

Georgia Milestones

Assessment System



Spring and Retest 2024

End-of-Grade

Test Administration Manual

For System Test Coordinators, School Test
Coordinators, and Examiners



Test Administration Manual



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TEST SECURITY

Source: 2023–24 Student Assessment Handbook

Below is a list, although not all-inclusive, of actions that constitute a breach of test security:

- coaches examinees during testing, or alters or interferes with examinees' responses in any way;
- gives examinees access to test questions or prompts prior to testing;
- copies, reproduces, or uses in any manner inconsistent with test security regulations all or any portion of secure test booklets/online testing forms;
- makes answers available to examinees;
- reads or reviews test questions before, during (unless specified in the IEP, IAP, or EL/TPC), or after testing, this is applicable to both paper and online test forms;
- questions students about test content after the test administration;
- fails to follow security regulations for distribution and return of secure test materials as directed, or fails to account for all secure test materials before, during, and after testing (**NOTE:** lost test booklets constitute a breach of test security and will result in a referral to the Georgia Professional Standards Commission [GaPSC]);
- uses or handles secure test booklets, answer documents, online testing logins/passwords/test forms for any purpose other than examination;
- fails to follow administration directions for the test;
- fails to properly secure and safeguard logins/passwords necessary for online test administration;
- erases, marks answers, or alters responses on an answer document or within an online test form;
- participates in, directs, aids, counsels, assists, encourages, or fails to report any of these prohibited acts.

SECURE TEST MATERIALS—DO NOT COPY

All test booklets and supporting materials associated with the Georgia Milestones Assessment System are confidential and secure. No part of any test booklet or electronic online test form may be reproduced or transmitted in any form or by any means, including but not limited to electronic, mechanical, manual, or verbal (e.g., photocopying, photography, scanning, recording, paraphrasing—rewording or creating mirror items for instruction—and/or copying). Georgia Milestones materials must remain secure at all times and (excluding the *Paper-and-Pencil Test Administration Supplement* and the *Test Administration Manual*) cannot be viewed by any individual or entity prior to or after testing. To do so is a direct violation of testing policies and procedures established by Georgia law (§20-2-281) and State Board of Education (Rule 160-3-1-.07(4)) in addition to copyright laws and the Georgia Code of Ethics for Educators. Georgia Milestones materials may not be provided to any persons except those conducting the test administration and those being tested. All test booklets (used and unused) and all supporting materials must be accounted for and returned at the completion of the test administration and in the manner prescribed in the *Test Administration Manuals*.

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Part 1: Introduction

ABOUT THIS MANUAL

This manual describes the pre-test, test administration, and post-test procedures System and School Test Coordinators and Examiners must follow to administer the End-of-Grade (EOG) Georgia Milestones assessments.

The System and School Test Coordinator's and Examiner's responsibilities are clearly outlined in this manual and are designed to protect the integrity and security of the EOG assessments.

It is the responsibility of each individual who handles the Georgia Milestones assessments to know the content of this manual and to follow all the procedures. System and School Test Coordinators (Parts 1–5, and Appendices B–G) and Examiners (Parts 1, 4, 5, and Appendices B–G) are required to read this manual carefully so that they are familiar with the tasks to be performed.

ROLES AND RESPONSIBILITIES

System Test Coordinators make sure that all personnel have been trained in proper test administration and security procedures. They manage organization and user account information in the online testing system, and may, if necessary, help School Test Coordinators with test scheduling and the editing of student data (such as reporting testing irregularities). They monitor test administration, provide support for School Test Coordinators during testing, and verify that all tasks are completed at the end of testing.

School Test Coordinators add and edit student information in Student Management, manage registrations (formerly called test sessions), assign appropriate accommodations for qualified students, and print *Test Tickets*. They ensure that appropriate accommodations are in place for students prior to printing their *Test Tickets*. They supervise workstation and network setup before testing begins and ensure that Examiners and Proctors have been trained in proper test administration procedures. They provide Examiners with an active Monitoring Code each day of testing so students can sign into their tests. They monitor testing to ensure that established administration and security procedures are followed. They should monitor student status reports and actively monitor student testing via the Test Monitoring Application, especially if using Restricted Access (i.e., waiting room) functionality. They return all secure materials to the System Test Coordinator when testing is complete.

Technology Coordinators or building-level technology support staff set up student workstations and network connections and ensure that all configuration requirements are met. They download and install the testing software and test content. They provide technical support to Examiners during test administration.

Examiners use Parts 4–5 and Appendices B–G of this *Test Administration Manual* to administer the Georgia Milestones EOG assessments. Examiners should be assisted by at least one Proctor, who may help with room preparation and student monitoring. When 30 students or more are to be tested in one location, the assistance of a Proctor is **required**.

TEST SECURITY PROCEDURES AND REMINDERS

The security of the Georgia Milestones must be maintained before, during, and after each test administration. System and School Test Coordinators and Examiners **must** follow the procedures listed below to ensure the security and integrity of the tests. If questions arise, or if any situations occur that could cause any part of the test administration to be compromised, System Test Coordinators should contact their Assessment Specialist or call (470) 579-3244.

- All school system personnel are prohibited from reviewing the contents of the Georgia Milestones assessments.
- All Georgia Milestones assessments must be administered by a GaPSC Certified educator.
- System and School Test Coordinators and Examiners are directly responsible for the security of test materials and must account for all materials while in your custody.
- Testing conditions, especially the supervision and seating arrangements of students, should be designed to minimize the potential for cheating. Any sign of cheating must be handled immediately. Examiners are to contact the School Test Coordinator if you have any questions or if cheating or security violations are suspected. School Test Coordinators must contact System Test Coordinators immediately if cheating or security violations are suspected.
- Instructional materials that are displayed/posted should be covered or removed in each test setting.
- Test materials must be kept secure at ALL times. While in the Examiner's custody, secure test materials must be kept in a locked storage area when not being used for actual administration to students. During test administration, materials and students must be supervised at all times.
- Students are to be instructed to sign their *Test Tickets* and each sheet of scratch/graph paper. For students using paper materials, their name should be written on test booklets and answer documents.
- School Test Coordinators are to securely provide Examiners with an active Monitoring Code for students to use for each day of testing.
- Cellphones and other electronic devices, except for a documented medical need, are not allowed in the testing environment. The use, or intended use, of an electronic device to photograph, post, retain, or share information/images from any portion of a secure test will result in an invalidation of a student's test score.
- Examiners must account for all test materials before dismissing students from the testing room.
- At the conclusion of each test session, Examiners are responsible for returning all test materials to the School Test Coordinator.
- It is incumbent upon System Test Coordinators, School Test Coordinators, and Test Examiners to ensure that all calculator policies are implemented and followed. Georgia Milestones assessments include an embedded on-screen, digital calculator that can be accessed for calculator-allowed items for the appropriate grades and courses as a universal tool for all students.
- A district may choose to utilize handheld calculators as a supplement, not a replacement, for the online calculator used by all students. Processes must be in place to confirm **prior to testing, immediately after testing, and before dismissing students** that all calculators are cleared of any stored text.
 - A failure to confirm that text is cleared may raise school-wide (and possibly system-wide) security concerns.
 - A failure to take these steps constitutes an irregularity that must be reported to GaDOE.
 - Should it be confirmed that a student either brought information into a test setting through stored text, or left the test setting with secure test information stored on a device, the student's test will be invalidated. Such an event must be reported to GaDOE.

- Please note that should an emergency arise during testing, educators must **first** act to ensure the safety of all children and adults, and to protect property from damage. Beyond that, and to the greatest extent practical, Examiners should make sure that test materials are locked in the classroom and that students do not remove test materials from the test setting as they exit.

Secure materials (e.g., test tickets, rosters) must follow a secure chain of custody through an inventory checklist at the district and school level. **ALL** individuals who have the responsibility for handling the Georgia Milestones assessments are accountable for all test materials assigned to them before, during, and after the test administration. Any discrepancies should be documented and reported to the appropriate persons: Examiners report to School Test Coordinators and School Test Coordinators report to System Test Coordinators.

THE GEORGIA MILESTONES ASSESSMENT SYSTEM

The purpose of the Georgia Student Assessment Program is to measure student achievement of the state-adopted content standards and inform efforts to improve teaching and learning. Results of the assessment program are utilized to identify students failing to achieve mastery of content, to provide educators with feedback about instructional practice, and to assist school districts in identifying strengths and weaknesses in order to establish priorities in planning educational programs.

The State Board of Education is required by Georgia law (O.C.G.A. §20-2-281) to adopt assessments designed to measure student achievement relative to the knowledge and skills set forth in the state-adopted content standards. The Georgia Milestones Assessment System (Georgia Milestones) fulfills this requirement and, as a key component of Georgia's Student Assessment Program, is a comprehensive summative assessment program spanning grade 3 through high school. Georgia Milestones measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in English Language Arts (ELA), Mathematics, Science, and Social Studies.

The main purpose of Georgia Milestones is to inform efforts to improve student achievement by assessing student performance on the standards specific to each course or subject/grade tested. The ultimate goal of Georgia's assessment and accountability system is to ensure that all students are provided the opportunity to engage with high-quality content standards, receive high-quality instruction predicated upon those standards, and are positioned to meet high academic expectations.

The Georgia Milestones Assessments are criterion-referenced tests designed to provide information about how well a student has mastered the state-adopted content standards. The assessments consist of both operational items and field test items (newly written items that are being tried out and do not contribute to the student's score). Each student will receive one of four Achievement Level designations depending on how well the student has mastered the content standards. In addition to criterion-referenced information, the Georgia Milestones measures will also produce an estimate of how Georgia students are achieving relative to their peers nationally. Item types will include selected-response, constructed-response, extended writing tasks, and technology enhanced items (for example, multiple-part, multiple-select, graphing, drag-and-drop, and drop-down items).

The norm-referenced information provided is supplementary to the criterion-referenced Achievement Level designation and will not be utilized in any manner other than to serve as a barometer of national comparison. Only the criterion-referenced scores and Achievement Level designations will be utilized in the accountability metrics associated with the assessment program (such as student growth measures, educator-effectiveness measures, or the CCRPI). For a complete overview, please refer to the Georgia Milestones EOG and EOC assessment guides at:

- <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-End-of-Grade-Assessment-Guides.aspx>

Part 1: Introduction

For all End-of-Grade (EOG) grade level and End-of-Course (EOC) subject area content, the results of the Georgia Milestones Assessments, according to the legislated and identified purposes must:

- provide a valid measure of student achievement of the state content standards across the full achievement continuum;
- allow for the detection of the academic progress made by each student from one assessed EOC course or EOG grade level content area to the next;
- support and inform educator effectiveness measures; and
- inform state and federal accountability measures at the school, district, and state levels.

GEORGIA MILESTONES END-OF-GRADE ASSESSMENTS

As previously mentioned, Georgia law (§20-2-281) mandates that the State Board of Education adopt annual measures of student achievement in the content areas of English Language Arts (ELA) and Mathematics in grades 3 through 8, Science in grades 5 and 8, and also in Social Studies in grade 8. Students must participate in the Georgia Milestones content areas measured at the end of each grade in which they are enrolled. State law further mandates that student achievement in reading, as measured as a component of the Georgia Milestones ELA EOG assessment, be utilized in promotion and retention decisions for students in grades 3, 5, and 8, while student achievement in Mathematics, as measured by the Georgia Milestones Mathematics EOG assessment, be considered in grades 5 and 8. Students who fail to demonstrate grade-level achievement on these measures must receive remediation and be offered an opportunity for a retest prior to consideration for promotion to grades 4, 6, and 9 (§20-2-283 and State Board of Education Rule 160-4-2-.11).

The State Board of Education approved a waiver of promotion requirements for grades 5 and 8 and EOC course grade requirements for mathematics for the 2023–2024 school year.

The EOG assessments consist of selected-response and technology-enhanced questions. English Language Arts also contains constructed-response questions in the Spring administration. For each EOG assessment, practice items are provided to acquaint students with the correct procedures for recording answers. The following table shows the item types that appear within a specific content area.

Content Area	Selected Response (1 point)	Technology Enhanced (1 point)	Technology Enhanced (2 points)	Constructed Response (2 points)	Extended Constructed Response (4 points)	Extended Writing Response (7 points)
Spring Administration						
English Language Arts	✓	✓	✓	✓	✓	✓
Mathematics	✓	✓	✓			
Science	✓	✓	✓			
Social Studies	✓	✓	✓			
Retest Administration						
English Language Arts	✓		✓			
Mathematics*	✓		✓			

* Due to the Mathematics standards change, EOG Retest 2024 will not assess mathematics.

SCHEDULING THE TESTS

It is anticipated that every testing site will administer the Georgia Milestones assessments online. Through earlier communications to the state’s school systems, the Assessment Division of the Georgia Department of Education provided guidelines for developing the local testing calendars. It is expected that by the time this manual is available and reviewed, local testing schedules are set; however, System Test Coordinators should review the following parameters to confirm that the local testing schedule is consistent with this guidance. If necessary, please make appropriate adjustments. It is then the responsibility of the School Test Coordinator and Examiner to follow the system’s prescribed assessment administration schedule.

End-of-Grade Test Administration Windows

Assessment	Test Administration	State Testing Window	Local Testing Window
End-of-Grade	Spring Main	April 8 through May 17, 2024	Can span the entire EOG State Testing Window (see SAH for specific parameters)
	Retest	May 13 through July 12, 2024	Up to two 5-day windows within the state testing window

For both one-day and multiple-day administrations, examiners must adhere to the following testing parameters:

- The EOG assessments must be administered in the order prescribed by the System Test Coordinator.
- For the EOG assessment, Sections 1 and 2 (ELA Sections 2 and 3) of a content area must be scheduled such that both will be completed in a single day or over the course of two consecutive days (one section each day). A content area should be completed within the same week following the district’s testing protocols for the EOG measures (in keeping with state guidance).
- English Language Arts Section 1, Reading and Evidence-Based Writing, should be the only content on which a student is assessed on the day it is scheduled either as a main or makeup administration. An exception to this guidance would occur should a student need to make up multiple content areas and there are not enough days left in the local testing window to comply with this request.
- For one-day administrations, the length of the break between sections can be determined by the district.
- A section can be considered finished when all students have submitted their test.
- The last day of the local window should be a scheduled makeup day.
- The school district can set the order for the EOG administration.
- **Due to the Mathematics standards change, EOG Retest 2024 will not assess mathematics.**

IMPORTANT: The Examiner must keep time during testing in accordance with the script. When time has been called, the Examiner must instruct the student to stop the test.

Suggested Spring Administration Schedule

Note: One-Day or Multiple-Day Administrations can vary by content but must be consistent district-wide by grade-level content.

Testing Time Table

Content Area	Section	Typical Testing Time	Maximum Testing Time
English Language Arts	1	45 to 65 minutes	90 minutes
	2	40 to 60 minutes	80 minutes
	3	40 to 60 minutes	80 minutes
	Total	125 to 185 minutes	250 minutes
Mathematics	1	30 to 50 minutes	65 minutes
	2	30 to 50 minutes	65 minutes
	Total	60 to 100 minutes	130 minutes
Science & High School Physical Science	1	20 to 30 minutes	40 minutes
	2	20 to 30 minutes	40 minutes
	Total	40 to 60 minutes	80 minutes
Social Studies	1	15 to 25 minutes	35 minutes
	2	15 to 25 minutes	35 minutes
	Total	30 to 50 minutes	70 minutes

Multiple Sections a Day

Task	Estimated Time Allotted
Distribute test materials, read test instructions, and practice questions	15 minutes
Estimated Testing Time Section 1	See testing time table
Break	10 minutes (local determination)
Estimated Testing Time Section 2	See testing time table
Collect test materials	10 minutes

One Section a Day

Task	Estimated Time Allotted
Distribute test materials, read test instructions, and practice questions	15 minutes
Estimated Testing Time Section #	See testing time table
Collect test materials	10 minutes

Suggested Retest Administration Schedule

Note: One-Day or Multiple-Day Administrations can vary by content but must be consistent district-wide by grade-level content. **Mathematics will not be assessed during the EOG Retest 2024 administration.**

Testing Time Table

Content Area	Section	Typical Testing Time	Maximum Testing Time
English Language Arts	1	40 to 60 minutes	80 minutes
	2	40 to 60 minutes	80 minutes
	Total	80 to 120 minutes	160 minutes
Mathematics	N/A	N/A	N/A
	N/A	N/A	N/A
	N/A	N/A	N/A

Multiple Sections a Day

Task	Estimated Time Allotted
Distribute test materials, read test instructions, and practice questions	15 minutes
Estimated Testing Time Section 1	See testing time table
Break	10 minutes (local determination)
Estimated Testing Time Section 2	See testing time table
Collect test materials	10 minutes

One Section a Day

Task	Estimated Time Allotted
Distribute test materials, read test instructions, and practice questions	15 minutes
Estimated Testing Time Section #	See testing time table
Collect test materials	10 minutes

STUDENTS TO BE TESTED

END-OF-GRADE SPRING

All students who are enrolled in grades 3 through 8, including students with disabilities and English Learners for whom English is a second language, must participate in the EOG assessment. Exceptions are made for students who are eligible for the Georgia Alternate Assessment 2.0 (GAA 2.0). Please refer to the *Student Assessment Handbook* for detailed information concerning GAA 2.0 eligibility and participation.

Students who are enrolled in one of the high school courses designated by the State Board of Education as an EOC measure are required to take the associated EOC assessment. Grade 8 students who are enrolled in High School Physical Science are required to take the High School Physical Science assessment in lieu of the Grade 8 Science EOG assessment.

END-OF-GRADE RETEST

All public school students enrolled in grades 3, 5, and 8 on the day of testing who received Below Grade Level on the reading portion of the Spring 2024 ELA Georgia Milestones assessment should participate in the retest. However, districts with state flexibility contracts (Charter Systems or Strategic Waiver School systems) may have differing policies related to promotion, placement, and retention in accordance with their contract. Districts should follow their local board policies regarding any local policies impacted.

Mathematics will not be assessed during the EOG Retest 2024 administration.

TESTING ACCOMMODATIONS

Students with disabilities who have an Individualized Education Program (IEP), EL-Test Participation Committee (EL/TPC) Plan, or a Section 504 Plan/Individual Accommodation Plan (IAP) may receive accommodations. The testing accommodations should be documented in the IEP/IAP/TPC and should be consistent with those used during regular classroom instruction and assessment. The accommodations described below must be appropriately assigned to students with an educational plan. Failure to assign accommodations appropriately in the DRC INSIGHT Portal will result in an irregularity and/or subsequent invalidation.

Specific requirements and guidelines pertaining to the assessment of Students with Disabilities and English Learners (EL) can be located in the *Student Assessment Handbook* that is available on the GaDOE website. Included in the handbook are tables that outline the state-approved accommodations for Students with Disabilities and English Learners. Importantly, information relative to Conditional Accommodations is found in the handbook. The eligibility criteria for Conditional Accommodations must be applied as stated. Providing a Conditional Accommodation to an ineligible student will result in a Participation Invalidation (PIV). Examiners should consult with their School Test Coordinator regarding the provision and scheduling of testing accommodations and any questions that might arise.

Any departure from the list of allowable accommodations may alter the nature of the task being assessed, resulting in an invalid administration.

ORAL READING OF TEST QUESTIONS AND ENGLISH LANGUAGE ARTS PASSAGES

Online is the preferred administration mode for students who are eligible for the read-aloud accommodations (oral reading of test questions in English or the Conditional Accommodation of oral reading of English Language Arts passages). This administration mode will allow them to access Text-to-Speech (TTS) that is a part of DRC INSIGHT. Examiners should read the appropriate script in Appendices B–G in this manual to all students, including students with oral reading accommodations. Examiners should instruct these students to use headphones for the practice questions and after completing the practice questions to remove their headphones to hear final instructions and to have the opportunity to ask questions prior to starting Section 1 of each content area.

The School Test Coordinator will notify and train Examiners who will be administering the test to students who will be using TTS. There is a section included in the *Secure Practice Test Directions* specifically for this purpose. However, if an Examiner finds that he or she has TTS students in his or her test sessions who require assistance with TTS functionality, a brief TTS tutorial is included below. Note that use of TTS does not alleviate the requirement for the Examiner to read the standardized directions, found in Appendices B–G of this manual, to students.

TEXT-TO-SPEECH ACCOMMODATION

- Ensure you have the appropriate number of working headphones for students testing with a read-aloud (TTS-S or TTS-C) accommodation.
- Adjust the volume on each machine so that it is a comfortable level for students testing with headphones.
- When a student logs into the TTS-S or TTS-C test form, the student should see the audio buttons on the “Verify Student Information” screen.



- If students need to adjust the volume during testing, they should click the “Options” button (⚙️) on the test screen. This will allow the student to adjust the volume up or down.

Oral Reading of Test Questions in English (Standard)

- **Text-to-Speech** will read onscreen instructions, test questions, and answer choices, in addition to text that is not a designated English Language Arts passage. It will also read excerpts from reading prompts that are a part of the stem of the test questions.
- When the student clicks the starting points, **TTS-S** will read the text.

Oral Reading of English Language Arts Passages (Conditional)

- **Text-to-Speech** functions in the same manner described in **Oral Reading of Test Questions in English (Standard)**.
- In addition, **TTS-C** will read the English Language Arts Passages.

Online Administration with Oral Reading Accommodation by a Human Reader

For students testing online with the Oral Reading accommodation provided by a Human Reader, the *Georgia Milestones Read-Aloud Guidelines* should be followed. These are located at https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Milestones_Resources.aspx.

Examiner Test Tickets for an Online Read Aloud Accommodation by a Human Reader


Students who have been marked in the DRC INSIGHT Portal (Portal) as being eligible for the Human Reader/Human Signer accommodation (Video Sign Language [VSL] is not available for the EOG Retest) will all be assigned to the same test form for each assessment. Test Examiner logins are posted to the Documents section of the Portal and are specific to each district (select the current administration from the drop-down menu and “Accommodation Supports” as the Document Type). Examiners of students with a **Human Reader/Human Signer Items Only (Standard)** accommodation should not read or sign the passages in ELA. Examiners for students with a **Human Reader/Human Signer Items and Passages (Conditional)** accommodation should also read the ELA passages. System Test Coordinators and other district-level staff are granted secure access to the document containing the logins. System Test Coordinators are responsible for sharing this information with School Test Coordinators and/or Examiners as needed. Do not share the logins with Examiners from other school systems.

SIGNED ADMINISTRATION


Students who are eligible for a standard signed administration—Video Sign Language (VSL)—can complete Georgia Milestones assessments using INSIGHT*. The directions, questions, and answer choices are signed to the student. The signed administration video is available in American Sign Language (ASL). Signed administration video files are loaded into the online system along with the sign language test form. **Note: Use of a Central Office Service (COS) – Service Device with Content Hosting configured to provide the VSL content to the student is mandatory to use this feature.**

To prepare for a signed administration, the Examiner and/or sign language interpreter should review VSL forms in either the Secure Practice Test (INSIGHT) or the Experience Online Testing Georgia website (<http://www.gaexperienceonline.com>) in order to learn how VSL functions within INSIGHT. It is also recommended that students interact with VSL prior to the actual administration. Additionally, the Examiner and sign language interpreter should review the script in Appendices B–G of this *Test Administration Manual* to understand how the following procedures apply to the script and to ensure a successful administration of the Georgia Milestones assessments.

Procedures for Online Testing with Video Sign Language (VSL)

1. Begin the administration by signing the administration directions for online testing in Appendices B–G of this *End-of-Grade Test Administration Manual*.
2. The remaining directions are available in VSL format and will be signed to students within INSIGHT. These directions are also printed on the test screen. Instruct students to press the  button on the first page of the directions to launch the video player. Note: Students will need to advance the directions screens by clicking the “Next” button on each screen.

* VSL is not available for the End-of-Grade Retest administration. Disregard references to VSL in this *Test Administration Manual* for End-of-Grade Retest.

3. After students have reached the end of the directions and once the script directs students to review the practice item(s), students will need to press the  button on the item(s) to launch the sign language video.
4. When students are told to “Click the ‘Begin Section’ button,” students will then work at their own pace and may replay passages and/or questions as needed.

ENLARGED FONT

Students who are eligible for the Enlarged Font (Large Print/Large Font) accommodation should be considered for online Georgia Milestones assessments. The test is fully scalable, so students needing a large-print version of the test can view items in a larger format by testing on a workstation with a larger monitor. Students will also have access to the magnifier tool, which will allow them to enlarge each test item if/as needed. Magnification ranges from 1.5 to 4 times the standard size.

To determine if an Online Administration is a viable option for students with the Large Print accommodation, use the Experience Online Testing Georgia demonstrations set at full screen display (use F11) or the Secure Test Practice can be accessed to determine if the displayed font size meets the need of the student. Supplemental Large-Print paper materials are available for students with disabilities who are unable to access a computer or online platform.

BRAILLE

Students who are identified as visually impaired and require Braille material for their instructional program qualify for the Braille version of the Georgia Milestones assessments and will take the paper-and-pencil format of the assessment. A Braille administration is to be transcribed into an online form and is ideally administered by an Examiner proficient in Braille. Examiners should check with the School or System Test Coordinator for more information about this process.

SUPPLEMENTAL PAPER MATERIALS

Supplemental paper materials in both regular and Large Print format are available for students who are unable to directly access the Georgia Milestones test through an online administration. Student responses that are marked in a *Student Test Booklet* or on a *Student Answer Document* should be transcribed into an online test form. Supplemental paper materials can be ordered through the DRC INSIGHT Portal (Portal) during the Enrollment Count windows or by contacting DRC customer service. If for some reason the district believes student responses cannot be transcribed into an online form, the System Testing Coordinator should contact the assigned Assessment Specialist at the Georgia Department of Education. Guidance for managing paper materials and for administering a paper test administration is found in the *Georgia Milestones End-of-Grade Paper-and-Pencil Test Administration Supplement*. A digital copy of this manual is posted on the Georgia Department of Education Website at https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Milestones_Resources.aspx and under General Information>Documents>Document Type>Manuals in the Portal.

USE OF A SCRIBE

If a student requires a scribe for the Georgia Milestones assessments, refer to the *Student Assessment Handbook* for information about the appropriate procedures, requirements, and examiner validation forms.

TRANSCRIBING FROM A STUDENT TEST BOOKLET OR STUDENT ANSWER DOCUMENT INTO AN ONLINE FORM

All responses for students requiring a paper answer document must be transcribed by GaPSC-certified and trained personnel into an online form. This action must be completed by certified personnel in the presence of a GaPSC-certified witness. All transcriptions of student responses must be coordinated by the School Test Coordinator and a *Validation Form for Transcription of Answer Documents* should be completed by the scribe and witnesses. However, the online form must match the *Student Test Booklet* used during test administration. See the *EOG Paper-and-Pencil Test Administration Supplement* for details pertaining to materials management. In addition, please use the bulleted list as guidance to ensure the *Student Test Booklet* form number mirrors that of the online form.

- For the Georgia Milestones assessments, if the student whose responses are to be transcribed is tested using a standard *Student Test Booklet*, the online form must be set to the corresponding online form.
- For students with a Braille accommodation that use a *Braille Student Answer Document*, the **Braille (Transcription form only)** option should be selected **prior** to signing in to transcribe the answer document.
- For students with an accommodation that require a paper *Student Answer Document* (including Large Print), the **Scribe (Transcription form only)** option should be selected **prior** to signing in to transcribe the answer document.
- Students with answer documents must be placed into a registration and the means of test administration (Braille or other paper) should be entered prior to the scribe signing into the online form with the student's login credentials. Please refer to the following screen shot from the Accommodations tab in the Edit Student Menu. Refer to the *Student Assessment Handbook* for information about the appropriate procedures, requirements, and validation forms.

Type	Accommodation	English Language Arts	Mathematics	Science	Social Studies
Online	Human Reader/Human Signer Items Only (Standard)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Human Reader/Human Signer Items and Passages (Conditional)	<input type="checkbox"/>			
Online	Video Sign Language (VSL) Items Only (Standard)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Audio Text-to-Speech Items and Passages (Conditional)	<input type="checkbox"/>			
Online	Audio Text-to-Speech Items Only (Standard)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Braille (Transcription form only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Scribe (Transcription form only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Before entering responses, transcribers should verify that the accommodation has been entered into DRC INSIGHT Portal. The ticket will show ONL-BR for Braille or ONL-TR for paper or large print.

SETTING UP AND CODING ACCOMMODATIONS

This is guidance for setting up and coding accommodations in the DRC INSIGHT Portal (Portal). Use each student's IEP, Section 504 IAP, or EL/TPC and this *End-of-Grade Test Administration Manual (TAM)* as references to accurately complete this task. Setting up and coding accommodations should be a pre-test, not a post-test, task. Accommodations must be appropriately assigned for students with educational plans. Failure to assign accommodations appropriately in DRC INSIGHT Portal will result in an irregularity and/or subsequent invalidation.

Accommodations can be loaded via Import Management within the Portal. Reference the Online Help in the Portal for the file layout and instructions.

The *Accommodations Validation File* is available in **Report Delivery**. The file allows system and school test coordinators to export a list of all accommodations entered into the DRC INSIGHT Portal. Users can compare what is entered into the Portal against district information from IEP, EL/TPC and 504 plans prior to testing. The *Accommodations Validation File* is posted overnight. Accommodations entered into the Portal are available in the file on the next day.

Test Coordinators can continue to add or update accommodations through Student Management.

First, (**Step 1**) verify the student's SRC code is populated in the Portal. It is possible for a student to have an SRC code but no accommodation(s). For accommodated students, select the testing plan that is the basis of the accommodation (**Step 2**) and accommodation type(s) (**Step 3**). **Step 4** activates the accommodation(s) in the INSIGHT testing client and **MUST** be selected prior to student login. Finally (**Step 5**), if applicable, select Accommodation Resulted in a Conditional Administration.

Part 1: Introduction

Step	Entry	Entry Method	Options	Guidance
1	SRC Code: based on primary disability, Section 504, or EL status	Participant & Registrations (MSU) File: Field 10 SRC Code OR Portal Demographics Tab: TAM page 25	<ul style="list-style-type: none"> • SWD: SRC 1–12, 15 • Section 504: SRC 14 • EL: SRC 13 or 19 	<ul style="list-style-type: none"> • Only 1 for SRC 1–12, 15 • Can also include SRC 14 and SRC 13 or 19
2	Basis of the Accommodation	Portal Accommodations Tab: TAM page 24	<ul style="list-style-type: none"> • IEP • EL/TPC • Section 504 IAP 	Can choose more than 1 based on documented basis
3	Type of Accommodation	Portal Accommodations Tab: TAM page 24	<ul style="list-style-type: none"> • Setting • Scheduling • Presentation • Response 	<ul style="list-style-type: none"> • All that apply • Content specific
4	Choose Accommodation(s) to be accessed through INSIGHT	Portal Accommodations Tab: TAM page 24	<ul style="list-style-type: none"> • Human Reader/Signer (Standard) • Human Reader/Signer (Conditional) • VSL • TTS-Standard • TTS-Conditional • Braille • Scribe 	Choose 1
			<ul style="list-style-type: none"> • Color Chooser • Contrasting Text 	Choose all that apply
5	Conditional Administration	Portal Testing Codes Tab: TAM page 26	Accommodation resulted in Conditional Administration	Choose only if applicable

USER EXPERIENCE

DRC INSIGHT delivers assessments and related resources online for all content areas and grade levels by incorporating computerized testing, related resources, and a suite of tools. It works with the Central Office Services (COS) to help manage network traffic, maintain connectivity, and handle bandwidth issues.

The main component of DRC INSIGHT is the secure web-browser testing interface installed on each testing device. This software communicates with the DRC INSIGHT server to provide online tools training and test questions to the test taker and to send responses to the DRC INSIGHT server, which stores them securely.

DRC INSIGHT Portal (Portal) provides distribution and administrative functions for the DRC INSIGHT Online Learning System.

- Technical users download INSIGHT*, COS Service Devices, and other software and links from the Portal to set up their testing environment.
- Administrative users use the Portal to create student records, rosters, and registrations to help manage or monitor their testing environment and report the results.

Details of the DRC INSIGHT Portal are covered in the *DRC INSIGHT Portal User's Guide*, available at <https://ga.drccdirect.com>.

When students successfully log in to the Georgia Milestones assessments by using their assigned Username and Password, they will see a Verify Student Information screen for their test session. Students will enter a Monitoring Code provided to them by their Examiner prior to moving forward. A Monitoring Code is required for students to begin testing. When students click “Begin The Test,” the test begins. Students proceed through the test one item at a time, and then click the “Next” button to move to the next question.

Students can skip to any question in the current test by clicking on the question numbers or the forward/reverse arrows at the top of the page. This allows for easy review of questions and gives students an opportunity to change their answers. They can also use the “Flag” button to tag questions for later review. If students complete the test with time remaining, they can review their work to ensure that they have answered all the questions. The Review or End Test page includes a filter to help students easily find flagged and unanswered questions. When they are finished, students must click “Submit” to close the test.

SECURE PRACTICE TEST

The online testing engine contains a training component—the Secure Practice Test and the Secure Practice Test with Response Transmission—which simulates the testing environment. The primary purpose of the training session is for the students to try out the testing software and tools before the “real” administration of Georgia Milestones. Examiners are strongly advised to participate in a training session and become familiar with the testing tools and the online system features before the students sit for the actual online tests.

The items in the training session have been chosen to demonstrate various computerized testing features. The training sessions are not scored and no score reports are generated.

It is recommended that all schools complete the Secure Practice Test with Response Transmission prior to the operational window to ensure that all components of the system are configured and operating correctly. This will test connectivity, and can also be used as a means to test capacity.

* Exceptions are the iPad and Chromebook applications which are downloaded from Apple’s App Store or Google’s Chrome Store

NETWORK AND WORKSTATION SECURITY

The Technology Coordinator and School Test Coordinator are responsible for ensuring that all workstations and the school network meet the configuration requirements detailed in the *INSIGHT Technology User's Guide*. The multi-set volume user guide is designed primarily for the System Technology Coordinators who are responsible for setting up and managing online testing, and ensuring their systems work effectively and securely. System Technology Coordinators should be knowledgeable about the technical details of the Windows, Mac, iOS (iPad), and Chrome (Chromebook) operating systems, and have the necessary security privileges to perform the tasks discussed in this guide.

THE DRC INSIGHT PORTAL

The DRC INSIGHT Portal (Portal) is a single point of access for providing test administration information, managing student demographic information for test takers, as well as viewing and downloading student reports, manuals, and PowerPoint presentations for the applicable administrations.

All student profiles will reside in the Portal. This will allow School and System Test Coordinators one place to manage, correct, and update reported student demographic information, as well as import and code accommodations and other testing codes such as testing irregularities.

Information can be entered into the Portal or by uploading the following files:

1. Batch User Upload
2. Accommodations Import
3. Participants and Registrations Import (MSU)
4. Roster Import

Users can also manually enter student information in the Portal. Detailed information on managing students in the Portal will be included in the *DRC INSIGHT Portal User's Guide* and in administration webinars.

Note: Rosters can be imported via Import Management. Rosters assign students to teachers for teacher visibility to reports in Interactive Reporting.

Online Help is available within the Portal for Import Management, Rosters, Registration, and Test Monitoring Application.

SYSTEM ACCESS

Test Setup can be accessed via DRC INSIGHT Portal at <https://ga.drcdirect.com>. System Test Coordinators have the responsibility to set up additional users in their districts. All School Test Coordinators must be set up in the Portal and given the appropriate permissions for managing test administrations. This is accomplished via the User Administration tab.

Users will have access to perform the following tasks:

- Print Student *Test Tickets*
- View the testing status of students
- Monitor student testing via Test Monitoring Application

System Test Coordinators (at a district-level) and School Test Coordinators (at a school-level) will also have access to perform the following tasks:

- Add (import or code) Accommodations
- Add students (referred to as “Participants” in the Import Management, Rosters, and Registrations functionality)
- Add rosters
- Review and edit student data
- Review, edit, and add registrations

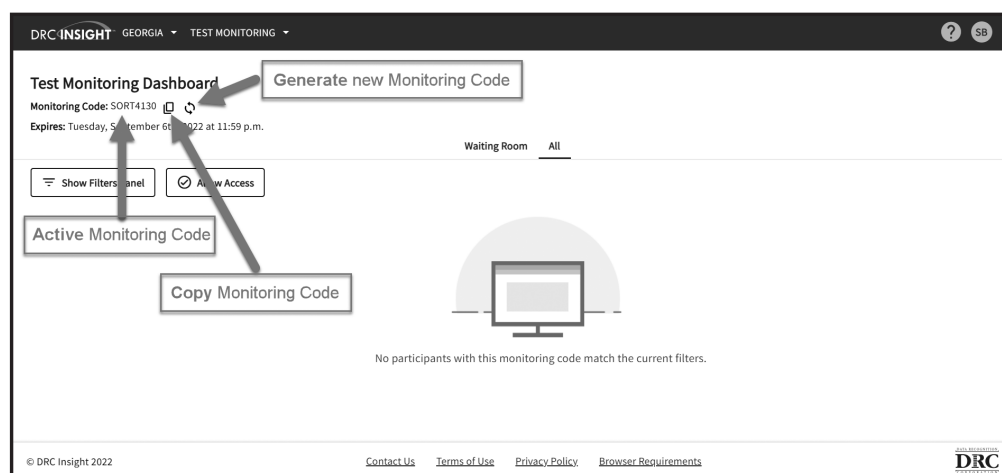
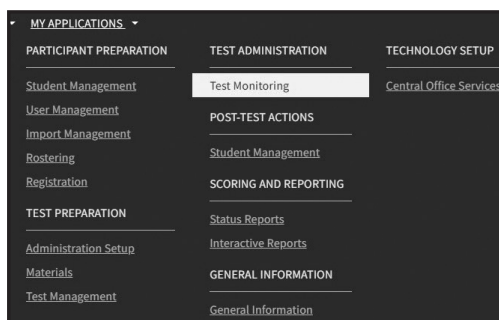
More details about managing registrations can be found in the *DRC INSIGHT Portal User’s Guide* and Portal’s Online Help.

TEST MONITORING APPLICATION

Use of the Test Monitoring Application is required for administering Georgia Milestones assessments. The Test Monitoring Application will automatically be set to required when Registrations are created either manually or through the Participants and Registrations Upload.

The Test Monitoring application in the DRC INSIGHT Portal allows the ability to monitor participant testing activity throughout the duration of student testing by using secure Monitoring Codes.

To do this, a School Test Coordinator will open the Test Monitoring application where a secure, unique monitoring code will be assigned. The School Test Coordinator will share this code with the Examiners they will be monitoring. This code can be shared securely at the same time as test tickets are distributed to Examiners. The secure Monitoring Code must **not** be shared through standard email. The Examiner shares the Monitoring Code with students as detailed in the Examiner script. After logging in to a test, students will enter the Monitoring Code and they will then show up on the Test Monitoring Dashboard.



Part 1: Introduction

The Test Monitoring Dashboard is displayed.

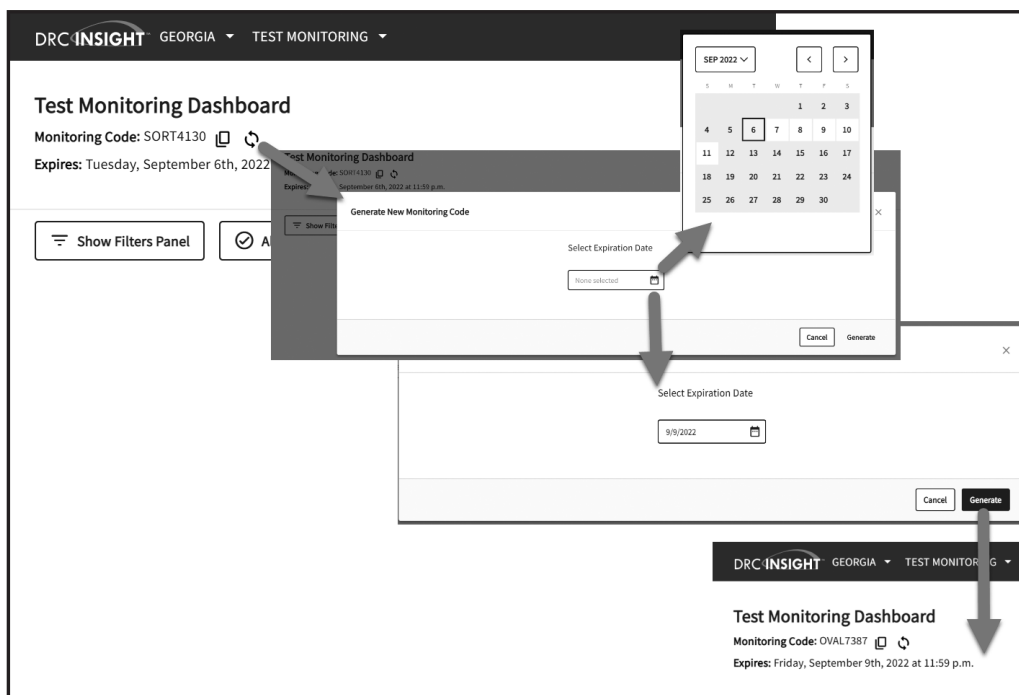
If there is not an active Monitoring Code, one will be automatically generated that will expire at the end of the day.

If there is an active Monitoring Code, that code will be displayed along with its expiration date and the Test Monitoring Dashboard will display the status of any participant that used the code.

To generate a new code, **click** Generate New Monitoring Code, and **select** an expiration date.

Click Generate. The expiration date now displays next to the Monitoring Code in the Test Monitoring Dashboard.

Note: This will cause the existing code to expire and will display a warning that any existing participants attached to the code will be removed from the dashboard. Participants can still continue testing, but the Test Administrator will not be able to see their status in the Test Monitoring Dashboard. Codes will expire at 11:59 p.m. on the expiration date.



School Test Coordinators have the flexibility to track students across different test administrations and across different locations, if needed. Tests can be securely monitored to see testing status, navigation, progress, and registration start time in near-real time. School Test Coordinators can only see participants using their Monitoring Code and cannot share their Monitoring Code with other DRC INSIGHT Portal users. There is an optional ability to control when students start by configuring the “Restricted Access” option.

The Restricted Access option is configurable on the registration level. The Create and Edit Registration screens will allow the user to select how to configure the registration as it relates to turning on (or off) Restricted Access.

The Test Monitoring application includes online help that is launched directly from the DRC INSIGHT Portal. The Test Monitoring Online Help covers all aspects of the Test Monitoring functionality:
https://assets.drcdirect.com/Common/ECA_Test_Monitoring_Online_Help/index.htm#t=Test_Monitoring_Overview.htm

Monitoring Codes Schedule

Each Day of Testing

Timing	Role	Task
Before testing	School Test Coordinator	Confirm active Monitoring Code for that day's testing, and securely provide the Monitoring Code to Examiners at the same time as test tickets and <i>Participant Test Roster</i> . Inform Examiners if Restricted Access is being used.*
	Examiner	Write Monitoring Code on classroom board for students to reference while logging into their test.
During testing	Examiner	Read Examiner script (appendices in the TAM).
	School Test Coordinator	Monitor student testing via Test Monitoring Dashboard, including allowing students into their test if using Restricted Access (i.e., waiting room).
After testing	Examiner	Erase Monitoring Code from classroom board at the close of each testing day.

* *Monitoring Codes can be set to be active for up to 5 days via the Test Monitoring Application (changing expiration date will generate a new Monitoring Code); Restricted Access requires action to be taken on the Test Monitoring Dashboard to allow students into their tests.*

TEST TICKETS

On the day of testing, the School Test Coordinator should provide the Examiner with a *Participant Test Roster* (identifying the registration and providing the usernames and passwords) and *Test Tickets* for all students scheduled to take part in the registration. **The School Test Coordinator should also provide the Examiner with an active Monitoring Code for that day's testing.** The School Test Coordinator may record the Monitoring Code on the *Participant Test Roster* or provide the code to the Examiner according to local secure delivery protocols. These are secure materials and must be delivered immediately before and returned immediately after the test administration. Specific directions for printing *Test Tickets* can be found in the "Print Tickets and Rosters" section of Online Help within the Portal. Online *Test Tickets* should be maintained securely until all students have completed testing. Districts should securely destroy tickets at the end of the state testing window.

Part 1: Introduction

ENCODING STUDENT INFORMATION**ACCOMMODATIONS TAB**

Activate/Assign Prior to Student Login*

Type	Accommodation	English Language Arts	Mathematics	Science	Social Studies
Online	Human Reader/Human Signer Items Only (Standard)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Human Reader/Human Signer Items and Passages (Conditional)	<input type="checkbox"/>			
Online	Video Sign Language (VSL) Items Only (Standard)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Audio Text-to-Speech Items and Passages (Conditional)	<input type="checkbox"/>			
Online	Audio Text-to-Speech Items Only (Standard)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Braille (Transcription form only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Scribe (Transcription form only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Color Chooser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Contrasting Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Code for Data File and Reporting

Setting	Setting Accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduling	Scheduling Accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	Presentation Accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response	Response Accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select one as basis of the accommodation

Allowed	Accommodation based on IEP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allowed	Accommodation based on EL/TPC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allowed	Accommodation based on Section 504	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* For certain Georgia Milestones administrations, the online Video Sign Language (VSL) accommodation is available for use by qualifying students. Guidance will be given in pre-administration trainings hosted by the GaDOE for those administrations.

DEMOGRAPHICS TAB

Ethnicity/Race: Provide a value for Ethnicity and one or more values for Race.

Ethnicity - Hispanic or Latino

☐ Race - American Indian or Alaska Native

☐ Race - Asian

☐ Race - Black or African American

☐ Race - Native Hawaiian or Other Pacific Islander

☐ Race - White

SRC: Use the State Required Code (SRC) to code students with disabilities and EL students. Students with disabilities must have a current IEP or IAP on file. If the student has a State Required Code, it must be indicated in the Portal under the student profile. For SRC 01 through 12 and 15, select one primary disability; for other SRCs, select all that apply.

Primary SRC

Primary SRC - 01 - Visual Impairment or Blind

☐ SRC Code 13 (EL)

☐ SRC Code 14 (Section 504)

☐ SRC Code 18 (Migrant)

☐ SRC Code 19 (EL Monitored)

SDU-A: Used by Georgia Network for Educational and Therapeutic Support (GNETS) to report their assigned facilities identification code. The two-digit code should be marked for all students who are served at a location other than their home school (FTE site. Refer to Appendix A: State-Directed Use (SDU-A) Codes.

SDU-A (GNETS)

SDU-A (GNETS) - 01 - FUTURES Program

Local Optional Coding: Systems may choose to use this section to code additional subgroups of students to gauge their performance on the EOG. System Test Coordinators will designate a code to be filled in for this section; fill in the code number starting with the first space in the Local Optional Coding field.

Note that systems will not receive any special reports based on this coding. Instead, the coding will generate information on the system's data file for the system to extract and disaggregate based on its requirements. Coding convention for the DRC INSIGHT Portal, up to four numerical digits or spaces between 0 and 9. Example, this entry 2, space, 5, space:

Local Optional Coding

2 5

Will populate the data fields:

LocalOptCoding1	LocalOptCoding2	LocalOptCoding3	LocalOptCoding4
2		5	

Part 1: Introduction

TESTING CODES TAB

Accommodation resulted in Conditional Administration: Conditional accommodations may only be provided to students who meet specified eligibility criteria. State Board Rule restricts this accommodation to a small percentage of students.

Accommodation resulted in Conditional Administration	<input type="checkbox"/>
--	--------------------------

Irregularity Status and Irregularity Code: System Test Coordinators should communicate with Georgia Milestones Assessment Specialists in the Assessment Division at the Georgia Department of Education for instructions for completing. If necessary, the System Test Coordinator can provide assistance to the School Test Coordinator. This information is to be entered in the Portal for test takers.

Irregularity Status	Irregularity	▼
Irregularity Code	42365	▼

Part 2: System Test Coordinators

DIRECTIONS FOR SYSTEM TEST COORDINATORS

BEFORE TESTING

Scheduling and Monitoring Staff Training

System Test Coordinators are responsible for making sure that all School Test Coordinators, Examiners, and Technology Coordinators are trained in proper online test administration and security procedures. The GaDOE and DRC will conduct training sessions covering both the technical and the administrative aspects of the online Georgia Milestones assessments. System Test Coordinators should schedule selected staff for these training sessions and monitor their attendance. The training slides with links to the recordings of these training sessions will also be posted online at <https://ga.drcedirect.com>.

Receiving Materials

For EOG administrations, systems will have their secure materials (e.g., Braille kits) delivered by UPS.

Any system boxes will be marked with the system number, name, and box number on the delivery label.

All school boxes will be identified with the school number, name, and box number on the delivery label.

Ordering Additional Materials

If additional materials are needed, make sure that material counts for each school are complete so that only one request for extra materials is necessary. To order additional materials, go to <https://ga.drcedirect.com>. Additional materials may be requested by the System Test Coordinator only and are shipped using UPS Ground prior to the start of the state testing window. Additional materials requests will ship two-day during the state testing window. If expedited delivery is required, DRC must receive orders for additional materials by 4 p.m. ET, and a note requesting expedited delivery should be added to the request under the “Client Notes” field when placing the additional materials order.

Managing User Profiles in DRC INSIGHT Portal

System Test Coordinators are also responsible for managing the user profiles of all personnel who will participate in the administration of the online Georgia Milestones assessments: Technology Coordinators, School Test Coordinators, and Examiners. All users who no longer need access to the Portal should be inactivated to prevent the users from logging into the system. Specific directions on how to add, copy, edit, or inactivate a user in your system are located in the *DRC INSIGHT Portal User’s Guide*.

DURING TESTING

Monitoring Test Administration

To support School Test Coordinators, System Test Coordinators should be thoroughly familiar with the student registration, test scheduling, and data management tasks described in Part 1 of this manual. System Test Coordinators should also be available during the test administration period to answer questions and help with the reporting and recording of testing irregularities (as directed by GaDOE). System Test Coordinators should monitor each school involved in online testing to ensure that test administration and security procedures are being followed.

If questions arise or if any situations occur that could cause any part of the test administration to be compromised, the System Test Coordinator should contact their Assessment Specialist or call (470) 579-3244. Have a plan for School Test Coordinators to maintain a list of students not tested and the reason and to document and report students with incomplete tests.

AFTER TESTING

Verify that School Test Coordinators have collected all test materials after testing is complete. Test materials consist of the *Participant Test Roster*, *Test Tickets*, scratch/graph paper, and this *Test Administration Manual*.

Once scores have been received, the System Test Coordinator should securely destroy the *Test Tickets* and scratch/graph paper.

At the System Test Coordinator's direction, this *Test Administration Manual* and/or appropriate Examiner Scripts should be retained at either the school- or system-level for use in the Retest administration or until a replacement version is available. Do NOT return this *Test Administration Manual* to DRC.

CHECKLIST FOR SYSTEM TEST COORDINATORS

Before Testing:

- ☐ Notify School Test Coordinators and System Technology Coordinators of the dates for the training sessions.
- ☐ Become familiar with all testing procedures by reading this *Test Administration Manual*.
- ☐ Make adjustments to user profile information in the DRC INSIGHT Portal as necessary.
- ☐ Using the information in the *DRC INSIGHT Portal User's Guide* or the Portal's Online Help, work with appropriate personnel to ensure that Student Profiles and demographics are complete in the Portal and that accommodations have been appropriately assigned and that students have been placed into registrations and loaded rosters for reporting.
- ☐ Have a plan to collect a list of students not tested and the reason.
- ☐ Confirm with Technology Coordinators that sites are configured for online testing.
- ☐ Develop a process for verifying student identity and recording attendance. The *Participant Test Roster* is an option for recording attendance.

During Testing:

- ☐ Monitor test administration and ensure that prescribed administration procedures are followed at all schools in your system.
- ☐ Monitor students with In Progress status whose tests are locked.
- ☐ Be available to answer questions from School Test Coordinators.
- ☐ Report and record any testing irregularities and invalidations as directed by GaDOE.

After Testing:

- ☐ Verify, enter, or correct SRCs, code any testing accommodations that are associated with the SRCs, and code any irregularities, invalidations, and participation invalidations, PTNAs, and Medical Emergencies (Spring only) after approval by the GaDOE Assessment Specialist.
- ☐ Verify that School Test Coordinators have returned all specified test materials to you after testing is complete.
- ☐ Collect list of students not tested.
- ☐ Verify that all students are in Completed status after testing completes.
- ☐ Refer to the *Paper-and-Pencil Test Administration Supplement* for information related to any transcribed *Student Answer Documents*.

CHECKLIST FOR DESTRUCTION OF TEST MATERIALS

Securely destroy the following test materials at the system level after student scores have been received and verified:

- ☐ All scratch/graph paper
- ☐ Individual Student *Test Tickets*

Part 3: School Test Coordinators

DIRECTIONS FOR SCHOOL TEST COORDINATORS

BEFORE TESTING

Preparing Test Environment and Computer Workstations

To facilitate a successful online testing experience for students and Examiners alike, School Test Coordinators must make sure the classroom or computer lab is properly set up and checked prior to the start of testing.

The Georgia Milestones assessments should be administered in a room that has comfortable seating and good lighting. The room should be adequately ventilated and free of distractions. There should be a visual barrier between computers, or computers should be arranged in such a way so that students cannot easily view other students' answers. Each student should have a sufficient workspace for using scratch paper. Posters, charts, and other instructional materials related to the content being tested should not be displayed in the testing location during test administration.

School Test Coordinators should supervise the preparation of student workstations and verify that the Technology Coordinator has successfully downloaded all the software necessary for test administration. Specific directions for setting up workstations and installing software can be found in the *INSIGHT Technology User's Guide* available at <https://ga.drcedirect.com>.

Before starting the test, the Examiner should know how to contact the Technology Coordinator or School Test Coordinator for technical support without leaving the room unattended.

Students may be told to bring a book to read or some other work to do in the event they finish the test early. This material must be unrelated to the content being tested, and students should not be permitted to use the computer again once they have completed the test.

Preparing Examiners

The Georgia Milestones assessments must be administered by a certified educator. During test administration, Examiners are directly responsible for the security of the test and must account for all test materials at all times. All instances of test security breaches and irregularities must be reported to the School Test Coordinator immediately.

Examiners must be trained in proper online testing procedures prior to the actual administration of tests. The thoroughness and quality of this training are critical to the success of the program.

Training for the use of Monitoring Codes should be conducted by the School Test Coordinator prior to the beginning of testing. Use of Monitoring Codes is required for the Georgia Milestones assessment.

Emphasize to Examiners the importance of the following general test administration principles:

- **Reviewing Test Security:** The online Georgia Milestones assessments are secure tests. Examiners are directly responsible for the security of the test. While test materials are in their possession, they must be kept in locked storage when not in use. Only authorized individuals should have access. At the conclusion of testing, Examiners are responsible for returning all test materials to the School Test Coordinator. Test materials may not remain in the testing location overnight.
- **Checking the Test Materials:** Examiners should check that the *Participant Test Roster* lists the names and relevant accommodations of all students registered to take part in the registration they are administering and that this information matches that on the student *Test Tickets* prior to students logging into the system. These materials must always be stored in a secure place.

- **Setting a Proper Testing Atmosphere:** Examiners should be aware that their attitudes toward the online Georgia Milestones assessment and their administration of the tests can affect student scores. Students should be informed that the tests are important; however, a tense atmosphere should be avoided.
- **Administering the Tests According to Established Procedures:** Examiners should be thoroughly familiar with Parts 4 and 5 and Appendices B–G of this *Test Administration Manual*. It is imperative that all tests be administered in a uniform manner. For this purpose, detailed directions are provided for test administration. Examiners must follow the directions exactly to ensure standardized administration.
- **Returning the Test Materials:** All test materials must be accounted for and returned to the School Test Coordinator.

Distributing Materials to Examiners

The following set of materials should be distributed to Examiners immediately prior to testing:

- *Test Administration Manual* or Examiner Script, one per Examiner (Note: Districts may determine if manuals or scripts are provided digitally or as paper copies.)
- Blank scratch paper for students, which can include lined notebook paper. Students are allowed to have one clean, blank sheet for each content area tested with the exception of Mathematics and Section 1 of English Language Arts (EOG Spring), for which students can have two sheets. The student *Test Tickets* can be used as one sheet of scratch paper. If needed, students can have additional blank scratch paper if they request it. **Writer’s Checklists, Periodic Tables, Reference and Formula Sheets are not allowable for use as scratch paper and may not at any time be brought into the testing environment.**
- For End-of-Grade Mathematics testing, the scratch paper can be blank graph paper. If needed, students can have additional blank scratch paper if they request it.
 - One-quarter-inch graph paper for students taking any EOG mathematics assessment may be printed from the GaDOE website.
- A “Testing—Do Not Disturb” sign to post on the testing location door*
- A “No Electronic Devices” sign to post in the testing location*
- *Participant Test Roster*
- Student *Test Ticket* for each student for each section of the assessment
- A timing device
- Distribute the Monitoring Code to Examiners for that day’s testing
- Contact information for the Technology Coordinator or School Test Coordinator for technical support

DURING TESTING

Supervising Test Administration and Monitoring Test Status

During test administration, the School Test Coordinator should visit each room to make sure that Examiners are following proper procedures and reading the administration scripts word for word. The School Test Coordinator should be available to answer any questions that may arise during the administration and to help with technical problems. The School Test Coordinator should be available to allow students access to their assessments via the Test Monitoring Application if registrations are using “Restricted Access.”

* “Testing—Do Not Disturb” and “No Electronic Devices” signs can be found within the Documents tab in the Portal

If a student is disconnected from the test and is not able to resume testing, the Examiner should contact the School Test Coordinator or the Technology Coordinator for technical assistance. Refer to the troubleshooting guide online at <https://ga.drccdirect.com> to troubleshoot problems. If the problem persists, contact the DRC Georgia Milestones support team at (866) 282-2249. If another computer has been properly set up for testing, try to move the student to that computer to resume testing. Student responses are automatically saved, so the student should be able to resume testing wherever he or she left off. If another computer is not available and the student cannot continue testing, contact the Assessment Specialist or call (470) 579-3244 to report the issue and receive further instructions from GaDOE.

School Test Coordinators can monitor the completion status of all students assigned to registrations in a testing program. Student completion status can be monitored in the INSIGHT Portal as well as monitor testing activity in near real-time via the Test Monitoring Application also within the INSIGHT Portal.

UTILIZING THE TEST MONITORING APPLICATION

Use of Monitoring Codes is required for the Georgia Milestones assessment, and is managed by the School Test Coordinator. For School Test Coordinators, student status, navigation, and progress are available via the Test Monitoring dashboard. The All tab contains all participants who are registered to the Monitoring Code. The tab label will show the number of participants registered to the Monitoring Code.

Progress is the number of answers the participant has submitted out of the expected number of answers for that part of the test. N/A will appear when the participant has not yet begun testing.

Navigation is the part of the test and screen that the participant is currently viewing in the Test Engine.

Test Monitoring Application – Status Definitions

Status	Description
Active	Participant is registered to the Monitoring Code and may be actively testing; is not in one of the other statuses
Waiting	Participant is in the Waiting Room and needs to be allowed into the test
Inactive	Participant has done no navigation within the Test Engine for at least 5 minutes
Paused	Participant has Paused the test
Exited	Participant has exited the Test Engine either from using the Exit button, closing the Test Engine or from timing out on the Pause Test screen
Completed	Participant has submitted that part of the test

Last Name ↑	First Name ↓	Actions	Participant ID ↓	Assessment ↓	Status ↓	Navigation	Progress ↓	Accommodat
ABCLNameA	ABCNameA	⊙	0011002201	American Literature and Composition	Exited	Completed	3 / 23	Registration Start ↓
ABCmsuBraille	ABCmsuBraille	⊙	1800505005	Gr 8 - English Language Arts	Exited	Grade 8 - ELA Section 1: Pause Test	4 / 28	Jul 14 2:47 PM
ABCmsuTMAA	ABCmsuTMAA	⊙	1800107011	Gr 8 - Mathematics	Active	Grade 8 - Mathematics Section 1: Question: 11 / 26	11 / 26	Jul 14 2:41 PM
ABCmsuTTS	ABCmsuTTS	⊙	1800404004	Gr 8 - English Language Arts	Active	Grade 8 - ELA Section 1: Question: 1 / 28	0 / 28	Jul 14 2:41 PM

Common Workstation Errors

Error messages may appear on the student workstation during testing. Technology Coordinators should refer to the troubleshooting guide online at <https://ga.drcdirect.com> for resolution. If the problem persists, contact the DRC Georgia Milestones support team at (866) 282-2249.

AFTER TESTING

All test materials must be accounted for and returned. Examiners are responsible for returning all test materials to the School Test Coordinator immediately after completion of a testing session. Test materials consist of the *Participant Test Roster*, *Test Tickets*, scratch/graph paper, and this *Test Administration Manual*.

The School Test Coordinator will collect all test materials and return the specified materials to the System Test Coordinator.

At the System Test Coordinator's direction, this *Test Administration Manual* and/or appropriate Examiner Scripts should be retained at either the school- or system-level for use in the Retest administration or until a replacement version is available. Do NOT return this *Test Administration Manual* to DRC.

CHECKLIST FOR SCHOOL TEST COORDINATORS

Before Testing:

- ☐ Become familiar with all testing procedures by reading this *Test Administration Manual*.
- ☐ Attend all training sessions on the technical and administrative aspects of the Georgia Milestones assessments, and make sure that Examiners attend the sessions pertinent to their administrative function.
- ☐ Supervise the secure storage area for all online Georgia Milestones assessment materials.
- ☐ Add or edit student information in the DRC INSIGHT Portal Student Management as necessary.
- ☐ Assign students to registrations and, as needed, assign accommodations **prior** to printing *Test Tickets*.
- ☐ Load rosters to provide teacher access to reports.
- ☐ Supervise the preparation of the testing room(s), making sure there is at least one computer for every participating student and workstations are arranged to prevent cheating.
- ☐ Assist the Technology Coordinator in preparing workstations for testing (installing test client software and downloading test content).
- ☐ Complete the Secure Practice Test with Response Transmission prior to the operational window to ensure that all components of the system are configured and operating correctly.
- ☐ Ensure that all students become familiar with Georgia Milestones by engaging in one of the Secure Practice Tests or Experience Online Testing Georgia (www.gaexperienceonline.com) before test administration.
- ☐ Distribute the *Participant Test Roster* and student *Test Tickets* to Examiners on the day of testing.
- ☐ Confirm the active Monitoring Code and distribute the Monitoring Code to Examiners for that day's testing.
- ☐ Ensure that there are enough working headphones for students who require a read-aloud accommodation for the online Georgia Milestones assessments.

During Testing:

- ☐ Monitor test administration and ensure that prescribed administration procedures are followed.
- ☐ Monitor students with In Progress status whose tests are locked as well as monitor testing activity in near real-time via the Test Monitoring Application within the INSIGHT Portal.
- ☐ Allow student access to their test from the Test Monitoring Dashboard if using registrations with Restricted Access.
- ☐ Be available to answer questions and to help with technical problems during test administration.

After Testing:

- ☐ Verify that Examiners cleared the memories of all calculators.
- ☐ Verify, enter, or correct SRCs, code any testing accommodations that are associated with the SRCs, and code in coordination with the System Test Coordinator any irregularities, invalidations, and participation invalidations, PTNAs and Medical Emergencies (Spring only) after approval by the GaDOE Assessment Specialist.
- ☐ Verify the return of all test materials at the end of each day of testing, and store materials in a secure storage area.
- ☐ Return all specified test materials to the System Test Coordinator.
- ☐ Verify transcriptions have been entered into the online test form.
- ☐ Verify that there are no students with In Progress status after testing completes.
- ☐ Refer to the *Paper-and-Pencil Test Administration Supplement* for information related to any transcribed *Student Answer Documents*.

Part 4: Directions for Examiners

PREPARING FOR THE TEST ADMINISTRATION

The information below will help ensure a successful test administration:

- The *End-of-Grade Test Administration Manual* will be used to administer all EOG online assessments.
- Proctors are recommended for every 20 students and are required if 30 or more students are being tested in one location.
- Workspace for each student should be large enough to accommodate test materials.
- Workspace should be cleared of all other materials. Posters, charts, and other classroom materials related to the content being tested should be removed or covered during testing.
- Accommodations must be appropriately assigned for students with educational plans. Failure to assign accommodations appropriately in DRC INSIGHT will result in an irregularity and/or subsequent invalidation.
- Students may not bring cellphones or electronic devices into the testing environment except in the case of a known medical need. The use, or intended use, of an electronic device to photograph, post, retain, or share information/images from any portion of a secure test will result in an invalidation of a student's test score.
- Students must not bring any instructional materials (e.g., books, notes, notebooks, note cards, formula sheets, multiplication tables) into the testing environment. Possession and/or use of any of these materials during testing constitutes an irregularity and may require invalidation of the assessment.
- Plan for students who may finish early during the testing session (e.g., something to read). The work or reading material should be unrelated to the content being tested and should be stored somewhere other than the student's workspace while the student is actively testing. Students should not be permitted to resume work on their tests once they begin working on other tasks.
- Review "Procedures for Online Testing with Video Sign Language" in Part 1 of this manual so as to be prepared for how procedures differ for students using Video Sign Language (VSL) for the Spring administration.
- At no time may Test Examiners or Proctors review student responses. Test Examiners and Proctors should encourage students to complete testing as directed in this manual.

EXAMINER TEST MATERIALS

Make sure you have the following materials available at testing time:

- A copy of the content area script from Appendices B–G of this *End-of-Grade Test Administration Manual* (Note: Districts may determine if scripts are provided digitally or as paper copies.)
- A *Participant Test Roster* containing usernames and passwords and GTID (this is a default field on the roster). The roster can also be used to record student attendance.
- A timing device such as a clock or watch to keep time during test administration
- A "Testing—Do Not Disturb" sign to post on the testing location door
- A "No Electronic Devices" sign to post in the testing location
- A Monitoring Code provided by the School Test Coordinator
- Contact numbers for the Technology Coordinator and the School Test Coordinator
- Contact information for the DRC Georgia Milestones support team: (866) 282-2249

STUDENT TEST MATERIALS

Make sure each student has the following materials available at testing time:

- Printed *Test Ticket* for each test section being administered. For Spring, every student should have three *Test Tickets* each for English Language Arts and two tickets each for Mathematics, Science, and Social Studies. For Retest, every student should have two *Test Tickets* each for English Language Arts and Mathematics.
- Two No. 2 pencils with erasers
- Blank/clean scratch paper, which can include lined notebook paper; students are allowed to have one blank sheet for each course (two for Mathematics and Section 1, Reading and Evidence-Based Writing, of English Language Arts [Spring administration only]). If needed, students can have additional scratch paper if they request it. The *Test Ticket* may be used as a piece of scratch paper. **Writer's Checklists, Periodic Tables, Reference and Formula Sheets are not allowable for use as scratch paper and may not at any time be brought into the testing environment.**
- One-quarter-inch graph paper for all EOG math assessments may be printed from the GaDOE website.
NOTE: Scratch paper and graph paper are considered secure and must be returned to the School Test Coordinator with other test materials. Students should put their names on each piece of scratch/graph paper and return it with their printed *Test Tickets*.
- Calculator applicable to grades and/or content areas as follows:

Mathematics Grades 3–5	Calculator not allowed
Mathematics Grades 6–7	Scientific or basic* calculator
Mathematics Grade 8	Graphing or scientific calculator
High School Physical Science	Scientific or basic* calculator

* Basic four-function calculator with square root and percentage functions allowed.

- Georgia Milestones assessments include an embedded on-screen, digital calculator that can be accessed for calculator-allowed items for the appropriate grades and courses as a universal tool for all students. A district may choose to utilize one handheld calculator as a supplement, not a replacement, for the online calculator used by all students. However, districts must ensure that all schools (and examiners) are consistent across the district. The School Testing Coordinator will coordinate the use of hand-held calculators based on system-wide guidance.
- Headphones (for students who require a read-aloud accommodation)

The Examiner is responsible for monitoring the use of appropriate calculators.

Students are not permitted to use, or bring into the testing environment, any electronic device that could allow them to access, retain, or transmit information (e.g., cell phone, smartphone, smartwatch, electronic recording, camera, or playback device, etc.). Announcements **must** be made prior to testing that such devices are not allowed in the testing environment and that possession or improper use of such devices during testing may result in disciplinary action in accordance with the system's student code of conduct and/or test invalidation. This manual contains, in a later section, a script that must be read to students regarding this topic. **Districts and schools must have a plan to collect and secure such devices so that they are not accessible during testing.**

The use, or intended use, of an electronic device to photograph, post, retain, or share information/images from any portion of a secure test will result in invalidation.

The steps to be completed before you begin administering the tests are outlined in the sections called “Before Administering the EOG Assessments” and “General Directions” in Part 4 of this manual.

TEST MONITORING APPLICATION

On the day of testing, the School Test Coordinator will provide you with a Monitoring Code that students will need for successfully beginning their test. Training for the use of Monitoring Codes should be conducted by the School Test Coordinator prior to the beginning of testing.

TEST TICKETS

On the day of testing, the School Test Coordinator will provide you with the secure materials needed to administer each assessment: the *Participant Test Roster* for the assessment you will administer and *Test Tickets* for each student who will take the assessment. Students will receive a *Test Ticket* for each section of the test. *Test Tickets* must be given to students immediately before they begin each section of the test. Verify with the School Test Coordinator that all *Test Tickets* correctly identify the test session and section you will be administering. **Students should be given usernames and passwords only for the test and section they are scheduled to take.**

The *Participant Test Roster* (shown below) contains a list of students and the usernames and passwords for each student (which must be kept secure and confidential). **The School Test Coordinator should verify the listed accommodations before distributing *Test Tickets* to Examiners. As a reminder, all *Test Tickets* are secure documents and must be returned to the Test Examiner at the end of each test session.**

End of Grade <Admin> <20YY>
Participant Test Roster

District: Sample District
School: Sample School
Assessment: Grade 8 - ELA Section 1
Registration Name: ABC_SampleSession

Participant Name	GTID	Username	Password	Form	Accommodation(s)
ABCmsuBraille ABCmsuBraille	1900505005	AABCMSUBRAI1	HEAT8306	BR	ONL-BR

Each *Test Ticket* (shown below) contains the student’s username and password for the registration. Note that the student will have a separate *Test Ticket* for each section of the test. **Examiners should verify the listed accommodations before students log in to the test.**

End of Grade <Admin><20YY> Online Test Ticket
Grade 8 - ELA Section 1

First Name: ABCmsuBraille
Last Name: ABCmsuBraille
School: Sample School

Registration Name: ABC_SampleSession
GTID: 1900505005
Accommodation(s): ONL-BR

Username: AABCMSUBRAI1
Password: HEAT8306

Examiner

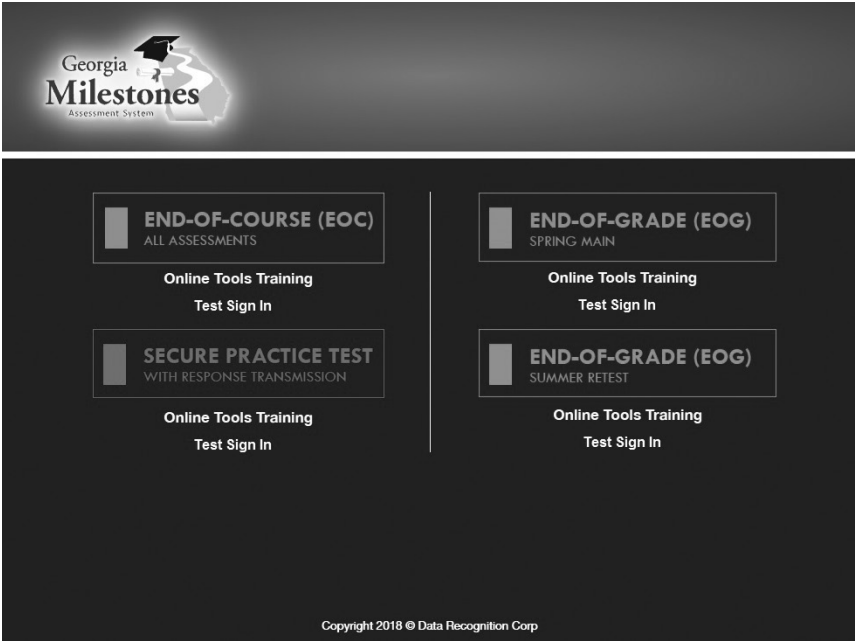
PREPARING WORKSTATIONS AND THE CLASSROOM FOR TESTING

Before each test session, confirm with the Technology Coordinator or School Test Coordinator that all workstations are ready for testing. **Any software or service that could interfere with the functionality or performance of the assessment software must be disabled**, including instant messaging, screensavers, power savers, and system restore utilities. Prepare each workstation for testing by loading the test client and opening it to the student login screen.

- 1. To open the student login screen, select the DRC INSIGHT Online Assessments icon (shown below) on the device.



- 2. From the Main Page, select Test Sign In under End-of-Grade (EOG) for the current administration.



- 3. When the connection is established, the student login page will display on the screen. The workstation is now ready for the student to begin.

Check the classroom or computer lab to make sure there is a visual barrier between workstations or the placement of workstations is such that students cannot easily view other students' answers. Posters, charts, and other instructional materials related to the content being tested should not be displayed in the classroom during test administration. Be sure that you have the contact number for the Technology Coordinator and the School Test Coordinator in case you need technical assistance during the test.

BEFORE ADMINISTERING THE EOG ASSESSMENTS

Before administering the EOG:

- Post a “Testing—Do Not Disturb” sign on testing location door.
- Post a “No Electronic Devices” sign in the testing location. Follow local protocol for securing cell phones and other electronic devices prior to starting any assessments. Possession and/or use of an electronic device except in the case of documented medical need, during testing may require invalidation of the assessment.
- Write the name of the school, system, and assessment to be administered on the board.
- Write the Monitoring Code on the board for students to use for that day’s testing.
- Make sure students have all test materials. (See the Student Test Materials section in Part 4 of this manual.)
- Verify that students are assigned accommodations **before** testing by viewing *Test Tickets*.
- Verify the identity of each student present for testing and record attendance.

IMPORTANT:

- If an accommodation needs to be added, contact the School Test Coordinator prior to the student logging into a test session. New *Test Tickets* will need to be created and printed.
- If any students use hand-held calculators for EOG assessments that allow calculator use, Examiners **must** ensure that all calculators are cleared of any stored text before beginning the assessment and immediately after completion. A failure to confirm that text is cleared may constitute a testing irregularity.
- If students will be using online Text-to-Speech, review Oral Reading of Test Questions and English Language Arts Passages on page 13 of this manual.
- **If a student loses connection/closes his or her test without completing it, contact the School Test Coordinator.**

GENERAL DIRECTIONS

Follow the exact script provided in this *Test Administration Manual*.

- You may repeat any part of the directions exactly as printed as many times as needed. Directions may **not** be paraphrased.
- **Under no circumstances** should you suggest answers or evaluate student work during the testing session.
- **All school system personnel are prohibited from examining the contents of the EOG assessment.**
- Read aloud **word for word** the material that is printed in **bold type** and preceded by the word “Say.” The material in italicized type is information for you and should not be read to the students.
- Under no circumstances should students be allowed to access other software applications or Internet sites in the testing environment.
- There is no minimum time for testing. If all students have submitted the test the examiner should complete the test section.

CHECKLIST FOR EXAMINERS

Before Testing

- ☐ Help the School Test Coordinator notify students and parents about the testing program.
- ☐ Read Parts 1, 4, 5, and Appendices B–G, which are the directions for test administration, in this *Test Administration Manual*.
- ☐ Meet with the School Test Coordinator to review the testing schedule and procedures.
- ☐ Secure No. 2 pencils, scratch/graph paper (Writer’s Checklists, Periodic Tables, Reference and Formula Sheets are not allowable for use as scratch paper), and as appropriate, calculators. Students must not bring any content-related materials into the testing environment. Possession and/or use of any of content-related materials during testing constitutes an irregularity and may require invalidation of the assessment.
- ☐ Secure *Participant Test Rosters* and *Test Tickets*. Consult with your School Test Coordinator if the *Test Tickets* may be used as scratch paper.
- ☐ Discuss any needs for a Proctor with your School Test Coordinator.
- ☐ Prepare testing location (remove or cover posters, etc.).
- ☐ Remind students to bring what is necessary for the planned activity after testing (such as something to read unrelated to the content tested).
- ☐ Write the school and system names and assessment to be administered on the board.
- ☐ Write the Monitoring Code on the board for students to use for that day’s testing.
- ☐ Post a “Testing—Do Not Disturb” sign on your testing location door.
- ☐ Post a “No Electronic Devices” sign in the testing location.
- ☐ Be sure that all students have a comfortable and adequate workspace.
- ☐ Immediately before testing, ensure that all hand-held calculators are cleared of any stored text for assessments that allow calculator use.
- ☐ Verify that students are assigned accommodations before testing by viewing *Test Tickets*.

Pause Functionality

During the test administration, if a student needs to leave the testing location for a short break (e.g., restroom break, office visit) the student should click on the **Pause** button in INSIGHT. A countdown, beginning with 20 minutes, appears on the screen notifying the student of the time left before the system automatically exits the test.

If the test is not resumed within 20 minutes, the student has to log back in to finish the test. If it is still the same day that the student originally logged into the test, the student will log in again using the *Test Ticket* information to regain access to the test. On a subsequent day, the system requires the *Student Test Ticket* to be unlocked prior to the student logging back in to the assessment.

Note: When a student logs back in after a test has timed out, all answer choices, notepad, or flags will be saved.

Inactivity

After 20 minutes of inactivity, the DRC Online Assessments software will automatically exit the test. The student will then have to log back in to finish the test. If it is still the same day that the student originally logged into the test, the software will only require the original student login for the student to regain access to the test. On a subsequent day, the system requires the *Student Test Ticket* to be unlocked prior to the student logging back in to the assessment.

Note: When a student logs back in after a test has timed out, all answer choices, notepad, or flags will be saved.

Students who Pause and Exit or do not End Test correctly due to Inactivity will have their test showing In Progress. In Progress tests will become Locked at the end of the day. In order for the Locked assessments to be scored, test coordinators must Unlock the session and students will need to enter the session and end/submit test for scoring.

System Test Coordinators should review to ensure that all In Progress tests that should be scored have been submitted. Should a test remain In Progress after the test window, the test will be submitted and scored according to the number of items attempted by the student.

Part 5: After Each Day of Testing (for Examiners and School Test Coordinators)

RETURNING MATERIALS TO THE SCHOOL TEST COORDINATOR

Examiners must return all test materials to the School Test Coordinator, including:

- All: *Test Administration Manual* and Examiner Scripts
- Scratch/graph paper
- *Participant Test Roster*
- *Test Tickets*

Return materials as designated in the box below.

Top of Stack
<i>Test Administration Manual/Scripts</i>
Scratch/graph paper
<i>Participant Test Roster</i>
<i>Test Tickets</i>
Bottom of Stack

CHECKLIST FOR EXAMINERS

After Testing

- ☐ Account for all secure test materials before releasing students from the test site.
- ☐ Immediately after testing, ensure that all hand-held calculators are cleared of any stored text for assessments that allow calculator use.
- ☐ Check each computer to be sure all students have exited the test.
- ☐ Verify that you have collected a *Test Ticket* for every student in your classroom.
- ☐ Collect any scratch/graph paper used. Ensure student names are on the scratch/graph paper.
- ☐ Erase the Monitoring Code from the board.
- ☐ Return all test materials to the School Test Coordinator at the conclusion of every test administration session.
- ☐ Notify the School Test Coordinator of any students who did not take any part of the test.

THANK YOU VERY MUCH FOR YOUR ASSISTANCE
WITH THE ADMINISTRATION OF THE GEORGIA MILESTONES.

APPENDIX A: STATE-DIRECTED USE (SDU-A) CODES

Program Name	State-Directed Code
FUTURES Program	01
Burwell Program	02
Cedarwood Program	03
Coastal Academy Program	04
Coastal Georgia Comprehensive Academy	05
Mainstay	06
Dekalb-Rockdale Program	07
Elam Alexander Academy	08
Flint Area Learning Center	09
Harrell Learning Center	10
H.A.V.E.N. Academy	11
Heartland Academy	12
Horizon Academy	13
Northstar Educational and Therapeutic Services	14
North Metro Program	15
Northwest Georgia Educational Program	16
Oak Tree Program	17
GNETS of Oconee	18
Pathways Educational Program	19
River Quest Program	20
Rutland Academy	21
Sand Hills Program	22
South Metro Program	23
Woodall Program	24
Georgia Virtual School (GAVS)*	30

* GAVS does not participate in EOG testing.

APPENDIX B: TEST EXAMINER SCRIPT FOR ADMINISTERING THE ENGLISH LANGUAGE ARTS EOG SPRING ASSESSMENT

1. *Before you begin English Language Arts Section 1, verify student identity, record attendance, and check that students have the following test materials:*

- Write the Monitoring Code on the board for students to see.
- One Test Ticket for each student for each section of the test
- Two No. 2 pencils with erasers
- Two sheets of clean, blank scratch paper for Section 1, Reading and Evidence-Based Writing. One sheet of clean, blank scratch paper each for Section 2 and Section 3. For two-day and three-day administrations, students may receive a new sheet of scratch paper. It is permissible for the Test Ticket to be used as scratch paper. Consult with your School Test Coordinator for local guidance. The Test Ticket is a secure document and must be returned at the end of a testing session. Writer's Checklists are not allowable for use as scratch paper and may not be brought into the testing environment.

After all students have materials,

SAY The testing period has begun. Please do not talk until after you have been dismissed. Cell phones, smartphones, smartwatches, tablets, or other electronic devices are NOT allowed in the testing room. The use, or intended use, of an electronic device to look up correct answers, take pictures of test materials, or share information with others will result in an invalidation of your test score and possible disciplinary action. Invalidation means that you would not receive a test score for this content area test. Are there any devices in the room that I need to collect?

If so, collect and secure the device(s) per your school's/system's established procedures.

SAY Instructional materials are not allowed in the testing room. If you are found with notebooks, notes, cards, books or other related materials during testing, your score may be invalidated. Are there any materials that I need to collect?

If so, collect and secure the instructional materials per your school's/system's established procedures.

2. **SAY** Look at your *Test Ticket*. Please verify your last name and first name are correct. If your name is correct, please sign your *Test Ticket* now. If you have someone else's *Test Ticket*, please raise your hand now.

If a student's hand is raised, provide student(s) with the correct Test Ticket.

SAY Please write your name in the upper right-hand corner of the scratch paper. If you need additional scratch paper during the test, raise your hand and I will bring you a sheet. You must write your name in the upper right-hand corner of the scratch paper. I will collect all scratch paper at the end of testing.

The following tools are available on your test: Undo, Redo, Cut, Copy, Paste, Cross-off, Highlighter, Notepad, Magnifier, Line Guide, and Masking.

You should see a screen that says "Sign in using the Username and Password you were provided." If you do not see this screen, please raise your hand.

If a student's hand is raised, help the student(s) reach the Sign In screen.

SAY Type your Username and Password as shown on your *Test Ticket* and click “Sign In.”

Pause.

IF ADMINISTERING THE ASSESSMENT ON iPADS:

SAY You will see a message box that reads “Confirm App Self-Lock.” Click on the “Yes” button.

Make sure that all students have proceeded to the Verify Student Information screen and assist them as necessary.

SAY You should now see a Verify Student Information screen with your name on it. Please raise your hand if you do not see the Verify Student Information screen or your name.

Make sure that all students have proceeded to the Verify Student Information screen and verified their correct name. If necessary, have students retype the Username and Password.

3. **SAY** Today you will take Section 1, Reading and Evidence-Based Writing, of the Georgia Milestones End-of-Grade assessment for English Language Arts. In Section 1 you will be asked to read two passages, answer questions about the passages, and then write an essay. In Section 2 and Section 3, you will be asked to read some passages and then answer questions about the passages. There will also be some questions that do not have passages.

Read each passage and question carefully. If there are reading passages, scroll up and down within the passage to view all of the text. You may scroll up and down within the reading passages as often as necessary. Do your best to answer every question.

Pause.

SAY Near the bottom of the Verify Student Information screen is a box with the words “Monitoring Code” in front of it. Please enter this monitoring code.

Give students the monitoring code generated by the School Test Coordinator. Repeat the code as often as necessary so that all students may enter it correctly.

SAY Click on the “Save” button. If you see a message that says, “Your monitoring code is invalid,” raise your hand.

If one or more students have raised a hand, repeat the Test Monitoring Code for students to enter and repeat the directions above as often as needed until all students have received the “Valid Monitoring Code” message. If no students are able to successfully move forward, confirm with your School Test Coordinator that the Test Monitoring Code is correct and has not expired.

Once all students have received the “Valid Monitoring Code” message,

SAY Now click the “Continue” button. You should see the Test Modules screen. Now click on the name of the test section.

Pause.

Appendix B

IF THE TEST SESSION IS **NOT** USING RESTRICTED ACCESS (WAITING ROOM),

Continue with the test examiner script.

IF THE TEST SESSION **IS** USING RESTRICTED ACCESS (WAITING ROOM),

SAY You should now see a Waiting Room screen with this message: “Your test administrator has been notified that you would like to begin testing. Once you are approved, you will be allowed to proceed.” Please wait quietly.

Wait a few moments to allow time for the School Test Coordinator to grant student access to the test. Circulate and double-check that all students have been given access.

Students should see a message, “Your Test Administrator has allowed you into the test.”

SAY You should now see a message on the Waiting Room screen that says, “Your Test Administrator has allowed you into the test.” Please raise your hand if you did not receive this message.

If any students have not been allowed into the test, double-check that they have entered the monitoring code correctly. Circulate and help students enter the code correctly until all students can see the message, “Your Test Administrator has allowed you into the test.” If a student continues to have problems logging in, have the student exit the test and contact the School Test Coordinator for assistance.

Once all students have been allowed into the test,

Continue with the test examiner script.

SAY Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

Pause and wait until the “Begin the Test” button is displayed on all screens.

SAY Now click the “Begin the Test” button.

Pause and wait until the practice question is displayed on all screens.

SAY There are several things to remember:

- If you do not know the answer to a question, you can mark the question for later review by clicking on the *Flag* button. You may return to the question later if you have time.
- To move to the next question or to a previous question, click on the Next or Back buttons.
- To move to a specific question, click on that question number at the top of the screen.
- If you finish early, you may go back and check your work on this section.
- I cannot help you answer test questions, but if you have any problems with your computer during the test, raise your hand and I will help you.

Are there any questions?

Answer any questions students may have.

4. **SAY** Now, we will review the practice question. The practice question is provided to show you what the questions in the test are like. You should choose the one BEST answer and click on the circle in front of the answer you have chosen. Read and answer the practice question now. Stop after you have answered it.

Allow time for students to read and answer the practice question. Review the practice question with students using the following text for the appropriate grade level. Then continue with the directions that follow.

When all students have finished the practice question,

Grade 3 Practice Question

SAY For the practice question, you should have marked choice D for the correct answer.

Grade 4 Practice Question

SAY For the practice question, you should have marked choice C for the correct answer.

Grade 5 Practice Question

SAY For the practice question, you should have marked choice A for the correct answer.

Grade 6 Practice Question

SAY For the practice question, you should have marked choice B for the correct answer.

Grade 7 Practice Question

SAY For the practice question, you should have marked choice C for the correct answer.

Grade 8 Practice Question

SAY For the practice question, you should have marked choice D for the correct answer.

SAY Are there any questions?

Answer any questions the students may have.

SAY Since the practice question is the last question of this part, when you click the “Next” button, you will see a prompt, asking if you wish to leave this part of the test. When you are sure you have finished with the practice question, click on the “Yes, Continue” button.

SECTION 1*Typical Testing Time: 45–65 minutes**Maximum Testing Time: 90 minutes*

5. **SAY** Next you will see a screen that says “You are now about to begin the Georgia Milestones Assessment.”

You will have up to 90 minutes to complete Section 1. At the end of the test you will find a review page. If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 1, click the “Review or End Test” button to go to the review page. Then click the “End Test” button. A new screen will ask if you are done with the test. If you are done, click the “Submit” button. Remember that once you have clicked the “Submit” button, you cannot go back to Section 1.

Do you have any questions about what to do or how to mark your answers?

Answer any procedural questions that the students ask.

- SAY** Please click on the “Begin Section” button. You may begin.

Write down the start time. You must keep track of test timing.

Circulate and monitor students during test administration.

During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer. IMPORTANT: The Examiner must keep time during testing in accordance with the script.

6. When 65 minutes have passed,

- SAY** Please raise your hand if you need additional time to complete Section 1.

If no hands are raised, go to #7.

No student who is productively working at the 65-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

- SAY** Continue working.

When 80 minutes have passed,

- SAY** Please raise your hand if you need additional time to complete Section 1.

If no hands are raised, go to #7.

No student who is productively working at the 80-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

SAY You have 10 minutes remaining to complete Section 1.

7. When all students have completed this section, or after 90 minutes have passed,

SAY If you have not already done so, please stop working. Click on the “Review or End Test” button. Then click “End Test.” Then click “Submit.”

When the time has been called, the Examiner must instruct the students to stop the test.

Check each computer to be sure the student has exited Section 1.

Collect the Test Ticket from each student.

Collect all scratch paper.

Erase the Monitoring Code from the board.

Count the test materials before the students are allowed to leave the testing site.

Return materials to the School Test Coordinator.

End of Section 1

SECTION 2

Typical Testing Time: 40–60 minutes

Maximum Testing Time: 80 minutes

SECTIONS 2 AND 3 ARE ADMINISTERED ON A DAY SEPARATE FROM SECTION 1, READING AND EVIDENCE-BASED WRITING.

Write the Monitoring Code on the board for students to see.

Verify student identity and record attendance.

Make sure that all desks are cleared and distribute the Test Tickets. Make sure each student receives his or her own Test Ticket.

Distribute one sheet of clean, blank scratch paper to each student. Writer’s Checklists are not allowable for use as scratch paper and may not be brought into the testing environment.

After all students have materials,

1. **SAY** The testing period has begun. Please do not talk until after you have been dismissed. I must remind you that cell phones, smartphones, smartwatches, tablets, or other electronic devices are **NOT** allowed in the testing room. The use, or intended use, of an electronic device to look up correct answers, take pictures of test materials, or share information with others will result in an invalidation of your test score and possible disciplinary action. Invalidation means that you would not receive a test score for this content area test. Are there any devices in the room that I need to collect?

If so, collect and secure the device(s) per your school’s/system’s established procedures.

Appendix B

- SAY** Instructional materials are not allowed in the testing room. If you are found with notebooks, notes, cards, books or other related materials during testing, your score may be invalidated. Are there any materials that I need to collect?

If so, collect and secure the instructional materials per your school's/system's established procedures.

- SAY** Look at your *Test Ticket*. Please verify your last name and first name are correct. If your name is correct, please sign your *Test Ticket* now. If you have someone else's *Test Ticket*, please raise your hand now.

If a student's hand is raised, provide student(s) with the correct Test Ticket.

- SAY** Please write your name in the upper right-hand corner of the scratch paper. If you need additional scratch paper during the test, raise your hand and I will bring you a sheet. Remember, you must write your name in the upper right-hand corner of the scratch paper. I will collect all scratch paper at the end of testing.

Today you will be taking Section 2 of the English Language Arts End-of-Grade assessment. You will have up to 80 minutes to complete Section 2. At the end of the test you will find a review page. If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 2, click the "Review or End Test" button to go to the review page. Then click the "End Test" button. A new screen will ask if you are done with the test. If you are done, click the "Submit" button. Remember that once you have clicked the "Submit" button, you cannot go back to Section 2.

- SAY** You should see a screen that says "Sign in using the Username and Password you were provided." If you do not see this screen, please raise your hand.

If a student's hand is raised, help the student(s) reach the Sign In screen.

- SAY** Type your Username and Password as shown on your *Test Ticket* and click "Sign In."

Pause.

IF ADMINISTERING THE ASSESSMENT ON iPADS:

- SAY** You will see a message box that reads "Confirm App Self-Lock." Click on the "Yes" button.

Make sure that all students have proceeded to the Verify Student Information screen and assist them as necessary.

- SAY** You should now see a Verify Student Information screen with your name on it. Please raise your hand if you do not see the Verify Student Information screen or your name.

Make sure that all students have proceeded to the Verify Student Information screen and verified their correct name. If necessary, have students retype the Username and Password.

- SAY** Near the bottom of the Verify Student Information screen is a box with the words "Monitoring Code" in front of it. Please enter this monitoring code.

Give students the monitoring code generated by the School Test Coordinator. Repeat the code as often as necessary so that all students may enter it correctly.

- SAY** Click on the "Save" button. If you see a message that says, "Your monitoring code is invalid," raise your hand.

If one or more students have raised a hand, repeat the Test Monitoring Code for students to enter and repeat the directions above as often as needed until all students have received the “Valid Monitoring Code” message. If no students are able to successfully move forward, confirm with your School Test Coordinator that the Test Monitoring Code is correct and has not expired.

Once all students have received the “Valid Monitoring Code” message,

SAY Now click the “Continue” button. You should see the Test Modules screen. Now click on the name of the test section.

Pause.

IF THE TEST SESSION IS **NOT** USING RESTRICTED ACCESS (WAITING ROOM),

Continue with the test examiner script.

IF THE TEST SESSION **IS** USING RESTRICTED ACCESS (WAITING ROOM),

SAY You should now see a Waiting Room screen with this message: “Your test administrator has been notified that you would like to begin testing. Once you are approved, you will be allowed to proceed.” Please wait quietly.

Wait a few moments to allow time for the School Test Coordinator to grant student access to the test. Circulate and double-check that all students have been given access.

Students should see a message, “Your Test Administrator has allowed you into the test.”

SAY You should now see a message on the Waiting Room screen that says, “Your Test Administrator has allowed you into the test.” Please raise your hand if you did not receive this message.

If any students have not been allowed into the test, double-check that they have entered the monitoring code correctly. Circulate and help students enter the code correctly until all students can see the message, “Your Test Administrator has allowed you into the test.” If a student continues to have problems logging in, have the student exit the test and contact the School Test Coordinator for assistance.

Once all students have been allowed into the test,

Continue with the test examiner script.

SAY Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

Pause and wait until the “Begin the Test” button is displayed on all screens.

SAY Now click the “Begin the Test” button. You may begin.

Write down the start time. You must keep track of test timing.

Circulate and monitor students during test administration.

Appendix B

During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer. IMPORTANT: The Examiner must keep time during testing in accordance with the script.

2. *When 60 minutes have passed,*

SAY Please raise your hand if you need additional time to complete Section 2.

If no hands are raised, go to #4.

No student who is productively working at the 60-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

SAY Continue working.

3. *When 70 minutes have passed,*

SAY Please raise your hand if you need additional time to complete Section 2.

If no hands are raised, go to #4.

No student who is productively working at the 70-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

SAY You have 10 minutes remaining to complete Section 2.

4. *When all students have completed this section, or after 80 minutes have passed,*

SAY If you have not already done so, please stop working. Click on the “Review or End Test” button. Then click “End Test.” Then click “Submit.”

When the time has been called, the Examiner must instruct the students to stop the test.

IF ADMINISTERING THE ENGLISH LANGUAGE ARTS SECTION 2 AND SECTION 3 TESTS IN ONE DAY,

SAY You may now take a short break. You may stand and stretch. Please do not talk.

Check each computer to be sure the student has exited Section 2.

Collect the Test Ticket from each student.

*At this time, allow the students to stand and stretch. After no more than **10 minutes**,*

SAY Please sit down and wait quietly as we get ready to move on to Section 3. Please do not begin until told to do so.

Directions for Section 3 begin on page 54 in this manual.

IF ADMINISTERING THE ENGLISH LANGUAGE ARTS SECTION 2 AND SECTION 3 TESTS IN TWO DAYS,

Check each computer to be sure the student has exited Section 2.

Collect the Test Ticket from each student.

Collect all scratch paper.

Erase the Monitoring Code from the board.

Count the test materials before the students are allowed to leave the testing site.

Return materials to the School Test Coordinator.

End of Section 2

SECTION 3*Typical Testing Time: 40–60 minutes**Maximum Testing Time: 80 minutes**IF ADMINISTERING THE ENGLISH LANGUAGE ARTS SECTION 2 AND SECTION 3 TESTS IN ONE DAY,**Distribute Test Tickets for Section 3.**IF ADMINISTERING THE ENGLISH LANGUAGE ARTS SECTION 2 AND SECTION 3 TESTS IN TWO DAYS,**Write the Monitoring Code on the board for students to see.**Verify student identity and record attendance.**Make sure that all desks are cleared and distribute the Test Tickets. Make sure each student receives his or her own Test Ticket.**Distribute one sheet of clean, blank scratch paper to each student. Writer's Checklists are not allowable for use as scratch paper and may not be brought into the testing environment.**After all students have materials,*

SAY The testing period has begun. Please do not talk until after you have been dismissed. I must remind you that cell phones, smartphones, smartwatches, tablets, or other electronic devices are NOT allowed in the testing room. The use, or intended use, of an electronic device to look up correct answers, take pictures of test materials, or share information with others will result in an invalidation of your test score and possible disciplinary action. Invalidation means that you would not receive a test score for this content area test. Are there any devices in the room that I need to collect?

If so, collect and secure the device(s) per your school's/system's established procedures.

SAY Instructional materials are not allowed in the testing room. If you are found with notebooks, notes, cards, books or other related materials during testing, your score may be invalidated. Are there any materials that I need to collect?

If so, collect and secure the instructional materials per your school's/system's established procedures.

- SAY** Look at your *Test Ticket*. Please verify your last name and first name are correct. If your name is correct, please sign your *Test Ticket* now. If you have someone else's *Test Ticket*, please raise your hand now.

If a student's hand is raised, provide student(s) with the correct Test Ticket.

SAY Please write your name in the upper right-hand corner of the scratch paper. If you need additional scratch paper during the test, raise your hand and I will bring you a sheet. Remember, you must write your name in the upper right-hand corner of the scratch paper. I will collect all scratch paper at the end of testing.

SAY Now you will take Section 3 of the English Language Arts End-of-Grade assessment. You have up to 80 minutes to complete Section 3. At the end of the test you will find a review page. If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 3, click the “Review or End Test” button to go to the review page. Then click the “End Test” button. A new screen will ask if you are done with the test. If you are done, click the “Submit” button. Remember that once you have clicked the “Submit” button, you cannot go back to Section 3.

You should see a screen that says “Sign in using the Username and Password you were provided.” If you do not see this screen, please raise your hand.

If a student’s hand is raised, help the student(s) reach the Sign In screen.

SAY Type your Username and Password as shown on your *Test Ticket* and click “Sign In.”

Pause.

IF ADMINISTERING THE ASSESSMENT ON iPADS:

SAY You will see a message box that reads “Confirm App Self-Lock.” Click on the “Yes” button.

Make sure that all students have proceeded to the Verify Student Information screen and assist them as necessary.

SAY You should now see a Verify Student Information screen with your name on it. Please raise your hand if you do not see the Verify Student Information screen or your name.

Make sure that all students have proceeded to the Verify Student Information screen and verified their correct name. If necessary, have students retype the Username and Password.

SAY Near the bottom of the Verify Student Information screen is a box with the words “Monitoring Code” in front of it. Please enter this monitoring code.

Give students the monitoring code generated by the School Test Coordinator. Repeat the code as often as necessary so that all students may enter it correctly.

SAY Click on the “Save” button. If you see a message that says, “Your monitoring code is invalid,” raise your hand.

If one or more students have raised a hand, repeat the Test Monitoring Code for students to enter and repeat the directions above as often as needed until all students have received the “Valid Monitoring Code” message. If no students are able to successfully move forward, confirm with your School Test Coordinator that the Test Monitoring Code is correct and has not expired.

Once all students have received the “Valid Monitoring Code” message,

SAY Now click the “Continue” button. You should see the Test Modules screen. Now click on the name of the test section.

Pause.

IF THE TEST SESSION IS **NOT** USING RESTRICTED ACCESS (WAITING ROOM),

Continue with the test examiner script.

IF THE TEST SESSION **IS** USING RESTRICTED ACCESS (WAITING ROOM),

SAY You should now see a Waiting Room screen with this message: “Your test administrator has been notified that you would like to begin testing. Once you are approved, you will be allowed to proceed.” Please wait quietly.

Wait a few moments to allow time for the School Test Coordinator to grant student access to the test. Circulate and double-check that all students have been given access.

Students should see a message, “Your Test Administrator has allowed you into the test.”

SAY You should now see a message on the Waiting Room screen that says, “Your Test Administrator has allowed you into the test.” Please raise your hand if you did not receive this message.

If any students have not been allowed into the test, double-check that they have entered the monitoring code correctly. Circulate and help students enter the code correctly until all students can see the message, “Your Test Administrator has allowed you into the test.” If a student continues to have problems logging in, have the student exit the test and contact the School Test Coordinator for assistance.

Once all students have been allowed into the test,

Continue with the test examiner script.

SAY Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

Pause and wait until the “Begin the Test” button is displayed on all screens.

SAY Now click the “Begin the Test” button. You may begin.

Write down the start time. You must keep track of test timing.

Circulate and monitor students during test administration.

During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer. IMPORTANT: The Examiner must keep time during testing in accordance with the script.

2. *When 60 minutes have passed,*

SAY Please raise your hand if you need additional time to complete Section 3.

If no hands are raised, go to #4.

No student who is productively working at the 60-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

SAY Continue working.

3. When 70 minutes have passed,

SAY Please raise your hand if you need additional time to complete Section 3.

If no hands are raised, go to #4.

No student who is productively working at the 70-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

SAY You have 10 minutes remaining to complete Section 3.

4. When all students have completed this section, or after 80 minutes have passed,

SAY If you have not already done so, please stop working. Click on the “Review or End Test” button. Then click “End Test.” Then click “Submit.”

When the time has been called, the Examiner must instruct the students to stop the test.

Check each computer to be sure the student has exited Section 3.

Collect the Test Ticket from each student.

Collect all scratch paper.

Erase the Monitoring Code from the board.

Count the test materials before the students are allowed to leave the testing site.

Return materials to the School Test Coordinator.

End of Section 3

APPENDIX C: TEST EXAMINER SCRIPT FOR ADMINISTERING THE MATHEMATICS EOG SPRING ASSESSMENT

1. *Before you begin, verify student identity, record attendance, and check that students have the following test materials:*

- Write the Monitoring Code on the board for students to see.
- One Test Ticket for each student for each section of the test
- Two No. 2 pencils with erasers
- Two sheets of clean, blank scratch/graph paper. It is permissible for the Test Ticket to be used as scratch paper. Consult with your School Test Coordinator for local guidance. The Test Ticket is a secure document and must be returned at the end of a testing session. Grades 6–8 Formula Sheets are not allowable for use as scratch paper and may not be brought into the testing environment.
- Calculator applicable to grades and/or content areas as follows:

Grades 3–5	Calculator not allowed
Grades 6–7	Scientific or basic* calculator
Grade 8	Graphing or scientific calculator

* Basic four-function calculator with square root and percentage functions allowed.

You must ensure that all calculators have been cleared of any stored text before beginning the assessment. A failure to confirm that calculator memory has been cleared will constitute a testing irregularity.

After all students have materials,

2. SAY **The testing period has begun. Please do not talk until after you have been dismissed. I must remind you that cell phones, smartphones, smartwatches, tablets, or other electronic devices are NOT allowed in the testing room. The use, or intended use, of an electronic device to look up correct answers, take pictures of test materials, or share information with others will result in an invalidation of your test score and possible disciplinary action. Invalidation means that you would not receive a test score for this content area test. Are there any devices in the room that I need to collect?**

If so, collect and secure the device(s) per your school's/system's established procedures.

- SAY **Instructional materials are not allowed in the testing room. If you are found with notebooks, notes, cards, books or other related materials during testing, your score may be invalidated. Are there any materials that I need to collect?**

If so, collect and secure the instructional materials per your school's/system's established procedures.

3. SAY **Look at your *Test Ticket*. Please verify your last name and first name are correct. If your name is correct, please sign your *Test Ticket* now. If you have someone else's *Test Ticket*, please raise your hand now.**

If a student's hand is raised, provide student(s) with the correct Test Ticket.

- SAY** Please write your name in the upper right-hand corner of the scratch/graph paper. If you need additional scratch/graph paper during the test, raise your hand and I will bring you a sheet. Remember, you must write your name in the upper right-hand corner of the scratch/graph paper. I will collect all scratch/graph paper at the end of testing.

IF ADMINISTERING GRADES 3–5,

- SAY** The following tools are available on your test: Cross-off, Highlighter, Notepad, Magnifier, Line Guide, and Masking.

IF ADMINISTERING GRADES 6–7,

- SAY** The following tools are available on your test: Cross-off, Highlighter, Notepad, Magnifier, Line Guide, Masking, and References, which allows you to access the formula sheet. Both the scientific calculator and the basic calculator are available throughout the test.

IF ADMINISTERING GRADE 8,

- SAY** The following tools are available on your test: Cross-off, Highlighter, Notepad, Magnifier, Line Guide, Masking, and References, which allows you to access the formula sheet. Both the graphing tool and the scientific calculator are available throughout the test.

- SAY** You should see a screen that says “Sign in using the Username and Password you were provided.” If you do not see this screen, please raise your hand.

If a student’s hand is raised, help the student(s) reach the Sign In screen.

- SAY** Type your Username and Password as shown on your *Test Ticket* and click “Sign In.”

Pause.

IF ADMINISTERING THE ASSESSMENT ON iPADS:

- SAY** You will see a message box that reads “Confirm App Self-Lock.” Click on the “Yes” button.

Make sure that all students have proceeded to the Verify Student Information screen and assist them as necessary.

- SAY** You should now see a Verify Student Information screen with your name on it. Please raise your hand if you do not see the Verify Student Information screen or your name.

Make sure that all students have proceeded to the Verify Student Information screen and verified their correct name. If necessary, have students retype the Username and Password.

Appendix C

4. **SAY** Today you will be taking the Georgia Milestones End-of-Grade assessment for Mathematics.

IF ADMINISTERING GRADES 6–7,

SAY You may use the scientific or basic calculator to answer questions throughout the test.

IF ADMINISTERING GRADE 8,

SAY You may use the scientific calculator and graphing tool to answer questions throughout the test.

SAY Read each question carefully. Do your best to answer every question.

Pause.

SAY Near the bottom of the Verify Student Information screen is a box with the words “Monitoring Code” in front of it. Please enter this monitoring code.

Give students the monitoring code generated by the School Test Coordinator. Repeat the code as often as necessary so that all students may enter it correctly.

SAY Click on the “Save” button. If you see a message that says, “Your monitoring code is invalid,” raise your hand.

If one or more students have raised a hand, repeat the Test Monitoring Code for students to enter and repeat the directions above as often as needed until all students have received the “Valid Monitoring Code” message. If no students are able to successfully move forward, confirm with your School Test Coordinator that the Test Monitoring Code is correct and has not expired.

Once all students have received the “Valid Monitoring Code” message,

SAY Now click the “Continue” button. You should see the Test Modules screen. Now click on the name of the test section.

Pause.

*IF THE TEST SESSION IS **NOT** USING RESTRICTED ACCESS (WAITING ROOM),*

Continue with the test examiner script.

IF THE TEST SESSION **IS** USING RESTRICTED ACCESS (WAITING ROOM),

SAY You should now see a Waiting Room screen with this message: “Your test administrator has been notified that you would like to begin testing. Once you are approved, you will be allowed to proceed.” Please wait quietly.

Wait a few moments to allow time for the School Test Coordinator to grant student access to the test. Circulate and double-check that all students have been given access.

Students should see a message, “Your Test Administrator has allowed you into the test.”

SAY You should now see a message on the Waiting Room screen that says, “Your Test Administrator has allowed you into the test.” Please raise your hand if you did not receive this message.

If any students have not been allowed into the test, double-check that they have entered the monitoring code correctly. Circulate and help students enter the code correctly until all students can see the message, “Your Test Administrator has allowed you into the test.” If a student continues to have problems logging in, have the student exit the test and contact the School Test Coordinator for assistance.

Once all students have been allowed into the test,

Continue with the test examiner script.

SAY Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

Pause and wait until the “Begin the Test” button is displayed on all screens.

SAY Now click the “Begin the Test” button.

Pause and wait until the practice question is displayed on all screens.

SAY There are several things to remember:

- If you do not know the answer to a question, you can mark the question for later review by clicking on the *Flag* button. You may return to the question later if you have time.
- To move to the next question or to a previous question, click on the Next or Back buttons.
- To move to a specific question, click on that question number at the top of the screen.
- If you finish early, you may go back and check your work on this section.
- I cannot help you answer test questions, but if you have any problems with your computer during the test, raise your hand and I will help you.

Are there any questions?

Answer any questions students may have.

5. **SAY** Now, we will review the practice question. The practice question is provided to show you what the questions in the test are like. You should choose the one BEST answer and click on the circle in front of the answer you have chosen. Read and answer the practice question now. Stop after you have answered it.

Allow time for students to read and answer the practice question. Review the practice question with students using the following text for the appropriate grade level. Then continue with the directions that follow.

Appendix C

When all students have finished the practice question,

Grade 3 Practice Question

SAY

For the practice question, you should have marked choice D for the correct answer.

Grade 4 Practice Question

SAY

For the practice question, you should have marked choice A for the correct answer.

Grade 5 Practice Question

SAY

For the practice question, you should have marked choice A for the correct answer.

Grade 6 Practice Question

SAY

For the practice question, you should have marked choice B for the correct answer.

Grade 7 Practice Question

SAY

For the practice question, you should have marked choice C for the correct answer.

Grade 8 Practice Question

SAY

For the practice question, you should have marked choice C for the correct answer.

SAY

Are there any questions?

Answer any questions the students may have.

SAY

Since the practice question is the last question of this part, when you click the “Next” button, you will see a prompt, asking if you wish to leave this part of the test. When you are sure you have finished with the practice question, click on the “Yes, Continue” button.

SECTION 1

Typical Testing Time: 30–50 minutes

Maximum Testing Time: 65 minutes

6. **SAY** Next you will see a screen that says “You are now about to begin the Georgia Milestones Assessment.”

IF ADMINISTERING GRADES 6–7,

SAY

You may use a scientific or basic calculator to answer questions in Section 1. You may not use a cell phone as a calculator. To do so will result in invalidation of your test score.

IF ADMINISTERING GRADE 8,

SAY You may use a graphing or scientific calculator to answer questions in Section 1. You may not use a cell phone as a calculator. To do so will result in invalidation of your test score.

SAY You will have up to 65 minutes to complete Section 1. At the end of the test you will find a review page. If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 1, click the “Review or End Test” button to go to the review page. Then click the “End Test” button. A new screen will ask if you are done with the test. If you are done, click the “Submit” button. Remember that once you have clicked the “Submit” button, you cannot go back to Section 1.

Do you have any questions about what to do or how to mark your answers?

Answer any procedural questions that the students ask.

SAY Please click on the “Begin Section” button. You may begin.

Write down the start time. You must keep track of test timing.

Circulate and monitor students during test administration.

During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer. IMPORTANT: The Examiner must keep time during testing in accordance with the script.

7. *When 45 minutes have passed,*

SAY Please raise your hand if you need additional time to complete Section 1.

If no hands are raised, go to #8.

No student who is productively working at the 45-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

SAY Continue working.

When 55 minutes have passed,

SAY Please raise your hand if you need additional time to complete Section 1.

If no hands are raised, go to #8.

No student who is productively working at the 55-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

SAY You have 10 minutes remaining to complete Section 1.

8. *When all students have completed this section, or after 65 minutes have passed,*

SAY If you have not already done so, please stop working. Click on the “Review or End Test” button. Then click “End Test.” Then click “Submit.”

Appendix C

When the time has been called, the Examiner must instruct the students to stop the test.

IF COMPLETING SECTION 1 AND SECTION 2 IN ONE DAY,

SAY You may now take a short break. You may stand and stretch. Please do not talk.

Check each computer to be sure the student has exited Section 1.

Collect the Test Ticket from each student.

*At this time, allow the students to stand and stretch. After no more than **10 minutes**,*

SAY Please sit down and wait quietly as we get ready to move on to Section 2. Please do not begin until told to do so.

Directions for Section 2 begin on page 65 in this manual.

IF COMPLETING SECTION 1 AND SECTION 2 IN TWO DAYS,

Check each computer to be sure the student has exited Section 1.

Collect the Test Ticket from each student.

Collect all scratch/graph paper.

Erase the Monitoring Code from the board.

Count the test materials before the students are allowed to leave the testing site.

Return materials to the School Test Coordinator.

IF ADMINISTERING GRADES 6–8,

Check to be sure the memory stored in each calculator has been cleared. If students have supplied their own calculators, be sure to return them to students.

End of Section 1

SECTION 2

Typical Testing Time: 30–50 minutes

Maximum Testing Time: 65 minutes

IF COMPLETING SECTION 2 ON DAY 1,

Distribute Test Tickets for Section 2.

IF COMPLETING SECTION 2 ON DAY 2,

Write the Monitoring Code on the board for students to see.

Verify student identity and record attendance.

Make sure that all desks are cleared and distribute the Test Tickets. Make sure each student receives his or her own Test Ticket. Formula Sheets are not allowable for use as scratch paper and may not be brought into the testing environment.

Distribute clean, blank scratch/graph paper.

After all students have materials,

SAY **The testing period has begun. Please do not talk until after you have been dismissed. I must remind you that cell phones, smartphones, smartwatches, tablets, or other electronic devices are NOT allowed in the testing room. The use, or intended use, of an electronic device to look up correct answers, take pictures of test materials, or share information with others will result in an invalidation of your test score and possible disciplinary action. Invalidation means that you would not receive a test score for this content area test. Are there any devices in the room that I need to collect?**

If so, collect and secure the device(s) per your school's/system's established procedures.

SAY **Instructional materials are not allowed in the testing room. If you are found with notebooks, notes, cards, books or other related materials during testing, your score may be invalidated. Are there any materials that I need to collect?**

If so, collect and secure the instructional materials per your school's/system's established procedures.

IF ADMINISTERING GRADES 6–8,

Check to be sure the memory stored in each calculator has been cleared.

Distribute calculators.

SAY **If you have a hand-held calculator, confirm now that any stored memory is cleared. Failure to do so may result in an invalidation of your test score. Please complete this task at this time.**

- SAY** **Look at your Test Ticket. Please verify your last name and first name are correct. If your name is correct, please sign your Test Ticket now. If you have someone else's Test Ticket, please raise your hand now.**

If a student's hand is raised, provide student(s) with the correct Test Ticket.

Appendix C

- SAY** Please write your name in the upper right-hand corner of the scratch/graph paper. If you need additional scratch/graph paper during the test, raise your hand and I will bring you a sheet. Remember, you must write your name in the upper right-hand corner of the scratch/graph paper. I will collect all scratch/graph paper at the end of testing.

Now you will take Section 2 of the Mathematics End-of-Grade assessment. You will have up to 65 minutes to complete Section 2. At the end of the test you will find a review page. If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 2, click the “Review or End Test” button to go to the review page. Then click the “End Test” button. A new screen will ask if you are done with the test. If you are done, click the “Submit” button. Remember that once you have clicked the “Submit” button, you cannot go back to Section 2.

IF ADMINISTERING GRADES 6–8,

- SAY** You may use a calculator to answer questions in Section 2. You may not use a cell phone as a calculator. To do so will result in invalidation of your test score.

- SAY** You should see a screen that says “Sign in using the Username and Password you were provided.” If you do not see this screen, please raise your hand.

If a student’s hand is raised, help the student(s) reach the Sign In screen.

- SAY** Type your Username and Password as shown on your *Test Ticket* and click “Sign In.”

Pause.

IF ADMINISTERING THE ASSESSMENT ON iPADS:

- SAY** You will see a message box that reads “Confirm App Self-Lock.” Click on the “Yes” button.

Make sure that all students have proceeded to the Verify Student Information screen and assist them as necessary.

- SAY** You should now see a Verify Student Information screen with your name on it. Please raise your hand if you do not see the Verify Student Information screen or your name.

Make sure that all students have proceeded to the Verify Student Information screen and verified their correct name. If necessary, have students retype the Username and Password.

- SAY** Near the bottom of the Verify Student Information screen is a box with the words “Monitoring Code” in front of it. Please enter this monitoring code.

Give students the monitoring code generated by the School Test Coordinator. Repeat the code as often as necessary so that all students may enter it correctly.

- SAY** Click on the “Save” button. If you see a message that says, “Your monitoring code is invalid,” raise your hand.

If one or more students have raised a hand, repeat the Test Monitoring Code for students to enter and repeat the directions above as often as needed until all students have received the “Valid Monitoring Code” message. If no students are able to successfully move forward, confirm with your School Test Coordinator that the Test Monitoring Code is correct and has not expired.

Once all students have received the “Valid Monitoring Code” message,

SAY Now click the “Continue” button. You should see the Test Modules screen. Now click on the name of the test section.

Pause.

IF THE TEST SESSION IS **NOT** USING RESTRICTED ACCESS (WAITING ROOM),

Continue with the test examiner script.

IF THE TEST SESSION **IS** USING RESTRICTED ACCESS (WAITING ROOM),

SAY You should now see a Waiting Room screen with this message: “Your test administrator has been notified that you would like to begin testing. Once you are approved, you will be allowed to proceed.” Please wait quietly.

Wait a few moments to allow time for the School Test Coordinator to grant student access to the test. Circulate and double-check that all students have been given access.

Students should see a message, “Your Test Administrator has allowed you into the test.”

SAY You should now see a message on the Waiting Room screen that says, “Your Test Administrator has allowed you into the test.” Please raise your hand if you did not receive this message.

If any students have not been allowed into the test, double-check that they have entered the monitoring code correctly. Circulate and help students enter the code correctly until all students can see the message, “Your Test Administrator has allowed you into the test.” If a student continues to have problems logging in, have the student exit the test and contact the School Test Coordinator for assistance.

Once all students have been allowed into the test,

Continue with the test examiner script.

SAY Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

Pause and wait until the “Begin the Test” button is displayed on all screens.

SAY Now click the “Begin the Test” button. You may begin.

Write down the start time. You must keep track of test timing.

Circulate and monitor students during test administration.

During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer. **IMPORTANT:** The Examiner must keep time during testing in accordance with the script.

Appendix C

2. When 45 minutes have passed,

SAY Please raise your hand if you need additional time to complete Section 2.

If no hands are raised, go to #3.

No student who is productively working at the 45-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

SAY Continue working.

When 55 minutes have passed,

SAY Please raise your hand if you need additional time to complete Section 2.

If no hands are raised, go to #3.

No student who is productively working at the 55-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

SAY You have 10 minutes remaining to complete Section 2.

3. When all students have completed this section, or after 65 minutes have passed,

SAY If you have not already done so, please stop working. Click on the “Review or End Test” button. Then click “End Test.” Then click “Submit.”

When the time has been called, the Examiner must instruct the students to stop the test.

Check each computer to be sure the student has exited Section 2.

Collect the Test Ticket from each student.

Collect all scratch/graph paper.

Erase the Monitoring Code from the board.

IF ADMINISTERING GRADES 6–8,

Check to be sure the memory stored in each calculator has been cleared. If students have supplied their own calculators, be sure to return them to students.

Count the test materials before the students are allowed to leave the testing site.

Return materials to the School Test Coordinator.

End of Section 2

APPENDIX D: TEST EXAMINER SCRIPT FOR ADMINISTERING THE SCIENCE EOG SPRING ASSESSMENT

These directions should be used to administer the Grade 5 and Grade 8 EOG Science assessment. To administer the High School Physical Science assessment, please see Appendix F: Test Examiner Script for Administering the High School Physical Science Spring Assessment.

1. *Before you begin, verify student identity, record attendance, and check that students have the following test materials:*

- *Write the Monitoring Code on the board for students to see.*
- *One Test Ticket for each student for each section of the test*
- *Two No. 2 pencils with erasers*
- *One sheet of clean, blank scratch paper. It is permissible for the Test Ticket to be used as scratch paper. Consult with your School Test Coordinator for local guidance. The Test Ticket is a secure document and must be returned at the end of a testing session. Grade 8 Periodic Tables are not allowable for use as scratch paper and may not at any time be brought into the testing environment.*

After all students have materials,

SAY **The testing period has begun. Please do not talk until after you have been dismissed. I must remind you that cell phones, smartphones, smartwatches, tablets, or other electronic devices are NOT allowed in the testing room. The use, or intended use, of an electronic device to look up correct answers, take pictures of test materials, or share information with others will result in an invalidation of your test score and possible disciplinary action. Invalidation means that you would not receive a test score for this content area test. Are there any devices in the room that I need to collect?**

If so, collect and secure the device(s) per your school's/system's established procedures.

SAY **Instructional materials are not allowed in the testing room. If you are found with notebooks, notes, cards, books or other related materials during testing, your score may be invalidated. Are there any materials that I need to collect?**

If so, collect and secure the instructional materials per your school's/system's established procedures.

2. **SAY** **Look at your *Test Ticket*. Please verify your last name and first name are correct. If your name is correct, please sign your *Test Ticket* now. If you have someone else's *Test Ticket*, please raise your hand now.**

If a student's hand is raised, provide student(s) with the correct Test Ticket.

SAY **If you are using scratch paper other than your *Test Ticket*, please write your name in the upper right-hand corner of the scratch paper. If you need additional scratch paper during the test, raise your hand and I will bring you a sheet. Remember, you must write your name in the upper right-hand corner of the scratch paper. I will collect all scratch paper at the end of testing.**

The following tools are available on your test: Cross-off, Highlighter, Notepad, Magnifier, Line Guide, and Masking.

Appendix D

IF ADMINISTERING GRADE 8,

SAY You also have access to the Periodic Table.

SAY You should see a screen that says “Sign in using the Username and Password you were provided.” If you do not see this screen, please raise your hand.

If a student’s hand is raised, help the student(s) reach the Sign In screen.

SAY Type your Username and Password as shown on your *Test Ticket* and click “Sign In.”

Pause.

IF ADMINISTERING THE ASSESSMENT ON iPADS:

SAY You will see a message box that reads “Confirm App Self-Lock.” Click on the “Yes” button.

Make sure that all students have proceeded to the Verify Student Information screen and assist them as necessary.

SAY You should now see a Verify Student Information screen with your name on it. Please raise your hand if you do not see the Verify Student Information screen or your name.

Make sure that all students have proceeded to the Verify Student Information screen and verified their correct name. If necessary, have students retype the Username and Password.

3. **SAY** Today you will be taking the Georgia Milestones End-of-Grade assessment for Science. Read each question carefully.

Do your best to answer every question.

Pause.

SAY Near the bottom of the Verify Student Information screen is a box with the words “Monitoring Code” in front of it. Please enter this monitoring code.

Give students the monitoring code generated by the School Test Coordinator. Repeat the code as often as necessary so that all students may enter it correctly.

SAY Click on the “Save” button. If you see a message that says, “Your monitoring code is invalid,” raise your hand.

If one or more students have raised a hand, repeat the Test Monitoring Code for students to enter and repeat the directions above as often as needed until all students have received the “Valid Monitoring Code” message. If no students are able to successfully move forward, confirm with your School Test Coordinator that the Test Monitoring Code is correct and has not expired.

Once all students have received the “Valid Monitoring Code” message,

SAY Now click the “Continue” button. You should see the Test Modules screen. Now click on the name of the test section.

Pause.

IF THE TEST SESSION IS **NOT** USING RESTRICTED ACCESS (WAITING ROOM),

Continue with the test examiner script.

IF THE TEST SESSION **IS** USING RESTRICTED ACCESS (WAITING ROOM),

SAY You should now see a Waiting Room screen with this message: “Your test administrator has been notified that you would like to begin testing. Once you are approved, you will be allowed to proceed.” Please wait quietly.

Wait a few moments to allow time for the School Test Coordinator to grant student access to the test. Circulate and double-check that all students have been given access.

Students should see a message, “Your Test Administrator has allowed you into the test.”

SAY You should now see a message on the Waiting Room screen that says, “Your Test Administrator has allowed you into the test.” Please raise your hand if you did not receive this message.

If any students have not been allowed into the test, double-check that they have entered the monitoring code correctly. Circulate and help students enter the code correctly until all students can see the message, “Your Test Administrator has allowed you into the test.” If a student continues to have problems logging in, have the student exit the test and contact the School Test Coordinator for assistance.

Once all students have been allowed into the test,

Continue with the test examiner script.

SAY Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

Pause and wait until the “Begin the Test” button is displayed on all screens.

SAY Now click the “Begin the Test” button.

Pause and wait until the practice question is displayed on all screens.

SAY There are several things to remember:

- If you do not know the answer to a question, you can mark the question for later review by clicking on the *Flag* button. You may return to the question later if you have time.
- To move to the next question or to a previous question, click on the Next or Back buttons.
- To move to a specific question, click on that question number at the top of the screen.
- If you finish early, you may go back and check your work on this section.
- I cannot help you answer test questions, but if you have any problems with your computer during the test, raise your hand and I will help you.

Are there any questions?

Answer any questions the students may have.

Appendix D

4. **SAY** Now, we will review the practice question. The practice question is provided to show you what the questions in the test are like. You should choose the one BEST answer and click on the circle in front of the answer you have chosen. Read and answer the practice question now. Stop after you have answered it.

Allow time for students to read and answer the practice question. Review the practice question with students using the text for the appropriate grade level, and then continue with the directions that follow.

When all students have finished the practice question,

Grade 5 Science Practice Question

SAY For the practice question, you should have marked choice A for the correct answer.

Grade 8 Science Practice Question

SAY For the practice question, you should have marked choice A for the correct answer.

SAY Are there any questions?

Answer any questions the students may have.

SAY Since the practice question is the last question of this part, when you click the “Next” button, you will see a prompt, asking if you wish to leave this part of the test. When you are sure you have finished with the practice question, click on the “Yes, Continue” button.

SECTION 1

Typical Testing Time: 20–30 minutes

Maximum Testing Time: 40 minutes

5. **SAY** Next you will see a screen that says “You are now about to begin the Georgia Milestones Assessment.”

You will have up to 40 minutes to complete Section 1 of the Science End-of-Grade assessment. At the end of the test you will find a review page. If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 1, click the “Review or End Test” button to go to the review page. Then click the “End Test” button. A new screen will ask if you are done with the test. If you are done, click the “Submit” button. Remember that once you have clicked the “Submit” button, you cannot go back to Section 1.

Do you have any questions about what to do or how to mark your answers?

Answer any procedural questions that the students ask.

SAY Please click on the “Begin Section” button. You may begin.

Write down the start time. You must keep track of test timing.

Circulate and monitor students during test administration.

During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer. **IMPORTANT:** The Examiner must keep time during testing in accordance with the script.

6. When 30 minutes have passed,

SAY Please raise your hand if you need additional time to complete Section 1.

If no hands are raised, go to #7.

No student who is productively working at the 30-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

SAY You have 10 minutes remaining to complete Section 1.

7. When all students have completed this section, or after 40 minutes have passed,

SAY If you have not already done so, please stop working. Click on the “Review or End Test” button. Then click “End Test.” Then click “Submit.”

When the time has been called, the Examiner must instruct the students to stop the test.

IF COMPLETING SECTION 1 AND SECTION 2 IN ONE DAY,

SAY You may now take a short break. You may stand and stretch. Please do not talk.

Check each computer to be sure the student has exited Section 1.

Collect the Test Ticket from each student.

*At this time, allow the students to stand and stretch. After no more than **10 minutes**,*

SAY Please sit down and wait quietly as we get ready to move on to Section 2. Please do not begin until told to do so.

Directions for Section 2 begin on page 74 in this manual.

IF COMPLETING SECTION 1 AND SECTION 2 IN TWO DAYS,

Check each computer to be sure the student has exited Section 1.

Collect the Test Ticket from each student.

Collect all scratch paper.

Erase the Monitoring Code from the board.

Count the test materials before the students are allowed to leave the testing site.

Return materials to the School Test Coordinator.

End of Section 1

SECTION 2

Typical Testing Time: 20–30 minutes

Maximum Testing Time: 40 minutes

IF COMPLETING SECTION 2 ON DAY 1,

Distribute Test Tickets for Section 2.

IF COMPLETING SECTION 2 ON DAY 2,

Write the Monitoring Code on the board for students to see.

Verify student identity and record attendance.

Make sure that all desks are cleared and distribute the Test Tickets. Make sure each student receives his or her own Test Ticket. Grade 8 Periodic Tables are not allowable for use as scratch paper and may not at any time be brought into the testing environment.

Distribute clean, blank scratch paper.

After all students have materials,

SAY The testing period has begun. Please do not talk until after you have been dismissed. I must remind you that cell phones, smartphones, smartwatches, tablets, or other electronic devices are NOT allowed in the testing room. The use, or intended use, of an electronic device to look up correct answers, take pictures of test materials, or share information with others will result in an invalidation of your test score and possible disciplinary action. Invalidation means that you would not receive a test score for this content area test. Are there any devices in the room that I need to collect?

If so, collect and secure the device(s) per your school's/system's established procedures.

SAY Instructional materials are not allowed in the testing room. If you are found with notebooks, notes, cards, books or other related materials during testing, your score may be invalidated. Are there any materials that I need to collect?

If so, collect and secure the instructional materials per your school's/system's established procedures.

- SAY** Look at your *Test Ticket*. Please verify your last name and first name are correct. If your name is correct, please sign your *Test Ticket* now. If you have someone else's *Test Ticket*, please raise your hand now.

If a student's hand is raised, provide student(s) with the correct Test Ticket.

SAY Please write your name in the upper right-hand corner of the scratch paper. If you need additional scratch paper during the test, raise your hand and I will bring you a sheet. Remember, you must write your name in the upper right-hand corner of the scratch paper. I will collect all scratch paper at the end of testing.

- SAY** Now you will take Section 2 of the Science End-of-Grade assessment. You will have up to 40 minutes to complete Section 2. At the end of the test you will find a review page. If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 2, click the “Review or End Test” button to go to the review page. Then click the “End Test” button. A new screen will ask if you are done with the test. If you are done, click the “Submit” button. Remember that once you have clicked the “Submit” button, you cannot go back to Section 2.

You should see a screen that says “Sign in using the Username and Password you were provided.” If you do not see this screen, please raise your hand.

If a student’s hand is raised, help the student(s) reach the Sign In screen.

- SAY** Type your Username and Password as shown on your *Test Ticket* and click “Sign In.”

Pause.

IF ADMINISTERING THE ASSESSMENT ON iPADS:

- SAY** You will see a message box that reads “Confirm App Self-Lock.” Click on the “Yes” button.

Make sure that all students have proceeded to the Verify Student Information screen and assist them as necessary.

- SAY** You should now see a Verify Student Information screen with your name on it. Please raise your hand if you do not see the Verify Student Information screen or your name.

Make sure that all students have proceeded to the Verify Student Information screen and verified their correct name. If necessary, have students retype the Username and Password.

- SAY** Near the bottom of the Verify Student Information screen is a box with the words “Monitoring Code” in front of it. Please enter this monitoring code.

Give students the monitoring code generated by the School Test Coordinator. Repeat the code as often as necessary so that all students may enter it correctly.

- SAY** Click on the “Save” button. If you see a message that says, “Your monitoring code is invalid,” raise your hand.

If one or more students have raised a hand, repeat the Test Monitoring Code for students to enter and repeat the directions above as often as needed until all students have received the “Valid Monitoring Code” message. If no students are able to successfully move forward, confirm with your School Test Coordinator that the Test Monitoring Code is correct and has not expired.

Once all students have received the “Valid Monitoring Code” message,

- SAY** Now click the “Continue” button. You should see the Test Modules screen. Now click on the name of the test section.

Pause.

IF THE TEST SESSION IS **NOT** USING RESTRICTED ACCESS (WAITING ROOM),

Continue with the test examiner script.

IF THE TEST SESSION **IS** USING RESTRICTED ACCESS (WAITING ROOM),

SAY You should now see a Waiting Room screen with this message: “Your test administrator has been notified that you would like to begin testing. Once you are approved, you will be allowed to proceed.” Please wait quietly.

Wait a few moments to allow time for the School Test Coordinator to grant student access to the test. Circulate and double-check that all students have been given access.

Students should see a message, “Your Test Administrator has allowed you into the test.”

SAY You should now see a message on the Waiting Room screen that says, “Your Test Administrator has allowed you into the test.” Please raise your hand if you did not receive this message.

If any students have not been allowed into the test, double-check that they have entered the monitoring code correctly. Circulate and help students enter the code correctly until all students can see the message, “Your Test Administrator has allowed you into the test.” If a student continues to have problems logging in, have the student exit the test and contact the School Test Coordinator for assistance.

Once all students have been allowed into the test,

Continue with the test examiner script.

SAY Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

Pause and wait until the “Begin the Test” button is displayed on all screens.

SAY Now click the “Begin the Test” button. You may begin.

Write down the start time. You must keep track of test timing.

Circulate and monitor students during test administration.

During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer. IMPORTANT: The Examiner must keep time during testing in accordance with the script.

2. *When 30 minutes have passed,*

SAY Please raise your hand if you need additional time to complete Section 2.

If no hands are raised, go to #3.

No student who is productively working at the 30-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

SAY You have 10 minutes remaining to complete Section 2.

3. *When all students have completed this section, or after 40 minutes have passed,*

SAY

If you have not already done so, please stop working. Click on the “Review or End Test” button. Then click “End Test.” Then click “Submit.”

When the time has been called, the Examiner must instruct the students to stop the test.

Check each computer to be sure the student has exited Section 2.

Collect the Test Ticket from each student.

Collect all scratch paper.

Erase the Monitoring Code from the board.

Count the test materials before the students are allowed to leave the testing site.

Return materials to the School Test Coordinator.

End of Section 2

APPENDIX E: TEST EXAMINER SCRIPT FOR ADMINISTERING THE SOCIAL STUDIES EOG SPRING ASSESSMENT

1. *Before you begin, verify student identity, record attendance, and check that students have the following test materials:*

- Write the Monitoring Code on the board for students to see.
- One Test Ticket for each student for each section of the test
- Two No. 2 pencils with erasers
- One sheet of clean, blank scratch paper. It is permissible for the Test Ticket to be used as scratch paper. Consult with your School Test Coordinator for local guidance. The Test Ticket is a secure document and must be returned at the end of a testing session.

After all students have materials,

SAY The testing period has begun. Please do not talk until after you have been dismissed. I must remind you that cell phones, smartphones, smartwatches, tablets, or other electronic devices are **NOT** allowed in the testing room. The use, or intended use, of an electronic device to look up correct answers, take pictures of test materials, or share information with others will result in an invalidation of your test score and possible disciplinary action. Invalidation means that you would not receive a test score for this content area test. Are there any devices in the room that I need to collect?

If so, collect and secure the device(s) per your school's/system's established procedures.

SAY Instructional materials are not allowed in the testing room. If you are found with notebooks, notes, cards, books or other related materials during testing, your score may be invalidated. Are there any materials that I need to collect?

If so, collect and secure the instructional materials per your school's/system's established procedures.

2. **SAY** Look at your *Test Ticket*. Please verify your last name and first name are correct. If your name is correct, please sign your *Test Ticket* now. If you have someone else's *Test Ticket*, please raise your hand now.

If a student's hand is raised, provide student(s) with the correct Test Ticket.

SAY If you are using scratch paper other than your *Test Ticket*, please write your name in the upper right-hand corner of the scratch paper. If you need additional scratch paper during the test, raise your hand and I will bring you a sheet. Remember, you must write your name in the upper right-hand corner of the scratch paper. I will collect all scratch paper at the end of testing.

The following tools are available on your test: Cross-off, Highlighter, Notepad, Magnifier, Line Guide, and Masking.

You should see a screen that says "Sign in using the Username and Password you were provided." If you do not see this screen, please raise your hand.

If a student's hand is raised, help the student(s) reach the Sign In screen.

SAY Type your Username and Password as shown on your *Test Ticket* and click "Sign In."

Pause.

IF ADMINISTERING THE ASSESSMENT ON iPADS:

SAY You will see a message box that reads “Confirm App Self-Lock.” Click on the “Yes” button.

Make sure that all students have proceeded to the Verify Student Information screen and assist them as necessary.

SAY You should now see a Verify Student Information screen with your name on it. Please raise your hand if you do not see the Verify Student Information screen or your name.

Make sure that all students have proceeded to the Verify Student Information screen and verified their correct name. If necessary, have students retype the Username and Password.

3. **SAY** Today you will be taking the Georgia Milestones End-of-Grade assessment for Social Studies. Read each question carefully and then choose the response that BEST answers the question. Do your best to answer every question.

Pause.

SAY Near the bottom of the Verify Student Information screen is a box with the words “Monitoring Code” in front of it. Please enter this monitoring code.

Give students the monitoring code generated by the School Test Coordinator. Repeat the code as often as necessary so that all students may enter it correctly.

SAY Click on the “Save” button. If you see a message that says, “Your monitoring code is invalid,” raise your hand.

If one or more students have raised a hand, repeat the Test Monitoring Code for students to enter and repeat the directions above as often as needed until all students have received the “Valid Monitoring Code” message. If no students are able to successfully move forward, confirm with your School Test Coordinator that the Test Monitoring Code is correct and has not expired.

Once all students have received the “Valid Monitoring Code” message,

SAY Now click the “Continue” button. You should see the Test Modules screen. Now click on the name of the test section.

Pause.

IF THE TEST SESSION IS **NOT** USING RESTRICTED ACCESS (WAITING ROOM),

Continue with the test examiner script.

IF THE TEST SESSION **IS** USING RESTRICTED ACCESS (WAITING ROOM),

- SAY** You should now see a Waiting Room screen with this message: “Your test administrator has been notified that you would like to begin testing. Once you are approved, you will be allowed to proceed.” Please wait quietly.

Wait a few moments to allow time for the School Test Coordinator to grant student access to the test. Circulate and double-check that all students have been given access.

Students should see a message, “Your Test Administrator has allowed you into the test.”

- SAY** You should now see a message on the Waiting Room screen that says, “Your Test Administrator has allowed you into the test.” Please raise your hand if you did not receive this message.

If any students have not been allowed into the test, double-check that they have entered the monitoring code correctly. Circulate and help students enter the code correctly until all students can see the message, “Your Test Administrator has allowed you into the test.” If a student continues to have problems logging in, have the student exit the test and contact the School Test Coordinator for assistance.

Once all students have been allowed into the test,

Continue with the test examiner script.

- SAY** Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

Pause and wait until the “Begin the Test” button is displayed on all screens.

- SAY** Now click the “Begin the Test” button.

Pause and wait until the practice question is displayed on all screens.

- SAY** There are several things to remember:

- If you do not know the answer to a question, you can mark the question for later review by clicking on the *Flag* button. You may return to the question later if you have time.
- To move to the next question or to a previous question, click on the Next or Back buttons.
- To move to a specific question, click on that question number at the top of the screen.
- If you finish early, you may go back and check your work on this section.
- I cannot help you answer test questions, but if you have any problems with your computer during the test, raise your hand and I will help you.

Are there any questions?

Answer any questions students may have.

4. **SAY** Now, we will review the practice question. The practice question is provided to show you what the questions in the test are like. You should choose the one BEST answer and click on the circle in front of the answer you have chosen. Read and answer the practice question now. Stop after you have answered it.

Allow time for students to read and answer the practice question. Review the practice question with students using the following text for the appropriate grade level, and then continue with the directions that follow.

When all students have finished the practice question,

SAY For the practice question, you should have marked choice C for the correct answer.

Are there any questions?

Answer any questions the students may have.

SAY Since the practice question is the last question of this part, when you click the “Next” button, you will see a prompt, asking if you wish to leave this part of the test. When you are sure you have finished with the practice question, click on the “Yes, Continue” button.

SECTION 1

Typical Testing Time: 15–25 minutes

Maximum Testing Time: 35 minutes

5. **SAY** Next you will see a screen that says “You are now about to begin the Georgia Milestones Assessment.”

You will have up to 35 minutes to complete Section 1 of the Social Studies End-of-Grade assessment. At the end of the test you will find a review page. If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 1, click the “Review or End Test” button to go to the review page. Then click the “End Test” button. A new screen will ask if you are done with the test. Remember that once you have clicked the “Submit” button, you cannot go back to Section 1.

Do you have any questions about what to do or how to mark your answers?

Answer any procedural questions that the students ask.

SAY Please click on the “Begin Section” button. You may begin.

Write down the start time. You must keep track of test timing.

Circulate and monitor students during test administration.

During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer. IMPORTANT: The Examiner must keep time during testing in accordance with the script.

6. *When 25 minutes have passed,*

SAY Please raise your hand if you need additional time to complete Section 1.

If no hands are raised, go to #7.

No student who is productively working at the 25-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

SAY You have 10 minutes remaining to complete Section 1.

Appendix E

7. *When all students have completed this section, or after 35 minutes have passed,*

SAY

If you have not already done so, please stop working. Click on the “Review or End Test” button. Then click “End Test.” Then click “Submit.”

When the time has been called, the Examiner must instruct the students to stop the test.

IF COMPLETING SECTION 1 AND SECTION 2 IN ONE DAY,

SAY

You may now take a short break. You may stand and stretch. Please do not talk.

Check each computer to be sure the student has exited Section 1.

Collect the Test Ticket from each student.

*At this time, allow the students to stand and stretch. After no more than **10 minutes**,*

SAY

Please sit down and wait quietly as we get ready to move on to Section 2. Please do not begin until told to do so.

Directions for Section 2 begin on page 83 in this manual.

IF COMPLETING SECTION 1 AND SECTION 2 IN TWO DAYS,

Check each computer to be sure the student has exited Section 1.

Collect the Test Ticket from each student.

Collect all scratch paper.

Erase the Monitoring Code from the board.

Count the test materials before the students are allowed to leave the testing site.

Return materials to the School Test Coordinator.

End of Section 1

SECTION 2

Typical Testing Time: 15–25 minutes

Maximum Testing Time: 35 minutes

IF COMPLETING SECTION 2 ON DAY 1,

Distribute Test Tickets for Section 2.

IF COMPLETING SECTION 2 ON DAY 2,

Write the Monitoring Code on the board for students to see.

Verify student identity and record attendance.

Make sure that all desks are cleared and distribute the Test Tickets. Make sure each student receives his or her own Test Ticket.

Distribute clean, blank scratch paper.

After all students have materials,

SAY **The testing period has begun. Please do not talk until after you have been dismissed. I must remind you that cell phones, smartphones, smartwatches, tablets, or other electronic devices are NOT allowed in the testing room. The use, or intended use, of an electronic device to look up correct answers, take pictures of test materials, or share information with others will result in an invalidation of your test score and possible disciplinary action. Invalidation means that you would not receive a test score for this content area test. Are there any devices in the room that I need to collect?**

If so, collect and secure the device(s) per your school's/system's established procedures.

SAY **Instructional materials are not allowed in the testing room. If you are found with notebooks, notes, cards, books or other related materials during testing, your score may be invalidated. Are there any materials that I need to collect?**

If so, collect and secure the instructional materials per your school's/system's established procedures.

- SAY** **Look at your *Test Ticket*. Please verify your last name and first name are correct. If your name is correct, please sign your *Test Ticket* now. If you have someone else's *Test Ticket*, please raise your hand now.**

If a student's hand is raised, provide student(s) with the correct Test Ticket.

SAY **Please write your name in the upper right-hand corner of the scratch paper. If you need additional scratch paper during the test, raise your hand and I will bring you a sheet. Remember, you must write your name in the upper right-hand corner of the scratch paper. I will collect all scratch paper at the end of testing.**

Appendix E

- SAY** Now you will take Section 2 of the Social Studies End-of-Grade assessment. You will have up to 35 minutes to complete Section 2. At the end of the test you will find a review page. If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 2, click the “Review or End Test” button to go to the review page. Then click the “End Test” button. A new screen will ask if you are done with the test. If you are done, click the “Submit” button. Remember that once you have clicked the “Submit” button, you cannot go back to Section 2.

You should see a screen that says “Sign in using the Username and Password you were provided.” If you do not see this screen, please raise your hand.

If a student’s hand is raised, help the student(s) reach the Sign In screen.

- SAY** Type your Username and Password as shown on your *Test Ticket* and click “Sign In.”

Pause.

IF ADMINISTERING THE ASSESSMENT ON iPADS:

- SAY** You will see a message box that reads “Confirm App Self-Lock.” Click on the “Yes” button.

Make sure that all students have proceeded to the Verify Student Information screen and assist them as necessary.

- SAY** You should now see a Verify Student Information screen with your name on it. Please raise your hand if you do not see the Verify Student Information screen or your name.

Make sure that all students have proceeded to the Verify Student Information screen and verified their correct name. If necessary, have students retype the Username and Password.

- SAY** Near the bottom of the Verify Student Information screen is a box with the words “Monitoring Code” in front of it. Please enter this monitoring code.

Give students the monitoring code generated by the School Test Coordinator. Repeat the code as often as necessary so that all students may enter it correctly.

- SAY** Click on the “Save” button. If you see a message that says, “Your monitoring code is invalid,” raise your hand.

If one or more students have raised a hand, repeat the Test Monitoring Code for students to enter and repeat the directions above as often as needed until all students have received the “Valid Monitoring Code” message. If no students are able to successfully move forward, confirm with your School Test Coordinator that the Test Monitoring Code is correct and has not expired.

Once all students have received the “Valid Monitoring Code” message,

- SAY** Now click the “Continue” button. You should see the Test Modules screen. Now click on the name of the test section.

Pause.

IF THE TEST SESSION IS *NOT* USING RESTRICTED ACCESS (WAITING ROOM),

Continue with the test examiner script.

IF THE TEST SESSION **IS** USING RESTRICTED ACCESS (WAITING ROOM),

SAY You should now see a Waiting Room screen with this message: “Your test administrator has been notified that you would like to begin testing. Once you are approved, you will be allowed to proceed.” Please wait quietly.

Wait a few moments to allow time for the School Test Coordinator to grant student access to the test. Circulate and double-check that all students have been given access.

Students should see a message, “Your Test Administrator has allowed you into the test.”

SAY You should now see a message on the Waiting Room screen that says, “Your Test Administrator has allowed you into the test.” Please raise your hand if you did not receive this message.

If any students have not been allowed into the test, double-check that they have entered the monitoring code correctly. Circulate and help students enter the code correctly until all students can see the message, “Your Test Administrator has allowed you into the test.” If a student continues to have problems logging in, have the student exit the test and contact the School Test Coordinator for assistance.

Once all students have been allowed into the test,

Continue with the test examiner script.

SAY Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

Pause and wait until the “Begin the Test” button is displayed on all screens.

SAY Now click the “Begin the Test” button. You may begin.

Write down the start time. You must keep track of test timing.

Circulate and monitor students during test administration.

During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer. IMPORTANT: The Examiner must keep time during testing in accordance with the script.

2. *When 25 minutes have passed,*

SAY Please raise your hand if you need additional time to complete Section 2.

If no hands are raised, go to #3.

No student who is productively working at the 25-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

SAY You have 10 minutes remaining to complete Section 2.

Appendix E

3. *When all students have completed this section, or after 35 minutes have passed,*

SAY

If you have not already done so, please stop working. Click on the “Review or End Test” button. Then click “End Test.” Then click “Submit.”

When the time has been called, the Examiner must instruct the students to stop the test.

Check each computer to be sure the student has exited Section 2.

Collect the Test Ticket from each student.

Collect all scratch paper.

Erase the Monitoring Code from the board.

Count the test materials before the students are allowed to leave the testing site.

Return materials to the School Test Coordinator.

End of Section 2

APPENDIX F: TEST EXAMINER SCRIPT FOR ADMINISTERING THE HIGH SCHOOL PHYSICAL SCIENCE SPRING ASSESSMENT

These directions should be used for Grade 8 students taking the High School Physical Science assessment in lieu of the Grade 8 Science assessment.

1. *Before you begin, verify student identity, record attendance, and check that students have the following test materials:*

- Write the Monitoring Code on the board for students to see.
- One Test Ticket for each student for each section of the test
- Two No. 2 pencils with erasers
- One sheet of clean, blank scratch paper. It is permissible for the Test Ticket to be used as scratch paper. Consult with your School Test Coordinator for local guidance. The Test Ticket is a secure document and must be returned at the end of a testing session. Reference Sheets and Periodic Tables are not allowable for use as scratch paper and may not at any time be brought into the testing environment.
- Scientific or basic calculator

You must ensure that all calculators have been cleared of any stored text before beginning the assessment. A failure to confirm that calculator memory has been cleared will constitute a testing irregularity.

After all students have materials,

SAY **The testing period has begun. Please do not talk until after you have been dismissed. Cell phones, smartphones, smartwatches, tablets, or other electronic devices are NOT allowed in the testing room. The use, or intended use, of an electronic device to look up correct answers, take pictures of test materials, or share information with others will result in an invalidation of your test score and possible disciplinary action. Invalidation means that you would not receive a test score for this content area test. Are there any devices in the room that I need to collect?**

If so, collect and secure the device(s) per your school's/system's established procedures.

SAY **Instructional materials are not allowed in the testing room. If you are found with notebooks, notes, cards, books or other related materials during testing, your score may be invalidated. Are there any materials that I need to collect?**

If so, collect and secure the instructional materials per your school's/system's established procedures.

SAY **You may not use a cell phone as a calculator. To do so will result in invalidation of your test score.**

Pause.

2. **SAY** **Look at your *Test Ticket*. Please verify your last name and first name are correct. If your name is correct, please sign your *Test Ticket* now. If you have someone else's *Test Ticket*, please raise your hand now.**

If a student's hand is raised, provide student(s) with the correct Test Ticket.

Appendix F

- SAY** Please write your name in the upper right-hand corner of the scratch paper. If you need additional scratch paper during the test, raise your hand and I will bring you a sheet. Remember, you must write your name in the upper right-hand corner of the scratch paper. I will collect all scratch paper at the end of testing.

The following tools are available on your test: Cross-off, Highlighter, Notepad, Magnifier, Line Guide, Masking, References, and the Periodic Table. A scientific calculator and basic calculator are also available throughout the test.

You should see a screen that says “Sign in using the Username and Password you were provided.” If you do not see this screen, please raise your hand.

If a student’s hand is raised, help the student(s) reach the Sign In screen.

- SAY** Type your Username and Password as shown on your *Test Ticket* and click “Sign In.”

Pause.

IF ADMINISTERING THE ASSESSMENT ON iPADS:

- SAY** You will see a message box that reads “Confirm App Self-Lock.” Click on the “Yes” button.

Make sure that all students have proceeded to the Verify Student Information screen and assist them as necessary.

- SAY** You should now see a Verify Student Information screen with your name on it. Please raise your hand if you do not see the Verify Student Information screen or your name.

Make sure that all students have proceeded to the Verify Student Information screen and verified their correct name. If necessary, have students retype the Username and Password.

3. **SAY** Today you will be taking the Georgia Milestones assessment for High School Physical Science. Read each question carefully. Do your best to answer every question.

Pause.

- SAY** Near the bottom of the Verify Student Information screen is a box with the words “Monitoring Code” in front of it. Please enter this monitoring code.

Give students the monitoring code generated by the School Test Coordinator. Repeat the code as often as necessary so that all students may enter it correctly.

- SAY** Click on the “Save” button. If you see a message that says, “Your monitoring code is invalid,” raise your hand.

If one or more students have raised a hand, repeat the Test Monitoring Code for students to enter and repeat the directions above as often as needed until all students have received the “Valid Monitoring Code” message. If no students are able to successfully move forward, confirm with your School Test Coordinator that the Test Monitoring Code is correct and has not expired.

Once all students have received the “Valid Monitoring Code” message,

SAY Now click the “Continue” button. You should see the Test Modules screen. Now click on the name of the test section.

Pause.

IF THE TEST SESSION IS **NOT** USING RESTRICTED ACCESS (WAITING ROOM),

Continue with the test examiner script.

IF THE TEST SESSION **IS** USING RESTRICTED ACCESS (WAITING ROOM),

SAY You should now see a Waiting Room screen with this message: “Your test administrator has been notified that you would like to begin testing. Once you are approved, you will be allowed to proceed.” Please wait quietly.

Wait a few moments to allow time for the School Test Coordinator to grant student access to the test. Circulate and double-check that all students have been given access.

Students should see a message, “Your Test Administrator has allowed you into the test.”

SAY You should now see a message on the Waiting Room screen that says, “Your Test Administrator has allowed you into the test.” Please raise your hand if you did not receive this message.

If any students have not been allowed into the test, double-check that they have entered the monitoring code correctly. Circulate and help students enter the code correctly until all students can see the message, “Your Test Administrator has allowed you into the test.” If a student continues to have problems logging in, have the student exit the test and contact the School Test Coordinator for assistance.

Once all students have been allowed into the test,

Continue with the test examiner script.

SAY Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

Pause and wait until the “Begin the Test” button is displayed on all screens.

SAY Now click the “Begin the Test” button.

Pause and wait until the practice question is displayed on all screens.

SAY There are several things to remember:

- If you do not know the answer to a question, you can mark the question for later review by clicking on the *Flag* button. You may return to the question later if you have time.
- To move to the next question or to a previous question, click on the Next or Back buttons.
- To move to a specific question, click on that question number at the top of the screen.
- If you finish early, you may go back and check your work on this section.
- I cannot help you answer test questions, but if you have any problems with your computer during the test, raise your hand and I will help you.

Appendix F

- SAY** You may click on the References or Periodic Table tools at any time during the test. The References tool reveals the Reference Sheet that shows important formulas. The Periodic Table tool reveals the Periodic Table of Elements that shows the position and characteristics of the elements. You may refer to these tools for both sections.

Are there any questions?

Answer any questions the students may have.

4. **SAY** Now, we will review the practice question. The practice question is provided to show you what the questions in the test are like. You should choose the one BEST answer and click on the circle in front of the answer you have chosen. Read and answer the practice question now. Stop after you have answered it.

Allow time for students to read and answer the practice question. Review the practice question with students and continue with the directions that follow.

When all students have finished the practice question,

- SAY** For the practice question, you should have marked choice A for the correct answer. Are there any questions?

Answer any questions the students may have.

- SAY** Since the practice question is the last question of this part, when you click the “Next” button, you will see a prompt, asking if you wish to leave this part of the test. When you are sure you have finished with the practice question, click on the “Yes, Continue” button.

SECTION 1

*Typical Testing Time: 20–30 minutes
Maximum Testing Time: 40 minutes*

5. **SAY** Next you will see a screen that says “You are now about to begin the Georgia Milestones Assessment.”

You will have up to 40 minutes to complete Section 1 of the High School Physical Science assessment. At the end of the test you will find a review page. If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 1, click the “Review or End Test” button to go to the review page. Then click the “End Test” button. A new screen will ask if you are done with the test. If you are done, click the “Submit” button. Remember that once you have clicked the “Submit” button, you cannot go back to Section 1.

Do you have any questions about what to do or how to mark your answers?

Answer any procedural questions that the students ask.

- SAY** Please click on the “Begin Section” button. You may begin.

Write down the start time. You must keep track of test timing.

Circulate and monitor students during test administration.

During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer. **IMPORTANT:** The Examiner must keep time during testing in accordance with the script.

6. When 30 minutes have passed,

SAY Please raise your hand if you need additional time to complete Section 1.

If no hands are raised, go to #7.

No student who is productively working at the 30-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

SAY You have 10 minutes remaining to complete Section 1.

7. When all students have completed this section, or after 40 minutes have passed,

SAY If you have not already done so, please stop working. Click on the “Review or End Test” button. Then click “End Test.” Then click “Submit.”

When the time has been called, the Examiner must instruct the students to stop the test.

IF COMPLETING SECTION 1 AND SECTION 2 IN ONE DAY,

SAY You may now take a short break. You may stand and stretch. Please do not talk.

Check each computer to be sure the student has exited Section 1.

Collect the Test Ticket from each student.

*At this time, allow the students to stand and stretch. After no more than **10 minutes**,*

SAY Please sit down and wait quietly as we get ready to move on to Section 2. Please do not begin until told to do so.

IF COMPLETING SECTION 1 AND SECTION 2 IN TWO DAYS,

Check each computer to be sure the student has exited Section 1.

Check to be sure the memory stored in each calculator has been cleared. If students have supplied their own calculators, be sure to return them to students.

Collect the Test Ticket from each student.

Collect all scratch paper.

Erase the Monitoring Code from the board.

Count the test materials before the students are allowed to leave the testing site.

Return materials to the School Test Coordinator.

End of Section 1

SECTION 2

Typical Testing Time: 20–30 minutes

Maximum Testing Time: 40 minutes

IF COMPLETING SECTION 2 ON DAY 1,

Distribute Test Tickets for Section 2.

IF COMPLETING SECTION 2 ON DAY 2,

Write the Monitoring Code on the board for students to see.

Verify student identity and record attendance.

Make sure that all desks are cleared and distribute the Test Tickets. Make sure each student receives his or her own Test Ticket.

Distribute clean, blank scratch paper and pencils. Reference Sheets and Periodic Tables are not allowable for use as scratch paper and may not at any time be brought into the testing environment.

Distribute calculators. Check to be sure that the memory in each calculator has been cleared.

After all students have materials,

SAY

The testing period has begun. Please do not talk until after you have been dismissed. I must remind you that cell phones, smartphones, smartwatches, tablets, or other electronic devices are NOT allowed in the testing room. The use, or intended use, of an electronic device to look up correct answers, take pictures of test materials, or share information with others will result in an invalidation of your test score and possible disciplinary action. Invalidation means that you would not receive a test score for this content area test. Are there any devices in the room that I need to collect?

If so, collect and secure the device(s) per your school's/system's established procedures.

SAY

Instructional materials are not allowed in the testing room. If you are found with notebooks, notes, cards, books or other related materials during testing, your score may be invalidated. Are there any materials that I need to collect?

If so, collect and secure the instructional materials per your school's/system's established procedures.

1. **SAY** **Look at your *Test Ticket*. Please verify your last name and first name are correct. If your name is correct, please sign your *Test Ticket* now. If you have someone else's *Test Ticket*, please raise your hand now.**

If a student's hand is raised, provide student(s) with the correct Test Ticket.

SAY

Please write your name in the upper right-hand corner of the scratch paper. If you need additional scratch paper during the test, raise your hand and I will bring you a sheet. Remember, you must write your name in the upper right-hand corner of the scratch paper. I will collect all scratch paper at the end of testing.

SAY Now you will take Section 2 of the High School Physical Science assessment. You will have up to 40 minutes to complete Section 2. At the end of the test you will find a review page. If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 2, click the “Review or End Test” button to go to the review page. Then click the “End Test” button. A new screen will ask if you are done with the test. If you are done, click the “Submit” button. Remember that once you have clicked the “Submit” button, you cannot go back to Section 2.

SAY You should see a screen that says “Sign in using the Username and Password you were provided.” If you do not see this screen, please raise your hand.

If a student’s hand is raised, help the student(s) reach the Sign In screen.

SAY Type your Username and Password as shown on your *Test Ticket* and click “Sign In.”

Pause.

IF ADMINISTERING THE ASSESSMENT ON iPADS:

SAY You will see a message box that reads “Confirm App Self-Lock.” Click on the “Yes” button.

Make sure that all students have proceeded to the Verify Student Information screen and assist them as necessary.

SAY You should now see a Verify Student Information screen with your name on it. Please raise your hand if you do not see the Verify Student Information screen or your name.

Make sure that all students have proceeded to the Verify Student Information screen and verified their correct name. If necessary, have students retype the Username and Password.

SAY Near the bottom of the Verify Student Information screen is a box with the words “Monitoring Code” in front of it. Please enter this monitoring code.

Give students the monitoring code generated by the School Test Coordinator. Repeat the code as often as necessary so that all students may enter it correctly.

SAY Click on the “Save” button. If you see a message that says, “Your monitoring code is invalid,” raise your hand.

If one or more students have raised a hand, repeat the Test Monitoring Code for students to enter and repeat the directions above as often as needed until all students have received the “Valid Monitoring Code” message. If no students are able to successfully move forward, confirm with your School Test Coordinator that the Test Monitoring Code is correct and has not expired.

Once all students have received the “Valid Monitoring Code” message,

SAY Now click the “Continue” button. You should see the Test Modules screen. Now click on the name of the test section.

Pause.

Appendix F

IF THE TEST SESSION IS **NOT** USING RESTRICTED ACCESS (WAITING ROOM),

Continue with the test examiner script.

IF THE TEST SESSION **IS** USING RESTRICTED ACCESS (WAITING ROOM),

SAY You should now see a Waiting Room screen with this message: “Your test administrator has been notified that you would like to begin testing. Once you are approved, you will be allowed to proceed.” Please wait quietly.

Wait a few moments to allow time for the School Test Coordinator to grant student access to the test. Circulate and double-check that all students have been given access.

Students should see a message, “Your Test Administrator has allowed you into the test.”

SAY You should now see a message on the Waiting Room screen that says, “Your Test Administrator has allowed you into the test.” Please raise your hand if you did not receive this message.

If any students have not been allowed into the test, double-check that they have entered the monitoring code correctly. Circulate and help students enter the code correctly until all students can see the message, “Your Test Administrator has allowed you into the test.” If a student continues to have problems logging in, have the student exit the test and contact the School Test Coordinator for assistance.

Once all students have been allowed into the test,

Continue with the test examiner script.

SAY Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

Pause and wait until the “Begin the Test” button is displayed on all screens.

SAY Now click the “Begin the Test” button. You may begin.

Write down the start time. You must keep track of test timing.

Circulate and monitor students during test administration.

During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer. **IMPORTANT:** The Examiner must keep time during testing in accordance with the script.

2. When 30 minutes have passed,

SAY Please raise your hand if you need additional time to complete Section 2.

If no hands are raised, go to #3.

No student who is productively working at the 30-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

SAY You have 10 minutes remaining to complete Section 2.

3. *When all students have completed this section, or after 40 minutes have passed,*

SAY If you have not already done so, please stop working. Click on the “Review or End Test” button. Then click “End Test.” Then click “Submit.”

When the time has been called, the Examiner must instruct the students to stop the test.

Check each computer to be sure the student has exited Section 2.

Check to be sure the memory stored in each calculator has been cleared. If students have supplied their own calculators, be sure to return them to students.

Collect the Test Ticket from each student.

Collect all scratch paper.

Erase the Monitoring Code from the board.

Count the test materials before the students are allowed to leave the testing site.

Return materials to the School Test Coordinator.

End of Section 2

APPENDIX G: TEST EXAMINER SCRIPT FOR ADMINISTERING THE ENGLISH LANGUAGE ARTS EOG RETEST ASSESSMENT

1. *Before you begin, verify student identity, record attendance, and check that students have the following test materials:*

- Write the Monitoring Code on the board for students to see.
- One Test Ticket for each student for each section of the test
- Two No. 2 pencils with erasers
- One sheet of clean, blank scratch paper each for Section 1 and Section 2. It is permissible for the Test Ticket to be used as scratch paper. Consult with your School Test Coordinator for local guidance. The Test Ticket is a secure document and must be returned at the end of a testing session.

After all students have materials,

SAY The testing period has begun. Please do not talk until after you have been dismissed. Cell phones, smartphones, smartwatches, tablets, or other electronic devices are NOT allowed in the testing room. The use, or intended use, of an electronic device to look up correct answers, take pictures of test materials, or share information with others will result in an invalidation of your test score and possible disciplinary action. Invalidation means that you would not receive a test score for this content area test. Are there any devices in the room that I need to collect?

If so, collect and secure the device(s) per your school's/system's established procedures.

SAY Instructional materials are not allowed in the testing room. If you are found with notebooks, notes, cards, books or other related materials during testing, your score may be invalidated. Are there any materials that I need to collect?

If so, collect and secure the instructional materials per your school's/system's established procedures.

2. **SAY** Look at your *Test Ticket*. Please verify your last name and first name are correct. If your name is correct, please sign your *Test Ticket* now. If you have someone else's *Test Ticket*, please raise your hand now.

If a student's hand is raised, provide student(s) with the correct Test Ticket.

SAY Please write your name in the upper right-hand corner of the scratch paper. If you need additional scratch paper during the test, raise your hand and I will bring you a sheet. You must write your name in the upper right-hand corner of the scratch paper. I will collect all scratch paper at the end of testing.

The following tools are available on your test: Cross-off, Highlighter, Notepad, Magnifier, Line Guide, and Masking.

You should see a screen that says "Sign in using the Username and Password you were provided." If you do not see this screen, please raise your hand.

If a student's hand is raised, help the student(s) reach the Sign In screen.

SAY Type your Username and Password as shown on your *Test Ticket* and click "Sign In."

Pause.

IF ADMINISTERING THE ASSESSMENT ON iPADS:

SAY You will see a message box that reads “Confirm App Self-Lock.” Click on the “Yes” button.

Make sure that all students have proceeded to the Verify Student Information screen and assist them as necessary.

SAY You should now see a Verify Student Information screen with your name on it. Please raise your hand if you do not see the Verify Student Information screen or your name.

Make sure that all students have proceeded to the Verify Student Information screen and verified their correct name. If necessary, have students retype the Username and Password.

3. **SAY** Today you will take the Georgia Milestones End-of-Grade assessment for English Language Arts. In Section 1 and Section 2, you will be asked to read some passages and then answer questions about the passages. There will also be some questions that do not have passages.

Read each passage and question carefully. If there are reading passages, scroll up and down within the passage to view all of the text. You may scroll up and down within the reading passages as often as necessary. Do your best to answer every question.

Pause.

SAY Near the bottom of the Verify Student Information screen is a box with the words “Monitoring Code” in front of it. Please enter this monitoring code.

Give students the monitoring code generated by the School Test Coordinator. Repeat the code as often as necessary so that all students may enter it correctly.

SAY Click on the “Save” button. If you see a message that says, “Your monitoring code is invalid,” raise your hand.

If one or more students have raised a hand, repeat the Test Monitoring Code for students to enter and repeat the directions above as often as needed until all students have received the “Valid Monitoring Code” message. If no students are able to successfully move forward, confirm with your School Test Coordinator that the Test Monitoring Code is correct and has not expired.

Once all students have received the “Valid Monitoring Code” message,

SAY Now click the “Continue” button. You should see the Test Modules screen. Now click on the name of the test section.

Pause.

IF THE TEST SESSION IS **NOT** USING RESTRICTED ACCESS (WAITING ROOM),

Continue with the test examiner script.

IF THE TEST SESSION **IS** USING RESTRICTED ACCESS (WAITING ROOM),

- SAY** You should now see a Waiting Room screen with this message: “Your test administrator has been notified that you would like to begin testing. Once you are approved, you will be allowed to proceed.” Please wait quietly.

Wait a few moments to allow time for the School Test Coordinator to grant student access to the test. Circulate and double-check that all students have been given access.

Students should see a message, “Your Test Administrator has allowed you into the test.”

- SAY** You should now see a message on the Waiting Room screen that says, “Your Test Administrator has allowed you into the test.” Please raise your hand if you did not receive this message.

If any students have not been allowed into the test, double-check that they have entered the monitoring code correctly. Circulate and help students enter the code correctly until all students can see the message, “Your Test Administrator has allowed you into the test.” If a student continues to have problems logging in, have the student exit the test and contact the School Test Coordinator for assistance.

Once all students have been allowed into the test,

Continue with the test examiner script.

- SAY** Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

Pause and wait until the “Begin the Test” button is displayed on all screens.

- SAY** Now click the “Begin the Test” button.

Pause and wait until the practice question is displayed on all screens.

- SAY** There are several things to remember:

- If you do not know the answer to a question, you can mark the question for later review by clicking on the *Flag* button. You may return to the question later if you have time.
- To move to the next question or to a previous question, click on the Next or Back buttons.
- To move to a specific question, click on that question number at the top of the screen.
- If you finish early, you may go back and check your work on this section.
- I cannot help you answer test questions, but if you have any problems with your computer during the test, raise your hand and I will help you.

Are there any questions?

Answer any questions students may have.

4. **SAY** Now, we will review the practice question. The practice question is provided to show you what the questions in the test are like. You should choose the one BEST answer and click on the circle in front of the answer you have chosen. Read and answer the practice question now. Stop after you have answered it.

Allow time for students to read and answer the practice question. Review the practice question with students using the following text for the appropriate grade level. Then continue with the directions that follow.

When all students have finished the practice question,

Grades 3 and 5 Practice Passage and Practice Question

SAY For the practice question, you should have marked choice B for the correct answer.

Grade 8 Practice Passage and Practice Question

SAY For the practice question, you should have marked choice A for the correct answer.

SAY Are there any questions?

Answer any questions the students may have.

SAY Since the practice question is the last question of this part, when you click the “Next” button, you will see a prompt, asking if you wish to leave this part of the test. When you are sure you have finished with the practice question, click on the “Yes, Continue” button.

SECTION 1

Typical Testing Time: 40–60 minutes

Maximum Testing Time: 80 minutes

- SAY** Next you will see a screen that says “You are now about to begin the Georgia Milestones Assessment.”

Now you will take Section 1 of the English Language Arts End-of-Grade assessment. You will have up to 80 minutes to complete Section 1. At the end of the test you will find a review page. If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 1, click the “Review or End Test” button to go to the review page. Then click the “End Test” button. A new screen will ask if you are done with the test. If you are done, click the “Submit” button. Remember that once you have clicked the “Submit” button, you cannot go back to Section 1.

Do you have any questions about what to do or how to mark your answers?

Answer any procedural questions that the students ask.

SAY Now click the “Begin Section” button. You may begin.

Write down the start time. You must keep track of test timing.

Circulate and monitor students during test administration.

During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer. IMPORTANT: The Examiner must keep time during testing in accordance with the script.

Appendix G

2. When 65 minutes have passed,

SAY Please raise your hand if you need additional time to complete Section 1.

If no hands are raised, go to #3.

No student who is productively working at the 65-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

SAY You have 15 minutes remaining to complete Section 1.

3. When all students have completed this section, or after 80 minutes have passed,

SAY If you have not already done so, please stop working. Click on the “Review or End Test” button. Then click “End Test.” Then click “Submit.”

When the time has been called, the Examiner must instruct the students to stop the test.

IF ADMINISTERING THE ENGLISH LANGUAGE ARTS TESTS IN ONE DAY,

SAY You may now take a short break. You may stand and stretch. Please do not talk.

Check each computer to be sure the student has exited Section 1.

Collect the Test Ticket from each student.

*At this time, allow the students to stand and stretch. After no more than **10 minutes**,*

SAY Please sit down and wait quietly as we get ready to move on to Section 2. Please do not begin until told to do so.

Directions for Section 2 begin on page 101 in this manual.

IF ADMINISTERING THE ENGLISH LANGUAGE ARTS TESTS IN TWO DAYS,

Check each computer to be sure the student has exited Section 1.

Collect the Test Ticket from each student.

Collect all scratch paper.

Erase the Monitoring Code from the board.

Count the test materials before the students are allowed to leave the testing site.

Return materials to the School Test Coordinator.

End of Section 1

SECTION 2

Typical Testing Time: 40–60 minutes

Maximum Testing Time: 80 minutes

IF ADMINISTERING THE ENGLISH LANGUAGE ARTS TESTS IN TWO DAYS,

Write the Monitoring Code on the board for students to see.

Verify student identity and record attendance.

Make sure that all desks are cleared and distribute the Test Tickets. Make sure each student receives his or her own Test Ticket.

Distribute one sheet of clean, blank scratch paper to each student.

After all students have materials,

SAY **The testing period has begun. Please do not talk until after you have been dismissed. I must remind you that cell phones, smartphones, smartwatches, tablets, or other electronic devices are NOT allowed in the testing room. The use, or intended use, of an electronic device to look up correct answers, take pictures of test materials, or share information with others will result in an invalidation of your test score and possible disciplinary action. Invalidation means that you would not receive a test score for this content area test. Are there any devices in the room that I need to collect?**

If so, collect and secure the device(s) per your school's/system's established procedures.

SAY **Instructional materials are not allowed in the testing room. If you are found with notebooks, notes, cards, books or other related materials during testing, your score may be invalidated. Are there any materials that I need to collect?**

If so, collect and secure the instructional materials per your school's/system's established procedures.

- SAY** **Look at your *Test Ticket*. Please verify your last name and first name are correct. If your name is correct, please sign your *Test Ticket* now. If you have someone else's *Test Ticket*, please raise your hand now.**

If a student's hand is raised, provide student(s) with the correct Test Ticket.

SAY **Please write your name in the upper right-hand corner of the scratch paper. If you need additional scratch paper during the test, raise your hand and I will bring you a sheet. Remember, you must write your name in the upper right-hand corner of the scratch paper. I will collect all scratch paper at the end of testing.**

Now you will take Section 2 of the English Language Arts End-of-Grade assessment. You have up to 80 minutes to complete Section 2. At the end of the test you will find a review page. If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 2, click the "Review or End Test" button to go to the review page. Then click the "End Test" button. A new screen will ask if you are done with the test. If you are done, click the "Submit" button. Remember that once you have clicked the "Submit" button, you cannot go back to Section 2.

Appendix G

- SAY** You should see a screen that says “Sign in using the Username and Password you were provided.” If you do not see this screen, please raise your hand.

If a student’s hand is raised, help the student(s) reach the Sign In screen.

- SAY** Type your Username and Password as shown on your *Test Ticket* and click “Sign In.”

Pause.

IF ADMINISTERING THE ASSESSMENT ON iPADS:

- SAY** You will see a message box that reads “Confirm App Self-Lock.” Click on the “Yes” button.

Make sure that all students have proceeded to the Verify Student Information screen and assist them as necessary.

- SAY** You should now see a Verify Student Information screen with your name on it. Please raise your hand if you do not see the Verify Student Information screen or your name.

Make sure that all students have proceeded to the Verify Student Information screen and verified their correct name. If necessary, have students retype the Username and Password.

- SAY** Near the bottom of the Verify Student Information screen is a box with the words “Monitoring Code” in front of it. Please enter this monitoring code.

Give students the monitoring code generated by the School Test Coordinator. Repeat the code as often as necessary so that all students may enter it correctly.

- SAY** Click on the “Save” button. If you see a message that says, “Your monitoring code is invalid,” raise your hand.

If one or more students have raised a hand, repeat the Test Monitoring Code for students to enter and repeat the directions above as often as needed until all students have received the “Valid Monitoring Code” message. If no students are able to successfully move forward, confirm with your School Test Coordinator that the Test Monitoring Code is correct and has not expired.

Once all students have received the “Valid Monitoring Code” message,

- SAY** Now click the “Continue” button. You should see the Test Modules screen. Now click on the name of the test section.

Pause.

IF THE TEST SESSION IS **NOT** USING RESTRICTED ACCESS (WAITING ROOM),

Continue with the test examiner script.

IF THE TEST SESSION **IS** USING RESTRICTED ACCESS (WAITING ROOM),

SAY You should now see a Waiting Room screen with this message: “Your test administrator has been notified that you would like to begin testing. Once you are approved, you will be allowed to proceed.” Please wait quietly.

Wait a few moments to allow time for the School Test Coordinator to grant student access to the test. Circulate and double-check that all students have been given access.

Students should see a message, “Your Test Administrator has allowed you into the test.”

SAY You should now see a message on the Waiting Room screen that says, “Your Test Administrator has allowed you into the test.” Please raise your hand if you did not receive this message.

If any students have not been allowed into the test, double-check that they have entered the monitoring code correctly. Circulate and help students enter the code correctly until all students can see the message, “Your Test Administrator has allowed you into the test.” If a student continues to have problems logging in, have the student exit the test and contact the School Test Coordinator for assistance.

Once all students have been allowed into the test,

Continue with the test examiner script.

SAY Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

Pause and wait until the “Begin the Test” button is displayed on all screens.

SAY Now click the “Begin the Test” button. You may begin.

Write down the start time. You must keep track of test timing.

Circulate and monitor students during test administration.

During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer. IMPORTANT: The Examiner must keep time during testing in accordance with the script.

2. *When 65 minutes have passed,*

SAY Please raise your hand if you need additional time to complete Section 2.

If no hands are raised, go to #3.

No student who is productively working at the 65-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

SAY You have 15 minutes remaining to complete Section 2.

Appendix G

3. *When all students have completed this section, or after 80 minutes have passed,*

SAY

If you have not already done so, please stop working. Click on the “Review or End Test” button. Then click “End Test.” Then click “Submit.”

When the time has been called, the Examiner must instruct the students to stop the test.

Check each computer to be sure the student has exited Section 2.

Collect the Test Ticket from each student.

Collect all scratch paper.

Erase the Monitoring Code from the board.

Count the test materials before the students are allowed to leave the testing site.

Return materials to the School Test Coordinator.

End of Section 2

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Test Administration Manual

