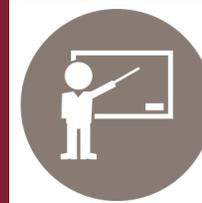




Directions for Administration

Spring 2016



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QAI15732

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Overview

The Directions for Administration serve to guide test administrators in log-in, Interactive Demo, and general test administration activities. It gives specific information on what the ELPA21 assessment is, procedures and setup details for test administrators, directions, and a script for test administrators to follow. For detailed information on loading student information, editing student or test administrator profiles, or printing student login tickets, please consult the Test Coordinator's Manual, located on the Help page of the Nextera Administration site.

All computers and tablets intended for use in the administration of the ELPA21 Test must be set up and configured to test using the student test delivery system prior to the first administration. The *Setup and Installation Guide* can be found on the Help page of the Nextera Administration site. If you have any questions, email or call Customer Service at:

800-643-8547

ar.elpa.help@questarai.com

About the ELPA21 Test

ELPA21 is designed to measure the performance of English language learners as they progress through their K–12 education and achieve college and career readiness. The ELPA21 items are designed to gather evidence that students are progressing toward or meeting the new set of English Language Proficiency (ELP) Standards adopted by the ELPA21 member states. These standards, which were completed in September 2013, highlight and amplify the *critical language, knowledge about language, and skills using language* in the Common Core State Standards and the Next Generation Science Standards.

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Scheduling the Test

The testing window is 2/1/16–3/11/16. All ELPA21 Test domains combined should take approximately one hour to administer for lower grade bands, and up to two hours for the highest grade bands. Refer to the table on page 35 for approximate test times by grade band. These approximate times are for student work time only. Therefore, allow an additional 15–20 minutes to pass out student login tickets, set up headphones, read directions, and perform other testing activities. Time for students to practice using the Interactive Demos should be scheduled before students will take the actual test. However, this is not a timed test and provisions should be made for students who may need additional time. The test is divided into four domain subtests (Listening, Speaking, Reading, and Writing), each of which may be administered in a separate session.

Security of the Online Test

The items appearing on the online test forms are all **SECURE ITEMS**. No portion of the test may be documented, discussed, or duplicated at any time. While students may take notes during the test using either the embedded Digital Notepad tool or scratch paper, all scratch paper must be collected and securely destroyed at the end of each domain subtest to maintain test security. Please refer to the Accessibility and Accommodations Manual for additional restrictions related to the use of scratch paper during test administration.

All online test user IDs and passwords must be kept in a secure location and be destroyed immediately after the tests are completed. The Directions for Administration is not a restricted document, and schools may print as many copies as necessary.

Test Administrator Qualifications

The test administrator responsible for administering this test must be a school employee such as a licensed teacher or administrator, should be able to carry out standard assessment procedures, and should have experience with English language learners. It is also recommended that the test administrator be familiar to the students being assessed. To ensure accurate results, the test administrator should become thoroughly familiar with the procedures in this manual before administering the test. There are also lesson plans and Interactive Demos that the test administrator should review prior to administering the test.

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Providing Help During Test Administration

Do not suggest answers, and do not comment on or evaluate student work during the test, verbally or non-verbally. If necessary, assist students with online skills such as scrolling, selecting a response by clicking, dragging and dropping, starting and stopping recording of a spoken response, and moving between screens. Prior to the test, the test administrator should lead all students through the Interactive Demo to ensure students have an opportunity to become familiar with the online test interface and how to use the various tools embedded in the test.

Please note that as students are becoming familiar with the testing environment, they may look to the test administrator to verify that they have used the technology (such as recording a spoken response) correctly. The test administrator is allowed to acknowledge that the student has used the system correctly or redirect the student on how to properly use the technology. **At no time, however, is a test administrator allowed to comment on the quality or proficiency of a student response or encourage them to re-record to try for more points.**

Student Preparation

To prepare students for the ELPA21 test, **please have them take the ELPA21 Interactive Demo for their grade band** several days prior to testing. This will familiarize them with the online system, the icons, and the ELPA21 item types. By taking the Interactive Demo, students will learn, among other things:

- How to scroll down and across the screen when necessary
- How to move from screen to screen
- How to answer multiple-choice questions by clicking on the answer
- How to respond to drag-and-drop questions using a mouse
- How to record an answer to the Speaking subtest, listen back to the recording, and re-record if necessary
- How to type in a box to respond to a Writing prompt

Students may take the Interactive Demo as many times as needed for them to gain familiarity and be comfortable with the testing tools and item types. Because the Interactive Demos are considered practice for the students, responses are not saved. For the actual test, try to put students at ease. Explain that the test includes some questions that are easy and some that are hard; encourage them to attempt to answer every question and to do their best.

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Preliminary Planning

- 1 Review this manual in its entirety before administering the test.
- 2 Review the grade-level lesson plan for the Interactive Demo. It may be wise to have the document handy during the demo, as well.
- 3 Make sure the physical conditions in the testing room are satisfactory. All students should have a well-lighted, well-ventilated workspace and should be seated so that there is enough space between them.
- 4 Cover any Word Walls or other posted material that could provide help during the test. Post a “Testing—Secure Environment, Do Not Disturb” sign on the door to avoid interruptions.
- 5 Make sure all desks or tables are cleared of books and other materials. Students should be advised not to bring cell phones into the testing room.
- 6 iPads, Chromebooks and laptops should be 100% charged before testing or plugged into a wall socket during the test.
- 7 Refer to page 34 of this manual for recommendations on student-to-proctor ratio.

Materials Required

- 1 This Manual (one for each test administrator)
- 2 Student login tickets, which will be securely distributed, then destroyed
- 3 Silent work for any students who complete the test early (For security reasons, students must not have access to these materials while they are testing.)
- 4 If using a tablet, an external keyboard
- 5 Access to a mouse (if students normally use one for online testing)
- 6 The *ELPA21 Accessibility and Accommodations Manual* (AA Manual), if needed — available on the Help page of the Nextera Administration site

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ELPA21 Administrative Considerations

Some students may need some of the following supports in their testing environment.

- Adaptive furniture
- Breaks (length to be determined by the structure of the test)
- Study Carrel
- Individual administration
- Light/acoustics
- Minimal distractions
- Test at a beneficial testing time
- Non-embedded amplification
- Repeated/re-read directions
- Seat location/proximity
- Separate room
- Slant board/wedge
- Small group
- Student's home/hospital/incarceration

Interactive Demo

Overview

The Interactive Demo helps students understand how to take the online test and enables them to practice using all the tools available. This opportunity to practice is invaluable for some students and highly encouraged. Students in grades K and 1 need to practice the Question and Navigation buttons only. The Tools icons are optional and may be skipped for the younger students in order to simplify the lesson. For complete instructions on setting up and administering the Interactive Demos, first read the Interactive Demo Access Sheet located on the Help page of the Nextera Administration site. Second, read the appropriate Lesson Plan(s) associated with the demos, also located on the Help page. Use the Lesson Plan(s) provided to guide the students through the Interactive Demo and permit them to try using all the tools of the online assessment system.

Depending on students' grades and ages, some may need additional practice before the actual test with the technology in order for them to be completely comfortable. The Interactive Demo can be accessed as many times as necessary for students to become familiar with the testing system.

Interactive Demo Login

ELPA21 Assessment Program
Interactive Demo

Questar is passionate about supporting teachers, administrators, parents and students through every step of the assessment process. The Interactive Demo offers an opportunity for students to become familiar with the question types and format they will experience during testing.

[Learn more](#) or try the Interactive Demo below.

Select Interactive Demo

Select Grade

More about the Interactive Demo

The Interactive Demo is not intended to reproduce the exact environment or questions of the student test. The Interactive Demo is a preview of the testing format and question types to help students prepare for testing day.

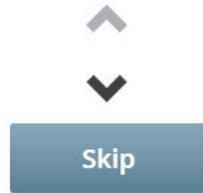
The online Interactive Demo has a field to enter the student name. We don't retain any results, names or other information for the Interactive Demo. If you experience connection issues while using the Interactive Demo we are unable to

To administer the Interactive Demo:

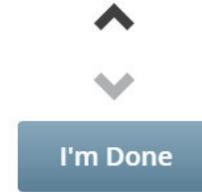
- 1 Students will enter the testing URL in the Chrome browser to launch the application.
- 2 Students will access the Interactive Demo by selecting the appropriate grade from the “Select Grade” menu. Note that there is both a long and short version of the Kindergarten demo.
- 3 Students will enter their first name in the space provided and select “Start Test.”
- 4 Students will be prompted to select accommodations. Once all appropriate accommodations have been selected, students will select “Continue.”
- 5 On the next screen, students will have the option to tour the online testing platform or select the “Skip” button if they have already done this.

Interactive Demo Login

Welcome to the ELPA > Grade 1. Let's get familiar with the screen so you can focus on taking the test. Use the ▲ and ▼ symbols below to move through the tour. If you've already done this, you can click the skip button at any time. Click or tap the ▼ button to begin.



That's everything. If you still have questions, raise your hand and ask your teacher before the test begins. Otherwise, click or tap the button below to exit the tour.



- 6 Students will be guided through a short series of screens outlining how to navigate the test. Once complete, students will select the "I'm Done" button to start the demo. Students will also have the option to skip the tour if they would like to go straight to the demo.
- 7 Using the Lesson Plans, guide the students through the demo.

Testing Directions

Directions for the test appear on the screen and are also read aloud by the test administrator using the script that follows. All directions to be read to the students are preceded by the word SAY. Directions in regular type are for the test administrator and are not to be read aloud. ELPA21 has provided translations of these directions in the states' eleven most prevalent languages. Translations of directions is a non-embedded feature and should be added to a student's PNP. Contact Questar Customer Support for assistance in locating translated directions.

Encourage students to do their best and advise them not to spend too much time on any one question. Check periodically to make sure students are using the testing system properly, following instructions, and completing the test. Make certain students are entering answers as they advance through the test.

Test administrators are allowed to assist students with entering their user IDs and passwords to begin the test.

Listening Subtest Directions

During the Listening subtest, students will hear the prompts through their headphones and then respond by clicking on a multiple-choice answer or by dragging and dropping a graphic or a piece of text. The student can listen to the prompt twice. The student can listen to the prompt again by clicking on the PLAY button.

At the beginning of the Listening subtest, all students are prompted to check the sound in their headphones; if the sound needs adjusting or is not working, they are asked to raise their hand.

Speaking Subtest Directions

During the Speaking subtest, students will hear the prompts through their headphones and then record their answers. To record an answer, the student clicks on the RECORD (microphone) icon, speaks, and then clicks on the STOP icon. The student can then listen to his or her recorded response by clicking on the LISTEN icon. If the student is not satisfied, he or she can re-record a response by clicking on the RECORD icon again. Please ensure that students get sufficient practice with this tool in the Interactive Demos prior to testing.

At the beginning of the Speaking subtest, all students will be prompted to check the sound in their headphones (if the sound needs adjusting or is not working, they are prompted to raise their hand). Next, they are prompted to check the functionality of their microphone by recording and then listening to their name.

Testing Directions

Reading Subtest Directions

During the Reading subtest, students will read different types of text including short correspondence, procedural, literary, and informational passages. They will demonstrate comprehension by answering multiple-choice as well as drag-and-drop questions.

At the beginning of the Reading subtest, students are prompted to check the sound in their headphones; if the sound needs adjusting or is not working, they are asked to raise their hand.

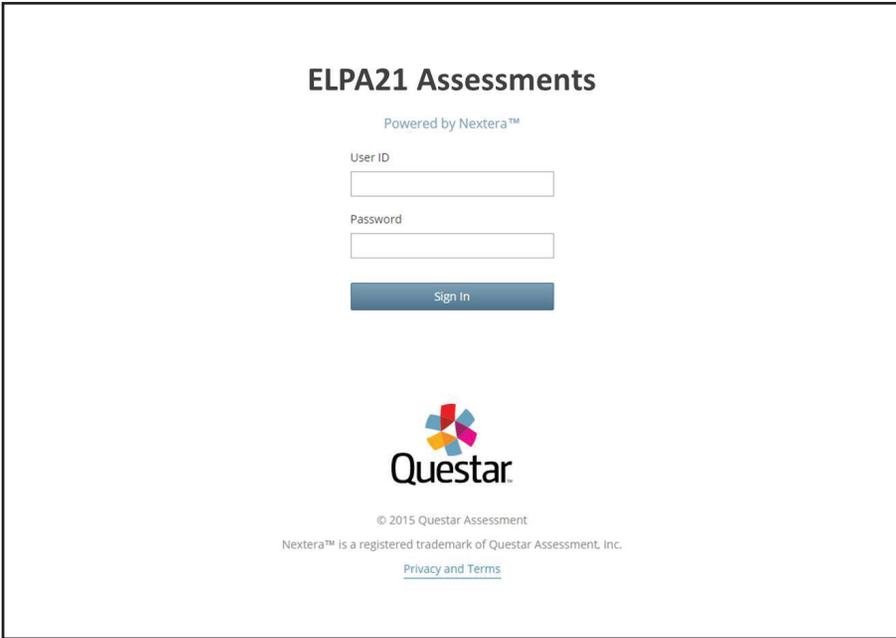
Writing Subtest Directions

During the computerized portion of the Writing subtest, students in the lower grades (K and 1) demonstrate knowledge of writing by dragging letters to form words and by dragging words to complete or form sentences. At the higher grades, students also respond to Writing prompts by typing.

At the beginning of the Writing subtest, students are prompted to check the sound in their headphones; if the sound needs adjusting or is not working, they are asked to raise their hand.

For students in grades K and 1, a paper-and-pencil Writing form will also be administered. Administrators should consult the Directions for Administration for paper-and-pencil Writing, which will be included along with the materials provided to schools in their material shipment.

Testing Directions — Student Test Login



ELPA21 Assessments

Powered by Nextera™

User ID

Password

[Sign In](#)


Questar

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[Privacy and Terms](#)

Before you begin giving the test, make sure you have all of your student login tickets and the access code(s) for the domain(s) that are being administered. If you do not have the student login tickets, please refer to the “Print student login tickets” section of the Test Coordinator’s Manual or speak with your School Test Coordinator. If you do not have the access codes, go to the Test Administrations page on the Nextera Administration site. Locate the testing group, and click the “View” button to the right. The access codes for the test sessions are listed on the middle of the page. The first step in giving the test is to pass out the secure student login tickets and have students log in:

- 1 Students will click the testing icon on their screens to launch the application.

SAY On your computer screen, locate the icon titled “Questar Secure Browser.”

Double-click this icon and the program will launch. Once the program has opened, you will see the login page.

Do not enter anything until you have been instructed to do so.

Can everyone see the login page?

Testing Directions — Student Test Login

```
Schultz, Lucy  
Algebra I  
User ID: 112233445  
Password: 624BCB05
```

ELPA21 Assessments
Powered by Nextera™

User ID

Password

[Sign In](#)


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[Privacy and Terms](#)

- 2 Students will enter their case-sensitive user ID and password exactly as they appear on their student login ticket and click the SIGN IN button. Students will have the same password for all domains.

SAY Look at the user ID on your student login ticket. Type that user ID in the field titled User ID.

Now click on the Password field. Type in your password. Your password is on your student login ticket. Does anyone have any questions or need help finding the information you need to enter?

Once all questions have been answered,

SAY Click “Sign In” to start the test.

Testing Directions — Student Test Login

Is this you?

Student ID:
First Name:
Last Name:
Date of Birth
Gender:
School Name:
Teacher Name:
Grade:

Does everything look right?

Yes No

Don't share or discuss the contents of this test or material with others. Let your teacher know if you see someone cheating right away. Questar

Powered by Nextera™

- 3** On the next screen, students will confirm the information is correct, then click the blue Yes button. (If corrections are required, contact the Test Coordinator before the students begin the test. The Test Coordinator can then edit the student information in the Administration site.)

SAY Now you should see a screen with your name on it. Do you see your name on the screen? If you do not see your own name, raise your hand. If your name is not spelled correctly, raise your hand.

Now look at the rest of the information on the screen. Make sure it is correct.

- your Student ID
- your gender
- your date of birth
- your grade
- your teacher's name (this is your test administrator)
- your school name

If any of the information is not correct, please raise your hand.

If all of the information is correct, you can click Yes now. The blue Yes button is at the bottom of the screen. Do not go past the next screen.

Testing Directions — Student Test Login

Your Tests

Please wait until your test administrator tells you it is okay to start.

Listening	Start
Reading	Start
Writing	Start
Speaking	Start

- 4 On the next screen, students will see links for the subtests they are taking (Listening, Speaking, Reading, and Writing). Instruct them to click the link for the subtest they are taking during the current session.

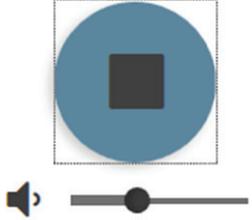
Make sure the students have all logged in and are at the test selection screen.

SAY Now we are going to begin the test. Click on the link that says [Listening, Speaking, Reading, or Writing].

Testing Directions — Student Test Login

Let's check your audio.

This test includes sounds. Check that your headphones are plugged in if you have them and that the volume's not too loud or too quiet. When you're ready, click the Play button below to hear a sample sound.



If you heard the sample sound okay, click the Next button. If you didn't, make sure your sound isn't muted and click Play again. If you still don't hear sound, raise your hand and tell your teacher.

Next

Students will complete a sound check for each of the four domains (listening, reading, writing, speaking).

SAY You should now see the Sound check screen.

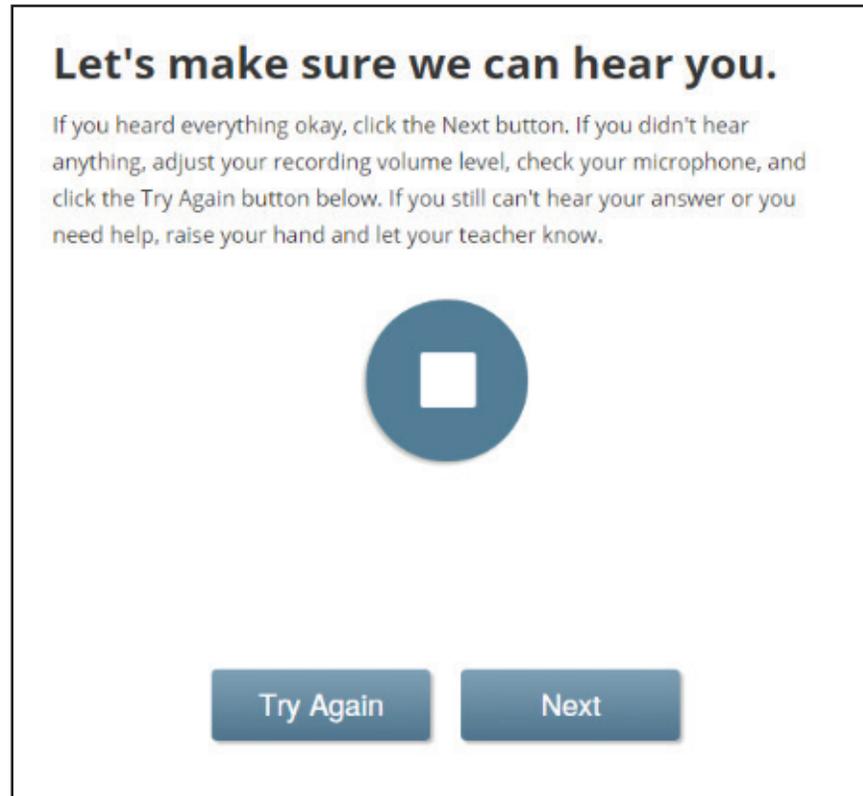
Make sure all students are on the Sound check screen.

5 **SAY** Click on the Play button to hear a sample sound.

If you heard the sample sound, click the Next button. Make your sound louder or softer by moving the speaker left or right. If you didn't hear anything, raise your hand.

Make sure all students can hear the sample sound.

Testing Directions — Student Test Login



Students will complete a microphone check for the speaking domain only.

SAY You should now see the microphone check screen.

Make sure all students are on the microphone check screen.

6 **SAY** Click on the Record button and read the sample text.

Click the Stop button when you are finished recording.

Now click the Play button to hear what you just recorded.

If you heard everything okay, click the Next button. If you didn't hear anything, raise your hand.

Make sure all students can hear their recording.

Testing Directions — Student Test Login

Directions

Follow these directions to complete the test. If you want to re-read these directions, click on the “Directions” link in the top right of your test.

**33
questions**

Follow these directions for taking the test:

- Your test administrator will let you know when to start and when to stop.
- Select **Directions** to review the test directions at any time during the session.
- Use the **Highlight** button to highlight key words or areas on the screen.
- Use the **Option Eliminator** button to eliminate answer choices that you think are incorrect.
- Use the **Bookmark** button to flag any questions you wish to review again before finishing the test.
- Select **Sign out** at any time to leave the test. This will exit you from the test, and you will need to enter your username and password to log in again.
- Try to save time at the end of the session to review your work.

Exit Continue

7 On the next screen, students will see testing Directions. Instruct them to read along while you read the directions out loud and follow them to complete the test.

SAY Follow these directions for taking the test:

Your test administrator will let you know when to start and when to stop.

Select Directions to review the test directions at any time during the session.

Use the highlight button to highlight key words or areas on the screen.

Use the Option Eliminator button to eliminate answer choices that you think are incorrect.

Use the Bookmark button to flag any questions you wish to review again before finishing the test.

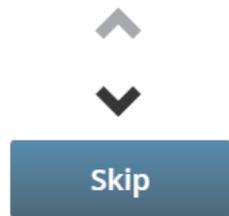
Select Sign out at any time to leave the test. This will exit you from the test, and you will need to enter your username and password to log in again.

Try to save time at the end of the session to review your work.

Make sure the students have read the directions and instruct them to click the “Continue” button.

Testing Directions — Student Test Login

Welcome to the ELPA K-12 > EL161S1. Let's get familiar with the screen so you can focus on taking the test. Use the ▲ and ▼ symbols below to move through the tour. If you've already done this, you can click the skip button at any time. Click or tap the ▼ button to begin.



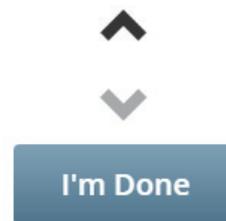
- 8** On the next screen, students will have the option to tour the online testing platform or select the “Skip” button if they have already done this.

Students will be guided through a short series of screens outlining how to navigate the test. Instruct students to follow along while you read the tour out loud.

- SAY** Welcome to the ELPA test. Let's get familiar with the screen so you can focus on taking the test. Use the up and down symbols below to move through the tour. If you've already done this, you can click the skip button at any time. Click or tap the down button to begin.
- SAY** The top bar on the screen tells you about the test. The left side lists your subject and test name. On the right side there are volume controls, your name, a way to view these directions again, and a way to sign out. You should only sign out when your teacher tells you to as you might lose your test progress.
- SAY** Click the bottom arrow to move to the next screen.

Testing Directions — Student Test Login

That's everything. If you still have questions, raise your hand and ask your test administrator before the test begins. Otherwise, click or tap the button below to exit the tour.



SAY This bar is how you interact with your test. The left side allows you to review your progress on the test at any point. You can submit your test from the REVIEW screen. The middle shows you how many questions you've answered and what question you are currently working on. The right side allows you to move back and forth between your questions.

SAY Click the bottom arrow to move to the next screen.

SAY On the left side of the screen are some tools that can help you as you take the test. Click or tap on the tool button to turn the tool on or off. Tools that are active will be highlighted in blue.

SAY Click the bottom arrow to move to the next screen.

SAY The two buttons on the top right corner can be used to take notes on a specific question or to flag the question to come back to later. Notes and flags on a question will show in the REVIEW screen.

SAY Click the bottom arrow to move to the next screen.

SAY That's everything. If you still have questions, raise your hand and ask your teacher before the test begins. Otherwise, click or tap the button below to exit the tour.

Once complete, students will select the "I'm Done" button.

Testing Directions — Student Test Login

Please wait.



Please enter the access code that your test administrator gives you. If you have any questions about this, please raise your hand and ask your test administrator.

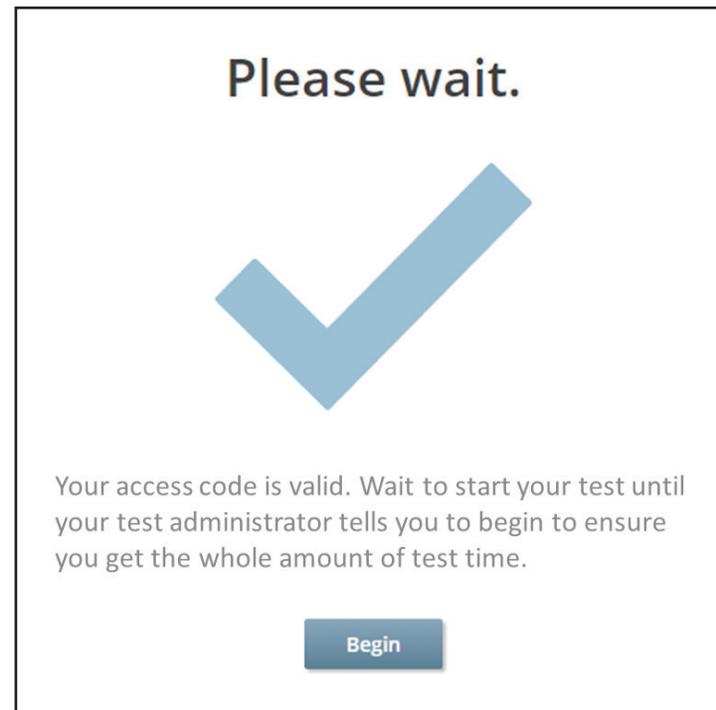
Access Code

Exit **Continue**

- 9** On the next screen, students will be asked to enter an access code. Important Note: Before students sit down to take the test, obtain the Access Code from the Nextera Administration Site. It is located on the Test Administrations page. On the Test Administrations Page you will see a list. Click the “View” button for the Test Administration. The access codes for the test sessions are listed on the bottom of the page. There are separate access codes for each domain and testing group.

SAY Now you will enter the following code and click "Continue" to access your test (provide the Access Code from the Nextera Administration Site).

Testing Directions — Student Test Login



Make sure all students have correctly entered the access code.

- 10** SAY You should now see a screen that confirms your access code is correct. Click Begin to start the test.
- 11** SAY You should now see the Instructions screen for the [Listening, Speaking, Reading, or Writing] test.

Make sure all students are on the Instructions screen.

Testing Directions — Question Buttons

SAY Listen to these directions to complete the test:

There are several important things to remember:

1. Read each question carefully. Think about what is being asked. If the test question has pictures, look carefully at pictures because they help you understand the question.
2. For responses that have to be written, type your answers in the space provided on the screen.
3. For multiple-choice questions, click on the answer you chose. To change an answer, just click on a different answer. Remember to click a single time to select your answer. Do not spend too much time on one question. Remember to just try your best.

SAY Now follow along with me on your screen as I explain the buttons and tools you will see and use during the test. A test administrator may want to re-review the buttons and tools if domains are administered separately.

SAY Use the **POINTER** to click on answers, scroll bars, tools, and to click and drag.

SAY Use the **SCROLL BAR** to read the entire question. You may need to scroll to see the entire question or all answer choices. If you need to scroll, use the Scroll Bar to move the information UP/DOWN and LEFT/RIGHT.

SAY Click once on the circle next to the answer you have chosen. When the circle is filled in, you have answered the question.

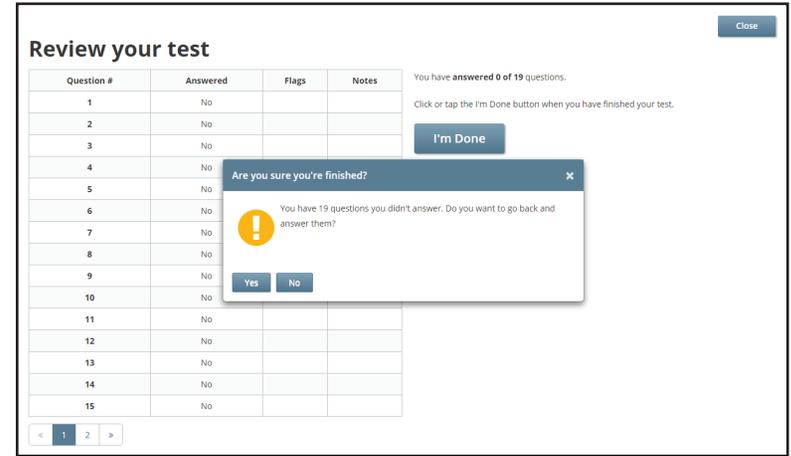
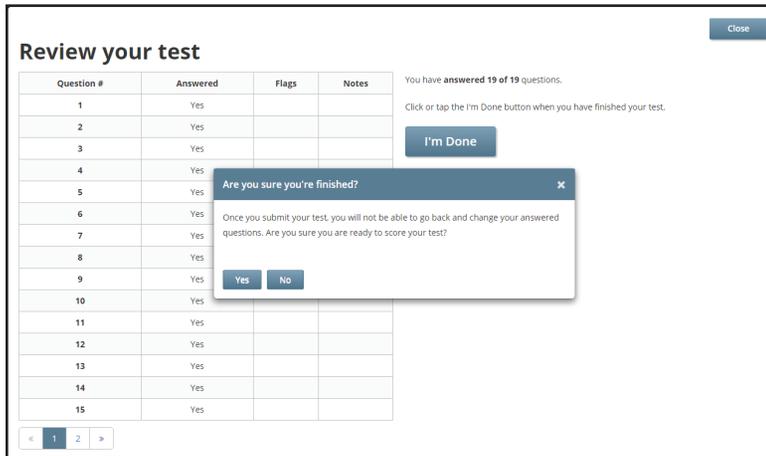
SAY Click on the **SOUND** button to play audio. Some questions may have more than one sound button. Each button will play different parts of the question.

SAY Some questions will ask you to record your voice. To start recording, click on the **RECORD** button and start speaking. Remember that you can only record twice.

SAY To finish your recording, click on the **STOP** button.

SAY Volume can be used to make the sound louder or quieter in your headphones. Click on the volume button then drag the slide bar to the right to make it louder or to the left to make it quieter.

Testing Directions — Navigation Buttons



- SAY Click once on the white arrow that points to the right when you are ready to go to the next question.
- SAY Click on the white arrow that points to the left to go back.
- SAY You may click on the directions link at the top of the screen to see these directions at any time. Click on Return to close the directions.
- SAY At the end of the test, click on the REVIEW button. The REVIEW screen shows you any questions you did not answer. You can go back to these questions by clicking on them. Click on the REVIEW button again to return to the REVIEW screen.
- SAY When you are finished with your test and have answered all of the questions, click on I'm Done at the bottom of the REVIEW screen and click on the Yes button to show that you are done.
- SAY You may click on the **PAUSE** button to exit the test before finishing it. Check with me before you pause the test.

NOTE: Students must sign back in using their user IDs/passwords and submit the test once they are finished. The Pause button will display when the student hovers over Sign Out. If students pause the test for a break, the break must be less than 20 minutes. Any test that is paused longer than 20 minutes will require a Proctor Password to log back into the test. Contact your District or School Test Coordinator to obtain the Proctor Password.

Testing Directions — Tools

SAY There are also some tools you may use to help you with the test. You do not have to use them.

NOTE: Teachers administering the online test to K–1 students may omit the script on this page. K–1 students will not need to use these optional tools during the test.

SAY You may click on the bookmark button to flag a question you want to come back to later.

SAY You may click on the **DIGITAL NOTEPAD** button to open a window where you can type notes to help you answer the question. Click on the **X** at the upper right to close the Digital Notepad.

SAY You may click on the **HIGHLIGHTER** button to highlight key words or areas. Click on it again to turn it off.

SAY You may click on the **OPTION ELIMINATOR** button to cross out answer choices you don't want. Click on it again to turn it off. Eliminating all but one answer choice is not the same as selecting an answer. You must also select an answer.

SAY **ZOOM** can be used to make words and pictures on the screen bigger, if they are hard for you to see. You can make them up to 4 times bigger.

Additional tools are available for students with a Personal Needs Profile. Please refer to the AA Manual for designated features that are available to students.

Find the directions for the appropriate domain on the following pages to continue with the test.

Testing Directions — Listening

SAY Do you have any questions about the test tools?

Answer any questions the students may have. Then,

SAY This is a Listening Test. It will give you a chance to show how well you can listen to and understand English.

You will hear things like conversations and presentations. Listen carefully.

If you need to hear the conversation or presentation again, click on the **PLAY** button.

The questions will be read to you. You can hear a question again by clicking on the **PLAY** button beside the question.

If you want to hear a response read to you, click on the **PLAY** button beside that response.

Some questions you will answer by dragging and dropping an object or a word. You can change your answer by dragging the object to a different place, or by dragging a different object.

Other questions you will answer by clicking on the response. You can change your answer by clicking on a different response.

If you have a question, or do not understand what to do, raise your hand.

Once all questions are answered,

SAY Try to answer all test questions. Keep working until you reach the end of the test.

Once you finish, you may check your work. Remember, you can see the directions whenever you need them during the test by clicking the Directions link in the upper right corner on your screen.

Testing Directions — Listening

[FOR GRADES K–3]

SAY When you reach the **REVIEW** screen and have finished reviewing your test, raise your hand and I will help you submit your test. When you are ready, click **BEGIN**.

Monitor students as they are taking the test to see that they are properly advancing through the screens. Do not give help on specific test questions.

As students raise their hands, check the **REVIEW** screen to make sure there are no unanswered questions. If any questions have “No” next to the item number in the Answered column, encourage students to go back and try to answer. If a student is unable to answer questions, you may submit the test with unanswered questions. If all questions have “Yes” next to the item number, click the I’m Done button. Once the test is submitted, give the student some silent work and ask them to sit quietly until everyone else has finished.

Make sure all students submit their tests.

[FOR GRADES 4–12]

SAY When you are ready, click **BEGIN**.

Monitor students as they are taking the test to see that they are properly advancing through the screens. Do not give help on specific test questions. Once the test is submitted, give the student some silent work and ask them to sit quietly until everyone else has finished.

When all students have finished the test,

SAY Please stop. Check that you have submitted your test and that you are logged out. Raise your hand if you need help.

Make sure all students submit their tests.

Testing Directions — Speaking

SAY Do you have any questions about the test tools?

Answer any questions the students may have. Then,

SAY This is a Speaking Test. It will give you a chance to show how well you can speak in English.

You will hear the questions. If you need to hear a question again, click on the **PLAY** button.

To answer each question, you will speak into a microphone and record your answer.

Click on the **RECORD** button to record.

Click on the **STOP** button to stop recording.

Click on the **PLAY** button to hear your recording.

You can record your answer again, if you want.

When I say “start,” try recording. Click on the microphone, say your name, and then click **STOP**. Then listen to what you recorded. If you don’t understand what to do, raise your hand. If you can’t hear what you recorded, raise your hand. After you successfully record your name, click on the next arrow at the bottom of the screen to start the test. Record your name now. Start.

Once all students have finished,

SAY Try to answer all test questions. Keep working until you reach the end of the test.

Remember, you can see the directions whenever you need them during the test by clicking the directions link at the top of the page. If you get confused about how these buttons work during the test, raise your hand and I will help you.

Testing Directions — Speaking

[FOR GRADES K–3]

SAY When you reach the **REVIEW** screen and have finished reviewing your test, raise your hand and I will help you submit your test. When you are ready, click **BEGIN**.

Monitor students as they are taking the test to see that they are properly advancing through the screens. Do not give help on specific test questions.

As students raise their hands, check the **REVIEW** screen to make sure there are no unanswered questions. If any questions have “No” next to the item number, encourage students to go back and try to answer. If a student is unable to answer questions, you may submit the test with unanswered questions. If all questions have “Yes” next to the item number, click the I’m done button. Once the test is submitted, give the student some silent work and ask them to sit quietly until everyone else has finished. Make sure all students submit their tests.

[FOR GRADES 4–12]

SAY When you are ready, click **BEGIN**.

Monitor students as they are taking the test to see that they are properly advancing through the screens. Do not give help on specific test questions. Once the test is submitted, give the student some silent work and ask them to sit quietly until everyone else has finished.

When all students have finished the test,

SAY Please stop. Check that you have submitted your test and that you are logged out. Raise your hand if you need help.

Make sure all students submit their tests.

Testing Directions — Reading

SAY Do you have any questions about the test tools?

Answer any questions the students may have. Then,

SAY This is a Reading Test. It will give you a chance to show how well you can read and understand English.

[FOR GRADE K]

SAY Some questions are about a story. You will read along as you listen to the story. Then you will answer the questions.

You will answer some questions by clicking on a picture. You will answer other questions by clicking on some words. It is easy to change an answer if you change your mind. Just click on a different picture or different words.

You will also answer questions by moving a word or picture. You can change your answer by moving the word to a different place or moving a different picture.

If you have a question, or do not understand what to do, raise your hand.

Once all questions are answered,

SAY Try to answer all the questions. Keep working until you reach the end of the test.

Once you finish, you may check your work.

When you reach the **REVIEW** screen and have finished reviewing your test, raise your hand and I will help you submit your test. When you are ready, click **BEGIN**.

Monitor students as they are taking the test to see that they are properly advancing through the screens. Do not give help on specific test questions.

As students raise their hands, check the **REVIEW** screen to make sure there are no unanswered questions. If any questions have “No” next to the item number, encourage students to go back and try to answer. If a student is unable to answer questions, you may submit the test with unanswered questions. If all questions have “Yes” next to the item number, click the I’m done button. Once the test is submitted, give the student some silent work and ask them to sit quietly until everyone else has finished.

Make sure all students submit their tests.

Testing Directions — Reading

[FOR GRADES 1–12]

SAY Some questions are about a passage. Read the passage first before you try to answer the questions.

You will answer some questions by dragging and dropping words. You can change your answer by dragging the words to a different place, or by dragging different words.

You will answer other questions by clicking on words, pictures, or sentences. You can change your answer by clicking on different words, pictures, or sentences.

If you have a question, or do not understand what to do, raise your hand.

Once all questions are answered,

SAY Try to answer all the questions. Keep working until you reach the end of the test.

Once you finish, you may check your work. Remember, you can see the directions whenever you need them during the test by clicking the directions link at the top of the screen.

When you are ready, click **BEGIN**.

Monitor students as they are taking the test to see that they are properly advancing through the screens. Do not give help on specific test questions. Once the test is submitted, give the student some silent work and ask them to sit quietly until everyone else has finished.

When all students have finished the test,

SAY Check that you have submitted your test and that you are logged out. Raise your hand if you need help.

Make sure all students submit their tests.

Testing Directions — Writing

SAY Do you have any questions about the test tools?

Answer any questions the students may have. Then,

SAY This is a Writing Test. It will give you a chance to show how well you can write in English.

[FOR GRADES K–1]

SAY Some questions will ask you to make words or sentences by dragging and dropping letters or words.

If you have a question, or do not understand what to do, raise your hand.

Once all questions are answered,

SAY Try to answer all test questions. Keep working until you reach the end of the test.

Once you finish, you may check your work. Remember, you can see the directions whenever you need them during the test by clicking the directions link at the top of the screen.

When you reach the **REVIEW** screen and are finished reviewing your test, raise your hand and I will help you submit your test. When you are ready, click **BEGIN**.

Monitor students as they are taking the test to see that they are properly advancing through the screens. Do not give help on specific test questions.

As students raise their hands, check the **REVIEW** screen to make sure there are no unanswered questions. If any questions have “No” next to the item number, encourage students to go back and try to answer. If a student is unable to answer questions, you may submit the test with unanswered questions. If all questions have “Yes” next to the item number, click the I’m done button. Once the test is submitted, give the student some silent work and ask them to sit quietly until everyone else has finished.

Make sure all students submit their tests.

K-1 students will also take a portion of the Writing test on paper. There are separate Directions for Administration for the paper component of the test that were shipped with the test booklets.

Testing Directions — Writing

[FOR GRADES 2–3]

SAY Some questions will ask you to make words or sentences by dragging and dropping letters or words. Other questions will ask you to type your answer. There will be a box for you to type in.

[FOR GRADES 4–12]

SAY Some questions will ask you to choose the right word to finish a sentence. You will click on the word. Other questions will ask you to type your answer. There will be a box for you to type in.

[FOR GRADES 2–12]

SAY If you have a question, or do not understand what to do, raise your hand. Try to answer all test questions. Keep working until you reach the end of the test. Once you finish, you may check your work. Remember, you can see the directions whenever you need them during the test by clicking the directions link at the top of the screen. When you are ready, click **BEGIN**.

Monitor students as they are taking the test to see that they are properly advancing through the screens. Do not give help on specific test questions. Once the test is submitted, give the student some silent work and ask them to sit quietly until everyone else has finished.

When all students have finished the test,

SAY Check that you have submitted your test and that you are logged out. Raise your hand if you need help. Make sure all students submit their tests.

Testing Directions — Pausing a Test

If students need to pause a test for any reason,

SAY [to individual students as needed] Hover over the Sign Out link in the upper left of your screen. The word **Pause** will display. Click the link.

Click it once and a screen will pop up asking if you're sure you want to pause the test. Click "Ok."

The tests are now paused. Students must sign back in using their same user IDs/passwords and submit the tests once they are finished. If students pause the test for a break, the break must be fewer than 20 minutes. Any test that is paused longer than 20 minutes will require a Proctor Password to log back into the test.

Contact your District Test Coordinator or School Test Coordinator to obtain the Proctor Password.

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Recommended Student-to-Proctor Ratio

Recommended Student: Test Proctor Ratio*		
ELPA21 Operational Test 2016		
Grade Band	Number of Students	Number of Proctors
Kindergarten — online	1 to 5	1-2
Kindergarten — paper/pencil Writing	1 to 3	1-2
Grade 1 — online	1 to 5	1-2
Grade 1 — paper/pencil Writing	1 to 3	1-2
Grade Band 2–3	8	1
Grade Band 4–5	10	1
Grade Band 6–8	15	1
Grade Band 9–12	20	1

**This assumes all students have practiced using the Interactive Demos prior to engaging in the ELPA21 Test.*

Note: All Test Administrators **must** be licensed by the Arkansas Department of Education.

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Approximate Testing Times

Approximate Testing Times*		
ELPA21 Operational Test 2016		
Grade Band	Approximate Testing Times per Domain*	Approximate Total Testing Time*
Kindergarten and Grade 1	15 minutes	60 minutes
Grades 2–5	22 minutes	90 minutes
Grades 6–12	30 minutes	120 minutes

**These times are approximate and do not include time for testing directions and breaks.*

Troubleshooting Tips

Answers to Frequently Asked Questions About Testing

- Students may use different platforms for different domains (Listening, Speaking, Reading, and Writing). For example, a student may take the Reading subtest on a Chromebook and the Writing subtest on a desktop.
- Students **MUST** restart a paused or terminated domain subtest on the same platform (Windows, Mac, iPad, etc.). It is advised to use the same device, as previously entered responses may be cached and would be easier to find, but it is not required.
- For Chromebooks using enterprise user accounts, students must log in to the Questar-provided secure device account. Domain accounts cannot be used. Please contact your District Test Coordinator or School Test Coordinator for further assistance with this issue.

Issues During Testing

- If the screen freezes, login takes longer than one minute, or test load takes longer than one minute, try first reloading or refreshing the browser. You can also try exiting the test and logging back in.
- If the device is permanently incapacitated, or if network connectivity is lost for an extended period of time, please contact Questar Customer Support by email at ar.elpa.help@questarai.com or by phone at 800-643-8547. Also contact your Test Coordinator so they are aware of the issue.
- iPad2 Guided Access – If your students are using the Apple iPad2 without Guided Access turned on, you may receive a message telling you to turn on Guided Access to login to the test. Due to a known issue introduced by Apple, when you turn Guided Access on, it may not allow students to select their responses in the test. If you encounter this issue, it will be resolved by resetting all of the device settings. This can be done by going to the device Settings, selecting General, and then selecting Reset All Settings.
- If multiple workstations exhibit the same issue, please contact Questar Customer Support by email at ar.elpa.help@questarai.com or by phone at 800-643-8547 to further isolate and troubleshoot the issue.

Troubleshooting Tips

Lost Internet Connectivity During Testing

- If network connectivity is lost during the test, the student should continue to test and submit the test. **DO NOT** move the student to another device. The device will continue trying to reconnect indefinitely to upload the test responses.
- If the testing platform must be terminated or the device is powered down, restart the testing platform once network connectivity is restored. This will send remaining responses to the Questar server.

There are additional Troubleshooting Tips located in the Setup and Installation Guide found on the Nextera Administration Site Help tab. If any other problems occur, contact your school or district technology staff for assistance.

Be prepared before you contact Customer Support. The details you provide about the issue help us to efficiently provide a solution.