

Script for Administering the Accommodated FCAT Reading and Mathematics Retake Practice Test (TestHear ePAT)

Prior to each computer-based test administration, participating students **must** complete a practice test (ePAT) to learn how to use the computer-based system for the specific accommodated form(s) they will use during testing.

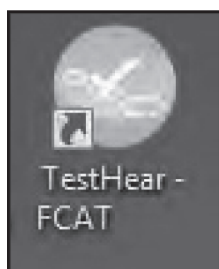
This ePAT should be administered only to students who will take accommodated CBT forms of the FCAT Reading Retake, the FCAT Mathematics Retake, or both. Students taking accommodated CBT forms of the FCAT 2.0 Reading Retake must participate in the ePAT specifically for that assessment (refer to the practice test administration script on page 221).

Ensure that the necessary accommodated form(s) of the FCAT Reading & Mathematics Retake Practice Test have been downloaded to each computer that will be used for the practice test. This script can be used with all accommodated forms.

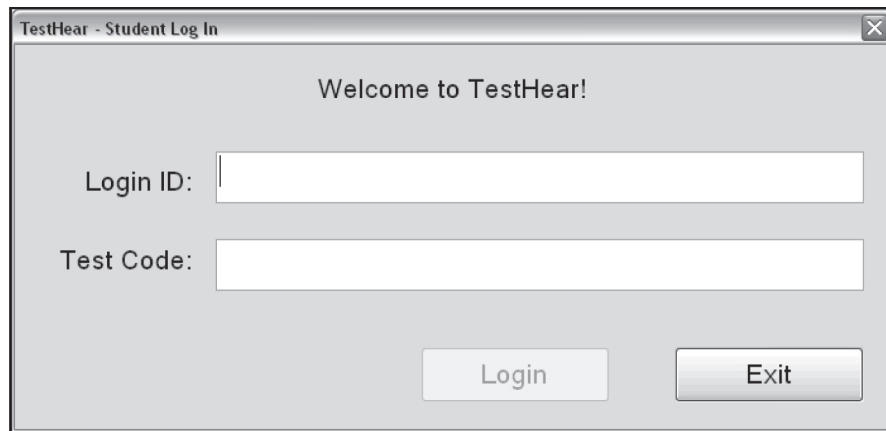
The ePAT script first describes the presentation of Reading passages, items, and computer tools common to both the Reading and the Mathematics tests, followed by the information that is unique to Mathematics. The script indicates where the Mathematics instructions begin. If you don't have any students who need to take Mathematics, you may skip that portion of the script, as indicated. The script also indicates specific tools to be used with each type of accommodation. Read the sections relevant to the accommodations being used by students in your testing room.

Beginning the ePAT

1. Before students arrive, ensure that the testing room is prepared as described on pages 16–17.
2. Ensure that all software applications, including Internet browsers, on each student workstation are closed before conducting this practice test. Each student will need the appropriate ePAT with the correct accommodated form or form combination installed on the computer he or she will be using.
3. Click the TestHear ePAT orange icon once to expand the full form name. Locate the appropriate form for the student if more than one is downloaded to the workstation.
4. Double-click the icon with the correct form name to launch the ePAT.



The student login screen will be displayed as shown on the following page. The computer is now ready for the student to begin. Remember that, for the practice tests, the student will enter his or her name under Student ID or Login ID, but will not need to enter a Test Code.



5. Make sure students have a pencil or pen and scratch paper to work the Mathematics problems.



Today you are going to learn how to use TestHear, the computer-based test system for accommodated forms. This practice test is designed for students who will be taking the FCAT Reading Retake, the FCAT Mathematics Retake, or both. If you will be taking the FCAT 2.0 Reading Retake, you must participate in a different practice test session.

If you will be taking a Mathematics test, you will be given a work folder on the day of the test to work the problems; however, today you can use your own paper to work the Mathematics problems. You will not be allowed to use any scratch paper for the Reading Retake on the day of the test.

On the day of the test, you will also receive a Student Authorization Ticket with your name, a Login ID, and a six-digit test code (*password*) on it. Your computer will be open to the login screen. After you sign your name on your Student Authorization Ticket, you will log in by typing your Login ID and test code exactly as they are shown on your ticket. Then you will see a Welcome screen.

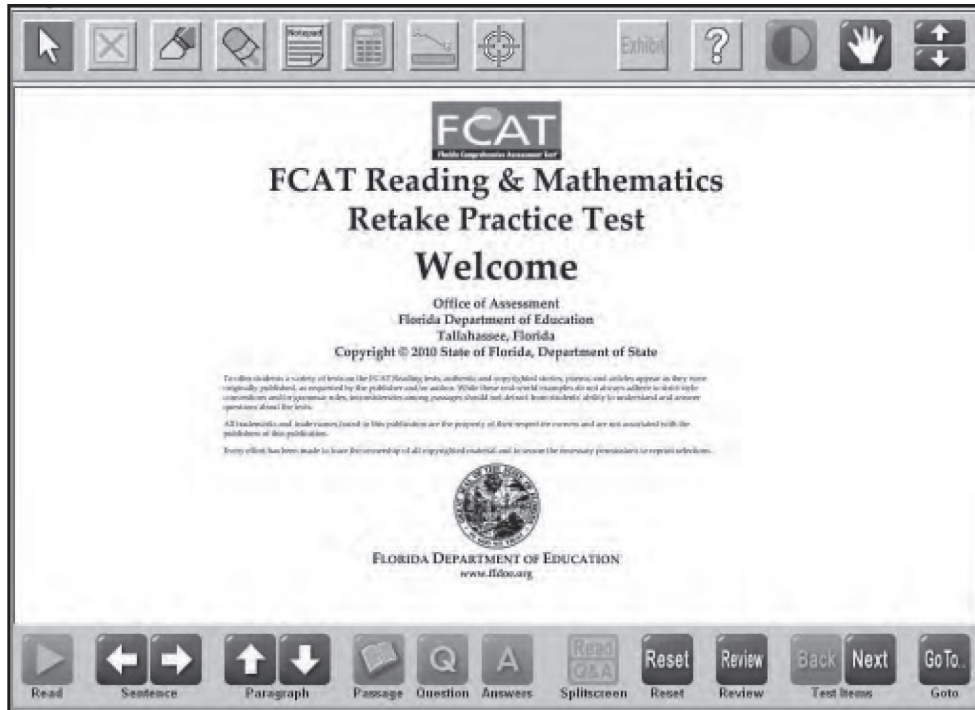
Today, we will access the practice test without a designated Login ID or test code.

Your computer should be opened to the login screen.

Please follow my instructions, and do not change screens until I tell you to do so.

Type your name in the Student ID or Login ID box, and click the Login button. You do not need to enter a test code. You should see a Welcome screen. Please raise your hand if you don't see the Welcome screen.

Pause to make sure that all students have proceeded to the Welcome screen, as shown on the following page.



Now click the **Next** button in the bottom right corner to proceed to the first sample passage. You may need to scroll down to the bottom of the screen for the **Next** button to be enabled.

Pause to make sure that all students have the first reading passage, “Snow,” on their screens. Help students if necessary.



Before you begin reading the passage, listen as I describe the screen.

For the Reading Retake, the reading passages will initially appear on the screen without the questions.

On the right side of the passage is a scroll bar. Now scroll down slowly either by clicking the down arrow of the scroll bar or by clicking and dragging the scroll bar.

When reading a passage, always make sure that you scroll down to read the entire passage.

Practice scrolling the passage window.

Walk around the room and make sure everyone can scroll to the bottom of the passage. Help students if necessary.



At the bottom of the screen you will see a **Next** button in the right corner. The **Next** button will not be enabled until you have scrolled down to the end of a question or passage.

Click the **Next** button. You will now see the reading passage on the top of the screen and the first question on the bottom of the screen. You can click and drag the dividing line in the middle of the screen to give more or less space for the passage or the question. You can also scroll up and down on the right side of the screen.

Make sure that each student has the first item on his or her screen.

Say

Now look at the question. To select an answer, you will click the bubble beside the answer choice or click anywhere on the answer choice. Click the letter A next to the first answer choice.

Answer choice A should now be selected.

Select answer choices C and D to see how your answer changes. *(Pause.)*

Are there any questions?

After answering all questions,

Say

Now I will describe several features and tools that may help you with the computer-based test, and you will practice using them. Any tools that are not available for you will be grayed out. I will start by describing the tools available for all students.

First, I want to describe the features available at the bottom of the screen. The bottom left corner of the screen includes your name, and the bottom center of the screen shows the question number. This practice test only has 13 questions. When you take the actual test, there will be more questions.

The bottom right of the screen shows which accommodated form you are using. Confirm that the information you see here matches what I have told you about which accommodations you should expect on a computer-based test. If you have any questions, please raise your hand. *(Pause.)*

Answer all questions and assist students with signing in to different forms, if necessary.

Say

On the bottom left of the tool bar are the left and right sentence arrows. These buttons allow you to track along the screen and move from one sentence to another. Click on the **right arrow** several times and note how the highlighting moves from one sentence to the next. Now click on the **left arrow** and note how the highlighting moves back through the passage.

The next set of buttons is the paragraph navigation tools. These arrows allow you to move through the passage one paragraph at a time. Click on the **down arrow** and see how the highlighting moves from one paragraph to the next. Click on the **up arrow** to see how the highlighting moves back up the passage.

To the right are three more buttons to help you move around the screen. The **Passage** button moves the cursor and highlighting to the passage. This is only available on a Reading item. The **Question** button moves the highlighting to the question. The **Answers** button moves the highlighting to the answer choices. Practice navigating around the screen by clicking on each of these buttons.

The **Splitscreen** button allows you to change how much of the reading passage you can see. Click on the **Splitscreen** button several times to see the different options for displaying the passage and answers on the screen.

The **Reset** button can be used to remove the answer selected or filled in on the grid. If you select an answer and then decide you want to leave the answer blank, clicking **Reset** will remove the selection. For question 1, click answer choice A. Now, click the **Reset** button. The mark next to answer choice A disappears.



Next to the **Reset** button is the **Review** button. This feature allows you to flag a question that you might want to review at a later time. Click the **Review** button and the button will turn red and a yellow check mark will appear. At any time, you can go back to the questions that you flagged for review. You can also access the questions marked for review on the item review screen by clicking the **Go To** button. After reviewing a question, click the **Review** button again and the yellow check mark disappears.

To the right of the **Review** button on the tool bar is the **Back** button. This button can be used to move to a previous question or passage. As I mentioned earlier, the **Next** button moves to the next question or passage. Make sure you only click the **Next** button one time. If you double-click or click more than one time while the page is loading, you may skip a question. When you get to the end of the test, review the item review screen to ensure all questions have been answered.

On the far right is the **Go To** button. Click this button. *(Pause for students to click the button.)*

This takes you to an item review screen, which shows the question numbers, whether the questions have been answered, and whether the questions have been flagged for review. Clicking on a question number will take you to that question. Reading passages are also indicated on this screen. The item review screen also includes the **Submit** button. Once you submit the test, it cannot be restarted. Only click **Submit** once you are completely finished with the test, or when I instruct you to do so. Click **Question 1** to return to the first question.

Are there any questions so far?

Answer any questions.



At the top of your screen, you will see several icons that open the various tools you can use during the test.

Click the first icon in the toolbar, which is the **pointer** tool. The pointer is the default tool for responding to questions. Any time you need to turn off a tool, click the icon for that tool again or click the pointer. When a tool is active, the background of the icon becomes red.

Click the second icon in the toolbar, which is the **eliminate choice** tool. You can use this tool to cross out answer choices that you have eliminated as possible correct answers. Now click anywhere on answer choice A. You should see an X through answer choice A. Click answer choice B and an X appears through this choice also. Click answer choice A again, and the X disappears. Now turn off the eliminate choice tool by clicking the icon again. If you want to select an answer that you have eliminated, remove the X by clicking it. A pop-up window will ask you if you want this choice to be your answer. Click **Yes** or **No**. Practice eliminating answer choices and removing the Xs. *(Pause.)*

Now click the third icon in the toolbar, which is the **highlighter** tool. You can use this tool to highlight portions of a reading passage, a question, or a graphic. To highlight, click at the top left corner of the first word you want to highlight and move the highlighter over the words until you get to the bottom right corner of the last word you want to highlight. Practice highlighting phrases in the passage. *(Pause.)*

Now turn off the highlighter by clicking the icon again.



Click the fourth icon in the toolbar, which is the **eraser** tool. You can use the eraser tool to remove highlighting and to erase an X from an eliminated choice. To erase highlighting, with the eraser selected, click anywhere in the highlighted area. The highlighting will disappear from the entire area. Practice using the eraser tool to remove highlighted areas or eliminated choices. *(Pause.)*

Because the eliminate choice, highlighter, and eraser tools use the cursor, you cannot select an answer while these tools are active.

Click the fifth icon in the toolbar, which is the **notepad** icon, and a notepad appears in a pop-up window. The notepad is only available for Reading. Now practice typing words in the notepad. *(Pause.)*

If you want to make notes on a particular question for later reference, you can type them into this window. You can also move the notepad around on the screen by clicking on the top of the notepad and dragging the pop-up window across the screen. To close the notepad, click the X in the red box in the top corner of the notepad. When you open the notepad on that question again, your notes will still be there. Now practice opening and closing the notepad. *(Pause.)*

Click the **Click Navigate** tool that looks like a circle with four lines around the outside. You can use the Click Navigate tool to move to any text or graphics in the test. Practice using the Click Navigate tool to move around the screen and show the tracking on that section. Click the **Click Navigate** button again to turn off this tool. You will need to turn off the Click Navigate tool before answering any questions.

Now, click the question mark icon, which is the **Help** button. A window will appear with a list of tools across the top in tabs. Select the highlighter tab. Information about how to use the tool will be displayed.

Click on the tabs at the top of the window to see descriptions of other tools. *(Pause.)*

Close the Help window by clicking on the **Close** button in the bottom right corner.

Now locate the **Pan** tool. This tool is located on the top toolbar and looks like a hand. The Pan tool allows you to move the text on the page by holding down the left button of the mouse and dragging the screen. Click on the **Pan** button and notice that the button is now red to let you know that it is active. Practice moving text around on the screen. Click the **Pan** button again to turn off panning. You will need to turn off the pan tool before answering any questions.

Are there any questions?

Answer any questions.

If you don't have any students taking a Mathematics test, skip to the last SAY box on page 235.



If you are not taking a Mathematics test, you may follow along with me or quietly practice using the tools for the Reading Retake on questions 1 through 7.

Now you will practice using the three Mathematics tools and answering gridded-response and multiple-choice Mathematics questions.

Now click the **Go To** button and select **Question 8**. *(Pause.)*

Follow my directions as I describe the three tools that will appear for Mathematics questions only.



Click the **calculator** icon in the toolbar to open the calculator. You can move the calculator by clicking the top of the calculator window and dragging it to another part of the screen. Practice moving the calculator around the screen. (*Pause.*)

Click the keys of the calculator to enter numbers and functions. You can also use your keyboard. Practice using the calculator to solve a simple problem such as two times five. (*Pause.*)

You will have more time to practice using the calculator later in the practice session. Now, close the calculator by clicking the X in the red box in the top corner of the calculator. If you are not comfortable using the online calculator tool by the end of today's practice test, you will be given an opportunity to use a hand-held calculator on the day of testing.

Click the **straightedge** icon in the toolbar. The straightedge looks like a ruler but has no measuring units. You can use this straightedge just like you would use the edge of a piece of paper to help you work a problem. You can slide and rotate the straightedge. To slide it, click anywhere on the straightedge and drag. To rotate the straightedge, click on the white section on the right side and move it clockwise or counterclockwise. Practice using the straightedge. (*Pause.*)

Click the **straightedge** icon to close the straightedge.

Are there any questions?

Answer any questions and make sure everyone can use the tools. Help students if necessary.



Now, click the **Exhibit** icon to the left of the Help icon in the toolbar.

Once you open the Exhibit window, you will see two tabs. The first tab is **Formulas**. Click on the Formulas tab to view the *FCAT Mathematics Retake Reference Sheet*. You will need to scroll all the way down and use the horizontal scroll bar at the bottom of the screen to see all of the information on the reference sheet.

The second tab in the Exhibit window is **Instructions**. Click the Instructions tab to view the **Directions for Completing the Response Grid**, a diagram of a four-function calculator, and **Helpful Hints for Using a Four-Function Calculator**. Again, you will need to scroll all the way down and use the horizontal scroll bar at the bottom of the screen to see all of the information.

Practice scrolling to view all information in the Exhibit window. During testing, you may leave the Exhibit window open while answering test items. You may also open and use your calculator with an Exhibit window open.

Adjust the window by clicking and dragging on any edge or corner. Move the Exhibit window by clicking on the bar in the top of the window and dragging it to another part of the screen. Now, practice moving the window around the screen and adjusting the window size. (*Pause.*) Close the Exhibit window by clicking the X in the top corner of the pop-up window or by clicking the **Close** button.

Are there any questions?

If you don't have any students taking a Mathematics test, resume here.

After answering all questions,



We will now review the accessibility tools that are available to students with certain accommodated forms. If you do not have access to the tools I am describing, you can sit quietly or practice using the other tools on the screen.

Proceed to the appropriate sections below for the accommodated practice form(s) you are administering.

Color Contrast

Say

If you will take a test using **Color Contrast** as an accommodation, then listen as I describe the following tools. The **Color Contrast** button on the top toolbar is the button with a circle that is colored half white and half black. This button allows you to switch the screen from contrasted to non-contrasted. Practice using the **Color Contrast** button on the toolbar.

On the top right of the screen, click on the down arrow to switch to the next screen of the accessibility toolbar.

The first button on this toolbar is the **Customize** button. This button allows you to make changes to certain tools. Click the **Customize** button.

In the **Color Contrast** area of the toolbox, there is a drop-down menu with three different options for color contrast. When you choose one of these options, the boxes below the drop-down change to show you a preview of the contrasted and non-contrasted text. Practice switching between the different color combinations and see the previewed text.

Click **OK** at the bottom of the box to exit the **Customize** toolbox. Once you have selected your contrast options, you still need to click the **Color Contrast** button on the toolbar to turn on the contrast. Are there any questions?

Screen Reader

Say

If you will take a test using **Screen Reader** as an accommodation, then listen as I describe the following tools. The screen reader accommodation is only available for the Mathematics portion of this practice test.

On the bottom left portion of the screen is the **Read** button. This button turns the screen reader on and off. When the screen reader is first turned on, it begins reading at the top of the page.

The **sentence**, **paragraph**, **question**, and **answer** buttons we reviewed earlier can also be used with the screen reader. When the screen reader is turned on, you can use the Click Navigate tool or use the arrows to navigate to different portions of the screen and the screen reader will read the sentence, paragraph, question, or answer choices to you.

On the top right of the screen, click on the down arrow to switch to the next screen of the accessibility toolbar.

The first button on this toolbar is the **Customize** button. This button allows you to make changes to the volume and rate of the screen reader. Click on the **Customize** button.

The top of the toolbox says **Screen Reader** and contains the options available to customize the TestHear screen reader. You cannot change the Test Voice selection that appears in the first box.

 Say

There are two sliders: one is for volume and the other is for rate. Moving the volume slider to the left will decrease the volume of the screen reader and moving the slider to the right will increase the volume of the screen reader. Practice moving the slider on the volume bar. If you have headphones, you may wear them now, but be sure you can still hear my instructions. Click **Test Voice** to hear the volume changes. *(Pause.)*

The next slider is for adjusting the rate of the screen reader. Moving the slider to the left will slow down the screen reader and moving the slider to the right will speed up the screen reader. Practice moving the slider on the rate bar. Click **Test Voice** to hear the rate changes. *(Pause.)*

Click **OK** at the bottom of the box to exit the **Customize** toolbox.

The **Slow** and **Fast** buttons to the right of the **Customize** button on the accessibility toolbar are another way to speed up or slow down the screen reader.

Please remove your headphones. Are there any questions?

Large Print

 Say

If you will take a test using **Large Print** as an accommodation, there are no additional tools available for Large Print. Text will appear in 18 point font. Remember to scroll to read all of the items. Are there any questions?

Zoom

 Say

If you will take a test using **Zoom** as an accommodation, then listen as I describe the following tools. On the top right of the screen, click on the down arrow to switch to the next screen of the accessibility toolbar.

The first button on this toolbar is the **Customize** button. This button allows you to make changes to the size of the cursor. Click on the **Customize** button.

In the Cursor Size area of the toolbox, there are three options to change the size of the cursor to Normal, Medium, and Large. When you choose one of these options, the cursor changes to the size you have chosen. Practice switching between the different cursor sizes. *(Pause.)*

Click **OK** at the bottom of the box to exit the **Customize** toolbox.

The next two buttons on the top of the accessibility toolbar allow you to increase or decrease the size of the text on the screen. The magnifying glass with the minus symbol makes the text on the screen smaller and the magnifying glass with the plus symbol makes the text on the screen bigger. As you increase the zoom, you will use the vertical and horizontal scrollbars or the Pan tool to view all of the test content. Practice using the zoom buttons on the toolbar. *(Pause.)*

Assistive Devices



If you will take a test using **Assistive Devices** only, there are no additional tools to review or selections to make. Are there any questions?

Answer any questions.



Does anyone have any questions about the accessibility tools available to you on the accommodated practice test?

Answer any questions.



Now you will practice entering Mathematics responses. Question 8 is a Mathematics multiple-choice question. Answer this type of question just like the Reading multiple-choice questions. Click the bubble beside an answer or click on the answer to indicate your answer choice.

Now click **Next** and go to question number 9. This is a gridded-response question. To enter your response, click the bubbles in the grid that correspond to each digit or symbol in your answer. The selected bubbles will be filled in, and each digit, fraction bar, and decimal point you have selected will appear in the box above the bubble. You can also use your keyboard to type digits or symbols in the boxes at the top of the grid and the corresponding bubble below each box will be filled in. Now practice entering a response using both methods. (*Pause.*)

If you want to change a value in a column, just click a different bubble in that same column. To clear a column, click in the box at the top of the column and delete the value in the column using the delete key on your keyboard. You can also use the **Reset** button to clear all columns and boxes.

Practice clicking the bubbles and entering and changing your answer to see how your response is displayed. (*Pause.*)

In question number 9, the top row of the table where it says “Name of Mammal” should be lightly shaded gray. Please raise your hand if you cannot see the shading of this row on your computer screen. (*Pause.*)

Contact your school technology coordinator if the row is not shaded. This means the contrast and/or brightness settings on the student’s computer should be adjusted to allow the student to see the shading. See pages 173–174 for instructions on how to adjust these monitor settings to display shading.



Now, click the **Go To** button and select **Reading Passage 1**. Answer all the questions in this practice test and practice using the tools.

Walk around the room and assist students as necessary.

After students have practiced using the tools and have responded to all items, you may display the following answers or read them to the students. Ask the students to check their answers. If you read the answers, pause between answers to allow students to move between questions.



Go back to question 1 to check your answers. The correct answers are:

1. **C**
2. **D**
3. **B**
4. **C**
5. **A**
6. **B**
7. **D**
8. **C**
9. **5/6, 10/12, 20/24, .83, .833, .8333, 0.83, or 0.833**
10. **.066, 0.066, .0664, .07, or 0.07**
11. **A**
12. **D**
13. **1.5, 3/2, or a fraction equivalent to 3/2 such as 6/4** (Be sure students do not enter $1\frac{1}{2}$ for question 13.)

Now we will demonstrate how you will exit the test if you need to leave the room for an extended period during the actual test and will resume your test later. Click the **Go To** button and this will bring you to the item review screen. From the item review screen, click on the **Exit** button. A pop-up window will appear and ask you to confirm that you want to exit the test. For today, click **No, return to the test**. On the day of the test, you will click **Yes, exit the test**. You will be able to return to the test if you are authorized to do so.

Now we will demonstrate how you will submit the test when you are finished. Click the **Go To** button. From the item review screen, click the **Submit** button. A pop-up window will appear and ask you to confirm that you want to submit the test. **Remember that once you have clicked this button, you cannot return to the test.** If you are finished practicing, click **Yes, submit my test**. You will be asked to confirm this decision. Click **Yes** and, on the following screen, click **OK**.

Check each computer and make sure that each student has exited the test properly. Help students as needed. If any students want additional practice for the test, provide them with the ePATs URL (www.FLAssessments.com/ePATs) so they can access the practice test on their own.