
GUIDELINES FOR SIMPLIFIED TEST DIRECTIONS IN THE TEST ADMINISTRATION MANUAL

Simplified test directions is a designated support allowable across all grades on Smarter Balanced assessments. Designated Supports can be provided to any student so long as an informed educator or group of educators determines it is appropriate. Students with difficulties in auditory processing, short-term memory, attention, or decoding may benefit from having test directions simplified for them. This designated support may require testing in a separate setting to avoid distracting other test takers. For Connecticut-specific information on documentation requirements and decision-making criteria for use of simplified test directions and all other Smarter Balanced accessibility resources please see the [CSDE Assessment Guidelines](#).

A test administrator who provides the simplified test directions designated support is an adult who simplifies the script within the SAY boxes in the [Smarter Balanced: Summative Assessment Test Administration Manual for English Language Arts and Mathematics](#) (TAM). Test administrators should not deviate from the test directions found in the TAM in ways that impact the measured content. The student depends on the test administrator to read the script in the TAM accurately, pronounce words correctly, and speak in a clear voice. When a student needs additional support to understand the test directions found in the TAM, the test administrator may simplify or paraphrase the language in the script and verify the student’s understanding. Simplifying test directions should be consistent with classroom instruction and includes repeating or rephrasing. This may include breaking TAM directions into parts or segments or using similar words or phrases, but it should exclude defining words or concepts. The test administrator must be trained in administering the assessment and must follow the *Smarter Balanced Guidelines for Simplified Test Directions* presented here. The test administrator must ensure that the student understands the directions in the TAM. Only the script in the TAM may be simplified. Test content, including test items, words from items, or instructions for individual items may **NOT** be simplified or paraphrased.

QUALIFICATIONS FOR TEST ADMINISTRATORS WHO SIMPLIFY TEST DIRECTIONS

- ▶ The test administrator who simplifies test directions should be an adult who is familiar with the student, and who is typically responsible for providing this support during educational instruction and assessments.
- ▶ Test administrators must be trained on the administration of the assessment and be familiar with the terminology and symbols specific to the directions and related conventions for standard oral communication.
- ▶ Test administrators must be trained in administration and security policies and procedures as articulated in the TAM.

- ▶ Test administrators must be familiar with the vocabulary used in the TAM directions and be able to speak clearly and at a normal pace with clear pronunciation.
- ▶ Test administrators must be willing to be patient and repeat test directions.

PRIOR TO TEST ADMINISTRATION

Prior to test administration, test administrators who simplify test directions should

- ▶ Be trained in administering the assessment per the requirements noted in the [TAM](#) in Section III – Prior to Test Administration, beginning on page 11.
- ▶ Familiarize themselves with the testing environment and format in advance of the testing session.
- ▶ Have a strong working knowledge of the embedded and non-embedded universal tools, designated supports, and accommodations available on Smarter Balanced assessments.
- ▶ Have extensive practice in simplifying test directions and must be familiar and comfortable with the process before working directly with the student.
- ▶ Be familiar with the student’s needs, including the Individualized Education Program (IEP) or 504 plan if the student for whom they are reading has access to additional designated supports and/or accommodations. This will ensure that there are plans in place for providing all needed designated supports and accommodations.
- ▶ Be familiar with any assistive technology or approved supports the student requires. In addition to the simplified test directions support, students may make use of any other approved accessibility resource during the test as appropriate and in accordance with the [CSDE Assessment Guidelines](#).
- ▶ It is recommended that the same test administrator be assigned to students for each day of testing.

DAY OF TEST ADMINISTRATION

In the [TAM](#), test administrators who simplify test directions should reference Section IV. Day of Test Administration beginning on page 14.

- ▶ Be prepared to restate the language in the script.
- ▶ Read the directions aloud in paraphrased, clarified, or simplified form, rather than reading the script verbatim.
- ▶ Follow the TAM guidelines for assisting the student with taking the test.
- ▶ Not prompt the student in any way that would result in a different response to a test item.
- ▶ Not influence the student’s response in any way.
- ▶ Spell any words in the script if requested by the student.
- ▶ Adjust their reading speed and volume if requested by the student.
- ▶ Not paraphrase, interpret, define, or translate any aspect beyond the script provided in the TAM. They should **NOT** read aloud any parts of the test content, including items, words, or instructions as this would be a violation of test security.
 - **ONLY** if the student is registered for the read aloud designated support and/or accommodation in conjunction with the simplified test directions designated support, the test reader should follow the [Smarter Balanced Read Aloud Guidelines](#).

FOLLOWING TEST ADMINISTRATION

Test administrators who simplify test directions should follow the guidelines noted in Section IV.I - Test Session Administration, beginning on page 18 of the [TAM](#). Please note that these directions are just an example of how you might simplify the test directions. Based on students’ needs, test administrators can simplify the directions from the Test Administration Manual.

Example of Simplified Test Directions

Full Log-in Directions	Simplified Log-in Directions
<p>Today, you will take the Smarter Balanced [insert grade, ELA/mathematics, and CAT/PT] Summative Assessment. I will give you a test Session ID that is required to start the test. If you need an individual break during the test, raise your hand and wait for my instructions and permission.</p> <p>Once you have logged in, wait for me to approve the test before you start. I’ll be checking that you have correctly entered the test Session ID and other information.</p>	<p>Today, you will take the Smarter Balanced [ELA/math] test. If you need a break during the test, raise your hand.</p>
<p>Enter your first name followed by your Student ID number using the information on the paper I gave you. Then enter the test Session ID exactly as it is written—it is case sensitive—without extra spaces or characters. Raise your hand if you need help typing this information.</p> <p>Please do not share your Student ID number with anyone. This is private information.</p>	<p>Now we are ready to log in. Enter your first name, not your nickname, followed by your Student ID number. Then enter the test session ID I just gave you.</p>
<p>Now click “Sign In.” Once you have successfully signed in, you will see a screen with your first name, Student ID number, school, and grade. If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.</p>	<p>Now click “Sign In.” Make sure that your personal information on the next screen is correct and click YES to continue. If it is not correct, raise your hand.</p>
<p>On the next screen, select the [INSERT NAME OF TEST (e.g., Summative CAT ELA Grade 3)]. If your screen does not say “summative”, please raise your hand. After you have selected the test, you will see a screen with a moving bar and message saying that you are waiting for Test Administrator approval. This step helps ensure that you are taking the correct test. Please wait quietly while I verify each of your tests.</p>	<p>On the next screen, select the [INSERT NAME OF TEST]. Then wait.</p>

Full Log-in Directions	Simplified Log-in Directions
<p>After I approve you to begin testing, you will see a screen asking you to check your test content area and settings. Review your name, Student ID number, test name, and test settings. If all the information is correct, you may select YES, START MY TEST. If any of it is incorrect, please raise your hand.</p>	<p>After I approve you to begin testing, make sure that you have the right test and settings. If any of the test information is incorrect, please raise your hand. If everything is correct, click YES, START MY TEST.</p>
<p>Next you should see a screen that prompts you to verify that the sound and video on your computer is working. Put your headsets on and click the play icon to play the video and sound. If you are able to play the video and hear the sound, click [I could play the video]. If not, raise your hand.</p>	<p>Now you should see a screen that asks you to be sure your sound and video work. Put on your headset and click PLAY. If the video and sound work, click I COULD PLAY THE VIDEO. If not, raise your hand.</p>
<p>Before your test appears, you will see an Instructions and Help page.</p> <p>This page allows you to view the Help Guide that includes the test tools and buttons that you may use during the test or that will appear on the test. Please click View Help Guide and read about the available tools carefully. You can also find this information in the Help Guide during your test by clicking the question mark button in the top right corner.</p> <p>You must answer each question on the screen before going on to the next page. During the test, you may see a page with no test questions. Follow the directions on the page to continue taking the test.</p>	<p>When you are ready to begin, click BEGIN TEST NOW.</p>
<p>You must make an answer selection in order to move to the question on the next page. If you are unsure of an answer, provide what you think is the best answer; there is no penalty for guessing. If you would like to review that answer at a later time, mark the item for review by clicking on the icon in the upper-right corner of the question and clicking the flag to mark for review before going on to the next question.</p> <p>Flagging the item will remind you to go back and decide whether you want to change the answer during this test.</p>	<p>You have to choose an answer to move to the next question. If you don't know what to choose, just pick the best answer. If you want to review your answers later, you can mark the question for review by choosing the flag in the top right corner.</p>

Full Log-in Directions	Simplified Log-in Directions
<p>You may PAUSE at any point in the test by clicking PAUSE rather than NEXT after answering an item. [The following statement only applies to the CAT.] The PAUSE button is used to pause the test. Note that PAUSING for more than 20 minutes will prevent you from changing any answer on previous pages of the test. Please respond to <u>all</u> items on your current test page before pausing the test. Please raise your hand if you need a break and ask me before you click PAUSE.</p> <p>Your answers need to be your own work. Please keep your eyes on your own test and remember that there should be no talking.</p> <p>When you get to the end of this test, you will be prompted to review your answers before submitting the test. Once you submit your answers, you will not be able to return to the test.</p> <p>When you are ready to begin your test, click BEGIN TEST NOW at the bottom of the page.</p>	<p>You can pause at any time, and it is best to PAUSE instead of choosing NEXT. If you PAUSE for more than 20 minutes, you cannot go back to any previous answers. Please raise your hand if you need a break and ask me before you choose PAUSE.</p> <p>Your answers need to be your own work. Please keep your eyes on your own test and remember that there should be no talking.</p> <p>When you are ready, click BEGIN TEST NOW at the bottom of the page.</p>
<p>This test session is almost over. Please review any completed or marked items now, as you will not be able to see those items again. Do not click SUBMIT TEST unless you are completely finished with your test. Once you submit your test, you will not be able to go back and review any questions. Please check all your work before submitting.</p>	<p>This test is almost over. Please review any questions now. Do not choose SUBMIT until you are completely done with the test. If you SUBMIT, cannot go back and review or answer any questions.</p>
<p>This test session is now over. If you have not finished, click PAUSE, and you will be able to finish at another time. If you have finished, click SUBMIT TEST. I will now collect any scratch paper or other materials.</p>	<p>This test is over. If you are still working, click PAUSE so you can finish on another day.</p> <p>If you are finished, click SUBMIT TEST.</p> <p>I will collect scratch paper and other materials now.</p>