Grades 3-8 Online Assessment Tutorial Script
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NCEXTEND2 English Language Arts/Reading, Mathematics, and Science
End-of-Grade Science Online Assessments
North Carolina Testing Program

General Information

Online Assessment Tutorial

Effective with the 2012–13 school year, schools must ensure every student participating in online assessments for the North Carolina Testing Program completes the Online Assessment Tutorial (http://go.ncsu.edu/nctdemo) for the associated assessment at least one time at the school before test day to ensure every student has an opportunity to practice the mechanics of navigating through the testing platform, using the tools, and responding to sample items before test day. The Online Assessment Tutorial offers separate tutorials for each assessment with sample items specific to the assessment. Each assessment tutorial has at least one sample item of each item type. For best results, students should complete the Online Assessment Tutorial using computers they will use during the actual online assessment.

Online released test forms are full length forms available to the public at http://www.ncpublicschools.org/accountability/testing/releasedforms. Schools may distribute the web addresses for the Online Assessment Tutorial (http://go.ncsu.edu/nctdemo) and/or the online released forms to students and parents for additional practice.

Options for Completing the Online Assessment Tutorial

Local education agencies (LEAs) and schools must document in their school testing plans how they will ensure all students complete the Online Assessment Tutorial before test day. Schools may use one of two Online Assessment Tutorial options. (1) The Online Assessment Tutorial offers an option to play a video. The video offers guidance for using available tools (e.g., FLAG, STRIKE, HIGHLIGHT), navigating the system, responding to each item type, and using the end-of-test review page. The NCDPI recommends schools choosing this option should project the video on a screen for multiple students to watch as a group instead of streaming the video to each individual computer. Immediately following the video, students must complete the self-paced interactive set of online sample items for the appropriate assessment offered in the same environment as the assessment. (2) Schools will use a standard script developed by the NCDPI giving guidance for using the available tools (e.g., FLAG, STRIKE, HIGHLIGHT), navigating the system, responding to each item type, and using the end-of-test review page while students are completing the tutorial items.

Teachers administering the Online Assessment Tutorial should monitor students as they complete the interactive sample items and offer assistance and guidance. Teachers should prompt students to practice using the tools, manipulating the items, interpreting and navigating from the Review page, and using the audio buttons, if applicable.

Additional Benefits of the Online Assessment Tutorial

Teachers should use the Online Assessment Tutorial to determine each student's appropriate font size (i.e., regular or large) and/or alternate background color for test day. These options must be entered in the student's interface questions (SIQ) before test day. The Online Assessment Tutorial can assist students who require the Large Print accommodation because of documentation on their current IEPs or Section 504 Plans to determine if Large Font will be sufficient. Completing the Online Assessment Tutorial in a large-scale fashion also provides a minimal test of configurations.

ONLINE ASSESSMENT TUTORIAL SCRIPT for GRADES 3-8

The Online Assessment Tutorial requires the same technical specifications as the actual NCTest online assessment. Schools must review the technical requirements on days before the tutorial administration and must make any necessary adjustments. Review the technical requirements at http://go.ncsu.edu/nct.

Launch the web browser and go to http://go.ncsu.edu/nctdemo. The Online Assessment Tutorial login page will display. Schools may allow students to select the appropriate test name on the login page or schools may login each student by pre-selecting the test name and any appropriate features. When all students have a START screen displayed, the test administrator/teacher is to begin reading the script below. Note: The word "click" may be replaced with the word "touch" for administrations of the Online Assessment Tutorial using tablets.

SAY: **Today, you will complete the Online Assessment Tutorial. Your responses will not be saved and you will not receive a score. You will practice using the online tools, using the navigation buttons, and answering a few sample items. You should see a START screen. During the actual assessment, you will see your information at the top of the screen. Click START.**

Read for Students whose Tutorial was Enabled for Computer Reads Test Aloud—Student Controlled:
SAY: **Some of you may have an audio player that allows you to listen to the items being read aloud. If you have this option, speaker buttons are next to the item and the answer choices. When you click the speaker button, the computer will read aloud the text. There are some items or answer choices that cannot be read to you, such as pictures or graphs.**

The *Computer Reads Test Aloud—Student Controlled* accommodation must be marked for eligible students in the Student Interface Questions (SIQ) on the NCTest Admin Page before test day. Refer to the *Assessment Guide* for more information.

When ready the test administrator continues reading under *For all Students*.

Online assessments are available in regular or large font and in alternate background colors to all students; however, the NCDPI recommends these options be considered only for students who routinely use similar tools (e.g., color acetate overlays, colored paper, large print text) in the classroom. These features must be marked in the Student Interface Questions before test day. Refer to the *Assessment Guide* for more information.

For all Students:
SAY: **Your information, including your name, the school's name, the item number you are currently working on, and the total number of items in the assessment, is printed at the top of the screen.**

Below your name is a tool bar with several tools you can use during the assessment. The item is in the middle of the screen. The navigation buttons you will use to move from item to item in the assessment are at the bottom of the screen. Are there any questions?

The test administrator must pause to answer questions and then continue.

SAY: **Let's look at the tools on the tool bar. Most of the tools may be clicked one time to turn them on and clicked a second time to turn them off. The first tool is the RESET tool, but you won't be able to use it until you mark or type an answer choice. The RESET tool resets the item back to how it originally appeared on the screen. For example, if you marked an answer, the reset tool removes your answer. When you click the RESET tool, a caution message will pop up on the screen to make sure you really want to reset the item back to how it was when you first saw it.**

Next is the FLAG tool which allows you to FLAG any items you might want to return to later. There are two ways to use the FLAG tool. Click in the square box and a check mark will appear. Click the square box to remove the check and turn off the FLAG tool. You can also click the FLAG button which puts a check mark in the square box. If you click the FLAG button again, it will remove the check mark and turn off the FLAG.

For multiple-choice items, you will have a tool that looks like a circle with an X over it. This is called the STRIKE tool. When you click it, your mouse pointer becomes an X. This tool allows you to put an X on answers you don't think are correct. If you would like to remove an X from any answer choice, click the X to remove it. Click the STRIKE button again to turn the STRIKE tool off. Are there any questions?

The test administrator must pause to answer questions and then continue.

Read for Students Using a Desktop Computer Only:

SAY: **Next are three highlighter tools. The first one looks like a small highlighter pen and lets you highlight words. To use it, click it once to turn it on and your mouse pointer becomes a highlighter. Move the mouse pointer to the text you want to highlight and then click, hold, and drag the mouse pointer over the text. Click the HIGHLIGHT tool again to turn it off.**

Now click the second highlighter tool that looks like a highlighter pen with a line through it. This tool lets you remove some of the highlight. To use it, move the mouse pointer to the highlighted text. Then click, hold, and drag the mouse pointer over the highlighted text to remove the highlight. Click the UNHIGHLIGHT tool again to turn it off.

The third highlighter tool looks like a highlighter pen with an X. This tool lets you remove or clear all highlight at one time. Click the CLEAR HIGHLIGHT tool to erase all highlight on the item. Are there any questions?

The test administrator must pause to answer questions and then continue reading under *For All Students*.

Read for Students Using a Tablet Only:

SAY: **Next are three highlighter tools. The first one looks like a small highlighter pen and lets you highlight words. Touch the tool to turn it on, and your finger becomes the HIGHLIGHT tool. To use it, tap and hold over the text you want to highlight. Use the spyglass to find and select a word. If you want to highlight more than one word, select the end point of the highlight, and it will highlight all text between these two points. Touch the HIGHLIGHT button to turn off the HIGHLIGHT tool.**

Read for Students Using a Tablet Only (continued):

SAY: **The second highlighter tool looks like a highlighter pen with a line through it. This tool lets you remove some of the highlight. Touch the tool to turn it on, and your finger becomes the UNHIGHLIGHT tool. To use it, tap and hold over the text you want to unhighlight.**

Use the spyglass to find and select a word. If you want to unhighlight more than one word, select the end of the area you want to remove highlight from and the highlight will be erased between these two points. Touch the UNHIGHLIGHT button to turn off the UNHIGHLIGHT button.

The third highlighter tool looks like a highlighter pen with an X. This tool lets you remove or clear all highlight at one time. Touch the CLEAR HIGHLIGHT button to clear all highlight on the item. Are there any questions?

The test administrator must pause to answer questions and then continue reading under *For All Students*.

For All Students:

SAY: **The last tool is a circle with a question mark. This is the HELP button. If you can't remember how the tools or navigation works, click the HELP button. Are there any questions?**

The test administrator must pause to answer questions and then continue.

SAY: **The navigation buttons are below the item. The FIRST button takes you back to the first item. The BACK button moves the assessment back to the item you just finished. The PAUSE button opens a screen that keeps other students from seeing your assessment during breaks or if you must leave your computer before finishing the test. During the actual assessment, your test administrator will tell you when to click the PAUSE button. The NEXT button moves the assessment to the next item. The REVIEW button takes you to the end of the assessment. Are there any questions about the navigation buttons?**

The test administrator must pause to answer questions and then continue.

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*Read Only for the **NCEXTEND2** Mathematics Grades 3-4 Online Assessment Tutorial:*

SAY: **The actual math assessments have two parts. You cannot use a calculator on the first part of the math assessment, but the test administrator will give you a handheld calculator to use during the second part of the assessment. A calculator picture is on the screen during the second part of the assessment to remind you that you can use the handheld calculator to help answer the items. All of the test items are multiple-choice.**

Let's look at some sample multiple-choice items. Read item 1 and click the answer you think is correct. You can change your answer by clicking on another answer choice. Scroll bars will be available if the item is too large for the screen. Complete item 1 and then stop. Raise your hand if you have a question.

The test administrator must pause to allow students time to respond and to answer students' questions.

SAY: **There are three more items. Click NEXT to move to item 2. Complete items 2-4, and then stop. Raise your hand if you have a question.**

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*Read Only for the **NCEXTEND2** Mathematics Grades 3-4 Online Assessment Tutorial (continued):*
The test administrator must pause to allow students time to respond and to answer students' questions.
When ready the test administrator continues reading under *For all Students*.

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*Read Only for the **NCEXTEND2** Mathematics Grade 5 and Grades 6-8 Online Assessment Tutorials:*
SAY: **The actual mathematics assessments have two parts. You cannot use a calculator on the first part of the math assessment, but the test administrator will give you a handheld calculator to use during the second part of the assessment. A calculator picture is on the screen during the second part of the assessment to remind you that you can use the handheld calculator to help answer the items.**

Let's look at some sample items. Item 1 is an example of a multiple-choice item. Read item 1 and click the answer you think is correct. You can change your answer by clicking on another answer choice. Scroll bars will be available if the item is too large for the screen. After you choose your answer, click NEXT to move to the next item. Complete item 2 and then stop. Raise your hand if you have a question.

The test administrator must pause to allow students time to respond and to answer students' questions.

SAY: **Click NEXT to move to item 3. This type of item requires you to type your answer. Read the item. Then click in the box and type your answer. You can only use numbers 0 to 9 and some math symbols. The numbers and math symbols you can use are listed under the box. When you have typed your answer, click NEXT to move to the next item. Complete item 4 and then stop. Raise your hand if you have a question.**

The test administrator must pause to allow students time to respond and to answer students' questions.
When ready the test administrator continues reading under *For all Students*.

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*Read Only for the **NCEXTEND2** English Language Arts/Reading Grades 3-5 and Grades 6-8 Online Assessment Tutorials:*
SAY: **All of the items are multiple-choice. Let's look at some sample items. The reading selection is on the left side of the screen and the item is on the right side of the screen. There is a divider bar in the middle that you can move if you want to adjust the screen. If the selection is too large for the screen, there will be scroll bars you can use. As you read the selection, you may want to use the highlighter tools. Then read the item on the right and click the answer you think is correct. Complete item 1 and then stop. Raise your hand if you have a question.**

The test administrator must pause to allow students time to respond and to answer students' questions.

SAY: **There are three more items. Click NEXT to move to item 2. Complete items 2-4 and then stop. Raise your hand if you have a question.**

The test administrator must pause to allow students time to respond and to answer students' questions.
When ready the test administrator continues reading under *For all Students*.

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*Read Only for the EOG and **NCEXTEND2** Science Grades 5 & 8 Online Assessment Tutorials:*
SAY: **Let's look at some sample items. Item 1 is an example of a multiple-choice item. Read item 1 and click the answer you think is correct. You can change your answer by clicking on another answer choice. After you choose your answer, click NEXT to move to the next item. Complete item 2 and then stop. Raise your hand if you have a question.**

The test administrator must pause to allow students time to respond and answer students' questions.

SAY: **Click NEXT to move to item 3. Read the instructions at the top of the screen. The answer choices are grouped together in blue boxes at the bottom of the item. You will move the blue answer choice boxes to their correct locations. The blue boxes will replace the empty orange boxes. To choose an answer, click a blue answer box, hold, and drag it into the correct empty box. When you finish dragging it, let go of the mouse button to drop it in the box. If you want to change your answer, you can click, hold, and drag the blue answer choice box to another empty orange box or back to its original place. Remember, if you want to start the item over, you can click the RESET button to change the item back to how it was when you first saw it. Scroll bars will be available if the item is too large for the screen. Move the answer choice boxes to their correct locations now and then stop. Raise your hand if you have a question.**

The test administrator must pause to allow students time to respond and answer students' questions.

SAY: **Click NEXT to move to item 4. For this item, the screen is divided into three sections. The top section has instructions and the item. The middle section has answer choices. When you click an answer choice, it will appear in the bottom section of the screen under the word Selected. Some items may have more than one answer. To change your answer, click the answer choice in the middle section again, and it will disappear from the bottom section. There are divider bars between each section on the screen. You can move these to change the size of the sections. Select your answers now and then stop. Raise your hand if you have a question.**

The test administrator must pause to allow students time to respond and to answer students' questions.
When ready the test administrator continues reading under *For all Students*.

For All Students:
SAY: **When you click NEXT or click REVIEW on the last item, a review page will appear on the screen. There is a TEST SUMMARY at the top of the screen that shows how many items you completed and how many items you flagged to go back to later.**

  There is a REVIEW section below the TEST SUMMARY. The REVIEW section lists each item number in a column. If you answered the item, there will be an asterisk under it. If you flagged the item to go back to later, it will have a question mark under it. If you didn't answer every item, or if you want to go back and check the items you flagged, you can click the item number, and it will take you back to that item. Click any item number to see how this works.

The test administrator must pause to answer questions and then continue.

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SAY: **When you are finished checking your answers, click REVIEW to go back to the REVIEW page and click the END TEST button. When you click the END TEST button, a caution message asking if you are finished with your assessment will appear on the screen. If you are not finished, click CANCEL to go back to the assessment. If you are finished, click the END TEST button. Once you click END TEST in the caution box, you will not be able to go back to the items.**

Are there any questions?

The test administrator must pause to answer questions and then continue.

SAY: **Click END TEST and then click CLOSE. You have completed the Online Assessment Tutorial. If you would like to practice more at home, you can find the tutorial at http://go.ncsu.edu/nctdemo.**

Test administrators may distribute the web address to students and parents.