.

Directions for Administering Online Tests

Say: **Double-click the test icon on your desktop and you will see a student login page. Raise your hand if you do not see the login page.**

Wait for everyone to have the student login page displayed on their screens. Work with students who need extra help opening the program. Remember, no other programs should be running with the eMPowerME testing program.

Say: **Carefully type the username and password in the login screen exactly as they appear on the ticket. Then click the “Sign In” button. Keep your login ticket on your desk. It will be collected at the end of this test.**

Passwords are not case sensitive.

Pause to allow students to sign in.

Say: **You should see the word “Hello” followed by your name. Be sure that your name, student testing ID number, and date of birth are correct. If the information on the screen is not correct, raise your hand.**

Work with any students who may need extra help logging into the program. If a student cannot log into their own test session, continue reading instructions for the rest of the class and then contact the Maine Service Center at 1-855-652-8929.

Say: **Click the “Reading Session 1” button and enter the session access code provided by the proctor. Please raise your hand if you are not viewing Reading Session 1.**

Pause; wait for students to raise their hands. If a student has accessed a session other than Reading Session 1, close that session of the test and have the student click the “Reading Session 1” button.

Say: **Once you log into a session, you need to be answering questions (or typing a response) in order to be “active” in the system. Just moving the mouse or using the tools is not considered activity. If you are not answering questions (inactive) for 60 minutes, you will be logged out, your answers will be saved, but the test proctor will need to log you back in to the test.**

You have 80 minutes to complete this test session. I will give you a 15-minute and 5-minute warning before the end of the session.

If you have any questions, raise your hand.

Pause to answer questions. When there are no more questions, continue.

Say: **Now take a moment and read the “Reading Session 1 Directions” to yourself as I read them aloud.**

For this test, you will read passages and then answer questions about the passages. In some cases, you will read two passages and answer the questions that follow. Some of the questions may ask you to compare the two passages. Read Passage 1 and then click the “Passage 2” tab at the top of the screen to read Passage 2.

If you are not sure of the answer to a question, you should still try to answer it.

It is important to do your best.

If you have any questions, raise your hand.

Directions for Administering Online Tests

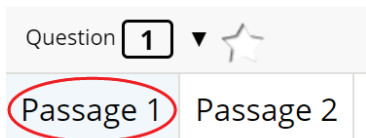
Pause to answer questions.

Say: **When you begin, a reading passage should be on the left side of your screen. A question should be on the right side of your screen. Remember the tool and navigation buttons we have reviewed and practiced are located on the bottom right hand side of your screen: Clear, Pause Test, Back, and Next.**



Say: **Clicking the “Clear” button will clear your answers for the questions on the page. If you click this button, you will be asked if you are sure you want to reset the question. “Pause Test” will log you out and require you to log back in before continuing the test. If you click this button, you will be asked if you are sure you want to pause the test. Clicking the “Back” button will take you to the previous question. Clicking the “Next” button will take you to the next question. If you pause a test, any notes in the notepad or markups made will NOT be saved.**

Remember that the numbers in the tabs directly above the passages allow you to switch between the passages. Click “Passage 1” to read the first passage. Click “Passage 2” to read the second passage. You must read both passages in a set. Some of the questions will ask you to compare the two passages.



Click the star next to the question number if you wish to bookmark a question and return to it later.



Once you have answered the last question in this session, click the “Finish” button to go to the Test Review Page. This page shows the number of completed questions, unanswered questions, and bookmarked questions. You may click any question to return to that specific question or click “Return to test” to go back to the last question in the test. It is important to do your best to answer every question before you turn in your test. Any unanswered questions will be counted as incorrect.

When you have answered all of the questions and are satisfied with your responses, click “Turn In.” If you finish early, you must close your computer. You may take out work or a book, but not a cell phone. Do NOT go on to any other test sessions.

If you have any questions, raise your hand.

Pause to answer questions. When there are no more questions, continue.

Say: **If there are no other questions, click the “Continue” button and you may begin.**

Directions for Administering Online Tests

After 65 minutes,

Say: **You have 15 minutes left in this test session.**

After 75 minutes,

Say: **You have 5 minutes left in this test session.**

After 80 minutes,

Say: **This completes Session 1 of the Reading test. Log out of your computer if you have not already done so.**

Collect scratch paper and Student Test Login tickets. Dismiss students from the test.

Directions for Administering Online Tests

► Directions for Administering the Reading Online Test – Session 2

DO NOT BEGIN THIS SESSION OF THE ASSESSMENT UNLESS STUDENTS WILL HAVE ENOUGH TIME TO COMPLETE THE READING SESSION 2 ONLINE TEST.

IF YOU ARE ASSIGNED A PROCTOR, DO NOT BEGIN TESTING UNTIL THE PROCTOR IS PRESENT.

Pass out the Student Test Login information, scratch/unmarked grid paper, and a No. 2 pencil to each student. Be sure that students have the correct Login ticket. All scratch paper and Student Test Logins should be collected before students leave the testing session, but not before all testing sessions have concluded.

Students will need Login ID and password information printed on the test ticket and the session access code on the printout of test tickets to enter the test. You may wish to write the session access code on a wall board.

As you begin each section, once students are all working on the test, enter the start and stop times and post for the students to see. Announce the remaining time at intervals below (15 minutes left; 5 minutes left).

Reading Session 2 Test Session Time = 80 Minutes

Start Time _____

End Time _____

Say: **Today, you will be taking Session 2 of the Reading Test. Session 2 has reading passages and questions about what you read.**

No reference materials or electronic devices are allowed. If you use an electronic device other than your computer or laptop during the test administration session, your test responses may be invalidated.

You have been given a Student Test Login ticket, scratch paper, and a pencil. Work done on scratch paper or the online notepad will NOT count as your answers.

You must type your answers to extended-response questions in the answer box. You will not receive credit for answers created with the digital highlighter or pencils.

Hold up a Student Test Login ticket and point to the student name.

Doe, John D

DOB: 9/19/2005

Grade 6 Reading

Username: 564738473

Password: E895E6CA

Say: **Look at your Test Login ticket. Your name should appear on the top line. If you have a ticket for someone other than yourself, please raise your hand now.**

Pause. Make sure students check the name on their tickets.

Directions for Administering Online Tests

Say: **Double-click the test icon on your desktop and you will see a student login page. Raise your hand if you do not see the login page.**

Wait for everyone to have the student login page displaying on their screens. Work with students who need extra help opening the program. Remember, no other programs should be running with the eMPowerME testing program.

Say: **Carefully type the username and password in the login screen exactly as they appear on the ticket. Then click the “Sign In” button. Keep your login ticket on your desk. It will be collected at the end of this test.**

Passwords are not case sensitive.

Pause to allow students to sign in.

Say: **You should see the word “Hello” followed by your name. Be sure that your name, student testing ID number, and date of birth are correct. If the information on the screen is not correct, raise your hand.**

Work with any students who may need extra help logging into the program. If a student cannot log into their own test session, continue reading instructions for the rest of the class and then contact the Maine Service Center at 1-855-652-8929.

Say: **Click the “Reading Session 2” button and enter the session access code provided by the proctor. Please raise your hand if you are not viewing Reading Session 2.**

Pause; wait for students to raise their hands. If a student has accessed a session other than “Reading Session 2,” close that session of the test and have the student click the “Reading Session 2” button.

Say: **Once you log into a session, you need to be answering questions (or typing a response) in order to be “active” in the system. Just moving the mouse or using the tools is not considered activity. If you are not answering questions (inactive) for 60 minutes, you will be logged out, your answers will be saved, but the test proctor will need to log you back in to the test.**

You have 80 minutes to complete this test session. I will give you a 15-minute and 5-minute warning before the end of the session.

If you have any questions about the directions, raise your hand.

Pause to answer questions. When there are no more questions, continue.

Say: **Now take a moment and read the “Reading Session 2 Directions” to yourself as I read them aloud.**

For this test, you will read passages and then answer questions about the passages. In some cases, you will read two passages and answer the questions that follow. Some of the questions may ask you to compare the two passages. Read Passage 1 and then click the “Passage 2” tab at the top of the screen to read Passage 2.

If you are not sure of the answer to a question, you should still try to answer it.

It is important to do your best.

If you have any questions about the directions, raise your hand.

Pause to answer questions.

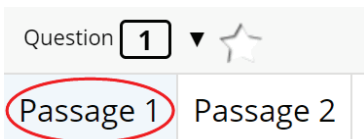
Directions for Administering Online Tests

Say: **When you begin, a reading passage should be on the left side of your screen. A question should be on the right side of your screen. Remember the navigation buttons we have reviewed and practiced are located on the bottom right side of your screen: Clear, Pause Test, Back and Next.**



Clicking the “Clear” button will clear your answers for the questions on the page. If you click this button, you will be asked if you are sure you want to reset the question. “Pause Test” will log you out and require you to log back in before continuing the test. If you click this button, you will be asked if you are sure you want to pause the test. Clicking the “Back” button will take you to the previous question. Clicking the “Next” button will take you to the next question. If you pause a test, any notes in the notepad or markups made will NOT be saved.

Remember that the numbers in the tabs directly above the passages allow you to switch between the passages. Click “Passage 1” to read the first passage. Click “Passage 2” to read the second passage. You must read both passages in a set. Some of the questions will ask you to compare the two passages.



Click the star next to the question number if you wish to bookmark a question and return to it later.



Say: **Once you have answered the last question in this session, click the “Finish” button to go to the Test Review Page. This page shows the number of completed questions, unanswered questions, and bookmarked questions. You may click any question to return to that specific question or click “Return to test” to go back to the last question in the test. It is important to do your best to answer every question before you turn in your test. Any unanswered questions will be counted as incorrect.**

When you have answered all of the questions and are satisfied with your responses, click “Turn In.” If you finish early, you must close your computer. You may take out work or a book, but not a cell phone. Do NOT go on to any other test sessions.

If you have any questions, raise your hand.

Pause to answer questions. When there are no more questions, continue.

Say: **If there are no other questions, click the “Continue” button and you may begin.**

Directions for Administering Online Tests

After 65 minutes,

Say: **You have 15 minutes left in this test session.**

After 75 minutes,

Say: **You have 5 minutes left in this test session.**

After 80 minutes,

Say: **This completes Session 2 of the Reading test. Log out of your computer if you have not already done so.**

Collect scratch paper and Student Test Login tickets. Dismiss students from the test.

Directions for Administering Online Tests

► Directions for Administering the Writing & Language Online Test – Session 1

DO NOT BEGIN THIS SESSION OF THE ASSESSMENT UNLESS STUDENTS WILL HAVE ENOUGH TIME TO COMPLETE THE WRITING & LANGUAGE SESSION 1 ONLINE TEST.

IF YOU ARE ASSIGNED A PROCTOR, DO NOT BEGIN TESTING UNTIL THE PROCTOR IS PRESENT.

Pass out the Student Test Login information, scratch paper, and a No. 2 pencil to each student. Be sure that students have the correct Login ticket. All scratch paper and Student Test Logins should be collected before students leave the testing session, but not before all testing sessions have concluded.

Students will need Login ID and password information printed on the test ticket and the session access code on the printout of test tickets to enter the test. You may wish to write the session access code on a wall board. As you begin each section, once students are all working on the test, enter the start and stop times and post for the students to see. Announce the remaining time at intervals below (15 minutes left; 5 minutes left).

Writing & Language Session 1 Test Session Time = 35 Minutes

Start Time _____

End Time _____

Say: **Today, you will be taking Session 1 of the Writing & Language Online Test. Session 1 has passages and questions about how the passages are written.**

No reference materials or electronic devices are allowed. If you use an electronic device other than your computer or laptop during the test administration session, your test responses may be invalidated.

You have been given a Student Test Login ticket, scratch paper, and a pencil. Work done on scratch paper or the online notepad will NOT count as your answers.

Hold up a Student Test Login ticket and point to the student name.

Doe, John D

DOB: 9/19/2005

G6 Writing & Language

Username: 564738473

Password: 7F2A6C5B

Say: **Look at your Test Login ticket. Your name should appear on the top line. If you have a ticket for someone other than yourself, please raise your hand now.**

Pause. Make sure students check the name on their tickets.

Say: **Double-click the test icon on your desktop and you will see a student login page. Raise your hand if you do not see the login page.**

Wait for everyone to have the student login page displaying on their screens. Work with students who need extra help opening the program. Remember, no other programs should be running with the eMPowerME testing program.

Directions for Administering Online Tests

Say: **Carefully type the username and password in the login screen exactly as they appear on the ticket. Then click the “Sign In” button. Keep your login ticket on your desk. It will be collected at the end of this test.**

Passwords are not case sensitive.

Pause to allow students to sign in.

Say: **You should see the word “Hello” followed by your name. Be sure that your name, student testing ID number, and date of birth are correct. If the information on the screen is not correct, raise your hand.**

Work with any students who may need extra help logging into the program. If a student cannot log into their own test session, continue reading instructions for the rest of the class and then contact the Maine Service Center at 1-855-652-8929.

Say: **Click the “Writing & Language Session 1” button and enter the session access code provided by the proctor. Please raise your hand if you are not viewing Writing & Language Session 1.**

Pause; wait for students to raise their hands. If a student has accessed a session other than Writing & Language Session 1, close that session of the test and have the student click the “Writing & Language Session 1” button.

Say: **Once you log into a session, you need to be answering questions in order to be considered “active” in the system. Just moving the mouse or using the tools is not considered activity. If you are not answering questions (inactive) for 60 minutes, you will be logged out, your answers will be saved, but the test proctor will need to log you back in to the test.**

You have 35 minutes to complete this test session. I will give you a 15-minute and 5-minute warning before the end of the session.

If you have any questions, raise your hand.

Pause to answer questions. When there are no more questions, continue.

Say: **Now take a moment and read the “Writing & Language Session 1 Directions” to yourself as I read them aloud.**

For this test you will read passages and then answer questions about the passages. Some questions might ask about how to improve the passage. Other questions might ask you to correct errors in the passage. If you are not sure of the answer to a question, you should still try to answer it.

It is important to do your best.

If you have any questions about the directions, raise your hand.

Pause to answer questions.

Directions for Administering Online Tests

Say: **When you begin, a passage should be on the left side of your screen. A question should be on the right side of your screen. Remember the tool and navigation buttons we have reviewed and practiced are located on the bottom right side of your screen: Clear, Pause Test, Back and Next.**



Clicking the “Clear” button will clear your answers for the questions on the page. If you click this button, you will be asked if you are sure you want to reset the question. “Pause Test” will log you out and require you to log back in before continuing the test. If you click this button, you will be asked if you are sure you want to pause the test. Clicking the “Back” button will take you to the previous question. Clicking the “Next” button will take you to the next question. If you pause a test, any notes in the notepad or markups made will NOT be saved.

Click the star next to the question number if you wish to bookmark a question and return to it later.



Once you have answered the last question in this session, click the “Finish” button to go to the Test Review Page. This page shows the number of completed questions, unanswered questions, and bookmarked questions. You may click any question to return to that specific question or click “Return to test” to go back to the last question in the test. It is important to do your best to answer every question before you turn in your test. Any unanswered questions will be counted as incorrect.

When you have answered all of the questions and are satisfied with your responses, click “Turn In.” If you finish early, you must close your computer. You may take out work or a book, but not a cell phone. Do NOT go on to any other test sessions.

If you have any questions, raise your hand.

Pause to answer questions. When there are no more questions, continue.

Say: **If there are no other questions, click the “Continue” button and you may begin.**

After 20 minutes,

Say: **You have 15 minutes left in this test session.**

After 30 minutes,

Say: **You have 5 minutes left in this test session.**

After 35 minutes,

Say: **This completes Session 1 of the Writing & Language test. Log out of your computer if you have not already done so.**

Collect scratch paper and Student Test Login tickets. Dismiss students from the test.

Directions for Administering Online Tests

► Directions for Administering the Writing & Language Online Test – Session 2

DO NOT BEGIN THIS SESSION OF THE ASSESSMENT UNLESS STUDENTS WILL HAVE ENOUGH TIME TO COMPLETE THE WRITING & LANGUAGE SESSION 2 ONLINE TEST.

IF YOU ARE ASSIGNED A PROCTOR, DO NOT BEGIN TESTING UNTIL THE PROCTOR IS PRESENT.

Pass out the Student Test Login information, scratch paper, and a No. 2 pencil to each student. Be sure that students have the correct Login ticket. All scratch paper and Student Test Logins should be collected before students leave the testing session, but not before all testing sessions have concluded.

Students will need Login ID and password information printed on the test ticket and the session access code on the printout of test tickets to enter the test. You may wish to write the session access code on a wall board. As you begin each section, once students are all working on the test, enter the start and stop times and post for the students to see. Announce the remaining time at intervals below (15 minutes left; 5 minutes left).

Writing & Language Session 2 Test Session Time = 35 Minutes

Start Time _____

End Time _____

Say: **Today, you will be taking Session 2 of the Writing & Language Test. Session 2 has passages and questions about how the passages are written.**

No reference materials or electronic devices are allowed. If you use an electronic device other than your computer or laptop during the test administration session, your test responses may be invalidated.

You have been given a Student Test Login ticket, scratch paper, and a pencil. Work done on scratch paper or the online notepad will NOT count as your answers.

Hold up a Student Test Login ticket and point to the student name.

Doe, John D

DOB: 9/19/2005

G6 Writing & Language

Username: 564738473

Password: 7F2A6C5B

Say: **Look at your Test Login ticket. Your name should appear on the top line. If you have a ticket for someone other than yourself, please raise your hand now.**

Pause. Make sure students check the name on their tickets.

Say: **Double-click the test icon on your desktop and you will see a student login page. Raise your hand if you do not see the login page.**

Wait for everyone to have the student login page displaying on their screens. Work with students who need extra help opening the program. Remember, no other programs should be running with the eMPowerME testing program.

Directions for Administering Online Tests

Say: **Carefully type the username and password in the login screen exactly as they appear on the ticket. Then click the “Sign In” button. Keep your login ticket on your desk. It will be collected at the end of this test.**

Passwords are not case sensitive.

Pause to allow students to sign in.

Say: **You should see the word “Hello” followed by your name. Be sure that your name, student testing ID number, and date of birth are correct. If the information on the screen is not correct, raise your hand.**

Work with any students who may need extra help logging into the program. If a student cannot log into their own test session, continue reading instructions for the rest of the class and then contact the Maine Service Center at 1-855-652-8929.

Say: **Click the “Writing & Language Session 2” button and enter the session access code provided by the proctor. Please raise your hand if you are not viewing Writing & Language Session 2.**

Pause; wait for students to raise their hands. If a student has accessed a session other than Writing & Language Session 2, close that session of the test and have the student click the “Writing & Language Session 2” button.

Say: **Once you log into a session, you need to be answering questions in order to be “active” in the system. Just moving the mouse or using the tools is not considered activity. If you are not answering questions (inactive) for 60 minutes, you will be logged out, your answers will be saved, but the test proctor will need to log you back in to the test.**

You have 35 minutes to complete this test session. I will give you a 15-minute and 5-minute warning before the end of the session.

If you have any questions, raise your hand.

Pause to answer questions. When there are no more questions, continue.

Say: **Now take a moment and read the “Writing & Language Session 2 Directions” to yourself as I read them aloud.**

For this test you will read passages and then answer questions about the passages. Some questions might ask about how to improve the passage. Other questions might ask you to correct errors in the passage. If you are not sure of the answer to a question, you should still try to answer it.

It is important to do your best.

If you have any questions about the directions, raise your hand.

Pause to answer questions.

Directions for Administering Online Tests

Say: **When you begin, a passage should be on the left side of your screen. A question should be on the right side of your screen. Remember the tool and navigation buttons we have reviewed and practiced are located on the bottom right of your screen: Clear, Pause Test, Back and Next.**



Clicking the “Clear” button will clear your answers for the questions on the page. If you click this button, you will be asked if you are sure you want to reset the question. “Pause Test” will log you out and require you to log back in before continuing the test. If you click this button, you will be asked if you are sure you want to pause the test. Clicking the “Back” button will take you to the previous question. Clicking the “Next” button will take you to the next question. If you pause a test, any notes in the notepad or markups made will NOT be saved.

Click the star next to the question number if you wish to bookmark a question and return to it later.



Once you have answered the last question in this session, click the “Finish” button to go to the Test Review Page. This page shows the number of completed questions, unanswered questions, and bookmarked questions. You may click any question to return to that specific question or click “Return to test” to go back to the last question in the test. It is important to do your best to answer every question before you turn in your test. Any unanswered questions will be counted as incorrect.

When you have answered all of the questions and are satisfied with your responses, click “Turn In.” If you finish early, you must close your computer. You may take out work or a book, but not a cell phone. Do NOT go on to any other test sessions.

If you have any questions, raise your hand.

Pause to answer questions. When there are no more questions, continue.

Say: **If there are no other questions, click the “Continue” button and you may begin.**

After 20 minutes,

Say: **You have 15 minutes left in this test session.**

After 30 minutes,

Say: **You have 5 minutes left in this test session.**

After 35 minutes,

Say: **This completes Session 2 of the Writing & Language test. Log out of your computer if you have not already done so.**

Collect scratch paper and Student Test Login tickets. Dismiss students from the test.

Directions for Administering Online Tests

► Directions for Administering the Mathematics Online Test – Session 1

DO NOT BEGIN THIS SESSION OF THE ASSESSMENT UNLESS STUDENTS WILL HAVE ENOUGH TIME TO COMPLETE THE MATHEMATICS SESSION 1 ONLINE TEST.

IF YOU ARE ASSIGNED A PROCTOR, DO NOT BEGIN TESTING UNTIL THE PROCTOR IS PRESENT.

Pass out pencils, scratch/unmarked grid paper, and Student Test Login tickets before testing for all students to use. Be sure that students have the correct Login ticket. All scratch paper and Student Test Logins should be collected before students leave the testing session, but not before all testing sessions have concluded.

Students may not use their own calculators for the online test unless it is an approved accommodation.

Students will need Login ID and password information printed on the test ticket and the session access code on the printout of test tickets to enter the test. You may wish to write the session access code on a wall board.

If students have an approved accommodation for text-to-speech, ensure that these students have headphones/earbuds. As you begin each section, once students are all working on the test, enter the start and stop times and post for the students to see. Announce the remaining time at intervals below (15 minutes left; 5 minutes left).

Mathematics Session 1 Test Session Time = 75 Minutes

Start Time _____

End Time _____

Say: **Today, you will be taking Session 1 of the Mathematics Test.**

No reference materials or electronic devices are allowed. If you use an electronic device other than your computer or laptop during the test administration session, your test responses may be invalidated.

You have been given a Student Test Login ticket, scratch paper, and a pencil. Work done on scratch paper or the online notepad will NOT count as your answers.

You must type your answers to constructed-response questions with words, symbols, and/or numbers in the answer box, or you may use the equation editor $f(x)$. You will not receive credit for answers created with the digital highlighter or pencils.

Hold up a Student Test Login ticket and point to the student name.

Doe, John D

DOB: 9/19/2005

G6 Mathematics

Username: 564738473

Password: 429AFC4B

Say: **Look at your Test Login ticket. Your name should appear on the top line. If you have a ticket for someone other than yourself, please raise your hand now.**

Directions for Administering Online Tests

Pause. Make sure students check the name on their tickets.

Say: **Double-click the test icon on your desktop and you will see a student login page. Raise your hand if you do not see the login page.**

Wait for everyone to have the student login page displaying on their screens. Work with students who need extra help opening the program. Remember, no other programs should be running with the eMPowerME testing program.

Say: **Carefully type the username and password in the login screen exactly as they appear on the ticket. Then click the “Sign In” button. Keep your login ticket on your desk. It will be collected at the end of this test.**

Passwords are not case sensitive.

Pause to allow students to sign in.

Say: **You should see the word “Hello” followed by your name. Be sure that your name, student testing ID number, and date of birth are correct. If the information on the screen is not correct, raise your hand.**

Work with any students who may need extra help logging into the program. If a student cannot log into their own test session, continue reading instructions for the rest of the class and then contact the Maine Service Center at 1-855-652-8929.

Say: **Click the “Mathematics Session 1” button and enter the session access code provided by the proctor. Please raise your hand if you are not viewing Mathematics Session 1.**

Pause; wait for students to raise their hands. If a student has accessed a session other than Mathematics Session 1, close that Session of the test and have the student click the “Mathematics Session 1” button.

Say: **No calculator is available for Mathematics Session 1.**

Once you log into a session, you need to be answering questions (or typing a response) in order to be “active” in the system. Just moving the mouse or using the tools is not considered activity. If you are not answering questions (inactive) for 60 minutes, you will be logged out due to inactivity, your answers will be saved, but the test proctor will need to log you back in to the test.

You have 75 minutes to complete this test session. I will give you a 15-minute and 5-minute warning before the end of the session.

If you have any questions, raise your hand.

Pause to answer questions. When there are no more questions, continue.

Say: **Now take a moment and read the “Mathematics Session 1 Directions” to yourself as I read them aloud.**

Today you will take a test in mathematics. For this test, you will answer selected-response and constructed-response questions. If you are not sure of the answer to a question, you should still attempt to answer it.

It is important to do your best.

If you have any questions about the directions, raise your hand.

Directions for Administering Online Tests

Pause to answer questions.

Say: **When you begin, you will see Question 1 on your screen. Remember the tool and navigation buttons we have reviewed and practiced are located on the bottom right of your screen: Clear, Pause Test, Back and Next.**



Clicking the “Clear” button will clear your answers for the question on the screen. If you click this button, you will be asked if you are sure you want to reset the question. “Pause Test” will log you out and require you to log back in before continuing the test. If you click this button, you will be asked if you are sure you want to pause the test. Clicking the “Back” button will take you to the previous question. Clicking the “Next” button will take you to the next question. If you pause a test, any notes in the notepad or markups made will NOT be saved.

Click the star next to the question number if you wish to bookmark a question and return to it later.



Once you have answered the last question in this session, click the “Finish” button to go to the Test Review Page. This page shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question to return to that specific question or click on “Return to test” to go back to the last question in the test. It is important to do your best to answer every question before you turn in your test. Any unanswered questions will be counted as incorrect.

When you have answered all of the questions and are satisfied with your responses, click “Turn In.” If you finish early, you must close your computer. You may take out work or a book, but not a cell phone. Do NOT go on to any other test sessions.

Do you have any questions?

Pause to answer questions. When there are no more questions, continue.

Say: **If there are no other questions, click the “Continue” button and you may begin.**

After 60 minutes,

Say: **You have 15 minutes left in this test session.**

After 70 minutes,

Say: **You have 5 minutes left in this test session.**

After 75 minutes,

Say: **This completes Session 1 of the Math test. Log out of your computer if you have not already done so.**

Collect scratch paper and Student Test Login tickets. Dismiss students from the test.

Directions for Administering Online Tests

► Directions for Administering the Mathematics Online Test – Session 2

DO NOT BEGIN THIS SESSION OF THE ASSESSMENT UNLESS STUDENTS WILL HAVE ENOUGH TIME TO COMPLETE THE MATHEMATICS SESSION 2 ONLINE TEST.

IF YOU ARE ASSIGNED A PROCTOR, DO NOT BEGIN TESTING UNTIL THE PROCTOR IS PRESENT.

Pass out pencils, scratch/unmarked grid paper, and Student Test Login tickets before testing for all students to use. All scratch paper and Student Test Logins should be collected before students leave the testing session, but not before all testing sessions have concluded.

Students may not use their own calculators for the online test unless it is an approved accommodation.

Students will need Login ID and password information printed on the test ticket and the session access code on the printout of test tickets to enter the test. You may wish to write the session access code on a wall board.

If students have an approved accommodation for text-to-speech, ensure that these students have headphones/earbuds. As you begin each section, once students are all working on the test, enter the start and stop times and post for the students to see. Announce the remaining time at intervals below (15 minutes left; 5 minutes left).

Mathematics Session 2 Test Session Time = 75 Minutes

Start Time _____

End Time _____

Say: **Today, you will be taking Session 2 of the Mathematics Test.**

No reference materials or electronic devices are allowed. If you use an electronic device other than your computer or laptop during the test administration session, your test responses may be invalidated.

You have been given a Student Test Login ticket, scratch paper, and a pencil. Work done on scratch paper or the online notepad will NOT count as your answers.

You must type your answers to constructed-response questions with words, symbols, and/or numbers in the answer box, OR you may use the equation editor $f(x)$. You will not receive credit for answers created with the digital highlighter or pencils.

Hold up a Student Test Login ticket and point to the student name.

Doe, John D

DOB: 9/19/2005

G6 Mathematics

Username: 564738473

Password: 429AFC4B

Say: **Look at your Test Login ticket. Your name should appear on the top line. If you have a ticket for someone other than yourself, please raise your hand now.**

Directions for Administering Online Tests

Pause. Make sure students check the name on their tickets.

Say: **Double-click the test icon on your desktop and you will see a student login page. Raise your hand if you do not see the login page.**

Wait for everyone to have the student login page displaying on their screens. Work with students who need extra help opening the program. Remember, no other programs should be running with the eMPowerME testing program.

Say: **Carefully type the username and password in the login screen exactly as they appear on the ticket. Then click the “Sign In” button. Keep your login ticket on your desk. It will be collected at the end of this test.**

Passwords are not case sensitive.

Pause to allow students to sign in.

Say: **You should see the word “Hello” followed by your name. Be sure that your name, student testing ID number, and date of birth are correct. If the information on the screen is not correct, raise your hand.**

Work with any students who may need extra help logging into the program. If a student cannot log into their own test session, continue reading instructions for the rest of the class and then contact the Maine Service Center at 1-855-652-8929.

Say: **Click the “Mathematics Session 2” button and enter the session access code provided by the proctor. Please raise your hand if you are not viewing Mathematics Session 2.**

Pause; wait for students to raise their hands. If a student has accessed a session other than “Mathematics Session 2,” close that session of the test and have the student click the “Mathematics Session 2” button.

Say: **A calculator is available for Mathematics Session 2. You can click the on-screen calculator icon to open it.**



Once you log into a session, you need to be answering questions (or typing a response) in order to be considered “active” in the system. Just moving the mouse or using the tools is not considered activity. If you are not answering questions (inactive) for 60 minutes, you will be logged out, your answers will be saved, but the test proctor will need to log you back in to the test.

You have 75 minutes to complete this test session. I will give you a 15-minute and 5-minute warning before the end of the session.

If you have any questions, raise your hand.

Pause to answer questions. When there are no more questions, continue.

Say: **Now take a moment and read the “Mathematics Session 2 Directions” to yourself as I read them aloud.**

Today you will take a test in mathematics. For this test, you will answer selected-response and constructed-response questions. If you are not sure of the answer to a question, you should still attempt to answer it.

Directions for Administering Online Tests

It is important that you do your best.

If you have any questions about the directions, raise your hand.

Pause to answer questions.

Say: **Remember the tool and navigation buttons we have reviewed and practiced are located on the bottom right side of your screen: Clear, Pause Test, Back and Next.**



Clicking the “Clear” button will clear your answers for the question on the screen. If you click this button, you will be asked if you are sure you want to reset the question. “Pause Test” will log you out and require you to log back in before continuing the test. If you click this button, you will be asked if you are sure you want to pause the test. Clicking the “Back” button will take you to the previous question. Clicking the “Next” button will take you to the next question. If you pause a test, any notes in the notepad or markups made will NOT be saved.

Click the star next to the question number if you wish to bookmark a question and return to it later.



Once you have answered the last question in this session, click the “Finish” button to go to the Test Review Page. This page shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question to return to that specific question or click “Return to test” to go back to the last question in the test. It is important to do your best to answer every question before you turn in your test. Any unanswered questions will be counted as incorrect.

When you have answered all of the questions and are satisfied with your responses, click “Turn In.” If you finish early, you must close your computer. You may take out work or a book, but not a cell phone. Do NOT go on to any other test sessions.

Do you have any questions?

Pause to answer questions. When there are no more questions, continue.

Say: **If there are no other questions, click on the “Continue” button and you may begin.**

After 60 minutes,

Say: **You have 15 minutes left in this test session.**

After 70 minutes,

Say: **You have 5 minutes left in this test session.**

Directions for Administering Online Tests

After 75 minutes,

Say: This completes Session 2 of the Math test. Log out of your computer if you have not already done so.

Collect scratch paper and Student Test Login tickets. Dismiss students from the test.

► Directions for Administering the Online Essay

THE TEST HAS TWO PASSAGES AND A WRITING PROMPT. STUDENTS IN GRADES 3–5 WILL HAVE 80 MINUTES TO RESPOND TO THE PROMPT. STUDENTS IN GRADES 6–8 WILL HAVE 70 MINUTES TO RESPOND TO THE PROMPT.

STUDENTS WILL USE WHAT THEY READ TO SUPPORT THEIR WRITING. IT IS IMPORTANT THAT THEY DO NOT PAUSE THE TEST WHILE WRITING. PAUSING THE TEST WILL ERASE ALL OF THEIR NOTES AND HIGHLIGHTS. THEREFORE, IT IS BEST IF THEY WRITE THEIR NOTES ON SCRATCH PAPER.

THE TOTAL TIME NEEDED FOR THE TEST, INCLUDING DIRECTIONS, IS 90 MINUTES FOR GRADES 3–5 AND 80 MINUTES FOR GRADES 6–8. DO NOT BEGIN THE ASSESSMENT UNLESS STUDENTS WILL HAVE ENOUGH TIME TO COMPLETE IT.

Pass out the Student Test Login information, scratch/unmarked paper, and a No. 2 pencil to each student. Be sure that students have the correct Login ticket. All scratch paper and Student Test Logins should be collected before students leave the test setting, but not before the test has concluded.

If students have an approved accommodation for text-to-speech, ensure that these students have headphones/earbuds. As you begin each section, once students are all working on the test, enter the start and stop times and post for the students to see. Announce the remaining time at intervals below (15 minutes left; 5 minutes left).

Essay Test Session Time = 80 Minutes
(grades 3–5) / 70 Minutes (grades 6–8)

Start Time _____

End Time _____

Say: **Today, you will be taking the Essay test session. The test has two passages and a writing prompt.**

No reference materials or electronic devices are allowed. If you use an electronic device other than your computer or laptop during test administration, your test response may be invalidated.

You have been given a Student Test Login ticket, scratch paper, and a pencil. Work done on scratch paper or the online notepad will NOT count as your answers.

You must type your answer in the answer box. You will not receive credit for answers created with the digital highlighter or pencils, written on your scratch paper, or in your digital notepad.

Directions for Administering Online Tests

Hold up a Student Test Login ticket and point to the student name.

Doe, John

DOB: 9/19/2011

Essay Test

Username: 345653789

Password: EA2B3699

Say: **Look at your Test Login ticket. Your name should appear on the top line. If you have a ticket for someone other than yourself, please raise your hand now.**

Pause. Make sure students check the name on their tickets.

Say: **Double-click the test icon on your desktop and you will see a student login page. Raise your hand if you do not see the login page.**

Wait for everyone to have the student login page displaying on their screens. Work with students who need extra help opening the program. Remember, no other programs should be running with the eMPowerME testing program.

Say: **Carefully type the username and password in the login screen exactly as they appear on the ticket. Then click the "Sign In" button. Keep your login ticket on your desk. It will be collected at the end of this test.**

Passwords are not case sensitive.

Pause to allow students to sign in.

Say: **You should see the word "Hello" followed by your name. Be sure that your name, student testing ID number, and date of birth are correct. If the information on the screen is not correct, raise your hand.**

Work with any students who may need extra help logging in to the program. If a student cannot log into their own test session, continue reading instructions for the rest of the class and then contact the Maine Service Center at 1-855-652-8929.

Say: **Click the "Essay" button and enter the session access code provided by the proctor. Please raise your hand if you are not viewing the test.**

Pause; wait for students to raise their hands. If a student has accessed a session other than Essay, close that session of the test and have the student click the "Essay" button.

Say: **For the test, you will write an essay using information in the passages to support your writing. You are encouraged to use scratch paper to write all of your notes about the passages and notes about your response to the question so you can use them later when you write your essay. Once you log into a session, you need to be answering questions (or typing a response) in order to be "active" in the system. Just moving the mouse or using the tools is not considered activity. If you are not answering questions (inactive) for 60 minutes, you will be logged out due to inactivity, your answers will be saved, but the test proctor will need to log you back in to the test.**

If you have any questions, raise your hand.

Pause to answer questions.

Directions for Administering Online Tests

Say: **If there are no other questions, click the “Continue” button. A reading passage should be on the left side of your screen. A writing prompt should be on the right side of your screen.**

Remember the tool and navigation buttons we have reviewed and practiced are located on the bottom right side of your screen: Clear, Pause Test and Finish.



Remember to use the tools when you need them. Clicking the “Clear” button will clear your answer for the question. If you click this button, you will be asked if you are sure you want to reset the question. “Pause Test” will log you out and require you to log back in before continuing the test. If you click this button, you will be asked if you are sure you want to pause the test. If you pause a test, any notes in the notepad or markups made will NOT be saved.

Remember that the numbers in the tabs directly above the passages allow you to switch between the passages. Click “Passage 1” to read the first passage. Click “Passage 2” to read the second passage. You must read both passages in a set.

Do you have any questions?

Pause to answer questions. When there are no more questions, continue.

Say: **Make sure you read all the directions carefully. The writing prompt will ask you to use information from two passages to support your ideas. A Writer’s Checklist is provided after the response space to help you check your work and make any needed revisions before you submit it. Please be aware that the online version of the essay has an 800-word count limit but you do NOT need to count your words. If you type more than 800 words, you will not be able to type any more. If this happens, you will need to delete some words or information in your essay.**

You may write a first draft on scratch paper before you enter it into the computer. If you are not sure how to respond to the writing prompt, you should still attempt to respond to it.

It is important that you do your best.

In the lower left corner and at the top of your screen you will see several tools available to use on this test.



If you have any questions, raise your hand.

Pause to answer questions. When there are no more questions, continue.

Say: **Remember that “Clear” will clear your written response. If you click this button, you will be asked if you are sure you want to reset the question.**

You have 80/70 minutes to complete this test session. I will give you a 15-minute and 5-minute warning before the end of the session.

Directions for Administering Online Tests

When you are finished, click the “Finish” button to go to the Test Review Page. Check to make sure that you have answered the writing prompt completely. You can click “Return to test” to go back to review your response.

When you are satisfied with your response, click “Turn In.” If you finish early, you must close your computer. You may take out work or a book, but not a cell phone. Do NOT go on to any other test sessions.

If there are no other questions, you may now click “Continue” to begin the essay.

After 65 minutes (grades 3–5) / 55 minutes (grades 6–8),

Say: **You have 15 minutes left in this test session.**

After 75 minutes (grades 3–5) / 65 minutes (grades 6–8),

Say: **You have 5 minutes left in this test session.**

After 80 minutes (grades 3–5) / 70 minutes (grades 6–8),

Say: **This completes the Essay test session. Log out of your computer if you have not already done so.**

Collect scratch paper and Student Test Login tickets. Dismiss students from the test.

After Online Testing

► Step 1: Report Test Violations

The following test violations could result in test invalidations:

- Cheating;
- Security violation;
- Presence of a cell phone in the testing environment;
- Improper test administration;
- Technical problems; or
- Testing before or after the test window.

Notify the school test coordinator of any potential testing irregularities or violations. Be prepared to present written documentation when reporting a testing irregularity or violation.

► Step 2: Conduct Makeup Test Session

Students who are absent during the districtwide test administration should take the test upon their return to school. Please try to give every student an opportunity to test within the state's testing window. Test administrators will be required for each test session. Make sure there is no talking between the proctor and the test administrator, or among the students and the proctor during the test session. Be sure to inform your proctor of this policy before testing begins.

► Step 3: Complete and Sign All Forms Required by the Assessment Program

Return signed Test Security and Student Data Privacy Agreements to your school test coordinator. Ask the proctor(s) to sign the form as well.

Complete and sign any nondisclosure agreements.

► Step 4: Dispose of Test Materials

Test administration manuals and directions for administering sample items do not need to be returned and may be destroyed. All scratch paper used by students must be destroyed.