

OVMS AzMERIT Testing Procedures 2016

Testing Window

- Testing Window is from 8:15 - 11:15
- Day 1 Writing
- Day 2 Reading & Math Part 1
- Day 3 Reading & Math Part 2

Suggested Times by AzMERIT

- Writing Suggested Time: 45 - 90 minutes
- Reading Suggested Time: 45 - 75 minutes
- Math Suggested Time: 60 - 85 minutes

Daily Schedule

8:15 - 8:30 Set Up & Log In
8:30 - 9:45 Testing
9:45 - 10:00 Quiet Break
10:00 - 11:15 Testing

Time for Tests

- Tests are not timed. If a student begins a test session it must be completed that day.
- Students not finished will be scooped into the computer lab to finish.
- Test will be paused and resumed with a new session ID when scooped.
- We need to emphasize that the state gives us suggested times, and most students should finish on time.**

Testing Environment

- Desks should be moved apart or privacy folders should be used if students are seated at tables.
- All wall posters that provide information on Writing, Reading and Math skills must be covered before testing begins. **Six Traits of Writing and/or Writing Rubric posters are NOT allowed to remain posted.**
- Students' cell phones must be turned off and in backpacks; all backpacks must be up against one wall before testing begins.

Before Testing

- Pick up all testing materials from the data room, no later than 7:45 a.m. each day. Sign your name on the Sign-Out sheet each day.

Materials

- Testing pencils will be provided.
- Scratch paper will be provided for Writing and Math, but NOT for Reading. Scratch paper must be collected & turned in with your attendance and test tickets.
- For writing, students will have an online dictionary and thesaurus. Make some hard copies available. Students will also have access to an online writing guide.
- For 7th & 8th Grade Math - Part 1, students will have online calculators. Students can use approved hand-held calculators.
- Students may have a water bottle under their table.
- Mints/hard candy can be provided during testing session (NO GUM).

Restrooms

- Students can go to the restroom one at a time.
- If a student needs to use the restroom, his or her test MUST be PAUSED.

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Testing Materials

- ✓ Test Tickets will be provided for the students you are testing. Please collect and turn in with attendance sheet and scratch paper.
- ✓ **Administration guides must be returned. Please do not throw them away or lose them!**

Testing Info

- ✓ Proctors must read the script word for word from the test administration directions. If there is a technology malfunction, we can step in and see what's happening and possibly help with that piece. If the student is having trouble with a particular test item, we cannot say anything except to tell them to try their best or to remind them to use the help button.
- ✓ Test is timed out after 180 minutes of inactivity. You can pause test for less than 20 minutes. If paused for more than 20 minutes, students will not be able to go back to questions they have already looked at. You do NOT want this to happen in the Writing Test. If test is paused, students will need to log back in to resume test.
- ✓ Students need to save each answer.
- ✓ Before a student submits test, s/he can go back and review/change any answer whether saved or not.
- ✓ Once a student submits a test, s/he will not be able to go back in.
- ✓ The program asks them several times if they are DONE.
- ✓ **⚠** = Unanswered question. Students should not submit until all questions have been answered and saved.
- ✓ Please collect Test Tickets before students click "Submit Test". This is your way to ensure the students have completed the test.

Students Will Need

- ✓ Earbuds or headphones (We have loaners, but most students prefer to use their own.)
- ✓ Reading Book - Reading is the only choice once a student finishes his/her test.
- ✓ Backpacks - cell phones OFF & in backpacks against wall.
- ✓ Test Ticket with log-in information (These are secure documents and must be collected after each session.)
- ✓ Session ID # from proctor.

Proctors Will Need

- ✓ Computer - fully charged
- ✓ AzMERIT portal site bookmarked
- ✓ Log In information for AzMERIT
- ✓ Pop-Up Blocker OFF in browser
- ✓ Energy settings to ensure proctor's computer does not go to sleep during testing
- ✓ To Review Test Administration Course
- ✓ **Review & Bring Test Administration Directions**
- ✓ Attendance lists & test tickets for each student. Please turn in daily with absences clearly marked.

Proctoring Guidelines

- ✓ Before testing, schedule test and record Session ID. Session IDs need to be written on whiteboard.
- ✓ Ensure students have materials needed: Reading Book, Earbuds/Headphones, Scratch paper (for Math & Writing ONLY), Pencil/Pen, Testing device, Testing ticket with log in information.
- ✓ Record absences on class list provided (turn in at the end of testing with test tickets).
- ✓ Please collect test tickets before students click "Submit Test."

Small Group Testing

- ✓ Small Groups will be testing in the 300 building with SpEd teachers.
- ✓ *SpEd Accommodations have been marked for the students in the AzMERIT Portal.*

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Scheduling A Session

- Ensure sound is turned ON on student devices before going into secure web browser.
- Read script exactly as it appears in TA Guide. Give students individual Session IDs, approve tests, and monitor.
- Active proctoring - walking the “trenches” to ensure students are on task.
- Follow procedures “How to Schedule a Test in AzMERIT Portal”

Teacher Expectations

- Teachers must read the **AzMERIT Test Administration Directions** booklet. These must be turned in at after all testing is complete.
- Teachers must be up and actively monitoring during testing.
- Teachers must sign the Test Security Agreement and take the TA Certification course prior to administering AzMERIT.

Major Restrictions (p. 4 and 5 of Admin. Directions for Complete List)

- Test must be administered exactly as stated in the Test Administration Guide. (Administrators may assist students with **Logging In** if necessary).
- No materials may be reproduced (captured image via electronic device).
- Questions may not be read for the students. (Please explain this to students ahead of time.) Administrators may not read any part of the test to the students, except as indicated in the Test Administration Directions or as part of an accommodation.
- Test administrators may **NOT** assist students in answering questions. Administrators may **NOT** translate, reword, or explain any test content.
- All electronic devices are prohibited during testing (Cell phones, iPods, Kindle, etc.)
- Content may not be taught the same day as tested.
- Do not disclose any actual test items.
- Do not provide answers to students.
- Do not change any responses.
- Do not read, preview, or examine the actual test.
- Do not read, preview, or examine students’ responses or review scratch paper.
- Do not instruct students to go back and reread/redo answers/responses after they have finished their test since this instruction may only be given before the students take the test.
- Do not allow scratch paper during the ELA Reading test.

Test Administration Directions Booklet - Scripted Directions: Pages 14 - 26

- ELA Writing: Pages 14 - 17
- ELA Reading - Parts 1 & 2: Pages 18 - 20
- 6th Grade Math - Parts 1 & 2: Pages 21 - 23
- 7th & 8th Grade Math - Parts 1 & 2: Page 24 - 26