



<p>Interactive Demo - Lesson Plan Grade K - Short</p>		
<p>Spring 2016</p>		



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Purpose Statement

The purpose of this lesson plan is to assist teachers as they prepare students to take the English Language Proficiency Assessment for the 21st Century (ELPA21) in the online testing system. The Interactive Demo (Demo) is a practice tool designed to allow students to practice with the online testing system before taking an ELPA21 assessment. This Lesson Plan was designed to help teachers guide students through the Demo, ensuring that students practice all the tools and functionality available. This Lesson Plan may also be used to supplement test proctor training.

Disclaimer

The Demo does not mimic an actual test form; it includes the types of items students will encounter, but the actual test form will contain items at different levels of difficulty and with different content, covering more of the ELP Standards. Therefore, the Demo should NOT be used to practice test content, only to practice using the online testing system.

All students should have the opportunity to view the Demo and work their way through the questions, multiple times if possible. There are a number of ways the information in this document can be used; for example, the instructor may wish to walk through the Demo or part of the Demo with students before students access the site individually. It is left to educator professional judgment about how to best use this information to prepare students.

Lesson Objectives

- Students will practice the log-in steps for the ELPA21 online testing system.
- Students will become familiar with the different item response types in the test.
- Students will become familiar with the digital tools that can be used during the test.
- Students will know how to read the Review/Submit test screen, and how to exit the online testing system properly.

Lesson Overview

The lesson is divided into four parts: *Log-in*, *Instructions*, *Questions*, and *Review/Submit Test*. The lesson can be presented in one sitting or spread out over multiple sittings. We recommend first presenting each part of this lesson to an entire class using one computer and an LCD projector, then following up with opportunities for students to walk through the Demo with varying levels of teacher guidance.

The Demo log-in process mimics the process for the real test, but some differences are noted in the lesson which should be pointed out to students. The *Questions* section of the lesson contains instructions for using specific tools with each question. Each of the tools and test engine functionalities will be covered by the end of the lesson. The *Review/Submit Test* section will enable students to practice using the review page to check their work.

Lesson Preparation & Materials

The Interactive Demos can be found here: <https://elpa-practice.nextera.questarai.com/student/webclient/practicetest>

The Interactive Demos should be run using a Chrome Browser and a Windows or Mac computer; iPads, Chromebooks and Androids are not supported.

NOTE: For the operational administration these devices (iPads, Chromebooks and Androids) will be supported, along with Windows and Mac computers.

Each student will need their own computer to go through the Demo, unless the teacher is demonstrating with one computer.

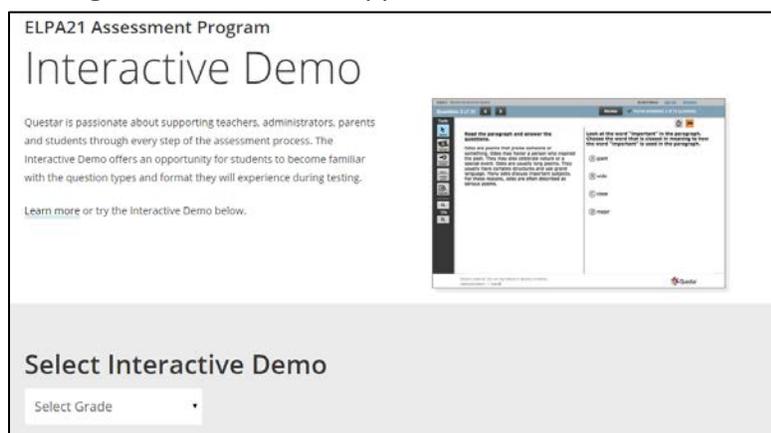
Lesson

Login

Time estimate: 5 minutes

Direct students through the following steps which will take them through a series of new screens:

1. Using a Chrome Browser, navigate to:
<https://elpa-practice.nextera.questarai.com/student/webclient/practicetest/>.
2. This **Sign-In** screen should appear:



3. Select the appropriate grade from the drop-down menu.
4. Enter a name in the “Enter your name” box. Click the “Start Test” button.



Select Interactive Demo

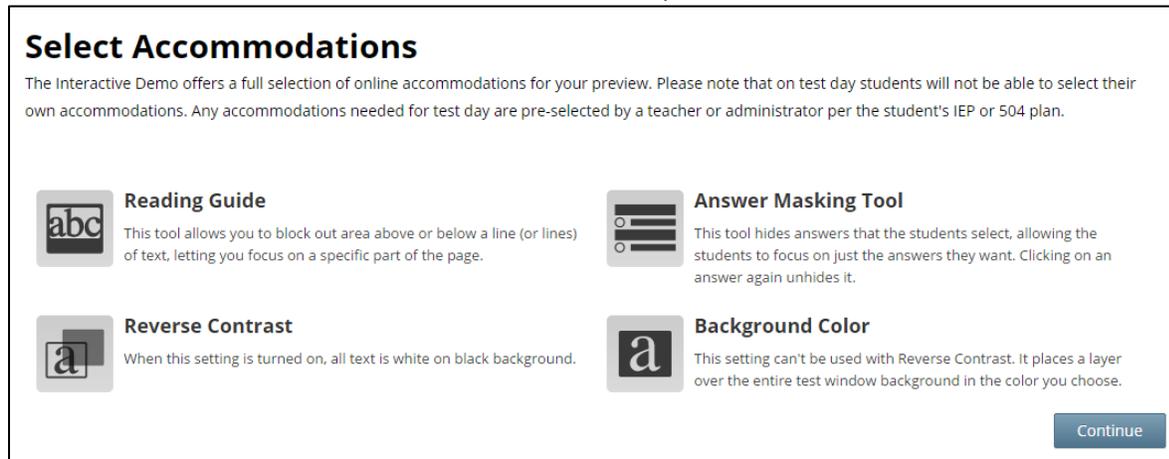
Grade K - short ▾

Take it online

Enter your name

Start Test

5. If a student needs an online accommodation, click the icon next to the specific accommodation. The selected accommodation will turn blue. Once completed, click the “Continue” button.



Select Accommodations

The Interactive Demo offers a full selection of online accommodations for your preview. Please note that on test day students will not be able to select their own accommodations. Any accommodations needed for test day are pre-selected by a teacher or administrator per the student's IEP or 504 plan.

 Reading Guide This tool allows you to block out area above or below a line (or lines) of text, letting you focus on a specific part of the page.	 Answer Masking Tool This tool hides answers that the students select, allowing the students to focus on just the answers they want. Clicking on an answer again unhides it.
 Reverse Contrast When this setting is turned on, all text is white on black background.	 Background Color This setting can't be used with Reverse Contrast. It places a layer over the entire test window background in the color you choose.

Continue

After completing step 5 of the log-in process, the Demo Instructions will load automatically.

Instructions

Time estimate: 5 minutes

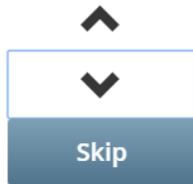
SAY: *During the actual test, the test administrator will ask you to listen to some instructions when you arrive on this screen, and then they will read the screen while you follow along. Today we will just take a brief look at what is on these Instructions screens. There are descriptions of each of the tools that can be used during the test. I will read them while you follow along.*

Read through each screen. Pause to make sure the students are using the arrow buttons to move through the screens.

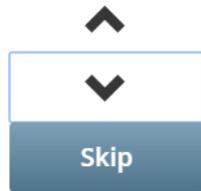
Welcome to the ELPA > Grade K - short. Let's get familiar with the screen so you can focus on taking the test. Use the  and  symbols below to move through the tour. If you've already done this, you can click the skip button at any time. Click or tap the  button to begin.



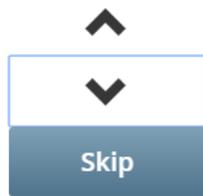
The top bar on the screen tells you about the test. The left side lists your subject and test name. On the right side is volume controls, your name, a way to view these directions again, and a way to sign out. You should only sign out when your teacher tells you to as you might lose your test progress.



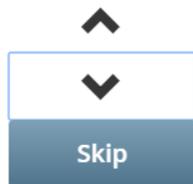
This bar is how you interact with your test. The left side allows you to review your progress on the test at any point. You can submit your test from the review screen. The middle shows you how many questions you've answered and what question you are currently on. The right side allows you to move back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



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.



The two buttons in 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 on the review screen.



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.



This is the end of the Instructions section. If the lesson needs to end here, have students choose the “Review” button at the top left corner of the screen. On the Review screen the student should click “I’m Done” to exit the Interactive Demo.

Questions

Time estimate: 20-40 minutes

Lead students through the questions while pointing out important features of the testing system and having students practice using the tools. The different tools can be activated by clicking on the tool icon. Change to a different tool by clicking the new tool icon at any time. A list of the tool icons is available in Appendix A of this document. Remind students that the tools are here to help them, and that they may not want to use all (or any) of them while they take the actual test.

Each of the four domains (Listening, Speaking, Reading, and Writing) is represented in this Demo. During the actual test each of the domains will be tested separately, with students receiving domain-specific directions. The Demo moves through each of these four domains without a break. The shaded rows in the tables on the following pages include some of the domain-specific directions and descriptions of some of the item types in the domain. **Please point out to students when the Demo moves to a different domain**, and share the notes/information in the shaded row if you believe it will be helpful to your students.

Students can use the right and left arrow at the top right corner of the screen to move between questions.

For each question guide students using the notes/information provided in the **Important features/tools to point out** column to practice the tools and become familiar with the response options as they answer each question.

Questions Lesson

Listening questions—During the Listening section, 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 into another graphic. If you are doing the lesson as a group, make sure the sound is at a volume everyone can hear. Students can use the play button  to re-listen to the item direction, stimulus, question, or answer options (if options are in text form). If multiple play buttons appear, each button will replay a different part of the item.

Question/type:	Important features/tools to point out:	Correct answer:
1—multiple-choice, picture options	<p>Use Selector tool to mark the empty glass. Notice that a light black border surrounds the areas that could be selected, and then a dark blue border surrounds the area that is chosen.</p> <p>Point out to students that the Volume button  at the top of the screen can be used to adjust the volume level. Use the slide bar next to the Volume button to increase or decrease the volume.</p> <p>Tell students that they need to use the Right  arrow to move to the next question.</p>	(the last picture)
2 and 3—click in picture	<p>Listen to the boy ask for help, and then wait for the test to move to the question. Move the Selector around the screen, some of the objects in the picture will be surrounded by a light blue rectangle. These are the objects that could be chosen. Direct students to click on the robot. The rectangle will turn dark blue to show that this is the answer the student has chosen.</p>	Robot

Question/type:	Important features/tools to point out:	Correct answer:
4—click in picture	<p>Click on the Play button  to listen to the boy again.</p> <p>Move the Selector around the screen to find the options, and then click on the object that answers the question.</p>	socks
5 and 6—drag and drop	<p>Use the mouse as the Selector to drag the shoes onto the picture and drop into the rectangle under the bed. The shoes turn grey in the original list after being used. The other black rectangles show the four other spots where the shoes could be dropped.</p> <p>Remind students that they need to use the Next arrow to move to the next question.</p>	(under the bed, on the rug)
7—drag and drop	<p>Use the mouse as the Selector to drag the lamp onto the picture and drop into the rectangle on the far left.</p>	(on top of the table)
8 and 9—multiple choice	<p>Listen to the talk about cherries, and then wait for the test to move to question D-1. The question and text options will be spoken out loud for the test takers.</p> <p>Use the Selector tool to mark answer choice C. Point out to students that they can click on the answer choice text or on the letter C in the circle. When C is selected, the circle with the letter C turns dark blue.</p>	C
10 and 11—multiple choice, picture options	<p>Listen to the story about a turtle, and then wait for the test to move to the question.</p> <p>Use the Zoom tool to help see the pictures better. Click on the magnifier with the plus sign  100% . Use the scroll bars to move around the screen. To get back to the normal screen size, click the magnifier with the minus sign  100% .</p> <p>Select the answer then click the Flag button  at the top of the screen. The button will turn red to remind students to check this question later.</p>	(the last picture)

Reading questions—During the Reading section, students will see and hear the text before answering multiple-choice and drag-and-drop questions. Informational and literary text is included; some texts will be short and other texts will be longer.

Question/type:	Important features/tools to point out:	Correct answer:
12—multiple-choice, picture options	<p>Move the Selector over the pictures. Notice the light blue box that surrounds each option. Select the correct answer by clicking on the picture of the bus. The box around the bus will turn dark blue to show that this is the answer chosen by the student.</p> <p>Remind students that they need to use the Next arrow to move to the next question.</p>	(first picture)
13—multiple choice	<p>Listen to the short text about Esme, and then listen to the question. The text can be heard again by clicking on the middle Play button  above the text. The question and answer options can be heard again by clicking on the Play button on the right side of the screen, next to the answer options.</p> <p>Click the Eliminate Answer button and then use the tool to cross off choices A and C. Click the button again to turn the tool off. Then click the Selector button to change to the Selector tool and mark answer choice B. Remind students that they can click on the answer choice text or on the letter B in the circle. When B is selected, the circle with the letter B turns dark blue.</p> <p>Remind students that the Eliminate Answer tool does not have to be used to mark every wrong answer; it is just a tool to help students think through a question.</p> <p>Clicking the crossed-off text with the tool a second time will remove the red X.</p> <p>Be sure that students understand that even if they eliminate all but one answer choice, they still must use the Selector to select the correct answer for their answer to be credited.</p>	B

Writing questions—During the online Writing section, students will listen to the item directions using the headphones. Some questions will ask students to drag-and-drop letters into words, and other questions will ask student to move words into sentences.

Question/type:	Important features/tools to point out:	Correct answer:
14—drag and drop	<p>Move the letter from the list up into the answer rectangle.</p> <p>Notice that the letter in the original list turns grey after being dropped into the answer space.</p>	B
15—drag and drop	<p>Use the Scroll bar on the far right of the screen to move further down on the screen so the words under the rectangles are visible.</p> <p>Move the words from the list into the correct order in the three answer rectangles.</p> <p>Notice that the words in the original list turn grey after they are dropped into one of the answer spaces.</p>	boy is wet

Speaking questions—During the Speaking section, students will hear the prompts through their headphones and then record their spoken answers. Students will likely need a lot of practice with this skill.

To record an answer, click on the MICROPHONE button , speak, and then click on the STOP button .

The student can listen to his or her recorded response by clicking on the PLAY button . If the student does not like their first answer, he or she can record a new response by clicking on the MICROPHONE button again. **Students will only be allowed to record the answer to a question two times.**

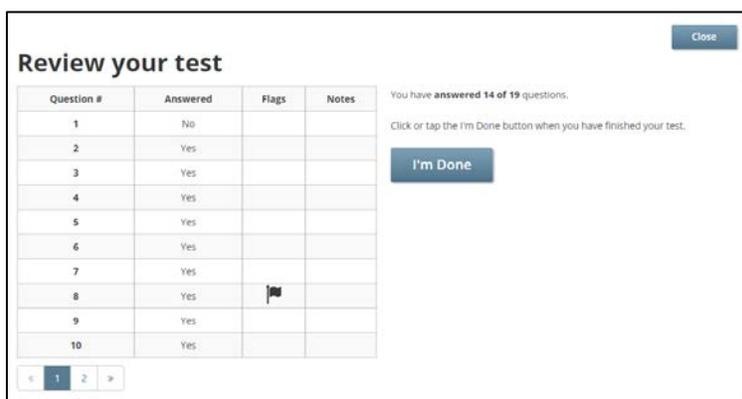
Some speaking questions will ask students to describe a picture, to tell about activities they like to do, or answer questions about a teacher presentation. Four questions are included in the Demo to give students multiple opportunities to practice recording and listening to their own voice.

Question/type:	Important features/tools to point out:	Correct answer:
16—speak out loud	Record an answer by first clicking on the green Microphone button and then speaking about who is in the room. The bars on the right turn purple when sound is detected and being recorded; the louder the sound the higher the purple. Stop the recording by clicking the red Stop button. Listen to the recording by clicking the green Play button. Remind students that they need to use the Next arrow to move to the next question.	See Appendix B
17—speak out loud	Record an answer about the shape. After listening to their answer, have students re-record their response and add a detail. Remind students that when they re-record, their first recording is copied over so they must include their full answer each time they record.	See Appendix B
18—speak out loud	Scroll down to see the whole picture of the playground. Record an answer by telling about something silly in the picture. Stop the recording, and then listen to the recording. Re-record if needed.	See Appendix B
19—speak out loud	Record an answer telling why that part of the picture is silly. Stop the recording, and then listen to the recording. Re-record if needed. This is the last question in Demo. After answering the question, choose the “Review” button to move to the review page and the next part of this lesson.	See Appendix B

Review/Submit Test

Time estimate: 5-10 minutes

The Review screen was designed to help students check that they have answered all the questions before ending their testing session. The questions are listed in the first column, and whether the question is answered is in the next column (“Yes” or “No”). Symbols will show if the student put a Bookmark or Note on a specific item. For example:



This example shows a second page  where questions 11 – 19 can be found.

Point out the following features of the Review Screen to students:

- The Unanswered questions “No” and the Flag.
- Students can return to a specific question by clicking anywhere on the row for the question. This includes clicking on the item number, the words “Yes” or “No”, and the Flag.
- Caution students that the list will say a question is answered (“Yes”) even if it is only partially answered. A drag-and-drop item with 3 objects to move will be listed as “Yes” for Answered even if only 1 object is moved. An editing item with drop down lists will be listed as “Yes” for Answered even if only 1 list has a word chosen in it.
- When a student returns to a question from the Review Screen, the Review button will be in the top left corner of the screen. They should click on that button to return to the Review screen instead of using the Next button to get to the end of the questions.

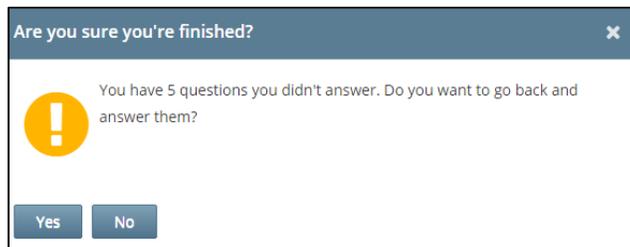
Suggested actions:

- Read the screen and discuss what student screens currently show.
- As a whole group or individually, go back to a few questions and change how they are answered. Then return to this page and see if/how the symbol changed.

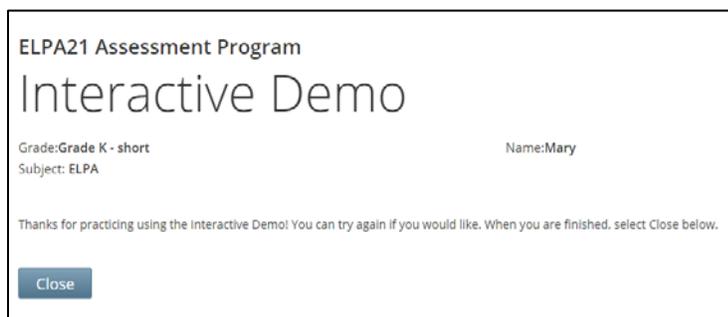
Exiting the Demo

A series of steps are in place to ensure that students are absolutely ready to exit the online system, and don't exit the test too early. Those steps are mimicked in the Demo.

- 1) When on the Review Screen, choose the "I'm Done" button. This pop-up box will appear:



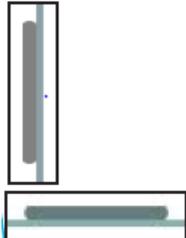
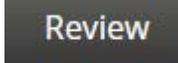
- 2) If a student wishes to return to the test questions, they should choose "Yes." Instruct students to choose "No" button to continue exiting.
- 3) Instruct students to choose the "Close" button.



Suggestions for further practice

- Have students go through the Interactive Demo again at their own pace to practice the tools.
- Go through the Interactive Demo as a whole class, looking more at the content and how to give a complete answer to the writing and speaking questions.
- This Lesson Plan could also be used to supplement test administrator training.
- Provide students who would benefit from the instructions in their home languages the scripts and audio files of the translated directions. More information is provided on page 9 of the DFA. Please note: there are 11 language translations available; please check the HELP tab on the Nextera Admin Site for those files.

Appendix A—Tool button images

Image	Name of Image	Function
	Selector	Use to click on answers, scroll bars, and tools
	Scroll bar	Use to move the information on the screen up/down, or left/right. This helps students see the entire passage, question, or answer options.
	Answer choice	Click to mark an answer; when the circle is filled in, that is the chosen answer.
	Play	Replays the directions, stimulus, or question in the Listening, Speaking, and Writing sections. Replays the recording of a spoken response for the student in the Speaking section.
	Microphone	Starts the recording of an answer in the Speaking section
	Stop	Click to end recording an answer in the Speaking section
	Volume	Make the sound in the headphones louder or quieter using the slide bar that appears next to the Volume button. The sound does not adjust mid-audio. Replay the audio to determine if the new sound level is acceptable.
	Next	Moves to the next question on the test
	Back	Goes back to the previous question
	Review	Opens the Review Screen
	I'm Done/Submit	Turns in the test for scoring.

	Flag	Marks a question for looking at again later
	Digital notepad	Type notes about a passage or question to read later.
	Highlighter	Mark key words or areas
	Eliminate Answers	Get rid of answer choices not needed
	Zoom	Make the words and pictures on the screen bigger. Click the  button to increase the size of the words and pictures. Click the  to decrease to size of the words and pictures.

Appendix B

To earn full credit for each of the speaking items, the spoken responses must address all parts of the question using grade-level appropriate grammar, structure, and word choice. The spoken response must be clear and at an understandable pace for the listener. **Students will only be allowed to record the answer to a question two times.**