

Summative Student Instructions—Required for every assessment

The following directions provide the necessary detail for students to enter RISE to begin testing. These are required to be read to students before every testing session and are applicable for every test, no matter the content.

SAY: “You will now sign into the test. Please ensure all personal electronic devices, including cell phones and smart watches, are powered off and secured appropriately for the remainder of the testing session. Failure to comply could result in your test being invalidated. Scratch paper has been provided for you on your desk. If you need more at any time, please raise your hand. You should see a sign-in screen on your device. If you do not, please let me know now.” [Pause.] “On the sign-in screen, please enter your first name and seven-digit SSID along with the Session ID.” [If sign-in tickets have not been provided, provide students with their first name and SSID as displayed in TIDE system.] “Then click the ‘Sign In’ button.”

Please note that the RISE assessments will provide automated instruction read aloud to students on each page as they progress through the following screens. These instructions will cover the information students will need to know to operate their test. The student should raise their hand should they encounter any issues. The students will be presented with audio/visual checks and test setting instructions.

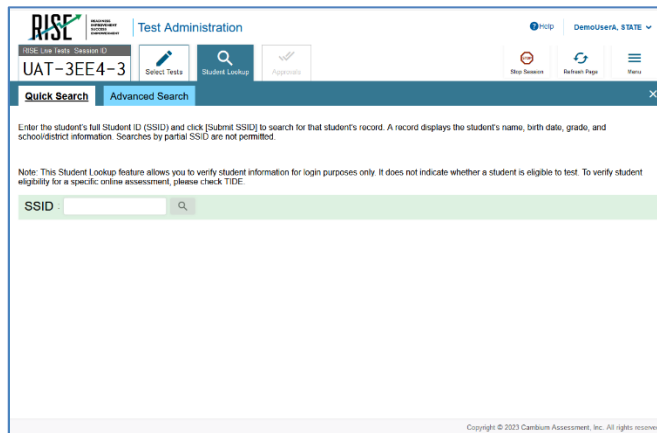
Please also note that Math Grade 6 has additional instructions on page 163.

Troubleshooting tips: If a student is unable to sign in, they will be prompted to try again or contact the TA.

- Has the student entered his or her legal first name, not a nickname? Please note: some students have two first names. If two first names are listed e.g., John Henry, both names must be entered
- Has the student entered the correct SSID and the correct Session ID?

Please note: The TA can look up the student’s information using the Student Lookup function on the TA site. TAs may assist students with signing in, if necessary. Please see the Appendix for more information about the Student Lookup Feature.

Student Lookup Function in TA Site



Test Sign-in for Students

NOTE: Please see the Appendix for information on common sign-in errors.

Figure 104. Student Sign In Page

Pause while students sign in (see Figure 104).

SAY: “You will now progress through a few screens of test settings. Click on the speaker icon and listen along to the instructions provided.”

Pause as students progress through the following pages (see Figure 105, 106, 107, 108). Students are instructed to contact their proctor with any questions.

Figure 105. Is This You? Page

First Name Bromesh31	Last Name DemoKid31
SSID: 9999030	Grade 04
Date of Birth October 10, 2005	School: DEMO SCHOOL 2

At the bottom of the page are two buttons: a green 'Yes' button and a white 'No' button.

Figure 106. Waiting for Approval Page

Waiting for Approval

Your Test Administrator needs to review your requested test and your test settings. This may take a few minutes.

First Name GUEST	Last Name GUEST
Session ID UAT-0999-1	Test Math Grades 3-4

Figure 107. Audio/Video Checks Screens

READINESS
IMPROVEMENT
SUCCESS
EMPOWERMENT

Audio/Video Checks

Your test uses multi-media features. Please perform the following checks before continuing.

Audio/Video Checks

Complete the audio and visual checks before continuing. A check mark will appear after each check is confirmed. If the voice is not audible or clear, adjust the settings using the sliders and click the speaker icon again. If you still cannot hear the voice clearly, click the 'I did not hear the sound' and raise your hand. Once you complete the audio/video checks, the Instructions and Help page will appear.

You can review this page to understand what test resources/tools are available and how to navigate through the test.

Text-to-Speech Sound Check

Make sure text-to-speech is working.

Press the speaker button. You should hear a voice speak the following sentence: "This text is being read aloud."

Sound Settings

Current Voice Pack: Microsoft David - English (United States)

Use the sliders to adjust the available text-to-speech settings.

Volume

10


Pitch

Continue

Back

Figure 108. Instructions and Help Page

Please note: If you have students using the Refreshable Braille, Spanish Adaptive, or Screen Reader accommodations, there is additional scripting required. For the Accommodated Script, refer to the [Accommodated Test Script](#) section of this manual.

 Please note: To return to this page after following this link, use one of the following keyboard shortcuts: **Alt + Left Arrow** (for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or **Command + Left Arrow** (for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.

Five-Minute Alert Before the End of the Test Session (Science/ELA/Math)

Follow appropriate local procedures to attract the students’ attention and then read the following script.

SAY: “There are five minutes remaining in this test session. Now, please review any test items you answered because you will not be able to review them later. If you are not finished with this test, you will have a chance to answer the remaining items later.”

Five-Minute Alert Before the End of the Test Session (Writing)

Follow appropriate local procedures to attract the students’ attention and then read the following script.

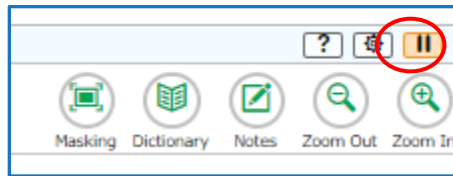
SAY: “There are five minutes remaining in this test session. Please prepare to pause or end your writing test. You will be able to return to your response later if you are not finished.”

Ending the Test Session

Students—End the Session and Sign Out

SAY: “The test session is now over. If you have not finished, click the ‘Pause’ button in the upper-right corner.”

Figure 110. Pause Button



SAY: “If you have completely finished the test, click ‘End Test’ and raise your hand when you see the Attention box.”

Figure 111. End Test Button

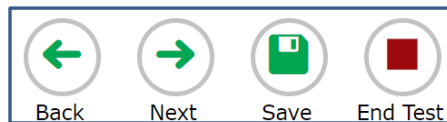
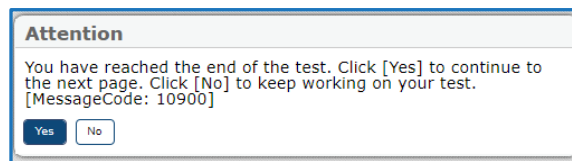
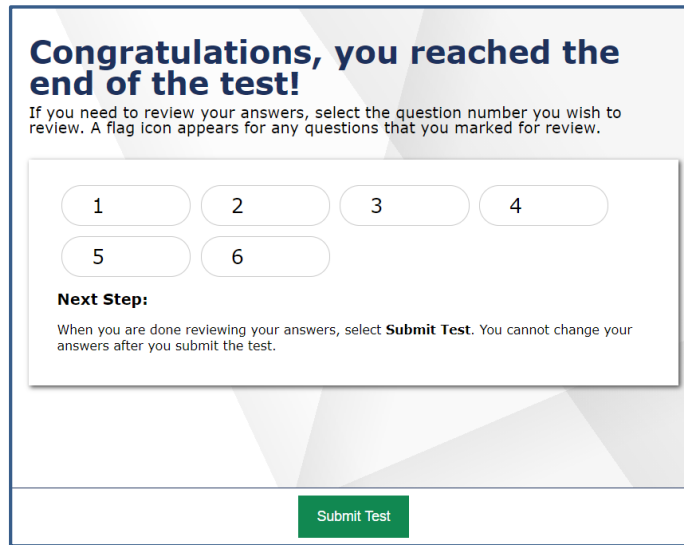


Figure 112. End of Test Attention Screen



SAY: “Please review your test one more time to make sure you are happy with your responses. You will not be able to return to the test after you have submitted your test.”

Figure 113. End of Test Review Screen



SAY: “Click Submit Test on the Review Items Screen to submit your test.”

SAY: “If you do not know how to submit your test, or cannot submit your test, please let me know now.”

The student can click **Logout** to exit the Secure Browser.

[Pause.]

SAY: “I will now collect your testing materials.”

Secure materials should be stored between testing sessions and destroyed at the end of testing according to local procedures.

Ensure the following materials are secure:

- Scratch paper/graph paper written on by students
- Embossed items and passages (for students with braille accommodation)
- Print-on-Demand items and passages (for students with Large Print or paper-based accommodations)
- Student test tickets, if provided (should have been collected already and placed in a secure location after the students began testing)

Test Administrator—Sign Out

SAY: “Click ‘Logout’ in the top right corner of the TDS system.”

Figure 114. Logout Button in TDS

