

Simplified Test Directions Guidelines

OVERVIEW

The following directions are Smarter Balanced developed and Washington modified. Simplified student test directions of the *TA Script of Student Directions* document is a designated support allowable across all grades on state assessments. Designated supports can be provided to any student so long as an informed educator or group of educators determines it is appropriate. Students with difficulties in auditory processing, short-term memory, attention, or decoding may benefit from having test directions simplified for them. This designated support may require testing in a separate setting to avoid distracting other test takers.

A TA who provides the simplified student test directions designated support is an adult who simplifies the script within the SAY boxes of the online and/or paper TA Script of Student Directions document. The student depends on the TA to read the script accurately, pronounce words correctly, and speak in a clear voice. When a student needs additional support understanding the test directions, the TA may simplify or paraphrase the language in the script and verify the student's understanding. Simplifying test directions should be consistent with classroom instruction and includes repeating or rephrasing. This may include breaking student directions into parts or segments or using similar words or phrases, but it should exclude defining words or concepts. Test content, including test items, words from items, passages/scenarios/stimuli, or instructions for individual items may not be simplified or paraphrased.

QUALIFICATIONS FOR TAs WHO SIMPLIFY TEST DIRECTIONS

- The TA who simplifies test directions for state assessments should be an adult who is familiar with the student, and who is typically responsible for providing this support during educational instruction and local assessments.
- TAs must be trained on the administration of the assessment in accordance with Consortium and OSPI policy, and be familiar with the vocabulary, terminology, and symbols specific to the student directions and related conventions for standard oral communication.
- Training must be in accordance with administration and security policies and procedures as articulated in the PIRG.

- TAs must be able to speak clearly and at a normal pace with clear pronunciation.
- Be willing to be patient and repeat test directions.

PRIOR TO TEST ADMINISTRATION

It is recommended that the same TAs be assigned to students for each day of testing. TAs who simplify test directions should:

- Be trained in administering the assessment per the requirements noted in the PIRG.
- Familiarize themselves with the testing environment and format in advance of the testing session.
- Have a strong working knowledge of the embedded and non-embedded universal tools, designated supports, and accommodations available on state assessments.
- Have extensive practice in simplifying test directions and must be familiar and comfortable with the process before working directly with the student.
- As appropriate, and in accordance with these guidelines, be familiar with the student's needs, including if the student for whom they are reading has noted in their plan additional accessibility features. This will ensure that the student receives the features necessary for accessing the test.
- Be familiar with any assistive technology the student requires.

DAY OF TEST ADMINISTRATION

In addition to the guidelines noted in the *TA Script of Student Directions*, TAs who simplify test directions must:

- Be prepared to restate the language in the script.
- Read the directions aloud in paraphrased, clarified, or simplified form, rather than reading the script verbatim.
- Ensure that the student clearly understands the directions.
- Spell any words in the script if requested by the student.
- Adjust their reading speed and volume if requested by the student.
- Only simplify the student directions (SAY boxes) in the TA Script of Student Directions.

Simplified Test Directions Guidelines

TAs who simplify test directions must not:

- Deviate from the test directions found in the (SAY boxes) in ways that would impact the content being measured.
- Paraphrase, interpret, define, or translate any aspect beyond the script provided in the TAM.
- Read aloud any parts of the test content, including items, words, or stimuli as this would be a violation of test security.

Note: When a human reader accommodation or support is permitted in these Guidelines, TAs must not simplify test content, items, words, or stimuli.

Additional Guidelines for Students with a Read-Aloud Designated Support or Accommodation:

If a student is assigned the read-aloud designated support and/or accommodation, in conjunction with the

Simplified Test Directions designated support, the test reader should follow the Read-Aloud, Test Reader Guidelines, located in the Appendices section of the *Guidelines on Tools, Supports, and Accommodations*.

- TAs may not prompt the student in any way that would result in a different response to a test item.
- TAs may not influence the student's response to how they respond to test questions in any way.
- Deviate from the test directions found in the (SAY boxes) in ways that would impact the content being measured.

Examples of simplified student test directions are provided on page 3.

Simplified Test Directions Guidelines

Online Testing Example of Simplified Test Directions

Full Login Directions for Online Testers	Simplified Login Directions
<p>Double-click this icon and the program will launch. Once the program has opened, you will see the Please Sign In page. Do not enter anything until you have been instructed to do so. Can everyone see the Student Sign In page? If you cannot see this page, raise your hand. Type your first name into the field titled First Name. Now click on the Student ID field. Type in your SSID number. Now click on the Session ID field. Type in the Session ID I have written on the board. Please raise your hand if you need help.</p>	<p>Now we are ready to log in. Enter your legal first name, not your nickname, followed by your SSID number. Then enter the test session ID.</p>
<p>Now click the Sign In button. Now you should see the Is This You? screen with your name on it. Do you see your name? If you do not see your own name, or if your name is not spelled correctly, raise your hand. Now look at the rest of the information on your screen. Make sure it is correct.</p> <p>– your Grade; – your SSID; – your School</p> <p>If any of the information is not correct, please raise your hand. If all of the information is correct, you can click the Yes button now. The Yes button is at the bottom of the screen. Do not go past the next screen until I tell you to.</p>	<p>Now click Sign In. Make sure that your personal information on the next screen is correct and click Yes to continue. If it is not correct, raise your hand.</p>
<p>To select the test you will take today, click on the link that says Start Grade []. If you previously started a test but did not finish it, Resume displays next to the test name. Click this button now to resume the test. You should now see the Waiting for Approval screen. Please sit quietly and wait for me to approve your test. Review the information on this Is This Your Test? screen and verify that your test settings are correct. If the information is not correct, please raise your hand.</p>	<p>On the next screen, select the [INSERT NAME OF TEST]. Then wait.</p>
<p>You may pause at any point in the test by clicking the Pause button, rather than clicking the Next button, after answering a question. Please raise your hand if you need a break and ask permission before clicking Pause. Your answers need to be your own work. Please keep your eyes on your own test and remember, there should be no talking. When you reach the Attention box telling you that you have answered all the questions on this test, do not go on, please raise your hand and I will help you. When you are ready to begin your test, click on the Begin Test Now button.</p>	<p>After I approve you to begin testing, make sure that you have the right test and settings. If any of the test information is incorrect, please raise your hand. If the information is correct, click Begin Test Now.</p>

Paper-Pencil Testing Example of Simplified Test Directions

Full Directions for Paper Testers	Simplified Directions
<p>Look on the front cover of your test booklet and answer booklet. Make sure that you have the test booklet and answer booklet with your name on it and not another student's. Raise your hand if you do not have the test booklet or answer booklet with your name on it. Please do not open your test booklet until I tell you to do so.</p>	<p>Make sure the test booklet and answer booklet has your name printed on it. Do not open your test booklet until I tell you to.</p>
<p>Now you will take [INSERT NAME OF TEST]. You may only use a No. 2 pencil with an eraser when taking this test. Pens, highlighters, or other writing tools are not allowed. First, open your answer booklet to page 1. Then, open your test booklet to page 1.</p>	<p>Now you will take [INSERT NAME OF TEST]. Open your test booklet and answer booklet to page 1.</p>
<p>We will begin by doing some sample questions. Your test booklet contains several different types of questions as shown below. Each sample shows what a certain type of question looks like in the test booklet. You will mark your answers to the sample questions on page 1 of your answer booklet. After you have marked your answer to the sample question we are working on, please wait quietly for further instruction. When marking your answers, be sure to fill in bubbles completely and make your marks heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark. Let's practice! For Sample A, fill in only the bubble that goes with the answer you choose.</p>	<p>We will begin with sample questions. Mark your answers to the questions in your answer booklet. For Sample A, fill in one bubble for your answer. Completely fill in the bubble with a mark that is dark. If you change an answer, completely erase the mark, before making a new mark.</p>