

Test Administration Directions for STAAR Grade 4 Mathematics and Reading Assessments, SOA

If a student arrives in your test session and you do not have a student authorization for that student, immediately contact the campus testing coordinator.

NOTE: It is recommended that students complete the STAAR SOA online tutorial prior to the test administration. This tutorial allows students to become familiar with the tools available in TestNav. The test administration directions below contain an optional component for students who need a review of the tools available in TestNav.

Read aloud **WORD FOR WORD** the material printed in **bold** type and preceded by the word **“SAY.”** You may repeat the directions as many times as needed. The material in *italics* is information meant for you and should not be read aloud to students. You may paraphrase, translate, shorten, or repeat the directions as needed to best communicate with the students in your test administration. You must **NOT**, however, change the substance of the information given in the directions. Before you begin the directions, pass out headphones, scratch paper, graph paper, and reference materials as necessary.

SAY Today you will take the STAAR [SUBJECT-AREA] test on the computer. It is important that you do your best on this test.

You will take this test using Standardized Oral Administration. This will be called “SOA.” SOA tests have tools that can read aloud words in the questions, answer choices, or pictures.

For students who will be taking the test with headphones:

SAY You will be using headphones during this test. I will tell you when to put them on.

SAY Look at your computer screen. Does everyone see “Standardized Oral Administration (SOA)” printed on their screen?

Make sure that all students are on the SOA introduction screen.

SAY Do you see your name and grade at the top of the screen? If you don't see your name, please raise your hand.

Assist any students who need help locating this information on the screen. If any information is incorrect, have the student exit the test. After you have completed reading these instructions and the other students have started testing, contact the campus testing coordinator.

SAY Look at the bottom of the screen. Do you see the blue button that says "Next"? Raise your hand if you do not see the Next button.

*Assist any students having difficulty finding the **Next** button. When students are ready, continue.*

SAY Be careful when you click buttons on this test. You click the Next button to go to the next question. You click the Previous button to go back to a question.

*Assist any students having difficulty with the **Previous** button.*

For the mathematics assessment:

SAY Now click the Next button. You will see the mathematics reference materials. Click the Next button again and you will see the graph paper.

Assist any students having difficulty.

SAY You may use these materials to answer test questions. To find them during the test, click the Exhibit window at the top of the screen. The Exhibit window looks like two pieces of paper. Does everyone understand how to use the Exhibit window?

Assist any students who have questions.

SAY Now we will look at two mathematics questions. You will use these questions to practice using the tools of this online test. Do you have any questions?

Answer any questions. When students are ready, continue.

For the reading assessment:

SAY Now click the *Next* button. You will see a selection on the left side of your screen. You will need to read this selection to answer the question. The selection will not be read aloud to you. Click the *arrow* buttons on the left side of the screen to move through the pages in the selection.

When students are ready, continue.

SAY Now we will look at two reading questions. You will use these questions to practice using the tools of this online test. Do you have any questions?

Answer any questions. When students are ready, continue.

SAY Click the *Next* button and you will see the first question. Does everyone see tutorial question 1?

Assist any students who are having difficulty navigating to the next screen and finding tutorial question 1.

SAY Look at the blue box that includes the words “Text To Speech.” You can move this box by clicking on it and dragging it. Now move the box so that it does not cover any words on your screen.

Assist any students having difficulty finding the Accessibility Panel box with the words “Text To Speech.” When students are ready, continue.

SAY Click the words “Text To Speech” to open a panel of buttons within the box. At the top of the panel are the *Play* button, the *Rewind* button, and the *Speaker* tool. If you click the *Play* button, you will hear the question and answer choice read aloud. The read-aloud will keep playing until the end of the last answer choice or you click the *Pause* button. The *Play* button will not read words in pictures or charts. The *Play* button becomes the *Pause* button while text is being read. Click the *Pause* button to stop the read-aloud.

Assist any students having difficulty.

SAY Click the *Rewind* button to rewind to the beginning. Click the *Play* button again to hear the question and answer choices again. Now practice using these buttons and listen to the question and answer choices.

Assist any students having difficulty.

SAY You can increase or decrease the volume by dragging the mouse along the lines next to the *Speaker* tool or clicking on the lines next to the *Speaker* tool inside the box. Adjust the volume to a level that is comfortable for you.

Assist any students having difficulty.

SAY Below the speaker is the **Playback Rate** box. Use the plus and minus (+/-) buttons in this box to change how quickly the reader says each word. Clicking the plus (+) button makes the reading faster, and clicking the minus (-) button makes the reading slower.

Below the plus and minus buttons is a bar with an arrow. Click the arrow and slide it to the right or left. You can also use this bar to change how quickly the reader says each word. Use the plus button, minus button, or arrow to set the speed that is best for you and then click the *Play* button. Now practice using these plus and minus buttons.

Assist any students having difficulty.

SAY At the bottom of the blue panel is the *Click to Hear* button. The *Click to Hear* button will let you hear words in the questions, answer choices, or pictures. The read-aloud will start where you click and will continue to play to the end of the answer choices. If you click on words in a picture, the read-aloud will read the words in the picture. To practice, click the blue *Click to Hear* button and then click on a word in the question or an answer choice. Do you hear the words being read? To turn off the *Click to Hear* button, click the button again. Now practice using the *Click to Hear* button again.

Assist any students having difficulty. Once students are comfortable with the Click to Hear button, continue.

SAY Now find the “Words only” checkbox located below the *Click to Hear* button. If you would like to hear only one word at a time, click the checkbox next to the words “Words only,” and then click the blue *Click to Hear* button again. Now when you click on a word, it will read only that word. Remember that the *Words only* tool lets you hear one word at a time. Now practice using the *Words only* tool. The *Words only* tool will not work unless you also have the blue *Click to Hear* button clicked. To turn off the *Words only* tool, click the checkbox again. Before you are able to choose an answer choice, you will need to make sure that the *Click to Hear* button is not selected. You will not be able to select answer choices or use other tools if *Click to Hear* is selected.

Assist any students having difficulty.

Optional directions for students who need a more thorough review of the tools available in TestNav:

SAY Look at the tool that has a red “X” on it at the top of the screen. It can help you cross out wrong answers. To remove the red “X,” click the answer again. Does everyone see this tool?

Assist any students having difficulty locating this tool.

SAY You can mark words or sentences by using the **Highlighter** tool. Find the **Highlighter** tool at the top of the screen. It looks like a yellow marker.

If you want to take away marks that you make with the highlighter, you can use the **Eraser** tool. The **Eraser** tool is at the top of the screen and looks like a pink eraser. Does everyone see the **Highlighter** tool and the **Eraser** tool?

Assist any students having difficulty locating and using these tools.

SAY You can use the **Pencil** tool to make marks on the screen. Find the **Pencil** tool at the top of the screen. It looks like a green pencil. You can erase pencil marks with the **Eraser** tool.

You can use the **Notepad** tool like scratch paper to write your ideas. Find the **Notepad** tool at the top of the screen. It looks like a notebook.

Assist any students having difficulty locating and using these tools.

For the mathematics assessment:

SAY You can use the **Dot** tool to put dots on the screen. Find the **Dot** tool at the top of the screen. It looks like a circle. You can erase dots with the **Eraser** tool. Click the arrow at the top of the screen to close the **Dot** tool.

Assist any students having difficulty using this tool.

SAY You can use the **Line** tool to draw lines on the screen. Find the **Line** tool at the top of the screen. It looks like a line. There are two types of lines you may choose. After choosing a line, move the mouse to where you want to start and click and hold down the mouse button. Move across the screen to where you want the line to end. Then let go of the mouse button. Click the arrow at the top of the screen to close the **Line** tool.

Assist any students having difficulty using this tool.

SAY To answer some questions on the test, you will need to type your answer in the boxes under the question. You do not have to use all the boxes. Do not leave any spaces between numbers. To delete a number from a box, use the *Backspace* key. Do you have any questions?

Answer any questions. When students are ready, continue.

For all assessments:

SAY Now look at the bottom of the screen and find the *Flag for Review* button. You can click the *Flag for Review* button to mark a test question you want to review later.

Now find the numbers 1 and 2 on at the bottom of the screen. When you click the *Flag for Review* button, a yellow flag will appear above the number of the question you are working on. For example, if you are working on tutorial question 2 and click the *Flag for Review* button, you will see a yellow flag above the number 2.

Assist any students having difficulty.

SAY You may also click the *Section Review* button at any time to look at questions you flagged for review. Does everyone see the *Section Review* button? Click the “X” at the top-right corner of the screen to return to where you were in the test.

After assisting any students who need help, continue.

For the mathematics assessment:

SAY To listen to text in tables, charts, and graphs, click the *Click to Hear* button, and then click on the table, chart, or graph. To hear only certain words, select the “Words only” checkbox and click on the word you want to hear.

When students are ready, continue.

SAY Now let’s answer the question. Read or listen to the question and answer choices and select your answer. The *Click to Hear* button must be turned off in order to select your answer choice.

Allow students time to answer the question.

SAY The correct answer is C. You can change your answer to any question by clicking a different answer. When you change your answer, the black dot will move to the new answer you choose. Do you have any questions?

Answer any questions. When students are ready, continue.

For the reading assessment:

SAY Now let’s answer the question. Read or listen to the question and answer choices and select your answer. The *Click to Hear* button must be turned off in order to select your answer choice.

Allow students time to answer the question.

SAY The correct answer is B. You can change your answer to any question by clicking a different answer. When you change your answer, the black dot will move to the new answer you choose. Do you have any questions?

Answer any questions. When students are ready, continue.

SAY Click the **Next** button to go to tutorial question 2. Does everyone see tutorial question 2?

Assist any students who are having difficulty navigating to the next screen and finding tutorial question 2.

For the mathematics assessment:

SAY Now let's answer tutorial question 2. Read or listen to the question and answer choices and select your answer.

Allow students time to answer the question.

SAY The correct answer is B. Do you have any questions?

Answer any questions. When students are ready, continue.

For the reading assessment:

SAY Now let's answer tutorial question 2. Read or listen to the question and answer choices and select your answer.

Allow students time to answer the question.

SAY The correct answer is C. Do you have any questions?

Answer any questions. When students are ready, continue.

SAY Raise your hand if at any time you have difficulty using the SOA.

When students are ready, continue.

SAY As you take the test, be sure to mark your answer for each question. I cannot help you answer any test questions. You may not know the answers to all the questions. If you do not know the answer to a question, choose the answer you think might be correct. You may also use the *Flag for Review* button at the bottom of the screen to mark a test question you want to review later.

When you are finished with the test, you may use the *Section Review* screen to see if you answered all the questions. You may check your work and make any changes to your answers. Are there any questions?

Answer any questions before continuing.

*Test administrators are not allowed to answer any questions related to the content of the test itself. If a student asks a question that you are not permitted to answer, you may respond, for example, “**I can’t answer that for you; just do the best you can.**”*

Unless students have an extended time accommodation, read the following.

SAY You will have four hours to complete the test. During the test, I will give you reminders of the time left. All of your answers must be entered before the four-hour time period ends.

SAY While you are working on the test, I will walk quietly around the room to make sure you are following the directions and working independently. When you finish your test, stay in your seat and raise your hand. I will come to help you close the test and to collect any paper you wrote on during the test. Do not talk to anyone while others are still taking the test.

Does anyone have any questions?

Answer any questions before continuing.

SAY If there are no more questions, you may click the **Next** button. You should see a screen with a red **STOP** sign. Click the **Next** button to begin the test.

*If you have students who will be taking the test with headphones, say “**You may now put on your headphones.**”*

*Assist students as needed to advance to the first question on the test by clicking the **Continue to Test Overview** button and then choosing the section titled **Test**.*

*Unless students have an extended time accommodation, begin timing of the four-hour time period now. Record the start time on your seating chart. Refer to the “**STAAR Time Limits Policies and Procedures**” section of the *Test Administrator Manual grades 3–5* for information on breaks and time-limit reminders. After all students have submitted their tests, you must stop the test session. See the “**Complete Online Administration Process**” section in this manual for instructions for stopping a test session.*

Record the stop time for the session on the seating chart.

You must also collect all student authorizations, and any scratch paper, graph paper, or reference materials on which students have written or made notes. These must be destroyed immediately after the test session in accordance with campus procedures. You may also collect headphones students may have been provided.

UNAUTHORIZED VIEWING, DISCUSSION, DUPLICATION, OR SCORING OF SECURE TEST MATERIALS IS NOT PERMITTED AT ANY TIME.