Fall 2017 Reading & Evidence-Based Writing Field Test

Test Administration Manual

For System Test Coordinators,
School Test Coordinators, and Examiners
TEST SECURITY

Source: 2016–17 Student Assessment Handbook

Below is a list, although not all-inclusive, of actions that constitute a breach of test security:

- coaches examinees during testing, or alters or interferes with examinees’ responses in any way;
- gives examinees access to test questions or prompts prior to testing;
- copies, reproduces, or uses in any manner inconsistent with test security regulations all or any portion of secure test booklets/online testing forms;
- makes answers available to examinees;
- reads or reviews test questions before, during (unless specified in the IEP, IAP, or EL/TPC), or after testing, this is applicable to both paper and online test forms;
- questions students about test content after the test administration;
- fails to follow security regulations for distribution and return of secure test materials as directed, or fails to account for all secure test materials before, during, and after testing (NOTE: lost test booklets constitute a breach of test security and will result in a referral to the Georgia Professional Standards Commission [GaPSC]);
- uses or handles secure test booklets, answer documents, online testing logins/passwords/test forms for any purpose other than examination;
- fails to follow administration directions for the test;
- fails to properly secure and safeguard logins/passwords necessary for online test administration;
- erases, marks answers, or alters responses on an answer document or within an online test form;
- participates in, directs, aids, counsels, assists, encourages, or fails to report any of these prohibited acts.

SECURE TEST MATERIALS—DO NOT COPY

All test booklets and supporting materials associated with the Georgia Milestones Assessment System are confidential and secure. No part of any test booklet or electronic online test form may be reproduced or transmitted in any form or by any means, including but not limited to electronic, mechanical, manual, or verbal (e.g., photocopying, photography, scanning, recording, paraphrasing—rewording or creating mirror items for instruction—and/or copying). Georgia Milestones materials must remain secure at all times and (excluding the School and System Test Coordinator’s Manual, the Paper-and-Pencil Examiner’s Manual, and the Online Examiner’s Manual) cannot be viewed by any individual or entity prior to or after testing. To do so is a direct violation of testing policies and procedures established by Georgia law (§20-2-281) and State Board of Education (Rule 160-3-1-.07(4)) in addition to copyright laws and the Georgia Code of Ethics for Educators. Georgia Milestones materials may not be provided to any persons except those conducting the test administration and those being tested. All test booklets (used and unused) and all supporting materials must be accounted for and returned at the completion of the test administration and in the manner prescribed in the School and System Test Coordinator’s Manual.
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Part 1: Introduction

ABOUT THIS MANUAL

This manual describes the pre-test, test administration, and post-test procedures System and School Test Coordinators and Examiners must follow to administer the Georgia Milestones Fall 2017 Reading and Evidence-Based Writing (REBW) Field Test.

The System and School Test Coordinator’s and Examiner’s responsibilities are clearly outlined in this manual and are designed to protect the integrity and security of the field test.

It is the responsibility of each individual who handles the Georgia Milestones assessments to know the content of this manual and to follow all the procedures. System and School Test Coordinators and Examiners are required to read this manual carefully so that they are familiar with the tasks to be performed.

ROLES AND RESPONSIBILITIES

System Test Coordinators make sure that all personnel have been trained in proper test administration and security procedures. They manage organization and user account information in the online testing system, and may, if necessary, help School Test Coordinators with test scheduling and the editing of student data (such as reporting testing irregularities). They monitor test administration, provide support for School Test Coordinators during testing, reset student status if the student exits the system before he or she completes the test, and verify that all tasks are completed at the end of testing.

School Test Coordinators add and edit student information in Student Management, manage test sessions, assign appropriate accommodations for qualified students, and print Test Tickets. They ensure that appropriate accommodations are selected for students prior to printing their Test Tickets. They supervise workstation and network setup before testing begins and ensure that Examiners and Proctors have been trained in proper test administration procedures. They monitor testing to ensure that established administration and security procedures are followed. They should monitor student status reports and can reset student status if the student exits the test before completing the test. They return all secure materials to the System Test Coordinator when testing is complete.

Technology Coordinators or building-level technology support staff set up student workstations and network connections and ensure that all configuration requirements are met. They download and install the testing software and test content. They provide technical support to Examiners during test administration.

Examiners use Part 4 of this REBW Field Test: Test Administration Manual to administer the Georgia Milestones Fall 2017 REBW Field Test. Examiners should be assisted by at least one Proctor, who may help with room preparation and student monitoring. When 30 students or more are to be tested in one location, the assistance of a Proctor is required.
Part 1: Introduction

TEST SECURITY PROCEDURES AND REMINDERS

The security of the field test must be maintained before, during, and after each test administration. System and School Test Coordinators and Examiners must follow the procedures listed below to ensure the security and integrity of the tests.

- All school system personnel are prohibited from reviewing the contents of the REBW Field Test assessments.
- All Georgia Milestones assessments must be administered by a Georgia-certified educator.
- System and School Test Coordinators and Examiners are directly responsible for the security of test materials and must account for all materials while in your custody.
- Testing conditions, especially the supervision and seating arrangements of students, should be designed to minimize the potential for cheating. Any sign of cheating must be handled immediately. Contact the School Test Coordinator if you have any questions or if cheating or security violations are suspected. School Test Coordinators must contact System Test Coordinators immediately if cheating or security violations are suspected. If questions arise, or if any situations occur that could cause any part of the test administration to be compromised, System Test Coordinators should contact the Assessment Division, Georgia Department of Education, (404) 656-2668 or (800) 634-4106.
- Instructional materials that are displayed/posted should be covered or removed in each testing area.
- Test materials must be kept secure at ALL times. While in the Examiner’s custody, secure test materials must be kept in a locked storage area when not being used for actual administration to students. During test administration, materials and students must be supervised at all times.
- Students are to be instructed to sign their Test Tickets.
- The use, or intended use, of an electronic device to photograph, post, retain, or share information/images from any portion of a secure test may result in disciplinary action.
- Examiners must account for all test materials before dismissing students from the testing room.
- At the conclusion of each test session, Examiners are responsible for immediately returning all test materials to the School Test Coordinator.
- Please note that should an emergency arise during testing, educators must first act to ensure the safety of all children and adults, and to protect property from damage. Beyond that, and to the greatest extent practical, Examiners should make sure that test materials are locked in the classroom and that students do not remove test materials from the test setting as they exit.

ALL individuals who have the responsibility for handling the Georgia Milestones assessments are accountable for all testing materials assigned to them before, during, and after the test administration. Any discrepancies should be documented and reported to the appropriate persons: Examiners report to School Test Coordinators and School Test Coordinators report to System Test Coordinators.
THE GEORGIA MILESTONES ASSESSMENT SYSTEM

The purpose of the Georgia Student Assessment Program is to measure student achievement of the state-adopted content standards and inform efforts to improve teaching and learning. Results of the assessment program are utilized to identify students failing to achieve mastery of content, to provide educators with feedback about instructional practice, and to assist school districts in identifying strengths and weaknesses in order to establish priorities in planning educational programs.

The State Board of Education is required by Georgia law (O.C.G.A. §20-2-281) to adopt assessments designed to measure student achievement relative to the knowledge and skills set forth in the state-adopted content standards. The Georgia Milestones Assessment System (Georgia Milestones) fulfills this requirement and, as a key component of Georgia’s Student Assessment Program, is a comprehensive summative assessment program spanning grade 3 through high school. Georgia Milestones measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in English Language Arts, Mathematics, Science, and Social Studies.

The main purpose of Georgia Milestones is to inform efforts to improve student achievement by assessing student performance on the standards specific to each course or subject/grade tested. Specifically, Georgia Milestones is designed to provide students and their parents with critical information about the students’ achievement and, importantly, their preparedness for the next educational level. The ultimate goal of Georgia’s assessment and accountability system is to ensure that all students are provided the opportunity to engage with high-quality content standards, receive high-quality instruction predicated upon those standards, and are positioned to meet high academic expectations.

FALL 2017 REBW FIELD TEST

Each Georgia Milestones assessment includes embedded field-test items for the purpose of sustaining Georgia’s item bank. For the Reading and Evidence-Based Writing (REBW) section of the English Language Arts (ELA) tests, however, an embedded field test would significantly increase the burden for students and schools during an operational administration. In order to supplement the item bank for this section, a stand-alone field test is necessary. Due to the unique nature of this portion of the ELA tests, the REBW Field Test will be administered according to the schedule outlined in the next section, “Scheduling the Tests.”

A list of schools was selected to participate in the Fall 2017 REBW Field Test. This list was provided to the selected districts by the Georgia Department of Education on May 25, 2017, and included two sets of schools: one for End of Grade and one for End of Course.

The Assessment Division scheduled two pre-administration webinars to explain logistics of the field test. System Test Coordinators were to attend one of the sessions, as the second webinar was a live repeat. A link to the recording of these webinars can be found in eDIRECT under the Documents tab.

The following two sections, “Scheduling the Tests” and “Students to be Tested,” explain further the details of the field test.

The field test consists of selected-response and constructed-response questions. The following table shows the item types that appear within ELA.
Part 1: Introduction

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Selected Response</th>
<th>Constructed Response</th>
<th>Extended Writing Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

For each assessment, practice items are provided to acquaint students with the correct procedures for recording answers.

**SCHEDULING THE TESTS**

The Georgia Milestones REBW Field Test must be administered within the state testing window of October 16 through November 3, 2017. Participation will involve administering assessments in selected schools within your district during the three-week testing window. The selected grades or courses by district and school have been previously provided by the Georgia Department of Education Assessment Division, and the testing window was determined based on input from Assessment Directors earlier this year.

All field test forms will be available *online only* and will include two test sessions, administered on separate days:

**Day 1:**
- A set of 10 multiple-choice items, with associated passages, to serve as a link to previous Georgia Milestones administrations
- Testing time: approximately 30 minutes (not including reading directions)

**Day 2:**
- One passage set (two short passages) with associated items:
  - Three (3) multiple-choice questions
  - One (1) two-point constructed-response item
  - One (1) seven-point writing prompt
- Testing time: approximately 90 minutes (not including reading directions)

The System Test Coordinator will oversee the development of the local field test schedule that should adhere to the parameters outlined on the next page. It is then the responsibility of the School Test Coordinator and Examiner to follow the system’s prescribed field test administration schedule.
REBW Field Test Administration Window

<table>
<thead>
<tr>
<th>Test Administration Mode</th>
<th>Testing Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Only</td>
<td>October 16 through November 3, 2017</td>
</tr>
</tbody>
</table>

Suggested Administration Schedule

Note: All field test forms will be available online only and will include two test sessions, administered on separate days.

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Day</th>
<th>Task</th>
<th>Time Allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts:</td>
<td>1</td>
<td>Distribute test materials, read test instructions, and</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Section 1</td>
<td></td>
<td>Practice Questions</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Testing Time Section 1</td>
<td>30 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Collect test materials</td>
<td>15 minutes</td>
</tr>
<tr>
<td>English Language Arts:</td>
<td>2</td>
<td>Distribute test materials and read test instructions</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Section 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Testing Time Section 2</td>
<td>90 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Collect test materials</td>
<td>15 minutes</td>
</tr>
</tbody>
</table>

• The REBW Field Test is to be administered over two days.

• Schools may test any time during the window.
  ○ All schools within a district are not required to test on the same dates.
  ○ All students in a school are not required to test on the same dates.

IMPORTANT: The Examiner must keep time during testing in accordance with the script. When time has been called, the Examiner must instruct the student to stop the test.

STUDENTS TO BE TESTED

Schools were selected to be representative of the state’s demographics. Each selected school should administer the field test to a representative sample of students in the assigned grade(s)/course(s). Reference the approximate (minimum) number of students to test in the spreadsheet provided to districts on May 25, 2017. The spreadsheet can also be found on the Documents tab within eDIRECT.

Given this field test will occur in the fall, students will be assessed on the previous grade-level (or course), using an off-grade approach. This approach ensures students are assessed on content they have had an opportunity to learn (albeit the previous school year). The off-grade approach means that students should be administered the field test for the previous grade level or course (i.e., the grade or course they just completed). A non-exhaustive list of examples to illustrate are provided below:

• Fourth grade students will be tested on third-grade ELA content;
• Sixth grade students will be tested on fifth-grade ELA content;
• Ninth grade students will be tested on eighth-grade ELA content;
• Students who completed American Literature during the 2016–2017 school year will be tested on American Literature content.
TESTING ACCOMMODATIONS

Students who are eligible for read-aloud accommodations are to be administered the field test utilizing Text-to-Speech (TTS). Examiners must read the script to all students including students with read-aloud accommodations. Examiners should tell these to students to place their headphones on and start the TTS after they have completed the Practice Questions and have had an opportunity to ask any questions related to starting the assessment.

Students who are eligible for the “Large Print/Large Font” accommodation have the option of taking the field test. Reference the “Large Print/Large Font” section below for further details.

Students with disabilities who have an Individualized Education Program (IEP) or a Section 504 Plan/Individual Accommodation Plan (IAP) may receive accommodations. The testing accommodations should be documented in the IEP/IAP and should be consistent with those used during regular classroom instruction and assessment.

Students who are eligible for English Learner (EL) status according to the Board of Education Rule 160-4-5-.02 may receive accommodations. These accommodations should be documented in the EL Test Participation Committee (TPC) Plan and should be consistent with the student’s current instructional program.

Specific requirements and guidelines pertaining to the assessment of Students with Disabilities and English Learners (EL) can be located in the 2017–18 Student Assessment Handbook that is available on the GaDOE website. Included in the handbook are tables that outline the state-approved accommodations for Students with Disabilities and English Learners. Importantly, information relative to Conditional Accommodations is found in the handbook. The eligibility criteria for Conditional Accommodations must be applied as stated. Examiners should consult with their School Test Coordinator regarding the provision and scheduling of testing accommodations and any questions that might arise.

Any departure from the list of allowable accommodations may alter the nature of the task being assessed, resulting in an invalid administration.

Oral Reading of Test Questions and English Language Arts Passages

For the REBW Field Test, online is the only administration mode and is to be used for students who are eligible for the read-aloud accommodations (oral reading of test questions in English or the Conditional Accommodation of oral reading of English Language Arts passages). This administration mode allows access to Text-to-Speech (TTS) that is a part of DRC INSIGHT. Examiners should read the script in Part 4: Directions for Examiners in this manual to all students, including students with oral reading accommodations. Examiners should instruct these students to use headphones for the Practice Questions and after completing the Practice Questions to remove their headphones to hear final instructions and to have the opportunity to ask questions prior to starting Section 1.

The School Test Coordinator will notify and train Examiners who will be administering the test to students who will be using TTS. There is a section included in the Online Practice Test Directions specifically for this purpose. However, if an Examiner finds that he or she has TTS students in his or her test sessions who require assistance with TTS functionality, a brief TTS tutorial is included below. Note that use of TTS does not alleviate the requirement for the Examiner to read the standardized directions, found in Part 4 of this manual, to students.
Text-to-Speech Accommodation

Helpful Tips for Online Read-aloud Administration

Before your test administration begins, ensure that the TTS content has been downloaded to the Testing Site Manager (TSM) that will be used by the students testing with a read-aloud (TTS or TTS-C) accommodation. To do this, open the TSM and check the “Download TTS” checkbox for the administration and click the Update Content button.

- Ensure you have the appropriate number of working headphones for students testing with a read-aloud (TTS or TTS-C) accommodation.
- Adjust the volume on each machine so that it is a comfortable level for students testing with headphones.
- When a student logs into the TTS or TTS-C test form, the student should see the audio buttons on the “Welcome Student” screen.

If students need to adjust the volume during testing, they should click the “Options” button on the test screen. This will allow the student to adjust the volume up or down.

Oral Reading of Test Questions in English

- Text-to-Speech will read onscreen instructions, test questions, and answer choices, in addition to text that is not a designated English Language Arts passage. It will also read excerpts from reading prompts that are a part of the stem of the test questions.
- When the student clicks the starting points, TTS will read the text.

Oral Reading of English Language Arts Passages (Conditional)

- Text-to-Speech functions in the same manner described in Oral Reading of Test Questions in English.
- In addition, TTS will read the English Language Arts Passages.

Online Administration with Oral Reading Accommodation by a Human Reader

For students testing online with the Oral Reading accommodation provided by a Human Reader, the Georgia Milestones Read-Aloud Guidelines should be followed. These are located at http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-EOG-Resources.aspx.
Examiner Test Tickets for an Online Read Aloud Accommodation by a Human Reader

Students who have been marked in eDIRECT as being eligible for the Human Reader/Human Signer accommodation will all be assigned to the same test form. Logins are posted to the Documents section of eDIRECT and are specific to each district. System Test Coordinators and other district-level staff are granted secure access to the document containing the logins. System Test Coordinators are responsible for sharing this information with School Test Coordinators and/or Examiners as needed. Do not share the logins with Examiners from other school systems.

Online Scribing Procedures

Scribes may be provided for students with verified disabilities that significantly impact the area of written expression or a physical disability that impedes motor process or typing. A scribe must be a certified educator who types a student’s responses. Eligible students with this accommodation may respond to assessment items verbally to the scribe or into a tape recorder or by signing. Scribes must enter the student’s responses directly into the online assessment platform exactly as provided by the student. The scribe must administer this accommodation to one student at a time as an individual administration and in an individual setting.

Scribes are to follow the guidelines located in the Student Assessment Handbook: http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Information-For-Educators.aspx.

The School Test Coordinator is to provide scribes with two sets of test tickets: one set being student Test Tickets and the other set being the Read-Only test tickets. The Student Test Roster and Test Tickets for each Test Session are to be printed from eDIRECT. Read-Only test tickets are the same as the Human Reader/Human Signer tickets mentioned in the section above and are posted to the Documents section of eDIRECT.

Important: The scribe is to confirm the proper accommodation has been applied prior to starting the test by reviewing the Student Test Roster and Test Ticket.

During the administration of the exam, the student is to be seated in front of a workstation that is signed into the Read-Only form. The scribe is to be logged into the student Test Ticket which will be completed and submitted for scoring.

After testing, the scribe will submit the assessment online and collect all other ancillary materials and return them to the School Test Coordinator.
Large Print/Large Font

Students who are eligible for the “Large Print/Large Font” accommodation have the option of taking the field test. The test is fully scalable, so students needing a large-print version of the test can view items in a larger format by testing on a workstation with a larger monitor. Students will also have access to the magnifier tool, which will allow them to enlarge each test item if/as needed, either 1.5 or 2 times the standard size.

USER EXPERIENCE

DRC INSIGHT delivers assessments and related resources online for all content areas and grade levels. It consists of a secure web browser software interface and the Testing Site Manager (TSM) to help manage network traffic, maintain connectivity, and handle bandwidth issues.

The main component of DRC INSIGHT is the secure web browser testing interface installed on each testing device. This software communicates with the DRC INSIGHT server to provide online tools training and test questions to the test taker and to send responses to the DRC INSIGHT server, which stores them securely.

The eDIRECT system provides distribution and administrative functions for the DRC INSIGHT Online Learning System.

- Technical users download INSIGHT*, the TSM, and other software and links from the eDIRECT system to set up their testing environment.
- Administrative users use the eDIRECT system to create student records and test sessions to help manage or monitor their testing environment and report the results.


When students successfully log in to the REBW Field Test, they will see a Welcome screen for their test session. When students click “Begin The Test,” the test begins. Students proceed through the test one item at a time, and then click the “Next” arrow to move to the next question.

Students can skip to any question in the current test by clicking on the question numbers or the forward/reverse arrows at the bottom of the page. This allows for easy review of questions and gives students an opportunity to change their answers. They can also use the “Flag” button to tag questions for later review. If students complete the test with time remaining, they can review their work to ensure that they have answered all the questions. When they are finished, students must click “Submit” to close the test.

NETWORK AND WORKSTATION SECURITY

The Technology Coordinator and School Test Coordinator are responsible for ensuring that all workstations and the school network meet the configuration requirements detailed in the INSIGHT Technology User’s Guide.

* Exception is the iPad application which is downloaded from Apple’s App Store
Part 1: Introduction

THE eDIRECT ONLINE DATA PORTAL

The eDIRECT Online Data Portal (eDIRECT) is a single point of access for providing test administration information, managing student demographic information for test takers, as well as downloading student reports, manuals, and PowerPoint presentations for the applicable administrations.

All student profiles will reside in eDIRECT. This will allow School and System Test Coordinators one place to manage, correct, and update reported student demographic information, as well as code accommodations and other testing codes such as testing irregularities.

For the REBW Field Test, multiple options are available for loading the student profile and test sessions.

For districts/schools who submitted Student Class to GaDOE Data Collections by September 8, the student profile and test sessions will be pre-loaded from the Student Class file. Districts can use this pre-loaded information as is, or can modify the test set up by:

1. Uploading a supplemental file via Upload Multiple Students function in Student Management
2. Manually entering student information in eDIRECT

For districts/schools who did not submit Student Class to GaDOE Data Collections by September 8, the student profiles and test sessions may be loaded by:

1. Uploading a supplemental file via Upload Multiple Students function in Student Management
2. Manually entering student information in eDIRECT

Note: The Upload Multiple Students file layout for the REBW Field Test is different from the Pre-ID, EOC Multiple Student, and EOG Multiple Student layouts. Please reference the REBW Field Test file layout within eDIRECT. It can be found via the “Upload Multiple Students” tab under Student Management > Manage Students tab.

SYSTEM ACCESS

The online testing system can be accessed via eDIRECT at https://ga.drcedirect.com. System Test Coordinators have the responsibility to set up additional users in their districts. All School Test Coordinators must be set up in eDIRECT and given the appropriate permissions for managing test administrations.
Users will have access to perform the following tasks:

- Print Student Test Tickets
- View the testing status of students

System Test Coordinators (at a district-level) and School Test Coordinators (at a school-level) will also have access to perform the following tasks:

- Add students
- Review and edit student data
- Review, edit, and add test sessions

More details about managing test sessions can be found in the *eDIRECT User’s Guide*.

**TEST TICKETS**

On the day of testing, the School Test Coordinator should provide the Examiner with a *Student Test Roster* (identifying the test session and providing the usernames and passwords) and *Test Tickets* for all students scheduled to take part in the test session. These are secure materials and must be delivered immediately before and returned immediately after the test administration. Specific directions for printing Test Tickets can be found in the *eDIRECT User’s Guide*. Online Test Tickets should be maintained securely until all students have completed testing. Districts should securely destroy tickets at the end of the state testing window.
Part 2: System Test Coordinators

DIRECTIONS FOR SYSTEM TEST COORDINATORS

BEFORE TESTING

Scheduling and Monitoring Staff Training

System Test Coordinators are responsible for making sure that all School Test Coordinators, Examiners, and Technology Coordinators are trained in proper online test administration and security procedures. The GaDOE and DRC will conduct training sessions covering both the technical and the administrative aspects of the online Georgia Milestones REBW Field Test. System Test Coordinators should schedule selected staff for these training sessions and monitor their attendance. Recordings of these training sessions will also be posted online at https://ga.drcedirect.com.

A School Test Coordinator should be designated at each school. If one has not been appointed, contact the school principal to determine who should serve in this capacity. Training for School Test Coordinators should include:

- Creating an appropriate test environment
- Training and monitoring Examiners
- Accountability for all test materials
- Following test security procedures
- Following test protocols
- Returning test materials

Receiving Materials

Systems will have their materials delivered by UPS.

Green box labels signify materials to be used for the Reading and Evidence-Based Writing Field Test administration.

All system boxes will be marked with the system number, name, and box number on the delivery label.

All school boxes will be identified with the school number, name, and box number on a white delivery label.

Administration Materials

- System Packing List
- School Packing List
- *REBW Field Test: Test Administration Manuals*
Ordering Additional Materials

If additional manuals are needed, make sure that your manual counts for each school are complete so that only one request for extra materials is necessary. To order additional manuals, go to https://ga.drcedirect.com. Additional materials may be requested by the System Test Coordinator only and are shipped using UPS Ground prior to the start of the state testing window. Additional materials requests will ship two-day during the state testing window. If expedited delivery is required, DRC must receive orders for additional materials by 4 p.m. ET, and a note requesting expedited delivery should be added to the request under the “Client Notes” field when placing the additional materials order.

Managing User Profiles

System Test Coordinators are responsible for managing the user profiles of all personnel who will participate in the administration of the online Georgia Milestones assessments: Technology Coordinators, School Test Coordinators, and Examiners. Specific directions on how to add, edit, or inactivate a user in your system are located in the eDIRECT User’s Guide.

DURING TESTING

Monitoring Test Administration

To support School Test Coordinators, System Test Coordinators should be thoroughly familiar with the student registration, test scheduling, and data management tasks described in Part 1 of this manual. System Test Coordinators should also be available during the test administration period to answer questions and help with the reporting and recording of testing irregularities (as directed by GaDOE). System Test Coordinators should monitor each school involved in online testing to ensure that test administration and security procedures are being followed.

AFTER TESTING

Verify that School Test Coordinators have collected all test materials after testing is complete. Test materials consist of the Student Test Roster, Test Tickets, scratch paper, and this REBW Field Test: Test Administration Manual. Once the state testing window is complete, the System Test Coordinator should securely destroy these materials.
CHECKLIST FOR SYSTEM TEST COORDINATORS

Before Testing:

☐ Notify School Test Coordinators of the dates for the training sessions.
☐ Confirm with Technology Coordinators that sites are configured for online testing.
☐ Become familiar with all testing procedures by reading this REBW Field Test: Test Administration Manual.
☐ Make adjustments to user profile information in eDIRECT as necessary.
☐ Using the information in the eDIRECT User’s Guide, work with appropriate personnel to ensure that Student Profiles and demographics are complete in eDIRECT and that accommodations have been appropriately assigned and that students have been placed into test sessions.

During Testing:

☐ Monitor test administration and ensure that prescribed administration procedures are followed at all schools in your system.
☐ Monitor students with In Progress status whose tests are locked.
☐ Be available to answer questions from School Test Coordinators.
☐ Report and record any testing irregularities as directed by GaDOE.

After Testing:

☐ Verify, enter, or correct SRCs, code any testing accommodations that are associated with the SRCs, and code any irregularities.
☐ Verify that School Test Coordinators have returned all specified test materials to you after testing is complete.
☐ Verify that all students are in Completed status after testing completes.
☐ Verify that there are no unsent responses on the TSM after testing completes.

CHECKLIST FOR DESTRUCTION OF NON-SECURE MATERIALS

Securely destroy the following test materials at the system level after the state testing window.

☐ REBW Field Test: Test Administration Manuals
☐ All scratch paper
☐ Individual Student Test Tickets
Part 3: School Test Coordinators

DIRECTIONS FOR SCHOOL TEST COORDINATORS

BEFORE TESTING

Preparing Test Environment and Computer Workstations

To facilitate a successful online testing experience for students and Examiners alike, School Test Coordinators must make sure the classroom or computer lab is properly set up and checked prior to the start of testing.

The field test should be administered in a room that has comfortable seating and good lighting. The room should be adequately ventilated and free of distractions. There should be a visual barrier between computers, or computers should be arranged in such a way so that students cannot easily view other students’ answers. Each student should have a sufficient workspace for using scratch paper. Posters, charts, and other instructional materials related to the content being tested should not be displayed in the classroom during test administration.

School Test Coordinators should supervise the preparation of student workstations and verify that the Technology Coordinator has successfully downloaded all the software necessary for test administration. Specific directions for setting up workstations and installing software can be found in the INSIGHT Technology User’s Guide available at https://ga.drcedirect.com.

Before starting the test, the Examiner should know how to contact the Technology Coordinator or School Test Coordinator for technical support without leaving the room unattended.

Students may be told to bring a book to read or some other work to do in the event they finish the test early. This material must be unrelated to the content being tested, and students should not be permitted to use the computer again once they have completed the test.

Preparing Examiners

The Georgia Milestones assessments must be administered by a certified educator. During test administration, Examiners are directly responsible for the security of the test and must account for all test materials at all times. All instances of test security breaches and testing irregularities must be reported to the School Test Coordinator immediately. If questions arise or if any situations occur that could cause any part of the test administration to be compromised, the System Test Coordinator should contact Assessment and Accountability as soon as possible at (800) 634-4106 or (404) 656-2668.

Examiners must be trained in proper online testing procedures prior to the actual administration of tests. The thoroughness and quality of this training are critical to the success of the program.

Emphasize to Examiners the importance of the following general test administration principles:

- **Reviewing Test Security:** The online Georgia Milestones assessments are secure tests. Examiners are directly responsible for the security of the test. While test materials are in their possession, they must be kept in locked storage when not in use. Only authorized individuals should have access. At the conclusion of testing, Examiners are responsible for returning all test materials to the School Test Coordinator. Test materials may not remain in the classroom overnight.
Part 3: School Test Coordinators

- **Checking the Testing Materials:** Examiners should check that the Student Test Roster lists the names and relevant accommodations of all students registered to take part in the test session they are administering and that this information matches that on the student Test Tickets prior to students logging into the system. These materials must always be stored in a secure place.

- **Setting a Proper Testing Atmosphere:** Examiners should be aware that their attitudes toward the online Georgia Milestones assessment and their administration of the tests can affect student scores. Students should be informed that the tests are important; however, a tense atmosphere should be avoided.

- **Administering the Tests According to Established Procedures:** Examiners should be thoroughly familiar with Part 4 of this *REBW Field Test: Test Administration Manual*. It is imperative that all tests be administered in a uniform manner. For this purpose, detailed directions are provided for test administration. Examiners must follow the directions exactly to ensure standardized administration.

- **Returning the Testing Materials:** All test materials must be accounted for and returned to the School Test Coordinator.

**Distributing Materials to Examiners**

The following set of materials should be distributed to Examiners immediately prior to testing:

- *REBW Field Test: Test Administration Manual* (Part 4), one per Examiner
- Blank scratch paper for students, which can include lined notebook paper. Students are allowed two sheets for Section 2 of the field test. The student Test Tickets can be used as one sheet of scratch paper. If requested, students can have additional scratch paper.
- A “Testing—Do Not Disturb” sign to post on the classroom door
- A “No Electronic Devices” sign to post in the classroom
- Student Test Roster
- Student Test Ticket for each student for each section of the assessment
- A timing device
- Contact information for the Technology Coordinator or School Test Coordinator for technical support

**DURING TESTING**

**Supervising Test Administration and Monitoring Test Status**

School Test Coordinators are responsible for monitoring all test administrations at their school to be sure that established procedures are followed. Make sure that Examiners have all necessary materials and that Proctors are available to help with the test administration. It is recommended that a Proctor be assigned to any classroom where more than 20 students will be tested together. When 30 or more students will be tested together, the assistance of a Proctor is **required**.

During test administration, the School Test Coordinator should visit each room to make sure that Examiners are following proper procedures and reading the administration scripts word for word. The School Test Coordinator should be available to answer any questions that may arise during the administration and to help with technical problems.

---

1 “Testing—Do Not Disturb” and “No Electronic Devices” signs can be found within the Documents tab in eDIRECT.
If a student is disconnected from the test and is not able to resume testing, the Examiner should contact the School Test Coordinator or the Technology Coordinator for technical assistance. Refer to the troubleshooting guide online at https://ga.drcedirect.com to troubleshoot problems. If the problem persists, contact the DRC Georgia Milestones support team at (866) 282-2249. If another computer has been properly set up for testing, try to move the student to that computer to resume testing. Student responses are automatically saved, so the student should be able to resume testing wherever he or she left off. If another computer is not available and the student cannot continue testing, call Assessment and Accountability at (404) 656-2668 or (800) 634-4106 to report the issue and receive further instructions from GaDOE.

School Test Coordinators can monitor the completion status of all students assigned to test sessions in a testing program. Student completion status can be monitored in eDIRECT.

**Common Workstation Errors**

Error messages may appear on the student workstation during testing. Technology Coordinators should refer to the troubleshooting guide online at https://ga.drcedirect.com for resolution. If the problem persists, contact the DRC Georgia Milestones support team at (866) 282-2249.

**AFTER TESTING**

All test materials must be accounted for and returned. Examiners are responsible for returning all test materials to the School Test Coordinator immediately after completion of a testing session. Test materials consist of the Student Test Roster, Test Tickets, scratch paper, and this *REBW Field Test: Test Administration Manual*.

Collect all test materials and return the specified materials to the System Test Coordinator.
CHECKLIST FOR SCHOOL TEST COORDINATORS

Before Testing:
- Become familiar with all testing procedures by reading this REBW Field Test: Test Administration Manual.
- Attend all training sessions on the technical and administrative aspects of the field test, and make sure that Examiners attend the sessions pertinent to their administrative function.
- Supervise the secure storage area for all online Georgia Milestones assessment materials.
- Add or edit student information in eDIRECT Student Management as necessary.
- Assign students to test sessions.
- Assign accommodations to students with IEP/IAP or TPC prior to printing eDIRECT Test Tickets.
- Supervise the preparation of the testing room(s), making sure there is at least one computer for every participating student and workstations are arranged to prevent cheating.
- Assist the Technology Coordinator in preparing workstations for testing (installing test client software and downloading test content).
- Complete the Secure Practice Test prior to the operational window to ensure that all components of the system are configured and operating correctly.
- Distribute the Student Test Roster and student Test Tickets to Examiners on the day of testing.
- Ensure that there are enough working headphones for students who require a read-aloud accommodation for the online Georgia Milestones assessments.

During Testing:
- Monitor test administration and ensure that prescribed administration procedures are followed.
- Monitor students with In Progress status whose tests are locked.
- Be available to answer questions and to help with technical problems during test administration.

After Testing:
- Verify, enter, or correct SRCs, code any testing accommodations that are associated with the SRCs, and code in coordination with the System Test Coordinator any irregularities.
- Verify the return of all test materials at the end of each day of testing, and store materials in a secure storage area.
- Return all specified test materials to the System Test Coordinator.
- Verify that there are no students with In Progress status after testing completes.
Part 4: Directions for Examiners

PREPARING FOR THE TEST ADMINISTRATION

The information below will help ensure a successful test administration:

- Workspace for each student should be large enough to accommodate testing materials.
- Workspace should be cleared of all other materials. Posters, charts, and other classroom materials related to the content being tested should be removed or covered during testing.
- Plan something for students who may finish early during the testing session (e.g., something to read). The work or reading material should be unrelated to the content being tested. Students should not be permitted to resume work on their tests once they begin working on other tasks. Students can access these materials only after completing each section of a test administration.
- This REBW Field Test: Test Administration Manual will be used to administer all REBW Field Test assessments.
- Proctors are recommended for every 20 students and are required if 30 or more students are being tested in one location.

EXAMINER TEST MATERIALS

Make sure you have the following materials available at testing time:

- A copy of this REBW Field Test: Test Administration Manual
- A Student Test Roster containing usernames and passwords and GTID numbers and relevant accommodations for students with an IEP/IAP or TPC.
- One Test Ticket for each student for each section of the assessment. Each student must verify his or her first and last name and the test he or she is scheduled to take.
- A timing device such as a clock or watch to keep time during test administration
- A “Testing—Do Not Disturb” sign to post on the classroom door
- A “No Electronic Devices” sign to post in the classroom
- Contact numbers for the Technology Coordinator and the School Test Coordinator
- Contact information for the DRC Georgia Milestones support team: (866) 282-2249
STUDENT TEST MATERIALS

Make sure each student has the following materials available at testing time:

- Printed Test Ticket for each test section being administered. Every student should have two Test Tickets for the REBW Field Test (one Test Ticket per day).
- Two No. 2 pencils with erasers
- Blank/clean scratch paper, which can include lined notebook paper; students are allowed to have two sheets for Section 2. If requested, students can have additional scratch paper. The Test Ticket may be used as a piece of scratch paper.
  **NOTE:** Scratch paper is considered secure and must be returned to the School Test Coordinator with other testing materials. Students should put their names on each piece of paper and return it with their printed Test Tickets.
- Headphones (for students who require a read-aloud accommodation)

Students are not permitted to use, or bring into the testing environment, any electronic device that could allow them to access, retain, or transmit information (e.g., cell phone, smartphone, smartwatch, electronic recording, camera, or playback device, etc.). Announcements **must** be made prior to testing that such devices are not allowed in the testing environment and that possession or improper use of such devices during testing may result in disciplinary action in accordance with the system’s student code of conduct and/or test invalidation. This manual contains, in a later section, a script that must be read to students regarding this topic. **Districts and schools must have a plan to collect and secure such devices so that they are not accessible during testing.**

The use, or intended use, of an electronic device to photograph, post, retain, or share information/images from any portion of a secure test will result in invalidation.

**The steps to be completed before you begin administering the tests are outlined in the sections called “Before Administering the REBW Field Test” and “General Directions” in Part 4 of this manual.**
TEST TICKETS

On the day of testing, the School Test Coordinator will provide you with the secure materials needed to administer each assessment: the Student Test Roster for the assessment you will administer and Test Tickets for each student who will take the assessment. Students will receive a Test Ticket for each section of the test. Verify with the School Test Coordinator that all Test Tickets correctly identify the test session and section you will be administering as well as any accommodations for students in the session. Students should be given usernames and passwords only for the test and section they are scheduled to take.

The Student Test Roster (shown below) contains a list of students and the usernames and passwords for each student (which must be kept secure and confidential and only given to students immediately before they begin the test).

<table>
<thead>
<tr>
<th>Student Name</th>
<th>GTID</th>
<th>Username</th>
<th>Password</th>
<th>Form</th>
<th>Accommodation(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TTTTT, AA</td>
<td>5555555550</td>
<td>ATTTTTT1</td>
<td>PLAY9999</td>
<td>D1</td>
<td>CC, CT, MSK</td>
</tr>
</tbody>
</table>

Each Test Ticket (shown below) contains the student’s username and password for the test session. Note that the student will have a separate Test Ticket for each section of the test.

Reading and Evidence-Based Writing Field Test 2017
Test Ticket
Grade 3 – ELA Section 1

Student Name: TTTTT, AA
Username: ATTTTTT1
Password: PLAY9999
GTID: 5555555550
School: Sample School
Test Session: AA, TEACHER
Accommodations: CC, CT, MSK

Signature: __________________________
PREPARING WORKSTATIONS 
AND THE CLASSROOM FOR TESTING

Before each test session, confirm with the Technology Coordinator or School Test Coordinator that all workstations are ready for testing. Any software or service that could interfere with the functionality or performance of the assessment software must be disabled, including instant messaging, screensavers, power savers, and system restore utilities. Prepare each workstation for testing by loading the test client and opening it to the student login screen.

1. To open the student login screen, select the DRC INSIGHT Online Assessments icon (shown below) on the device.

   ![DRC INSIGHT Online Assessments Icon]

2. From the Main Page, select Test Sign In under Field Test (EOG & EOC) Reading Evidence-Based Writing. The administration is printed on the top of each student’s test ticket.

   ![Test Administration Page]

3. When the connection is established, the student login page will display on the screen. The workstation is now ready for the student to begin.

Check the classroom or computer lab to make sure there is a visual barrier between workstations or the placement of workstations is such that students cannot easily view other students’ answers. Posters, charts, and other instructional materials related to the content being tested should not be displayed in the classroom during test administration. Be sure that you have the contact number for the Technology Coordinator and the School Test Coordinator in case you need technical assistance during the test.
BEFORE ADMINISTERING THE REBW FIELD TEST

• Post a “Testing—Do Not Disturb” sign on testing room door.
• Post a “No Electronic Devices” sign in the classroom.
• Write the name of the school, system, and assessment to be administered on the board.
• Make sure students have all test materials. (See the Student Test Materials section in Part 4 of this manual.)

IMPORTANT: If a student loses connection/closes his or her test without completing it and is unable to immediately log back into the test, contact the School Test Coordinator.

FOR ASSISTANCE

If you have any questions about these tests, the enclosed materials, or if a situation arises that is not covered in this manual, please contact your School Test Coordinator.

GENERAL DIRECTIONS

• Follow the exact script provided in this REBW Field Test: Test Administration Manual.
• You may repeat any part of the directions exactly as printed as many times as needed. Directions may not be paraphrased.
• Under no circumstances should you suggest answers or evaluate student work during the testing session.
• All school system personnel are prohibited from examining the contents of the REBW Field Test.
• Read aloud word for word the material that is printed in bold type and preceded by the word “Say.” The material in italicized type is information for you and should not be read to the students.
• Under no circumstances should students be allowed to access other software applications or Internet sites in the testing environment.

CHECKLIST FOR EXAMINERS

Before Testing

☐ Help the School Test Coordinator notify students and parents about the testing program.
☐ Read all directions for test administration in this REBW Field Test: Test Administration Manual.
☐ Meet with the School Test Coordinator to review the testing schedule and procedures.
☐ Review the Student Test Rosters and Test Ticket for understanding of any student accommodations with the School Test Coordinator.
☐ Secure No. 2 pencils and scratch paper.
☐ Secure Student Test Rosters and Test Tickets. Consult with your School Test Coordinator if the Test Tickets may be used as scratch paper.
☐ Discuss any needs for a Proctor with your School Test Coordinator.
☐ Prepare classroom (remove or cover posters, etc.).
☐ Remind students to bring what is necessary for the planned activity after testing (such as something to read unrelated to the content tested).
Write the school and system names and assessment to be administered on the board.

Post a “Testing—Do Not Disturb” sign on your classroom door.

Post a “No Electronic Devices” sign in the classroom.

Be sure that all students have a comfortable and adequate workspace.

**Pause Functionality**

During the test administration, if a student needs to leave the computer lab/classroom for a short break (e.g., restroom break, office visit) the student should click on the **Pause** button in INSIGHT. A countdown, beginning with **20 minutes**, appears on the screen notifying the student of the time left before the system automatically exits the test.

If the test is not resumed within **20 minutes**, the student must log back in to finish the test. If it is still the same day that the student originally logged into the test, the student will log in again using the **Test Ticket** information to regain access to the test. On a subsequent day, the system requires the student’s **Test Ticket** to be unlocked prior to the student logging back in to the assessment.

**Note:** Contact the School Test Coordinator for assistance in unlocking **Test Tickets**. When a student logs back in after a test has timed out, all answer choices, sticky notes, or flags will be saved.

**Inactivity**

After **20 minutes** of inactivity, the DRC Online Assessments software will automatically exit the test. Similar to the Pause functionality, the student will then have to log back in to finish the test. If it is still the same day that the student originally logged into the test, the software will only require the original student login for the student to regain access to the test. On a subsequent day, the system requires the **Student Test Ticket** to be unlocked prior to the student logging back in to the assessment.

**Note:** Contact the School Test Coordinator for assistance in unlocking **Test Tickets**. When a student logs back in after a test has timed out, all answer choices, sticky notes, or flags will be saved.

Students who **Pause and Exit** or do not **End Test** correctly due to Inactivity will have their test showing **In Progress**. **In Progress** tests will become **Locked** at the end of the day. In order for the **Locked** assessments to be scored, test coordinators must **Unlock** the session and students will need to enter the session and **end/submit** test for scoring.

System Test Coordinators should review to ensure that all **In Progress** tests that should be scored have been submitted. Should a test remain **In Progress** after the test window, the test will be submitted and scored according to the number of items attempted by the student.

**Loss of Internet Connectivity**

The TSM (see “Testing Site Manager (TSM)” section in the **INSIGHT Technology User’s Guide**) offers two types of caching: content caching for tests and test items, and response caching for student responses. With response caching, if the Internet connection to DRC fails, students can continue testing. When the TSM is communicating with DRC, it transmits its cached response information every fifteen minutes. If the TSM is not currently communicating with DRC, it transmits its cached response information every fifteen minutes. If the TSM is re-established.
A TSM can help students during exams. During testing, if the test computers can communicate with the DRC INSIGHT server, responses go directly to the server.

- With no TSM, if communication stalls because the Internet connection is congested, messages between the testing computers and DRC are delayed. If the delay is too long, the software stops testing and the student loses the connection.
- With a TSM, if communication stalls because the Internet connection is congested, the testing computer sends its answers to the TSM response cache. Every fifteen minutes, the TSM attempts to automatically submit its collected test responses to DRC, which helps manage message traffic. You can also submit test responses manually.

**Important:** A TSM is required for TTS.

If the connectivity issue cannot be resolved within a short period of time, contact the School Test Coordinator. Also, the Examiner should note all interruptions, even those with minimal impact and be sure the School Test Coordinator is aware.
**DIRECTIONS FOR ADMINISTERING THE REBW FIELD TEST ASSESSMENTS**

Students will participate in the REBW Field Test related to their previous EOG grade level or EOC course content. This off-grade approach may need to be shared with students at the beginning of the test session if it has not been clearly communicated prior to test administration. The following outlines how students are assigned to test content:

- Fourth through ninth grade students will test on the prior grade-level content.
- Tenth grade students will test on Ninth Grade Literature and Composition content.
- Eleventh grade students will test on Ninth Grade Literature and Composition or American Literature and Composition only if enrolled in one of the courses for the prior school year. Eleventh grade students with current enrollments in one of these courses should not participate in the REBW Field Test.
- Twelfth grade students will test on American Literature and Composition.

1. **Distribute the following Student Test Materials:**
   - One Test Ticket for each student for each section of the test
   - Two No. 2 pencils with erasers
   - One sheet of scratch paper for Section 1. Two sheets of scratch paper for Section 2. The Test Ticket may be used as scratch paper.

   After all students have materials,

   **SAY** The testing period has begun. Please do not talk until after you have been dismissed. Cell phones, smartphones, smartwatches, tablets, or other electronic devices are NOT allowed in the testing room. The use, or intended use, of an electronic device to look up correct answers, take pictures of test materials, or share information with others will result in an invalidation of your test score and possible disciplinary action. Are there any devices in the room at this time?

   If so, collect and secure the device(s) per your school’s/system’s established procedures.

2. **SAY** Look at your Test Ticket. Please verify your last name and first name are correct. If your name is correct, please sign your Test Ticket now. If your name is not correct or you have someone else’s Test Ticket, please raise your hand now.

   If a student’s hand is raised, provide student(s) with the correct Test Ticket.
If you need scratch paper, you may use your Test Ticket. If you need additional scratch paper during the test, raise your hand and I will bring you a sheet. Remember, you must write your name in the upper right-hand corner of the scratch paper. I will collect all scratch paper at the end of testing.

The following tools are available on your test:

Refer to the table below and name the tools available for student use.

<table>
<thead>
<tr>
<th>Online Tool</th>
<th>REBW Field Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross-off</td>
<td>Yes</td>
</tr>
<tr>
<td>Highlighter</td>
<td>Yes</td>
</tr>
<tr>
<td>Line Guide</td>
<td>Yes</td>
</tr>
<tr>
<td>Sticky Note</td>
<td>Yes</td>
</tr>
<tr>
<td>Magnifier</td>
<td>Yes</td>
</tr>
<tr>
<td>Calculator</td>
<td>No</td>
</tr>
<tr>
<td>References</td>
<td>No</td>
</tr>
<tr>
<td>Writer’s Checklist</td>
<td>Yes</td>
</tr>
</tbody>
</table>

You should see a screen that says “Sign in to DRC INSIGHT with the Username and Password provided to you.” If you do not see this screen, please raise your hand.

If a student’s hand is raised, help the student(s) reach the Sign In screen.

Type your Username and Password as shown on your Test Ticket and click Sign In.

Pause.

**IF ADMINISTERING THE ASSESSMENT ON iPADS:**

You will see a message box that reads “Confirm App Self-Lock.” Click on the “Yes” button.

Make sure that all students have proceeded to the Welcome screen and assist them as necessary.

You should now see a Welcome screen with your name on it. Please raise your hand if you do not see the Welcome screen.

Make sure that all students have proceeded to the Welcome screen. If necessary, have students retype the Username and Password.

3. Today you will take Section 1 of the Georgia Milestones Field Test assessment for (insert name of EOG grade or EOC assessment). You will be presented with a variety of items throughout the test and some may be more familiar to you than others. In Section 1, you will be asked to read some passages and then answer questions about the passages. There will also be some questions that do not have passages.

Read each passage and question carefully. Some questions will ask you to select an answer from among four choices. If there are reading passages, you must click on the right- or left-hand border of the passage to turn the pages. You may look back at pages in the reading passages as often as necessary. Do your best to answer every question.

Pause.
Now click the “Continue” button. You should see the Test Selection screen. Now click on the name of the test section.

Pause.

Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

Pause and wait until the “Begin the Test” button is displayed on all screens.

Now click the “Begin the Test” button.

Pause and wait until the Practice Question is displayed on all screens.

There are several things to remember:

• If you do not know the answer to a question, you can mark the question for later review by clicking on the Flag button. You may return to the question later if you have time.
• To move to the next question or to a previous question, click on the Next or Back arrows.
• To move to a specific question, click on that question number at the top of the screen.
• If you finish early, you may go back and check your work on this section.
• I cannot help you answer test questions, but if you have any problems with your computer during the test, raise your hand and I will help you.

Are there any questions?

Answer any questions students may have.

4. **IF ADMINISTERING EOG ASSESSMENTS:**

Now, we will review the Practice Question. The Practice Question is provided to show you what the questions in the test are like. You should choose the one BEST answer and click on the circle in front of the answer you have chosen. Now, answer the Practice Question. Stop after you have answered it.

Allow time for students to read and answer the Practice Question. Review the Practice Question with students using the following pages for the appropriate grade level. Then continue with the directions on page 37 of this manual.

**IF ADMINISTERING EOC ASSESSMENTS:**

Now, we will review the Practice Questions. The two Practice Questions are provided to show you what the questions in the test are like. For each question, you should choose the one BEST answer and click on the circle in front of the answer you have chosen. Now, answer Practice Question 1 and Practice Question 2. Stop after you answer Practice Question 2.

Allow time for students to read and answer Practice Question 1 and Practice Question 2. Review the Practice Questions with students using the following pages for the appropriate course. Then continue with the directions on page 37 of this manual.
When all students have finished the Practice Question,

**Look at the Practice Passage, Pigs.**

When you think of pigs, you may think they are dirty. Pigs like to lie in the mud. But pigs are very clean animals. They stay in the mud only when it is hot. The mud keeps them cool.

Some people say that pigs are lazy. But pigs can run quickly on their little feet.

We use pigs for many things. They give us food. Their hair is used in brushes.

**Look at the Practice Question.**

Why do people think pigs are dirty animals?

A. because they live on farms
B. because they lie in the mud
C. because they play in the rain
D. because they are lazy animals

**For the Practice Question, you should have marked choice B for the correct answer.**

**Are there any questions?**

*Answer any questions the students may have.*
Grade 6–8 Practice Passage and Practice Question

When all students have finished the Practice Question,

**Look at the Practice Passage, Delivering the Mail.**

Many people think that the pony express was the earliest mail delivery service, but stagecoaches carried the mail first. The pony express carried only light mail (short messages and letters). This delivery system lasted only two years because telegraph lines were built and short messages no longer had to be carried as mail. However, stagecoaches continued to carry heavier mail because they still had passengers to keep their business alive. Later, railroads were built and trains took over the job of carrying the mail. Even mail delivery by railroad was replaced in part by the airplane.

**Look at the Practice Question.**

Which of the following carried the mail FIRST?

A. stagecoaches
B. pony express
C. trains
D. airplanes

**For the Practice Question, you should have marked choice A for the correct answer.**

Are there any questions?

Answer any questions the students may have.
Ninth Grade Literature and Composition Practice Questions

When all students have finished the Practice Questions,

Click on the Back arrow to go back to Practice Question 1.

William Shakespeare was born in Stratford, England, in 1564. It is generally believed that his birthdate was April 23. Young William was the third of eight children. He probably went to the local school in Stratford starting at the age of 7. There he would have studied Latin and probably read the works of many outstanding ancient Romans.

The main purpose of this paragraph is to

A. give some details about Shakespeare’s early life
B. encourage people to learn more about Shakespeare’s works
C. describe conditions in the town where Shakespeare was born
D. explain how Roman authors influenced the works of Shakespeare

For Practice Question 1, you should have marked choice A for the correct answer.

Are there any questions?

Answer any questions the students may have.

Click on the Next arrow to go to Practice Question 2.

Which sentence is correct?

A. We are traveling both to Orlando and Miami this summer.
B. Calculators today are compact, efficient, and inexpensive.
C. The new obstacle course was stimulating and a challenge.
D. Arthur is not only talented as an athlete but also as in academics.

For Practice Question 2, you should have marked choice B for the correct answer.

Are there any questions?

Answer any questions the students may have.
American Literature and Composition Practice Questions

When all students have finished the Practice Questions,

SAY

Click on the Back arrow to go back to Practice Question 1.

Sinclair Lewis, who lived from 1885 to 1951, wrote several well-known novels. In them, he attacked the weakness he saw in American society. *Main Street* is probably his most famous novel. In this work, Lewis described the dullness and lack of culture in a typical American small town. In another novel, called *Babbitt*, Lewis told the story of a small city businessman. Babbitt could not break free from his role of a solid American citizen, no matter what he tried.

The main purpose of this paragraph is to

A. give information about the works of Sinclair Lewis
B. describe what is wrong with American society
C. encourage people to read more American literature
D. tell when Sinclair Lewis lived and wrote

SAY

For Practice Question 1, you should have marked choice A for the correct answer.

Are there any questions?

Answer any questions the students may have.

SAY

Click on the Next arrow to go to Practice Question 2.

Which punctuation should be added after *duties*?

My parents have given me three duties clean my room, take out the garbage, and do well in school.

A. period
B. comma
C. colon
D. semicolon

SAY

For Practice Question 2, you should have marked choice C for the correct answer.

Are there any questions?

Answer any questions the students may have.
Part 4: Directions for Examiners

**IF ADMINISTERING EOG ASSESSMENTS:**

Because the Practice Question is the last question of this part, when you click the “Next” button, you will see a prompt, asking if you wish to leave this part of the test. When you are sure you have finished with the Practice Question, click on the “Yes, Continue” button.

**IF ADMINISTERING EOC ASSESSMENTS:**

Since Practice Question 2 is the last question of this part, when you click the “Next” button, you will see a prompt, asking if you wish to leave this part of the test. When you are sure you have finished with the Practice Questions, click on the “Yes, Continue” button.

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### SECTION 1

*Administration time: 30 minutes*

5. **SAY** Next you will see a screen that says “You are now about to begin the Georgia Milestones Assessment.”

You will have up to 30 minutes to complete Section 1 of the (insert name of the EOG grade or EOC assessment) Reading and Evidence-Based Writing Field Test. At the end of the test you will find a review page. If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 1, click the “Review/End Test” button to go to the review page. Then click the “End Test” button. A new screen will ask if you are done with the test. If you are done, click the “Submit” button. Remember that once you have clicked the “Submit” button, you cannot go back to Section 1.

Do you have any questions about what to do or how to record your answers?

**Answer any procedural questions that the students ask.**

**SAY** Please click the “Begin Section” button. You may begin.

**SAY** Write down the start time. You must keep track of test timing.

**SAY** Circulate and monitor students during test administration.

During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer.

6. **SAY** When 20 minutes have passed,

**SAY** Please raise your hand if you need additional time to complete the test.

**SAY** If no hands are raised, go to #7.

**SAY** No student who is productively working at the 20-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

**SAY** You have 10 minutes remaining to complete Section 1.
7. **When all students have completed this section, or after 30 minutes have passed,**

If you have not already done so, please stop working. **Click on the “Review/End Test” button.**

Then click on “End Test.” Then click “Submit.”

Check each computer to be sure the student has exited Section 1.

Collect the Test Ticket from each student.

Collect all scratch paper.

Count the test materials before the students are allowed to leave the testing site.

Return materials to the School Test Coordinator.
SECTION 2
Administration time: 90 minutes

1. SECTION 2 IS ADMINISTERED ON A DAY SEPARATE FROM SECTION 1

Make sure that all desks are cleared and distribute the Test Tickets. Make sure each student receives his or her own Test Ticket.

Make sure that each student has two No. 2 pencils with erasers.

Distribute two sheets of scratch paper to each student.

After all students have materials,

Before we begin, I must remind you that you may not have in your possession during testing a cell phone or any other electronic device that would allow you to access, retain, or transmit information. The use, or intended use, of such a device to access information and/or to photograph, post, retain, share, or transmit information/images from any portion of a secure test will result in invalidation of your test. Are there any devices in the room at this time?

If so, collect and secure the device(s) per your school’s/system’s established procedures.

2. Look at your Test Ticket. Please verify your last name and first name are correct. If your name is correct, please sign your Test Ticket now. If you have someone else’s Test Ticket, please raise your hand now.

If a student’s hand is raised, provide student(s) with the correct Test Ticket.

If you are using scratch paper other than your Test Ticket, please write your name in the upper right-hand corner of the scratch paper. If you need additional scratch paper during the test, raise your hand and I will bring you a sheet. Remember, you must write your name in the upper right-hand corner of the scratch paper. I will collect all scratch paper at the end of testing.

Now you will take Section 2 of the (insert name of EOG grade or EOC assessment) Reading and Evidence-Based Writing Field Test. Some questions will ask you to select an answer from among four choices. For other questions, you will be asked to type your response in the space provided. If there are reading passages, you must click on the right- or left-hand border of the passage to turn the pages. You have up to 90 minutes to complete Section 2. At the end of the test you will find a review page. If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 2, click the “Review/End Test” button to go to the review page. Then click the “End Test” button. A new screen will ask if you are done with the test. If you are done, click the “Submit” button. Remember that once you have clicked the “Submit” button, you cannot go back to Section 2.

You should see a screen that says “Sign in to DRC INSIGHT with the Username and Password provided to you.” If you do not see this screen, please raise your hand.

If a student’s hand is raised, help the student(s) reach the Sign In screen.

Type your Username and Password as shown on your Test Ticket and click Sign In.

Pause.
IF ADMINISTERING THE ASSESSMENT ON iPADS:

**SAY** You will see a message box that reads “Confirm App Self-Lock.” Click on the “Yes” button.

*Make sure that all students have proceeded to the Welcome screen and assist them as necessary.*

**SAY** You should now see a Welcome screen with your name on it. Please raise your hand if you do not see the Welcome screen.

*Make sure that all students have proceeded to the Welcome screen. If necessary, have students retype the Username and Password.*

**SAY** Now click the “Continue” button. You should see the Test Selection screen. Now click on the name of the test section.

*Pause.*

**SAY** Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

*Pause and wait until the “Begin the Test” button is displayed on all screens.*

**SAY** Now click the “Begin the Test” button. You may begin.

*Write down the start time. You must keep track of test timing.*

*Circulate and monitor students during test administration.*

*During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer.*

3. When 70 minutes have passed,

**SAY** Please raise your hand if you need additional time to complete the test.

*If no hands are raised, go to #4.*

*No student who is productively working at the 70-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,*

**SAY** Continue working.

*When 80 minutes have passed,*

**SAY** Please raise your hand if you need additional time to complete the test.

*If no hands are raised, go to #4. If any student needs additional time,*

**SAY** You have 10 minutes remaining to complete Section 2.
4. When all students have completed this section, or after 90 minutes have passed,

If you have not already done so, please stop working. Click on the “Review/End Test” button. Then click on “End Test.” Then click “Submit.”

Check each computer to be sure the student has exited Section 2.

Collect the Test Ticket from each student.

Collect all scratch paper.

Count the test materials before the students are allowed to leave the testing site.

Return materials to the School Test Coordinator.
AFTER EACH DAY OF TESTING
(For Examiners and School Test Coordinators)

RETURNING MATERIALS TO THE SCHOOL TEST COORDINATOR
Examiners must return all test materials to the School Test Coordinator, including:

- REBW Field Test: Test Administration Manual
- Scratch paper
- Student Test Roster
- Test Tickets

Return materials as designated in the box below.

<table>
<thead>
<tr>
<th>Top of Stack</th>
</tr>
</thead>
<tbody>
<tr>
<td>REBW Field Test: Test Administration Manual</td>
</tr>
<tr>
<td>Scratch paper</td>
</tr>
<tr>
<td>Student Test Roster</td>
</tr>
<tr>
<td>Test Tickets</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Bottom of Stack</td>
</tr>
</tbody>
</table>

CHECKLIST FOR EXAMINERS
After Testing

☐ Account for all secure test materials before releasing students from the test site.
☐ Check each computer to be sure all students have exited the test.
☐ Verify that you have collected a Test Ticket for every student in your classroom.
☐ Collect any scratch paper used. Ensure student names are on the scratch paper.
☐ Return all test materials to the School Test Coordinator at the conclusion of every test administration session.
☐ Notify the School Test Coordinator of any students who did not take any part of the test.

THANK YOU VERY MUCH FOR YOUR ASSISTANCE WITH THE ADMINISTRATION OF THE GEORGIA MILESTONES.