

Script for Administering the FCAT Reading and Mathematics Retake Practice Test (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.

This ePAT should be administered only to students who will take the FCAT Reading Retake, the FCAT Mathematics Retake, or both. Students taking the FCAT 2.0 Reading Retake must participate in the ePAT specifically for that assessment (refer to the practice test administration script on page 37).

If students require practice using accommodated computer-based test forms (large print, color contrast, zoom, screen reader, assistive devices), see the script for the accommodated FCAT Reading & Mathematics ePATs on page 229.

Ensure that the ePAT Launcher and the *FCAT Reading and Mathematics Retake Practice Test* have been downloaded to each computer that will be used for the practice test.

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.

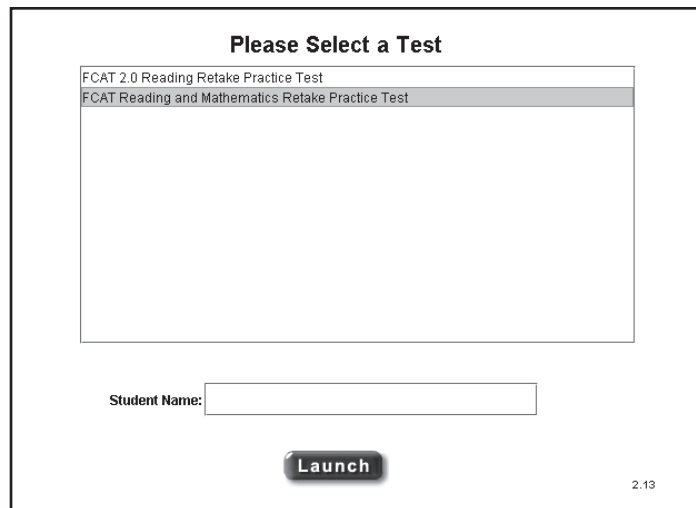
Beginning the ePAT

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.
3. Double-click the ePAT Launcher icon.



It may take a moment to open. During this time, you will see an active display to let you know that the program is working.

The student login screen will be displayed as shown on the following page. The computer is now ready for the student to begin.



4. 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 TestNav 6.9, the computer-based test system. This practice test is designed for students who will take the FCAT Reading Retake, the FCAT Mathematics Retake, or both. If you will take 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 with your name at the bottom.

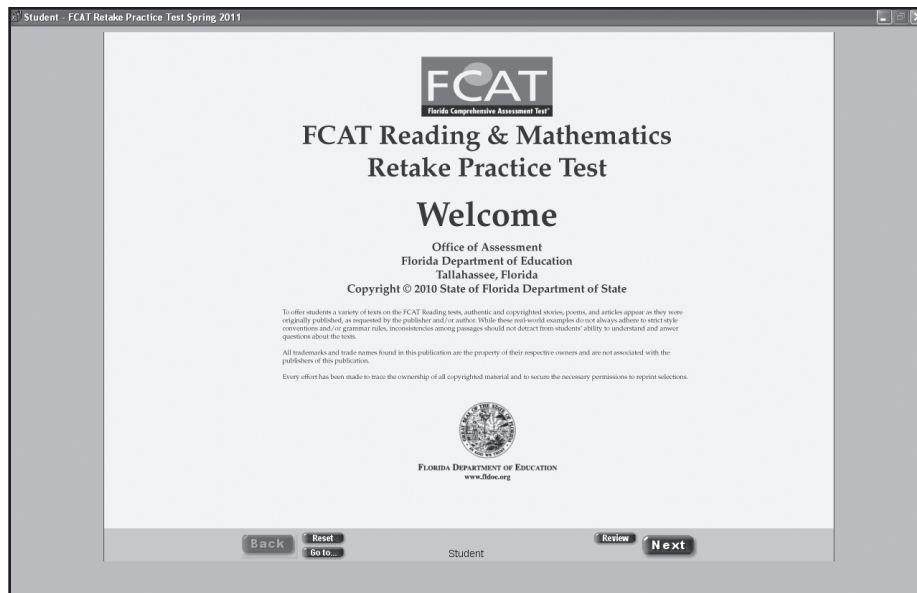
Today, we will access the practice test without a Login ID or test code.

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.

Now select the **FCAT Reading and Mathematics Retake Practice Test**, type your name in the Student Name box, and click the **Launch** button. You should see a Welcome screen and your name at the bottom of the 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.



Say 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.

Say 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.

Say At the bottom of the screen you will see the **Next** button in the right corner. You will not see the **Next** button 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.

 Say

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.

First, I want to describe the features available at the bottom of the screen. These buttons are only available once you reach the end of a question or passage. If you do not see these buttons, use the scroll bar on the right side of the screen to scroll to the end of the question or passage.

The bottom center of the screen shows the question number and your name. This practice test only has 13 questions. When you take the actual test, there will be more questions.

In the bottom left corner is the **Back** button. This button can be used to move to a previous question or passage.

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.

In the bottom right corner 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 word "Review" will turn yellow and a red 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 red check mark disappears. For now, leave this question flagged for review.

Below the **Reset** button 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.

The final button in the right corner is the **Next** button. As I mentioned earlier, you will click this button to move 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. Are there any questions?

After answering all questions,

 Say

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.

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 drag 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 tool 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 or passage 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 or the red circle in the top corner of the notepad. When you open the notepad on that question again or return to the reading passage where you took notes, your notes will still be there. Now practice opening and closing the notepad. *(Pause.)*

Now, click the last icon, which is the **Help** button. A drop-down menu will appear with a list of tools. Select the highlighter. A pop-up window with a description of the tool will be displayed. Click **Next** on this window to see how the tool works. Use the buttons at the bottom to go back, to see what's next, to replay the demonstration, or to close the window. Close the Help window.

Are there any questions so far?

Answer any questions.

If you don't have any students taking the Mathematics test, skip to the second SAY box on page 49.



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

Say

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

Click the fifth icon in the toolbar and select **straightedge**. 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. You can also use the buttons on the **Rotate** toolbar. Practice using the straightedge. (*Pause.*)

Click the icon again to turn off the straightedge. Now, click the **calculator**, which is the sixth icon in the toolbar, and select **Four Function** 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 one plus two. (*Pause.*) You will have more time to practice using the calculator later in the practice test. Now, close the calculator by clicking the X or the red circle in the top corner of the calculator.

If your school will provide hand-held calculators for students,

Say

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.

Walk around the room and make sure everyone can use the tools. Help students if necessary.

Say

Now, click the **Exhibit** icon to the right of the calculator in the toolbar. The **Exhibit** icon looks like an open book.

Once you open the Exhibit window, you will see two tabs. The first tab is **Formulas**. Click the Formulas tab to view the *Grade 10/Retake FCAT Mathematics 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 the bottom right 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 or the red circle in the top corner of the pop-up window.

Are there any questions?

After answering all 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.*)

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



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 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 for questions 1–13 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

Say

10. .066, 0.066, .0664, .07, or 0.07

11. A

12. D

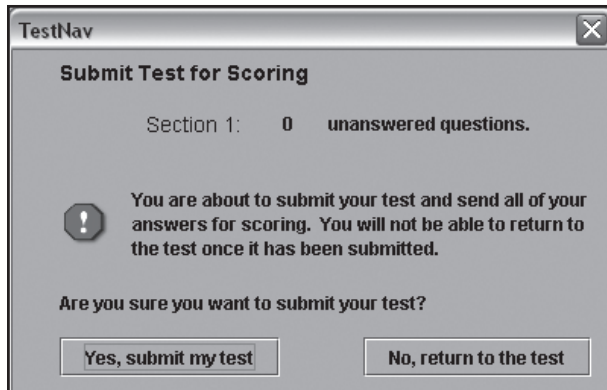
13. 1.5, $\frac{3}{2}$, or a fraction equivalent to $\frac{3}{2}$ such as $\frac{6}{4}$ (Be sure students do not enter $1\frac{1}{2}$ for question 13.)

Now we will demonstrate how you will exit the test if you need to leave the room for an extended period of time during the actual test. Click the X or the red circle in the top corner. 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.

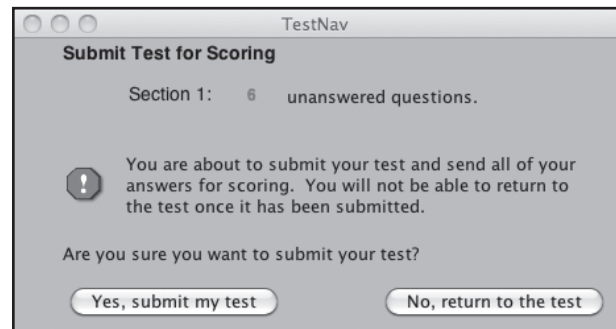
Now we will demonstrate how you will submit the test when you are finished. Click the **Go To** button. From the item review screen, click the **Submit** button. A pop-up window will appear and ask you to confirm that you want to submit the test. **Remember that once you have clicked this button, you 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 **Close**.

Samples of the Submit Test for Scoring dialog box are shown below.

Windows



Mac



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.