

Examiner's Non Writing Training

High School

SPRING 2012

Security Guidelines Appendix A (Everyone who has access to the testing materials must read and sign)

Have a sign in when you train. Make sure that people know that this is not an Opt Out.

New

- Reading has only one review screen
- RLR and Science have new tests and late scores
- Be familiar with the TEI items for EOC Math, English RLR, and Science

Reminders

- Test NAV 7 (only the Pointer tool can be used to select MC answers)
- Technology Enhanced Items and practice EPATS, Reading, Science, and Math
- VMAST Math on line
- Test Accommodations (Appendices D and E)
- Guidelines for Recording a Test Session (Appendix F)
- Examiners checklist Appendix I

School Testing Plan

- Training students, Examiners, and Proctors
- Term Grads get 3 attempts RLR, Science, History, and math
- Testing Times
- Testing Locations (lab maps and scheduled examiner/proctor times)
- Accommodations SPED/504
- Accommodations LEP
- Checking in and out of secure materials and transmittal forms
- Irregularities(Appendix H)
- Monitoring
- Examiner's Checklist(Appendix I)

Dates for testing

- Provide everyone the Spring Non Writing testing calendar

Reading and History;

p. 2 Duties Before Testing

p. 3 Applications for Test Prep

p. 5 Materials for Testing

p. 6 Online Tools

p. 7 Supervised Break

p. 8 Navigating Test Nav7

pp. 9-10 Monitoring Students During Testing

Look over the next few pages to become familiar with the transitions between the specific test directions.

pp. 18 -19 Guidance for Examiners and Proctors Monitoring Online Testing

pp. 19-20 The Test Submit Process

Science;

p. 2 Duties Before Testing

p. 3 Applications for Test Prep

pp. 5-7 Materials for Testing

p. 8 Online Tools

p. 9 Supervised Break

pp. 10-11 Navigating Test Nav7

pp. 11-12 Monitoring Students During Testing

Look over the next few pages to become familiar with the transitions between the specific test directions.

p. 24 Guidance for Examiners and Proctors Monitoring Online Testing

p. 25 The Test Submit Process

Math:

p. 2 Duties Before Testing

p. 3 Applications for Test Prep

pp. 5-8 Materials for Testing

pp. 9-10 Online Tools

p. 10 Supervised Break

p. 12 Navigating Test Nav7

p. 13 Monitoring Students During Testing

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p. 17 Formula Sheets

p. 29 Guidance for Examiners and Proctors Monitoring Online Testing

p. 30 The Test Submit Process

Examiner's Manual Walk Through *with highlighters*

(NOTE USE SECTIONS, the pages are not the same for the different contents)

Before Testing (section 4)

- **Sign Security Agreement**
- **Applications for test preparation**
- **Inform students of dates**
- **Remove or cover materials on walls and boards, establish the test setting**
- **Identify the correct materials permitted for each component of the test**
- **Know where and how to take students to overtime testing**
- **Practice reading the directions for the test you will give**
- **Review materials needed for testing**
- **Materials will be provided by the STC**
- **Be familiar with the new tools, navigation, and submission**
- **Supervised breaks**

The Day of Testing (section 5)

- Reread the general directions for administering the test
- Check the student's computer work stations
- Know how to navigate in Test NAV (make sure all are familiar with the training power point and know how to drive the tests)
- Know how to handle testing irregularities
- Know how to answer student questions
- Know how to resume and move students
- Monitor the students not the test
- Wherever there are specific directions (SAY) you must read them exactly as they are written
- Troubleshooting
- Submitting the test

After Testing Section 6

- Return all test tickets and scrap paper
- Examiner's sign ticket Affidavits
- Proctor's sign ticket Affidavits

SPECIAL TRAINING for SPED. 504, and or LEP ACCOMMODATIONS