



eMPowerME Guidelines for Clarifying Test Directions in the Test Administration Manual (TAM)

<p>Accommodation 01 Clarified/Simplified of Directions</p>	<p>After <u>test directions</u> have been read, the test administrator may ask the student to explain what he/she has been asked to do. If directions have been misunderstood by the student, the <u>test directions</u> may be paraphrased or demonstrated. Test items MUST NOT be paraphrased or explained. See Guidelines for Clarified/Simplified Test Directions.</p>
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Simplified test directions is a new designated support allowable across all grades on eMPowerME assessment. Designated Supports can be provided to any student so long as an informed 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 information on documentation requirements and decision-making criteria for use of simplified test directions and all other eMPowerME accessibility resources please see the *MEA Accessibility Guide (eMPowerME)*.

A test administrator/proctor who provides the simplified test directions designated support is an adult who simplifies the script within the “SAY” boxes in the online and paper-based Test Administration Manual (TAM). Test administrators/proctors should not deviate from the test directions found in the TAM in ways that impact the content being measured. When a student needs additional support understanding the test directions found in the TAM, the test administrator/proctor may clarify or paraphrase the language in the script and verify the student’s understanding. Clarifying 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/proctor must be trained in administering the assessment and must follow the *eMPowerME Guidelines for Clarified 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/Proctors Who Clarify Test Directions

- The test administrator/proctor who clarifies 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/proctors 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/proctors must be trained in administration and security policies and procedures as articulated in the TAM and sign the Test Security Agreement.
- Test administrators must be familiar with the vocabulary used in the TAM directions.



Guidelines for Clarified/Simplified Test Directions in the TAM

Prior to Test Administration

In addition to the guidelines noted in the TAM, test administrators/proctors who clarify test directions should:

- 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 the eMPowerME assessment.
- Have extensive practice in clarifying 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 *MEA Accessibility Guide (eMPowerME)*.
- It is recommended that the same test administrator/proctor be assigned to students for each day of testing.

Day of Test Administration

In addition to the guidelines noted in the TAM, test administrators/proctors who clarify test directions should:

- Read the directions aloud in paraphrased, clarified form, rather than reading the script verbatim.
- Not prompt the student in any way that would result in a different response to a test item nor influence the student's response in any way.
- 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 answer choices as this would be a violation of test security.
 - **ONLY** if the student is registered for the Read Aloud accommodation in conjunction with the simplified test directions designated support, the test reader should follow the *Read Aloud Protocol*.



Guidelines for Clarified/Simplified Test Directions in the TAM

Example of Simplified Test Directions

Full Log-in Directions for “Reading 1”	Example of Clarified/Simplified Log-in Directions
<p>Look at your Test Login ticket. Your name should appear on the top line. If you have a ticket for someone other than yourself, please raise your hand now.</p> <p>Doe, John D DOB: 9/19/2005 Grade 6 Reading</p> <p>Username: 564738473</p> <p>Password: E895E6CA</p>	<p>Now we are ready to log in. Your name must be on the ticket.</p>
<p>Double-click the test icon on your desktop. Once the program opens, you will see a student login page. Raise your hand if you do not see the login page.</p>	<p>Double-click the test icon and you will see a student login page.</p>
<p>Carefully type the username and password in the login screen exactly as they appear on the ticket. Then click the “Sign In” button. Keep your login ticket on your desk. It will be collected at the end of this test.</p>	<p>Type in the username and password that is on your ticket. Click “Sign In”.</p>
<p>You should see the word “Hello” followed by your name. Be sure that your name, student testing ID number, and date of birth are correct. If the information on the screen is not correct, raise your hand.</p>	<p>You should see “Hello” (your name). Make sure it is your name, ID number, and birthday.</p>
<p>Click the “Reading Session 1” button and enter the session access code provided by the proctor. Please raise your hand if you are not viewing Reading Session 1.</p>	<p>Click the “Reading Session 1” button and type in the session code the teacher/I give(s) you.</p>
<p>Once you log into a session, you need to be answering questions (or typing a response) in order to be “active” in the system. Just moving the mouse or using the tools is not considered activity. If you are not answering questions (inactive) for 60 minutes, you will be logged out, your answers will be saved, but the test proctor will need to log you back in to the test. You have 80 minutes to complete this test session. I will give you a 15-minute and 5-minute warning before the end of the session. If you have any questions, raise your hand.</p>	<p>If you do not actively answer questions for more than 60 minutes, you will be logged out. Raise your hand for help. You have 80 minutes for this test and I will tell you when there are 15 and 5 minutes left.</p>

Guidelines for Clarified/Simplified Test Directions in the TAM

Now take a moment and read the “Reading Session 1 Directions” to yourself as I read them aloud. For this test, you will read passages and then answer questions about the passages. In some cases, you will read two passages and answer the questions that follow. Some of the questions may ask you to compare the two passages. Read Passage 1 and then click the “2” tab at the top of the screen to read Passage 2. Some of the questions may look different from test questions you have seen before, and some may ask about material that is new to you, but it is important to do your best.

If you are not sure of the answer to a question, you should still try to answer it. If you have any questions, raise your hand.

Let’s read the directions together. You will read stories/passages and then answer some questions. There may be 2 stories/passages and you have to compare them. Click “1” for story/passage 1 and “2” for story/passage 2. Try your best and answer all the questions.

When you begin, a reading passage should be on the left side of your screen. Question 1 should be on the right side of your screen. The navigation buttons are on the bottom right side of your screen.



When you begin, the story/passage is on the left, and the questions on the right. You can click the buttons to “clear”, “pause”, go “back”, or go to “next”.

Clicking the “Clear” button will clear your answers for the questions on the page. If you click this button, you will be asked if you are sure you want to reset the question. “Pause Test” will log you out and require you to log back in before continuing the test. If you click this button, you will be asked if you are sure you want to pause the test. Clicking the “Back” button will take you to the previous question. Clicking the “Next” button will take you to the next question. If you pause a test, any notes in the notepad or markups made with NOT be saved.

“Clear” will erase your answers. It will ask you again if you’re sure.

“Pause” will stop the test and log you out. It will ask you again if you’re sure.

“Back” will take you to the question before.

“Next” will take you to the next question.

Remember that the numbers in the tabs directly above the passages allow you to switch between the passages. Click “1” to read the first passage. Click “2” to read the second passage. You must read both passages in a set. Some of the questions will ask you to compare two related passages.

Now click “Continue” and begin reading. Remember there may be 2 stories/passages (“1” and “2”). You must read both.

Click the star if you wish to bookmark a question and return to it later.

If you want to mark a question to come back to later, click the star.



Guidelines for Clarified/Simplified Test Directions in the TAM

Remember you may not be able to see the entire item, text, or questions at once, depending on your device screen size. Use the blue scroll bars to make sure that you have read the entire item before answering the question(s). At any time during the test, you may click on the down arrow next to the question number to see the Test Review Page.



This page shows the number of completed questions, unanswered questions, and bookmarked questions. You may click any question to return to that specific question or click “Return to test” to go back to the last question in the test. It is important to do your best to answer every question before you turn in your test. Any unanswered questions will be counted as incorrect.

When you have answered all of the questions and are satisfied with your responses, click “Turn In.” If you finish early, you must close your computer. You may take out work or a book, but not a cell phone. Do NOT go on to any other test sessions.

Remember you may have to scroll up and down to see the whole item.

You can always click the down arrow to see the Test Review Page.

This shows you questions you answered, questions you did not answer, and questions you marked/starred to go back to. If you have questions left to answer, click “Return to test”. Do your best and answer all the questions.

When you are done, click “Turn In”.

If there are no other questions, you may now begin.