Script for Administering the Grade 10 Reading Practice Test (ePAT)

This script should be used to administer the *Grade 10 Reading Practice Test* (ePAT) to students who will take the Grade 10 Reading test using TestNav. If students require practice using accommodated computer-based test forms (large print, color contrast, zoom, assistive devices), see the script for the accommodated *Grade 10 Reading Practice Test* (TestHear ePAT).

Ensure that the ePAT Launcher and the *Grade 10 Reading Practice Test* have been downloaded to each computer that will be used for the practice test.

The ePAT script describes the presentation of Reading passages, items, and computer tools appearing in the Grade 10 Reading test.

Beginning the ePAT

1. Before students arrive, ensure that the testing room is prepared as it will be on the day of the test.
2. Ensure that all software applications, including Internet browsers, on each student workstation are closed before conducting this practice test.
3. Double-click the ePAT Launcher icon.

It may take a moment to open. During this time, you will see an active display to let you know that the program is working.

The student login screen will be displayed as shown below. The computer is now ready for the student to begin.
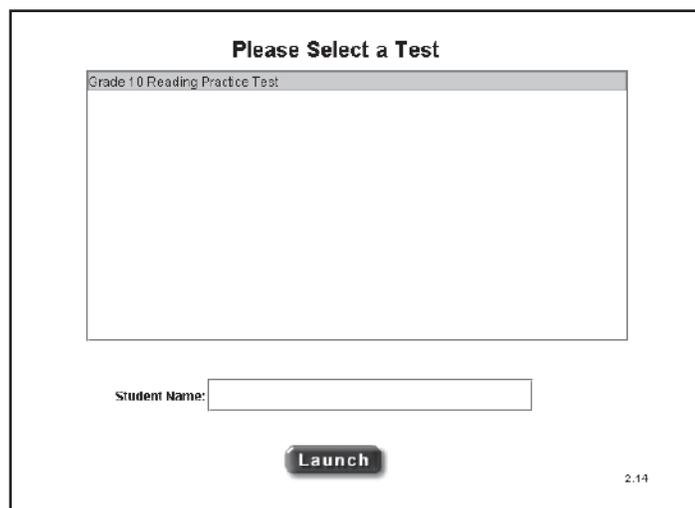
Say	Today, you are going to learn how to use TestNav 6.9, the computer-based test system. This practice test is designed for students who will take the Grade 10 FCAT 2.0 Reading test.
	On the day of the test, you will receive a Student Authorization Ticket with your name, a Login ID, and a six-character test code (*password*) on it. You will log in by typing your Login ID and test code exactly as they are shown on your ticket.
	Today, we will access the practice test without a Login ID or test code.
	Your computer should be opened to the login screen.
	Please follow my instructions, and do not change screens until I tell you to do so.
	Now, select the **Grade 10 Reading Practice Test**, type your name in the Student Name box, and click the **Launch** button. You should see a Welcome screen, and your name appears at the bottom. Please raise your hand if you don't see the Welcome screen.

Pause to make sure that all students have proceeded to the Welcome screen, as shown below.
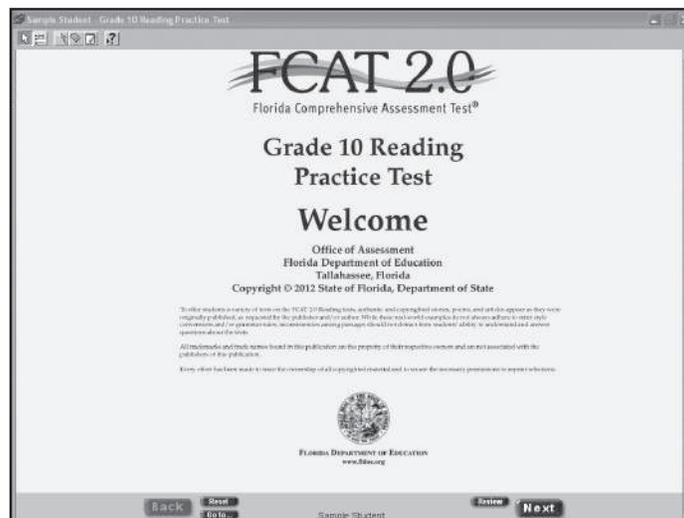
Say	Now, click the **Next** button in the bottom right corner to proceed to the first sample passage. You may need to scroll down to the bottom of the screen to see the **Next** button.

Pause to make sure that all students have the first reading passage, "The Height of Ingenuity," on their screens. Help students if necessary.

Say	Before you begin reading the passage, listen as I describe the screen.
	For the Grade 10 Reading test, the reading passages will initially appear on the screen without the questions.
	On the right side of the passage is a scroll bar. Now, scroll down slowly either by clicking the down arrow of the scroll bar or by clicking and dragging the scroll bar.
	When reading a passage, always make sure that you scroll down to read the entire passage.
	Practice scrolling the passage window.

Walk around the room and make sure everyone can scroll to the bottom of the passage. Help students if necessary.

Say

At the bottom of the screen, you will see the **Next** button in the right corner. You will not see the **Next** button until you have scrolled down to the end of a question or passage. You will click this button to move to the next question or passage. Make sure you only click the **Next** button one time. If you double-click or click more than one time while the page is loading, you may skip a question.

Click the **Next** button. You will now see the reading passage on the top of the screen and the first question on the bottom of the screen. You can click and drag the dividing line in the middle of the screen to give more or less space for the passage or the question. You can also scroll up and down on the right side of the screen.

Make sure that each student has the first question on his or her screen. Help students if necessary.

Say

The bottom center of the screen shows the question number and your name. This practice test only has eight questions. When you take the actual test, there will be more questions.

In the bottom left corner is the **Back** button. This button can be used to move to a previous question or passage.

Now, look at the question. To select an answer, you will click the bubble beside the answer choice or click anywhere on the answer choice. Click the bubble next to the letter A to select the first answer choice. Answer choice A should now be selected.

Select answer choices C and D to see how your answer changes. (*Pause.*)

The **Reset** button can be used to remove the answer selected. If you select an answer and then decide you want to leave the answer blank, clicking **Reset** will remove your answer. For Question 1, click answer choice A. Now, click the **Reset** button. The mark next to answer choice A disappears.

In the bottom right corner is the **Review** button. This feature allows you to flag a question that you might want to review at a later time. Click the **Review** button and the word "Review" turns yellow and a red checkmark appears. At any time, you can go back to the questions that you flagged for review. You can also access the questions marked for review on the item review screen by clicking the **Go To** button. After reviewing a question, click the **Review** button again and the red checkmark disappears. For now, leave this question flagged for review.

Below the **Reset** button is the **Go To** button. Click this button. (*Pause for students to click the button.*) This takes you to an item review screen, which shows the question numbers, whether the questions have been answered, and whether the questions have been flagged for review. Clicking on a question number will take you to that question. Reading passages are also indicated on this screen. When you get to the end of the test, review the item review screen to ensure all questions have been answered. The item review screen also includes the **Submit** button. Once you submit the test, it cannot be restarted. Only click **Submit** once you are completely finished with the test, or when I instruct you to do so. Click **Question 1** to return to the first question.

Are there any questions?

Answer any questions.

Say

Now, I will describe several tools that may help you with the computer-based test, and you will practice using them. At the top of your screen, you will see several icons that open the various tools you can use during the test.

Say

Click the first icon in the toolbar, which is the **pointer** tool. The pointer is the tool used to select a response. Any time you need to turn off a tool, click the icon for that tool again or click the pointer icon.

Click the second icon in the toolbar, which is the **eliminate choice** tool. You can use this tool to cross out answer choices that you have eliminated as possible correct answers. Now, click anywhere on answer choice A. You should see an X through answer choice A. Click answer choice B and an X appears through this choice also. Click answer choice A again and the X disappears. Now, turn off the eliminate choice tool by clicking the icon again. If you want to select an answer that you have eliminated, remove the X by clicking it. A pop-up window will ask you if you want this choice to be your answer. Click **Yes** or **No**. Now, turn the eliminate choice tool back on by clicking the icon again. Practice eliminating answer choices and removing the Xs. (*Pause.*)

Now, click the third icon in the toolbar, which is the **highlighter** tool. You can use this tool to highlight portions of a reading passage or a question. To highlight, click at the top left corner of the first word you want to highlight and drag the highlighter over the words until you get to the bottom right corner of the last word you want to highlight. Practice highlighting phrases in the passage. (*Pause.*)

Click the fourth icon in the toolbar, which is the **eraser** tool. You can use the eraser tool to remove highlighting and to erase an X from an eliminated choice. To erase highlighting, with the eraser tool selected, click anywhere in the highlighted area. The highlighting will disappear. Practice using the eraser tool to remove highlighted areas or eliminated choices. (*Pause.*) Now, turn off the eraser tool by clicking the icon again. **Because the eliminate choice, highlighter, and eraser tools use the cursor, you cannot select an answer while these tools are active.**

Click the fifth icon in the toolbar, which is the **notepad** icon, and a notepad appears in a pop-up window. Now, practice typing words in the notepad. (*Pause.*)

If you want to make notes on a particular question or passage for later reference, you can type them into this window. There is a new notepad for each question. To view your notes, you will need to return to the passage or question where you typed the note and click the **notepad** icon. You can move the notepad around on the screen by clicking on the top of the notepad and dragging the pop-up window across the screen. To close the notepad, click the X or the red circle in the top corner of the notepad. Now, practice opening and closing the notepad. (*Pause.*)

Now, click the last icon, which is the **Help** button. A drop-down menu will appear with a list of tools. Select the highlighter. A pop-up window with a description of the tool will be displayed. Click **Next** on this window to see how the tool works. Use the buttons at the bottom to go back, to see what is next, to replay the demonstration, or to close the window. Close the Help window.

Are there any questions?

Answer any questions, and make sure everyone can use the tools. Help students if necessary.

Say

Now, click the **Go To** button and click **Reading Passage 1**. Answer all the questions in this practice test and practice using the tools.

Walk around the room and assist students as necessary. After students have practiced using the tools and responded to all items, you may display the following answers or read them to the students. Ask the students to check their answers. If you read the answers, pause between answers to allow students to move between questions.

Say Now, click the **Go To** button to go back to **Question 1** to check your answers. The correct answers for questions 1–8 are:

1. **B**
2. **D**
3. **D**
4. **C**
5. **C**
6. **C**
7. **B**
8. **B**

Now, we will demonstrate how you will exit the test if you need to leave the room for an extended period of time during the actual test. Click the X or the red circle in the top corner. A pop-up window will appear and ask you to confirm that you want to exit the test. For today, click **No, return to the test**. On the day of the test, you will click **Yes, exit the test**.

Now, we will demonstrate how you will submit the test when you are finished. If you are not already on the item review screen, click the **Go To** button. From the item review screen, click the **Submit** button. A pop-up window will appear and ask you to confirm that you want to submit the test. **Remember that once you have clicked this button, you cannot return to the test.** If you are finished practicing, click **Yes, submit my test**. You will be asked to confirm this decision. Click **Yes** and, on the following screen, click **Close**.

Samples of the Submit Test for Scoring dialog box are shown below.

Windows
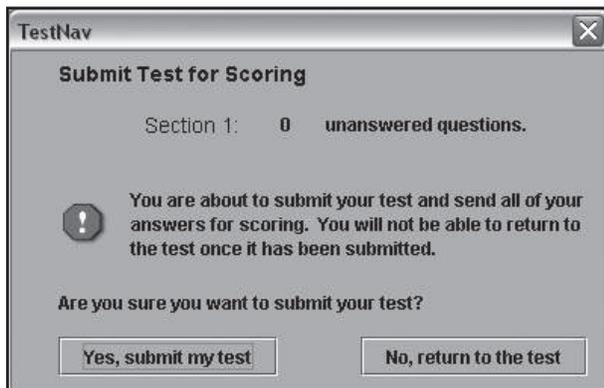
Mac
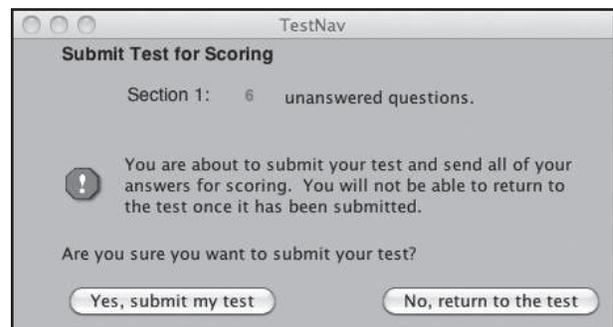
Check each computer and make sure that each student has exited the test properly. Help students as needed. Provide students with the ePATs URL (**www.FLAssessments.com/ePATs**) so they can access the practice test on their own.