



# Online, Summative, Test Administration Proctor Script English Language Arts/Literacy, Mathematics, and Science

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## ABOUT THIS QUICK GUIDE

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The Online, Summative Proctor (PR) Script Quick Guide provides the PR with information that can be easily referenced and printed during the day of test administration. It includes the PR script that must be read aloud and login procedures for students taking the online, Summative assessment.

This Quick Guide may be used by Teachers (TEs) and Proctors (PRs) administering the Online, Summative ELA, Math, or Science Assessment. PR is used generally for Teacher or Proctor.

**NOTE:** This section is also included in the [full Online, Summative Test Administration Manual \(TAM\) for ELA, Math, and Science](#) on the South Dakota Gateway. References to specific chapters and table references outside of this section is available in the full TAM.

## DAY OF TEST ADMINISTRATION

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Use the following information and script to assist students with the login procedures. Please refer to the *Test Delivery System User Guide* on the South Dakota Gateway to become familiar with the Online Testing System.

**RECOMMENDATION: Consider printing this section to be used on the day of testing for both the computer adaptive test (CAT) and performance task (PT) (ELA and Math only) portions of each content area test. Remember that the CAT and PT portions are considered two unique tests and, as such, adherence to the process that follows is needed when initiating both tests.**

The Proctor (PR) should verify the security of the testing environment prior to beginning a test session (See section 3.1 *Security of the Test Environment*). PRs must ensure that students do not have access to non-approved digital, electronic, or manual devices during testing.

The PR should verify that students have access to and use of the additional required resources in Table 13 specific to each assessment and content area (e.g., scratch paper for all tests, headphones for ELA, graph paper for mathematics grades 6 and above).



**NOTE:** Students are expected to use the embedded calculator for calculator-allowed questions on the mathematics test, with the exception of students in Grades 6 and above with a documented accommodation in an IEP or 504 Plan to use a specialized non-embedded, stand-alone calculator.. The non-embedded calculator should have no internet or wireless connectivity, and all security procedures need to be followed.

To ensure that all students are tested under the same conditions, the PR should adhere strictly to the script for administering the test unless a student is assigned the non-embedded designated support or accommodation for Simplified Test Directions. The script can be found in the gray shaded boxes on pages 43 to 52. When asked, the PR should answer questions raised by students but should never help the class or individual students with specific test items. **No test items can be read to any student for any content area, unless the student is assigned a Read Aloud non-embedded designated support or accommodation as described in the TSA.**

If the class is resuming a test and the PR is sure that all students are able to log in without hearing the login directions again, the PR may skip the italicized portions of the directions.

All directions that a PR needs to read to students are indicated by the word “SAY” and are in boxes, so they stand out from the regular text. They should be read exactly as they are written (except for students assigned the Simplified Test Directions non-embedded designated support), using a natural tone and manner. If the PR makes a mistake in reading a direction, the PR should stop and say, “I made a mistake. Listen again.” Then the direction should be reread.

The PR should try to maintain a natural atmosphere during the test administration. Before each test begins, he or she should encourage students to do their best.



Any time a student logs in to the testing system, the PR should follow this script. This includes logging in to complete the CAT or the PT.

**10.1 Starting a Test Session**

The PR must create a test session before students can log in to the Student Interface (**but no more than 30 minutes prior or the system will time out**). When a PR creates a test session, a unique session ID is randomly generated. This session ID must be provided to the students before they log in and should be written down. PRs should follow these steps to create a session:

**1. The PR logs in to the PR Interface.**

The PR accesses the Proctor (PR) Interface via the Educators card at <https://sd.portal.cambiumast.com/>. After clicking the Interim & Summative Test Administration card, the PR enters their email and password and selects [**Secure Login**] to log in to the PR Interface. If prompted, the PR enters the emailed code and clicks [**Submit**]. The PR creates a test session.

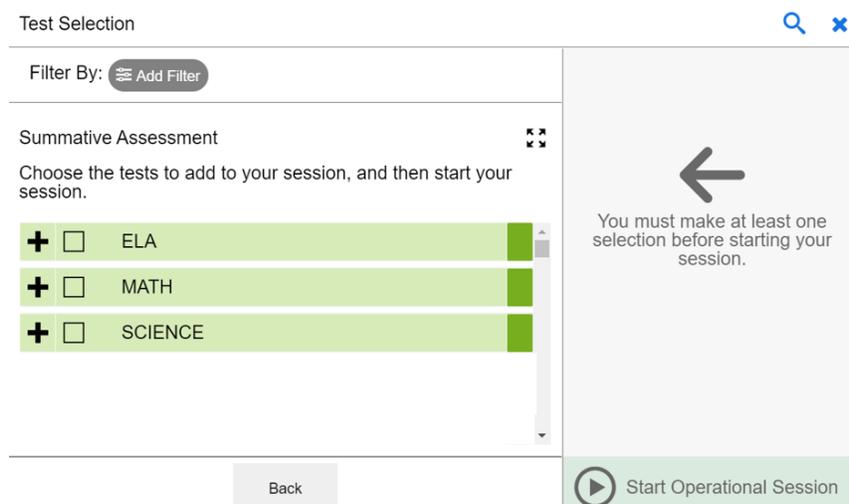
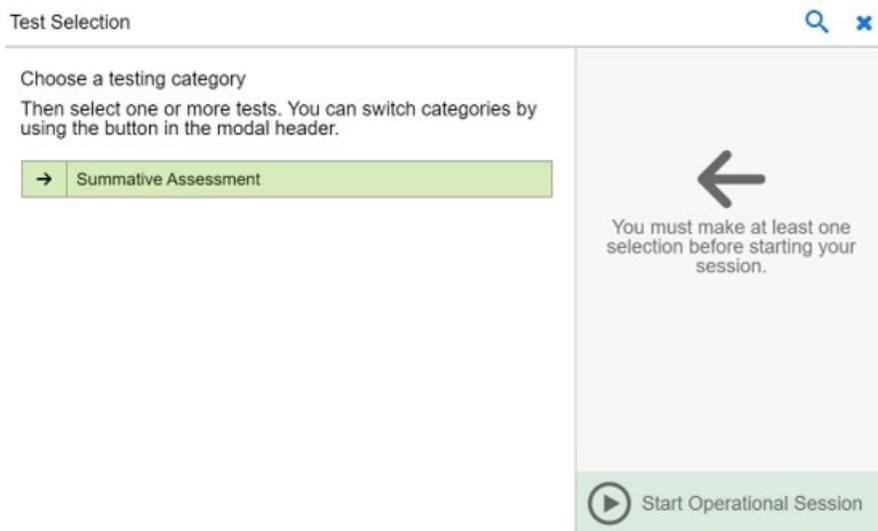
 The PR should verify that students have access to and use of the additional required resources in Table 13 specific to each assessment and content area (e.g., scratch paper for all tests, headphones for ELA, graph paper for mathematics grades 6 and above).



## 2. The PR begins the test session.

When you log in to the PR Interface, the Operational Test Selection window opens automatically. This window allows you to select tests and start the session. To create a test session, select the particular test(s), content area, and CAT(s) or PT(s) to be administered in the test session. Only the tests that you select will be available to students who join your session.

After clicking the assessment(s) to be administered during the test session, the PR clicks the **[Start Operational Session]** button to begin the test session and generate the session ID that students use to join that test session.

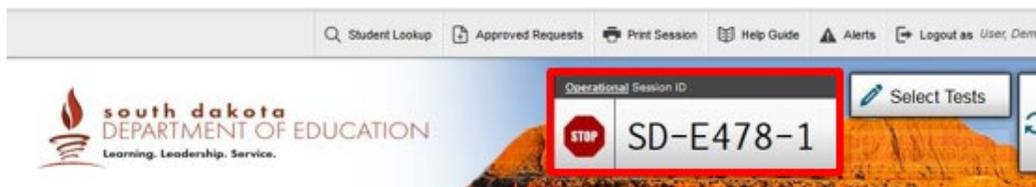




Students will be able to see and access only those selected tests for which they are eligible in Test Information Distribution Engine (TIDE).

### 3. The PR informs students of the test session ID.

The system-generated session ID appears in the Operational Session ID box of the screen.



**SAY:** Today, you will take the [NAME OF TEST (i.e., ELA Grade 4 CAT)] test. You will be given a test session ID that is required to start the test. Before logging in, let's go over some test rules.

You must answer each question on the screen before selecting NEXT. If you are unsure about an answer, provide what you think is the best answer. If you would like to review that answer at a later time, mark the question for review before going on to the next question. You may go back and change the answer during this test session.

You may pause at any point in the test by selecting PAUSE rather than NEXT after answering a question. Please raise your hand if you need a break and ask permission before selecting PAUSE.

#### **[The following should be read for the ELA/MATH CAT portion or SCIENCE only]**

**SAY:** If you pause your test for more than 20 minutes, you will not be able to go back and change your answers to any question, even the ones you marked for review. You may check your answers to any questions before you pause your test.

#### **[The following should be read for the Math CAT in grades 6 – 11 and ELA PT only]**

**SAY:** Please keep in mind that this test is divided into segments. When you get to the end of a segment, you will be told to review your answers before moving on. Once you submit your answers and move on to the next segment, you will not be able to return to any of the questions in the previous segment.

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

If you finish your test early, please raise your hand and sit quietly.

Give students the test session ID and other log-in information. The test session ID, the statewide student identifier (SSID), and the student's first name may be provided to students ahead of time on a card or piece of paper to help them type it in the computer accurately. Student information is confidential; therefore, the cards/papers with this information must be collected after each test session and securely destroyed after testing is complete. **The PR should write down the session ID for his or her own records, in case he or she gets involuntarily logged out of the system.** The PR will be logged out of the session if there is no activity for 30 minutes by the PR or a student. Having the session ID will allow the PR to resume the session.



If the session ID is not written down or known and the PR tries to log in to the session after getting involuntarily logged out of the system, the PR will be logged out for eight hours before he or she is able to start a new session.

PRs may also write the test session ID on a classroom dry-erase or chalk board or another place where students can see it. Make sure students know that the test session ID must be entered **exactly** as it is written—it is case sensitive—without extra spaces or characters. Please refer to the *Test Delivery System User Guide* on the South Dakota Gateway to become familiar with the Online Testing System.

**SAY:** Now we are ready to log in. Once you have logged in, you will have to wait for me to approve the test before you start. I'll be checking that you have correctly entered the test session ID and other information.

Enter your legal first name, not your nickname, followed by your SSID number. Then enter the test session ID. Raise your hand if you need help typing this information on your keyboard.

Now click SIGN IN. Once you have successfully logged in, you will see a screen with your first name and other information about you. If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.

Ensure that all students have successfully entered their information. The PR should ensure that the students use their legal first names, not nicknames. If a student is unable to log in, he or she will be prompted to try again and provided with a message describing the reason (an invalid SSID, for example). If the student is still having difficulty, the PR can look up the correct



information using the Student Lookup function on the PR Interface or in TIDE. PRs may assist students with logging in if necessary.

**4. The PR informs students of the name of the test that they will take.**

**SAY:** On the next screen, select the [INSERT NAME OF TEST (i.e., ELA Grade 4 CAT)], and then click START TEST. After you have selected your test, you will see a screen with a moving bar and message saying that you are waiting for test administrator approval. Please wait quietly while I check and approve each of your tests.

If PRs are unsure of which content area or test students are participating in during that session, PRs should contact the SC.

Students may be able to select from more than one test, for example, a PT and a CAT in both English language arts/literacy (ELA) and mathematics or Science. PRs should direct students to select the appropriate test name based on what the PR is planning to administer at that time—to the content area “ELA” or “Math” or “Science” and the test type, such as the “Performance Task.” Students may only select from assessments for which they are eligible.



**5. The PR views and approves students who are waiting for test session approval.**

After students have selected a test, the PR verifies that each student selected the appropriate test before approving that student for testing. **It is very important that the PR pays close attention to the test name prior to approving to be sure it is the correct test to be administered at that time.** To do this:

- a. Select the [Approvals (#)] button.



- b. A new window opens that shows a list of students, organized by test name. The PR should review the list to ensure that students are taking the correct test, (Summative or Interim), the correct content area (mathematics, ELA, or science) and the correct portion of a summative test (CAT or PT).
  - i. If a student selected a test other than the one the PR plans to administer that day (for example, selected a PT instead of a CAT or selected an interim instead of

a summative), the PR must deny the student entry to the test session. The student may then log in again and select the correct test.



**NOTE:** Administering a **summative test instead of an interim test** is a testing irregularity and needs to be addressed in the Appeals system in TIDE. Administering an interim test instead of a summative test is not a testing irregularity but will require students to retest later to complete summative testing.

- c. The PR should also review the test settings assigned to each student to ensure that they are correct.
  - i. If a student’s settings are incorrect, do *not* approve that student to begin testing. The PR will need to work directly with a SC or AC to correct the test settings in TIDE before approving the student to begin testing. *(Reminder: It may take up to 24 hours for changes to appear in the PR interface.)* **Ensuring the test settings are correct before the student begins testing is critical to avoid the need for a test reset that may result in additional testing for the student later.**
- d. When the correct test is selected and test settings are verified, the PR clicks **[Approve]** or **[Approve All Students]**.

Approvals and Student Test Settings				✓ Approve All Students	↻ Refresh	✕ Done
1 students awaiting approval		0 tests in session		● = Summative Assessment		
Summative Grade 4 ELA Performance Task - 1 student(s)						
Student Name	Student ID	Opp #	See Details	Action		
test, test	990009663X	1	Standard			

**SAY:** You will now see a screen asking you to check your test content area and settings. If all the information is correct, you may select YES, START MY TEST. If any of it is incorrect, please raise your hand.

Each student will be logging in at a different time. The PR should monitor the sessions and log in all students who are currently ready before assisting any students who are having problems.

If students will be taking an ELA assessment during the test session, read the directions in the next SAY box so the students will know how to verify that their headsets are working properly.

**[The following should be read for the for ELA test only]**

**SAY:** Next you should see a screen that prompts you to check that the sound on your computer is working. Put your headsets on and click the icon of the speaker in the circle to hear the sound. If you hear the chime, click YES. If not, raise your hand.



For students with Text-to-Speech, they will be asked to check the audio at this time. Please confirm that these students have no audio issues.

If a student's volume is not working, troubleshoot basic steps such as ensuring that the headset is fully plugged in, mute is not inadvertently selected, and the volume setting is turned up. If the student is still experiencing issues, contact your Technology Coordinator or South Dakota Help Desk.

**SAY:** Before your test appears, you will see a tutorial page listing the test tools and buttons that you may use during the test or that will appear on the test. You can also find this information during your test by clicking the HELP button.

When you are ready to begin your test, click BEGIN TEST NOW at the bottom of the page.

**6. The PR monitors student progress.**

**Monitoring Test Selection**

It is very important that PRs monitor student progress throughout the test session. This includes verifying that students are participating in the appropriate content area and type of test (CAT or PT). The PR monitors the test each student is taking by referring to the Students in Your Test Session table in the PR Interface.

In the event a student is taking an incorrect test, the PR can pause the student’s test. The PR should then instruct the student to log out and log in again to select the correct test.

In the rare event that a student starts a test unintentionally (for example, selected a PT instead of a CAT, or selected mathematics instead of ELA), the test’s expiration timeline will be activated. The SDDOE may approve or delegate approval to districts, on a case-by-case basis, an extension of up to 10 additional calendar days for performance tasks within the test administration window

### **Monitoring Test Progress**

Once students have started their tests, the PR should circulate through the room to ensure that all conditions of test security are maintained. If the PR witnesses or suspects the possibility of a test security incident, the SC and AC should be contacted immediately in accordance with the security guidance provided in this manual.

The PR may also use the PR Interface to view the testing progress of any student. This site will not show test items or scores but will let the PR see how many items have been delivered to each student (e.g., question 24/40).

## Students in your Operational Test Session

0 students awaiting approval   0 print requests   1 active tests   ● = Summative Assessment

Student Name	Student ID	Opp #	Test	Test Status	Test Settings	Actions
test, test	990009663X	1	Summative Grade 4 ELA Performance Task	Started 0/2 answered	Custom 	

While the PR Interface is designed to automatically refresh every minute, the PR can refresh it manually at any time by selecting the [**Refresh Now** ] button at the top left of the page. Do NOT select the web browser’s refresh button to refresh the PR Interface.

### **Student Directions During Testing**

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

**SAY:** It is important that you do your best. Do you need to pause the test and take a break?

If a student is concerned about an item, you may direct the student to review a tutorial by reading the script below verbatim.

**SAY:** Try your best and choose the answer that makes the most sense to you. If you are unsure about how a question works, you can review a tutorial by clicking on the “i” button on the right side of the screen.

**IMPORTANT:**

- If the PR is using the PR Interface and navigates to TIDE or the PR Practice or Training Site, the session will stop, and all students in the session will be logged out. The session cannot be resumed. A new session will have to be created, and the students will have to log in to the new session to resume testing. When starting a new session, give the new session ID to the students so they can log in and resume testing.
- If the PR Interface or PR training site browser is accidentally closed while students are still testing, the session will remain open until it times out after 30 minutes. The PR can open the browser and navigate back to the PR Interface. The PR will be prompted to enter the active session ID.
- As a security measure, PRs are automatically logged out of the PR Interface after 30 minutes of PR user inactivity and student inactivity in the test session, which will result in closing the test session. If this occurs, the PR will have to create a new session and the students will have to log in to the new session to resume testing. When starting a new session, the PR should give the students the new session ID so that they can log in and resume testing. Please note that students will not be able to return to CAT items from previous sessions, even if the responses were marked for review.

**7. The PR ends the test session and logs out of the Proctor Site.**

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

**SAY:** We are nearing the end of this test session. Please review your answers, including any questions you marked for review now. Do not submit your test unless you have answered all of the questions.

**[The following should be read for the ELA CAT portion only]**

**SAY:** If you are working on a set of questions for a reading passage, please finish all of the questions in that set.

**[The following should be read for the Science only]**

**SAY:** If you are working on a set of questions for a science cluster, please finish all the questions in that set.

**[The following should be read for all tests]**

**SAY:** If you need additional time let me know.

For ELA and math only, after answering the last item in each segment, each student is presented with a screen prompting him or her to review answers (marked and unmarked) for all items available to the student prior to submitting the test. A test cannot be paused after the last item has been presented to the student in that segment.

After answering the last question, students must submit their tests. If students would like to review their answers before submitting their test, they should select **[REVIEW MY ANSWERS]** and then **[SUBMIT TEST]** after they finish reviewing. Once a student selects **[SUBMIT TEST]**, the student will not be able to review answers.

**SAY:** This test session is now over. If you have not finished, click PAUSE, and you will be able to finish at another time.

Follow appropriate testing policies regarding allowing students who need additional time to finish testing. Keep in mind the 20-minute pause rule; students whose test is paused for longer than 20 minutes will not be able to go back to any questions that contain a response or are marked for review. Students will also not have access to notes entered in the Digital Notepad. Refer to Section 3.2 Secure Handling of Printed Materials for information about securely destroying scratch paper for CAT test sessions and retaining scratch paper for PTs.

**[The following should be read for the ELA/Math CAT portion or Science only if the length of time pausing the test is greater than 20 minutes, e.g., the student will continue testing on another day]**

**SAY:** Remember, if you are not finished and need to pause your test for more than 20 minutes, you will not be able to go back to the questions from this test session, including questions marked for review. You will also not have access to the notes you entered in the Digital Notepad.

**SAY:** If you have answered all the questions on your test and have finished reviewing your answers, click SUBMIT TEST. I will now collect any scratch paper or other materials.

PRs should select [**Stop Session**] to end the test session and pause any student test in the session that is still in progress. When finished, PRs can log out of the PR Interface by selecting the [**Logout**] button at the top right. PRs should also collect any scratch paper (and graph paper for math grades 6 and up) or material with student information used to assist with logging into the test.

## 10.2 Testing Over Multiple Sessions or Days

For some tests, particularly the performance tasks, students may be best served by sequential, uninterrupted time that may exceed the time in a student's schedule. The SDDOE and Smarter Balanced recommends that the ELA PT be administered in two sessions corresponding with Part 1 and Part 2. Students can be provided breaks within each part; however, once a student moves on to Part 2, he or she will not be able to review or revise items in Part 1. For this reason, it is recommended that students complete Part 1 in one test session; Part 2 would ideally be delivered the next school day. For the mathematics PT, Smarter Balanced recommends that it be administered in one test session of 40–120 minutes. For science, the SDDOE recommends that it be administered in one session of 90–120 minutes.

If the PR intends to administer the test over the course of multiple days for a student or group of students, PRs may ask students to pause after they reach a designated point. For most tests, there is nothing built into the system to prevent students from progressing from one section of the test to another. In those cases, the PR should give the students clear directions on when to pause. For example, PRs may designate a certain amount of time for testing. Likewise, the end of Part 1 of the ELA PT might be a logical stopping point. This guidance may be written on a dry-erase board, chalkboard, or another place that students can easily see. Students will receive a notification when they reach the end of the section.

When testing is resumed on a subsequent day, the PR will need to start a new test session and provide a new session ID. When instructing the students to log in, PRs may read only the un-italicized sections of the general script (SAY boxes) to the students from the beginning in section *Day of Test Administration*.

A summary of recommendations for the number of sessions and session durations is in section *7.3 Testing Time and Recommended Order of Administration* of the full TAM.

## SUPPORT

Contact Information	
<b>Questions about state policies</b>	
<p><b>SDDOE Lead Contact for Science Test Policy, Testing Irregularities, or in the event of a security breach</b> Christina Booth 605-773-3246 <a href="mailto:Christina.Booth@state.sd.us">Christina.Booth@state.sd.us</a></p> <p><b>SDDOE Accommodations Lead</b> Beth Schiltz 605-773-4257 <a href="mailto:beth.schiltz@state.sd.us">beth.schiltz@state.sd.us</a></p>	<p><b>SDDOE Lead Contact for ELA/Math Test Policy, Testing Irregularities, or in the event of a security breach</b> Amanda Thronson (605) 773-3247 <a href="mailto:Amanda.Thronson@state.sd.us">Amanda.Thronson@state.sd.us</a></p> <p><b>SDDOE Office Of Assessment</b> <a href="mailto:doeassessment@state.sd.us">doeassessment@state.sd.us</a></p>
<b>Questions about technology and the overall administration procedures</b>	
<p>South Dakota Assessment Help Desk 1-855-838-8378 <a href="mailto:SDHelpDesk@cambiumassessment.com">SDHelpDesk@cambiumassessment.com</a> 6am-6pm CT (Mon-Fri)</p>	