

# Georgia Milestones

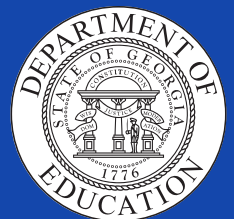
Assessment System



## Secure Practice Test Directions for End-of-Grade and End-of-Course



Secure Practice Test Directions



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# TEST SECURITY

## Source: 2022–2023 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.

## 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 *Paper-and-Pencil Test Administration Supplement* and the *Test Administration 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 *Test Administration Manuals*.

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## Understanding Georgia Milestones Test Practice Applications

There are multiple means by which students can practice interacting with a Georgia Milestones test practice application: Experience Online Testing Georgia (EOTG), Secure Practice Test (SPT), and Secure Practice Test with Response Transmission (SPTwRT). EOTG is web-based and the others are through the INSIGHT secure testing browser. These directions provide guidance for accessing Secure Practice Test (SPT) through the secure testing browser. The web-based resources, *Experience Online Testing Georgia*, are self-guided and can be accessed at <http://www.gaexperienceonline.com/>.

**The guidance in these directions is intended to be utilized using generic logins to the *Secure Practice Test (SPT)*.** These directions do not pertain to the Secure Practice Test with Response Transmission (SPTwRT).

# Preparation for Testing

Though this manual is read from the perspective of the Examiner, the purpose of this introductory information is to orient the Test Coordinator and Examiner to DRC INSIGHT and the design of the Georgia Milestones Secure Practice Test (SPT).

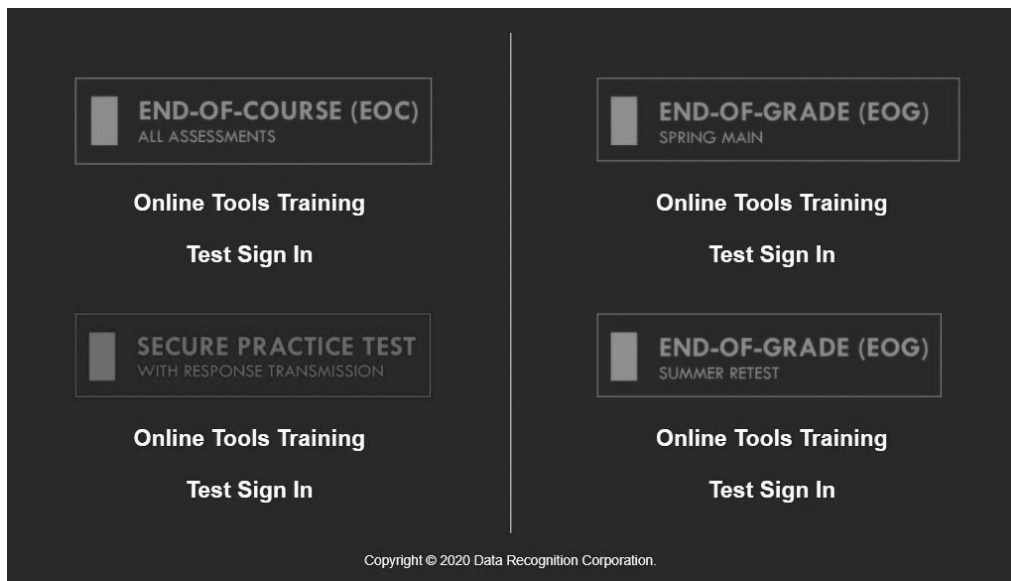
## DRC INSIGHT

Prior to testing, 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.



2. From the Main Page, select Test Sign In under End-of-Course (EOC) or End-of-Grade (EOG) depending on the assessment you are administering.



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.

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 secure practice test.

## **PRACTICE TEST DESIGN**

The practice test consists of a number of different types of questions. 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 should be instructed to click “**End Test**” to close the test.

## Directions for Examiners

### **ADMINISTERING THE SECURE PRACTICE TEST**

The directions in this manual should be used to administer the Georgia Milestones End-of-Course (EOC) and End-of-Grade (EOG) Secure Practice Tests. The purpose of the Secure Practice Test is to familiarize students with the testing software and the correct procedure for answering questions and progressing through the test. Secure Practice Tests can be administered multiple times; generic usernames and passwords are utilized. During the practice test, circulate around the room to confirm that students are recording their answers correctly and navigating the software interface effectively.

Follow the scripts provided in this manual for administering the Secure Practice Test. Read word for word the instructions that are printed in **bold type** and preceded by the word **“Say.”** There are no special scripts to read for accommodated students. Other instructions (printed in *italics*) are provided for you only and should not be read to the students.

If there are any accommodated students who will be taking the Secure Practice Test, be sure each student is permitted to take the practice test with the correct set of accommodations. Allow the student to practice as long as necessary to become comfortable with the accommodations in place.

It is strongly recommended that Examiners for the Secure Practice Test take time to study these directions while logged into a practice test. This would be done using the INSIGHT secure browser and a generic student login. While recommended, reading the script in its entirety is not required. Students may be given instruction to enter the practice test and then allowed to ask questions as they work through the items. It is permissible for the examiner to clarify instructions from the script to ensure all students understand how to navigate through the online test form and utilize the online tools.

For the Secure Practice Test, each student should be given one sheet of blank scratch paper and two sharpened pencils. Students must print their names in the upper-right corner of each sheet of scratch paper they receive. Students may ask for more scratch paper during the practice test administration, if necessary.

### **TEST TICKETS**

On the day the practice test is to be administered, the School Test Coordinator should provide the Examiner with *Test Tickets* for all students scheduled to take part in the practice test. These are secure materials and must be distributed immediately before and returned immediately after the practice test administration. *Test Tickets* are obtained from the INSIGHT Portal Documents tab (Document Type = “Secure Practice Test Materials”). An illustration of a *Test Ticket* is provided in the *End-of-Course Test Administration Manual* and the *End-of-Grade Test Administration Manual*.

**Students should be given usernames and passwords only for the tests they are required to take.**



# ADMINISTERING THE SECURE PRACTICE TEST FOR THE GEORGIA MILESTONES END-OF-GRADE ASSESSMENT

1. *Before the practice session begins, check each workstation to make sure it is open to the student Login screen. When you are ready to begin, distribute Test Tickets to each student.*

**SAY** Today you will be taking the Georgia Milestones Secure Practice Test.

**This practice session will show you the special features of the testing software and teach you how to answer questions and move through the test.**

**Please follow my instructions, and do not change screens until I instruct you to. You should see a screen that says “Sign into 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.*

**SAY** 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. 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.

*Pause and wait until the first question is displayed on all screens.*

**SAY** Before you begin, listen as I describe the screen.

2. *The following describes basic navigation within the test and how to answer questions. Please have your students follow along.*

**SAY** Look at the upper-left corner of your screen. It shows the test session and the question number you are currently on.

The questions will usually appear in the middle of the screen. However, if there is a reading passage associated with the question, the reading passage will appear on the left and the question will appear on the right. Be sure to read the entire question or passage before responding to any test questions.

To answer a multiple choice question, click on the letter associated with the answer choice you believe to be correct. For practice, click on answer choice A. The bubble is now shaded to show that you have selected it. To select a different or another answer, click on another answer bubble. You can also remove your selected answers by clicking on the shaded bubbles.

*Pause.*

**SAY** To mark any question that you would like to review later, click on the Flag button at the bottom of the screen. The Flag button will turn yellow as a visual reminder. Select the Flag button now.

Unmarking questions is not necessary, but it may help you to keep track of which questions you want to review.

Above the test question is a set of helpful tool icons, such as a highlighter, magnifier, and line guide. We will now review these tools and the Help pages.

*Pause.*

**SAY** Under Help, notated by the Question Mark icon [?] at the top-right corner of the pane, you will find descriptions and helpful information on different functions of the test. You may read this information at any time while taking the test.

If the help screen is open, please close it by clicking the red X in the top right-hand corner.

Select the Pause button shown at the bottom of the screen. This will pause the test.

To restart your test, select the Resume button before the clock counts down to zero. Otherwise, you will need to sign back in to the test. To log out of your test, click “Exit.” Do not log out at this time. Select the Resume button.

*Pause. Make sure no student has exited from the test and that all are on the first question.*

3. *The following information describes the basic tools for all End-of-Grade assessments.*

**SAY** Now I will explain tools that you may want to use. The tools are located above the question pane. You will see a set of tool icons. You are not required to use these tools, but they may help you as you take the test.

*Pause.*

**SAY** The Pointer tool is the default tool that is active when you begin. It is used to select answers, as well as to select other tools and features. The Pointer will change to a pencil head when moved over a multiple-choice answer bubble. Use it to select your answers. The Pointer is the leftmost tool button.

*Pause.*

**SAY** The second tool is the Cross-off tool. This tool may be used on multiple-choice and multiple-select items to mark answer choices you believe to be incorrect. Practice using this tool when you come to any multiple-choice or multiple-select items in this practice test. Remember, to answer the questions, you must still use the Pointer tool.

*Pause.*

**SAY** The third tool you may use is the Highlighter. This tool is used to highlight important information. Select the Highlighter icon and choose “Use Highlighter” from the drop-down list.

*Pause.*

**SAY** The cursor should now look like a highlighter tip. If you are using a mouse, click and hold the mouse button and drag the highlighter tip over the desired information. If you are using a touch device, drag your finger over the desired information.

**Practice highlighting some words in the question.**

*Allow time for students to practice highlighting words.*

**SAY** To remove highlighting, select the highlighted areas of the text, and the highlights will disappear, or select the Highlighter tool icon and choose “Clear All.”

*Pause.*

**SAY** Are there any questions?

*Answer any questions students may have.*

**SAY** The fourth tool is the Sticky Note tool. Use the Sticky Note tool to place a short note almost anywhere within a window that contains a question or passage. Use a note to mark a special part or to leave a reminder of some important information in a question or passage.

*Pause.*

**SAY** Select the Sticky Note icon and choose “New Sticky Note.” Move the Pointer over the question or passage. The Pointer will change to a gray note and will turn red in places where a note cannot be placed.

**Use the Pointer to place the note.**

*Pause.*

**SAY** Add text to the note.

*Pause.*

**SAY** To delete a note, select the Trash Can icon. Once a note is deleted, you will no longer be able to access it. Close the note by selecting the red “X,” pressing the ESC (escape) key on your keyboard, or selecting the Sticky Note icon and choosing “Hide Sticky Notes.”

**Reopen the note by double-clicking the small, numbered note square.**

*Pause.*

**SAY** Delete the Sticky Note. Are there any questions?

*Pause.*

**SAY** The fifth tool you may use is the Magnifier tool. Use the Magnifier tool to enlarge a part of the test screen. The other tools can be used in conjunction with the Magnifier.

*Pause.*

**SAY** Select the Magnifier icon and choose the level of magnification. Use the Pointer to scroll the window left or right and up or down using the scroll bars to see the rest of the enlarged screen. With a mouse, you can also click anywhere on the screen and, while keeping your finger pressed on the mouse button, drag the Pointer near the edge of the screen to view different parts of the question or passage. With a touch device, you can use your finger to press and drag the Pointer near the edge of the screen to view different parts of the question or passage.

*Pause.*

**SAY** Close the Magnifier tool by clicking the Magnifier icon again and selecting “Off.”

*Pause.*

**SAY** Are there any questions?

*Answer any questions students may have.*

**SAY** The sixth tool you may use is Masking. Select “Add Mask” to place resizable black boxes on the screen to reduce the amount of information visible. “Show/Hide Masks” will hide visible masks, or show masks you have hidden.

*Pause.*

**SAY** The seventh tool you may use is the Line Guide. The Line Guide icon says “Line Guide.” The Line Guide tool helps you track a single line of text.

*Pause.*

**SAY** Select the Line Guide icon. A single blue line with a blue “handle” will appear. Select either the line or the handle and use your mouse or your finger to move the line or handle up or down. For questions that have multiple panes, you may grab the blue “handle” and drag the Line Guide from one pane to the other.

*Answer any questions students may have.*

**SAY** To close the Line Guide, select the Line Guide icon again. Are there any questions?

*Answer any questions students may have.*

**SAY** Now look at the bottom-right corner of your screen.

To move to the next question, you can click on the “Next” arrow or to move quickly to any question on the test, select the down arrow next to the question number in the top-left corner of the screen and select the question you desire.

Now, by either of the methods I just described, navigate to Question (grades 3, 5, 6, or 8) 2 (or grades 4 or 7) 4.

*Pause.*

**SAY** This is an example of a test question with both a reading passage and a text entry field into which you will type your response to the question.

To navigate through the reading passage, click on the right side of the passage to move forward to the next page and on the left side of the passage to return to a previous page. Please practice moving forward and backward through the passage so that I can verify you understand how this is done.

*Circulate to verify students understand how to navigate through the reading passage.*

**SAY** Now, click inside the text entry field and practice typing. You do not have to try to answer the question. Just type some familiar words or some short sentences to show me you understand how to answer a question asking for a response using your own words. Notice under the bottom left hand corner of the text entry field you will see a count of the total possible characters and the total characters you have typed.

Take the time to click the Writer's Checklist to review a list of things to keep in mind while responding to the prompt.

*Circulate to verify students understand how to type in the text field.*

**SAY** Now, navigate to Question (grades 3, 5, 6, or 8) 4 (or grades 4 or 7) 5. This is an example of a two-part question. The answer to Part B usually relates to the answer for Part A. Click on the NEXT arrow and you will see that you will still be on Question (grades 3, 5, 6, or 8) 4 (or grades 4 or 7) 5, but notice that the part has changed to B. This type of two-part question will appear on tests for all content areas.

At the bottom of the screen, click on the blue FLAG button. The color of the button should change to yellow and the text on the button will now say FLAGGED. Leave the button in Flagged status.

*Pause.*

FOR GRADE 6

**SAY** Now navigate to Question 7 and look at the top of the screen, and we will review two additional tools, the CALCULATOR and REFERENCE TOOL. Clicking on the button with the image of the CALCULATOR allows you to open the online calculator: basic or scientific. Clicking on the button labeled X+Y opens the mathematics reference sheet.

*Pause.*

FOR GRADE 7

**SAY** Now navigate to Question 9 and look at the top of the screen, and we will review two additional tools, the CALCULATOR and REFERENCE TOOL. Clicking on the button with the image of the CALCULATOR allows you to open the online calculator: basic or scientific. Clicking on the button labeled X+Y opens the mathematics reference sheet.

*Pause.*

FOR GRADE 8 OR FOR GRADE 8 WITH HS PHYSICAL SCIENCE

**SAY** Now navigate to Question 7 and look at the top of the screen, and we will review three additional tools, the **CALCULATOR**, **REFERENCE TOOL**, and **GRAPHING TOOL**. Clicking on the button with the image of the **CALCULATOR** allows you to open the online calculator: basic or scientific. Clicking on the button labeled **X+Y** opens the mathematics reference sheet. Clicking on the button with the image of a coordinate graph opens the **Graphing Tool**.

*Pause.*

**SAY** You will also see the **Periodic Table icon**. The **Periodic Table icon** contains an uppercase “**H**” within a square. You may find the **Periodic Table** helpful in answering test questions. Click the **Periodic Table icon**.

*Pause.*

**SAY** To view more detail about an element, click on the element’s box. The box will open a new window, which can be moved around to different parts of the screen by clicking on the box and dragging it to a new location.

*Pause.*

**SAY** To close the enlarged, pop-up element box from the screen, click the red “**X**” in the top-right corner of the element box.

*Pause.*

**SAY** **Are there any questions?**

*Answer any questions students may have.*

*OPTION 1: Based on the grade level, read the instructions for guiding students through the Technology Enhanced Items. After reading the instructions for each question, pause and circulate to confirm that students understand how to respond.*

*OPTION 2: Direct students to work freely through the questions. Circulate and monitor to confirm students are actively working. Respond to questions as needed.*

## Technology Enhanced Items

Content	Question number in the Secure Practice Test	Item Description
	SAY	SAY
Grade 3 English Language Arts	Now navigate to Question 5	Click on the box labeled “Click to Respond.” Place your cursor over a sentence under the response area, and then drag and insert the sentence into a blank area in the table. Repeat as needed for the remaining blank response areas.
Grade 3 English Language Arts	Now navigate to Question 6	Click on the drop-down arrow for each response option, and then click on the word or phrase that is the best response.
Grade 3 Mathematics	Now navigate to Question 9	You will see a blank bar graph. To fill in the graph in response to the question, click in the space above the color that is in line with the number that is your answer choice. You will know you are in the response area when a horizontal blue line appears with your cursor. An entry can be changed by clicking in another area of the column.
Grade 3 Mathematics	Now navigate to Question 10	You will see three columns labeled Rhombus, Rectangle, and Neither Rhombus nor Rectangle. Move by dragging and dropping each shape into the column that best describes the shape.
Grade 3 Mathematics	Now navigate to Question 11	Click on the numbers and symbols needed to enter your answer into the response area above the number pad.
Grade 4 English Language Arts	Now navigate to Question 2	Click on the drop-down arrow for each response option, and then click on the word or phrase that is the best response.
Grade 4 English Language Arts	Now navigate to Question 6	Place your cursor over a sentence under the response area, and then drag and insert the sentence next to a bullet in the response area. Repeat for the second bullet.
Grade 4 Mathematics	Now navigate to Question 10	You will see a number line and two fractions. Click on each fraction, drag it to the correct position on the number line and release. The fractions can be moved on the number line after the initial placement.



Content	Question number in the Secure Practice Test	Item Description
	SAY	SAY
Grade 4 Mathematics	Now navigate to Question 11	You will see a grid with one point plotted. To draw the figure, select the line from the drop-down, click on the plotted point as a starting point, drag the line to the end point, and release the cursor. Continue in this manner until the figure is complete. For this item, you can draw only 4 lines. If you make a mistake you can use the back arrow to undo your last entry or select the eraser icon to delete all lines.
Grade 4 Mathematics	Now navigate to Question 12	Click on the numbers and symbols needed to enter your answer into the response area above the number pad.
Grade 5 English Language Arts	Now navigate to Question 5	Click on the box labeled “Click to Respond.” Place your cursor over a sentence under the response area, and then drag and insert the sentence next to a bullet in the response area. Repeat for the second bullet.
Grade 5 English Language Arts	Now navigate to Question 6	Click on the drop-down arrow for each response option, and then click on the word or phrase that is the best response.
Grade 5 Mathematics	Now navigate to Question 9	You are asked to plot two points. First click on the closed point icon in the options above the graph, and then click on the two positions on the graph that represent the number and types of pizzas sold each hour.
Grade 5 Mathematics	Now navigate to Question 10	For Part A, you will see a number line and seven numbers and fractions. To respond to this item, place your cursor immediately above the corresponding position on the number line and click. An “x” representing the number will appear. Repeat for all remaining numbers. You can enter more “x’s” than numbers, so it is important to count that you have the same number of “x’s” a number to plot.  For Part B, as with Part A, you will click to plot the point on the number line that represents the missing number that completes the rainfall total. You will only be able to use one “x” on Part B.
Grade 5 Mathematics	Now navigate to Question 11	Click on the numbers and symbols needed to enter your answer into the response area above the number pad.



Content	Question number in the Secure Practice Test	Item Description
	SAY	SAY
Grade 5 Science	Now navigate to Question 13	This is an example of a two-part drag-and-drop item. First select “Click to Respond” to enlarge the item. For Part A, drag the missing steps into the correct box; click on OK and notice that the item reverts to its original size and the responses are still visible. For Part B, drag the correct Observation and Conclusion to the appropriate column.
Grade 6 English Language Arts	Now navigate to Question 5	Click on the box labeled “Click to Respond.” Place your cursor over a sentence under the response area, and then drag and insert the sentence into the response area. Repeat until all response areas are filled.
Grade 6 English Language Arts	Now navigate to Question 6	Click on the drop-down arrow for each response option, and then click on the word or phrase that is the best response.
Grade 6 Mathematics	Now navigate to Question 10	Click on the closed point icon then click on an area in the coordinate grid to plot a point. Select the line segment icon from the drop-down option, click the starting point for the line segment on the coordinate grid, drag to the endpoint, and then release the mouse button.
Grade 6 Mathematics	Now navigate to Question 11	You are asked to move and place expressions that are equivalent to the expression that is shown. You can add as few as one or up to all six expressions to the box.
Grade 6 Mathematics	Now navigate to Question 12	Click on the numbers and symbols needed to enter your answer into the response area above the number pad.
Grade 7 English Language Arts	Now navigate to Question 2	Click on the drop-down arrow for each response option, and then click on the word or phrase that is the best response.
Grade 7 English Language Arts	Now navigate to Question 6	Place your cursor over a sentence under the response area, press and hold the left mouse button, and then drag and insert the sentence next to a bullet in the response area. Repeat for the second bullet.

Content	Question number in the Secure Practice Test	Item Description
	SAY	SAY
Grade 7 Mathematics	Now navigate to Question 9	This is an example of a two-part item where Part A is drag and drop and Part B is multiple choice. For Part A, click on the desired arrow and drag it to the correct location on the number line. For Part B, simply click on the letter that corresponds to the correct answer.
Grade 7 Mathematics	Now navigate to Question 10	This is an example of creating a bar graph. Click on the line above the color that corresponds with the correct number for that color. A blue horizontal bar will appear with the cursor when you are in a response area.
Grade 7 Mathematics	Now navigate to Question 11	Click on the numbers and symbols needed to enter your answer into the response area above the number pad.
Grade 7 Mathematics	Now navigate to Question 12	This is an example that requires the protractor tool. Click on the Measurement Tools box with the image of the protractor and the ruler. A protractor will appear. Drag the protractor into place, then click on one of the Rotate symbols to turn the protractor.
Grade 8 English Language Arts	Now navigate to Question 5	Click on the box labeled “Click to Respond.” Place your cursor over a sentence under the response area, and then drag and insert the sentence into a blank area in the table. Repeat for the remaining blank response areas.
Grade 8 English Language Arts	Now navigate to Question 6	Click on the drop-down arrow for each response option, and then click on the word or phrase that is the best response.
Grade 8 Mathematics	Now navigate to Question 9	This is an example of an item that requires graphing a system of equations. You can plot up to 6 closed points to aid graphing two intersecting lines. Only the graphed lines will be scored.
Grade 8 Mathematics	Now navigate to Question 10	This is an example of an item that requires dragging two correct responses above the appropriate underlined space. After two numbers are in place, dragging an additional number into a space replaces the first entry.
Grade 8 Mathematics	Now navigate to Question 11	Click on the numbers and symbols needed to enter your answer into the response area above the number pad.

Content	Question number in the Secure Practice Test	Item Description
	SAY	SAY
Grade 8 Science	Now navigate to Question 13	To respond to this item, drag the letters representing the labels on the graph into the blank space to the left of the corresponding explanation. All letters will not be used and dragging a label into an existing response will replace the original entry.
Grade 8 Science	Now navigate to Question 14	Click on the drop-down arrow for each response option, and then click on the word or phrase that is the best response.
Grade 8 HS Physical Science	Now navigate to Question 13	To respond to this item, based on the “Change to Circuit” description, drag the resulting effect into the corresponding column. Responses may be used more than once. Dragging a second response into a box will replace the original entry.
Grade 8 HS Physical Science	Now navigate to Question 14	Click on the drop-down arrow for each response option, and then click on the value or phrase that is the best response.
Grade 8 Social Studies	Now navigate to Question 16	Complete the diagram by moving and placing the phrases into the boxes.
Grade 8 Social Studies	Now navigate to Question 17	Click on the drop-down arrow for each response option, and then click on the word or phrase that is the best response.

**SAY** Now look in the bottom left-hand corner of your screen and select the **REVIEW/END TEST** button. On this screen, you will see any questions you flagged for review along with the questions you have answered. A checkmark indicates you answered the question. It does not mean you answered the question correctly. An empty square indicates you did not answer the question. Do not do so now, but when you complete a section of the test, you will navigate to this screen and select the **END TEST** button. On the following page you will select the **SUBMIT** button to correctly place the section in completed status.

*Pause.*

**SAY** Go back to question 1 by selecting the question number. The remainder of the practice session is for you to practice using the tools and marking your answers. Start with question 1 and practice answering questions. This test is not scored; the goal of the practice test is for you to learn how to use the testing software. I will walk around the room and help you if you have any questions.

*Allow time for the students to work in the Secure Practice Test.*

*After a set amount of time,*

**SAY** When you have finished answering questions and practicing with the tools provided, please stop working, go the **REVIEW/END** page, select **END TEST**, then **SUBMIT**, and finally **EXIT**.

*This concludes the End-of-Grade Secure Practice Test. See the appendix for additional information regarding accommodations.*

# ADMINISTERING THE SECURE PRACTICE TEST FOR THE GEORGIA MILESTONES END-OF-COURSE ASSESSMENT

1. *Before the practice session begins, check each workstation to make sure it is open to the student Login screen. When you are ready to begin, distribute Test Tickets to each student.*

**SAY** Today you will be taking the Georgia Milestones Secure Practice Test.

**This practice session will show you the special features of the testing software and teach you how to answer questions and move through the test.**

**Please follow my instructions, and do not change screens until I instruct you to. You should see a screen that says “Sign into 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.*

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

**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.

*Pause and wait until the first question is displayed on all screens.*

**SAY** Before you begin, listen as I describe the screen.

2. *The following describes basic navigation within the test and how to answer questions. Please have your students follow along.*

**SAY** Look at the upper-left corner of your screen. It shows the test session and the question number you are currently on. To answer a multiple-choice question, click on the letter associated with the answer choice you believe to be correct. For practice, click on answer choice A. The bubble is now shaded to show that you have selected it. To select a different or another answer, click on another answer bubble. You can also remove your selected answers by clicking on the shaded bubbles.

*Pause.*

**SAY** To mark any question that you would like to review later, click on the Flag button at the bottom of the screen. The Flag button will turn yellow as a visual reminder. Select the Flag button now. Unmarking questions is not necessary, but it may help you to keep track of which questions you want to review.

Above the test question is a set of helpful tool icons, such as a highlighter, magnifier, and line guide.

*Pause.*

**SAY** Select the Pause button shown at the bottom of the screen. This will pause the test.

To restart your test, select the Resume button before the clock counts down to zero. Otherwise, you will need to sign back in to the test. To log out of your test, click “Exit.” Do not log out at this time. Select the Resume button.

*Pause. Make sure no student has exited from the test and that all are on the first question.*

**SAY** Now I will explain tools that you may want to use. The tools are located above the question pane. You will see a set of tool icons. You are not required to use these tools, but they may help you as you take the test.

Under Help, notated by the Question Mark icon [?] at the top-right corner of the pane, you will find descriptions and helpful information on different functions of the test. You may read this information at any time while taking the test. If the help screen is open, please close it by clicking the red “X” in the top right-hand corner.

*Pause.*

**SAY** The Pointer tool is the default tool that is active when you begin. It is used to select answers, as well as to select other tools and features. The Pointer will change to a pencil head when moved over a multiple-choice answer bubble. Use it to select your answers. The Pointer is the leftmost tool button.

*Pause.*

**SAY** The second tool is the Cross-off tool. This tool may be used on multiple-choice and multiple-select items to mark answer choices you believe to be incorrect. Practice using this tool when you come to any multiple-choice or multiple-select items in this practice test. Remember, to answer the questions, you must still use the Pointer tool.

*Pause.*

**SAY** The third tool you may use is the **Highlighter**. This tool is used to highlight important information. Select the **Highlighter** icon and choose “Use Highlighter” from the drop-down list.

*Pause.*

**SAY** The cursor should now look like a highlighter tip. If you are using a mouse, click and hold the mouse button and drag the highlighter tip over the desired information. If you are using a touch device, drag your finger over the desired information.

**Practice highlighting some words in the question.**

*Allow time for students to practice highlighting words.*

**SAY** To remove highlighting, select the highlighted areas of the text, and the highlights will disappear, or select the **Highlighter** tool icon and choose “Clear All.”

*Pause.*

**SAY** Are there any questions?

*Answer any questions students may have.*

**SAY** The fourth tool is the **Sticky Note** tool. Use the **Sticky Note** tool to place a short note almost anywhere within a window that contains a question or passage. Use a note to mark a special part or to leave a reminder of some important information in a question or passage.

*Pause.*

**SAY** Select the **Sticky Note** icon and choose “New Sticky Note.” Move the **Pointer** over the question or passage. The **Pointer** will change to a gray note and will turn red in places where a note cannot be placed.

**Use the Pointer to place the note.**

*Pause.*

**SAY** Add text to the note.

*Pause.*

**SAY** To delete a note, select the **Trash Can** icon. Once a note is deleted, you will no longer be able to access it. Close the note by selecting the red “X,” pressing the **ESC** (escape) key on your keyboard or selecting the **Sticky Note** icon and choosing “Hide Sticky Notes.”

**Reopen the note by double-clicking the small, numbered note square.**

*Pause.*

**SAY** Delete the **Sticky Note**. Are there any questions?

*Pause.*

**SAY** The fifth tool you may use is the **Magnifier** tool. Use the **Magnifier** tool to enlarge a part of the test screen. The other tools can be used in conjunction with the **Magnifier**.

*Pause.*

**SAY** Select the Magnifier icon and choose the level of magnification. Use the Pointer to scroll the window left or right and up or down using the scroll bars to see the rest of the enlarged screen. With a mouse, you can also click anywhere on the screen and, while keeping your finger pressed on the mouse button, drag the Pointer near the edge of the screen to view different parts of the question or passage. With a touch device, you can use your finger to press and drag the Pointer near the edge of the screen to view different parts of the question or passage.

*Pause.*

**SAY** Close the Magnifier tool by clicking the Magnifier icon again and selecting “Off.”

*Pause.*

**SAY** Are there any questions?

*Answer any questions students may have.*

**SAY** The sixth tool you may use is Masking. Select “Add Mask” to place resizable black boxes on the screen to reduce the amount of information visible. “Show/Hide Masks” will hide visible masks, or show masks you have hidden.

*Pause.*

**SAY** The seventh tool you may use is the Line Guide. The Line Guide icon says “Line Guide.” The Line Guide tool helps you track a single line of text.

*Pause.*

**SAY** Select the Line Guide icon. A single blue line with a blue “handle” will appear. Select either the line or the handle and use your mouse or your finger to move the line or handle up or down. For questions that have multiple panes, you may grab the blue “handle” and drag the Line Guide from one pane to the other.

*Answer any questions students may have.*

**SAY** To close the Line Guide, select the Line Guide icon again. Are there any questions?

*Answer any questions students may have.*

**SAY** Now look at the bottom-right corner of your screen.

To move to the next question, you can click on the “Next” arrow or to move quickly to any question on the test, select the down arrow next to the question number in the top-left corner of the screen and select the question you desire.

Select the “Next” arrow at the bottom of the screen to move on to the next question. Question 2 should be displayed in the top-left corner of your screen.

*If this is English Language Arts content, go to “If administering English Language Arts.”*

*If this is Mathematics content, go to “If administering Mathematics.”*

*If this is Science content, go to “If administering Science.”*

*If this is Social Studies content, go to “If administering Social Studies.”*



## IF ADMINISTERING ENGLISH LANGUAGE ARTS

**SAY** Navigate to question 8. It has two parts, Part A and Part B. The question will prompt you that you are on a two-part question. The answer to Part B usually relates to the answer for Part A. Now click on the NEXT arrow and you will see that you will still be on Question 8, but notice that the part has changed to B.

For some questions, you will type your answer. Now navigate to Question 9. You will see a passage on the left and the response box on the right.

The reading passage may also be multiple pages. To go to the next page, click the right side of the passage and the page will turn. To return to the previous page, click the left side of the passage. When reading passages, always make sure that you read the entire passage.

*Pause. Walk around the room and make sure everyone can reach the end of the passage. Help students if necessary.*

**SAY** Now, click inside the response box and practice typing. You do not have to try to answer the question. Just type some familiar words or some short sentences.

Take the time to click the Writer’s Checklist to review a list of things to keep in mind while responding to the prompt.

*Pause.*

## Technology Enhanced Items

Read the instructions for guiding students through the Technology Enhance Items. After reading the instructions for each question, pause and circulate to confirm that students understand how to respond.

Content	Question number in the Secure Practice Test	Item Description
	<b>SAY</b>	<b>SAY</b>
American Literature and Composition	<b>Now navigate to Question 12</b>	<b>Click on the drop-down arrow for each response option, and then click on the word or phrase that is the best response.</b>
American Literature and Composition	<b>Now navigate to Question 13</b>	<b>Place your cursor over a sentence under the response area, and then drag and insert the sentence into a blank area in the table. Repeat as needed for the remaining blank response areas.</b>

*Once you have confirmed students understand how to use the online tools and how to respond to test questions, proceed to the Review/End Test Section.*

## IF ADMINISTERING MATHEMATICS

**SAY** Now let's look at some additional tools. The References tool icon looks like an open book labeled "X + Y." Click this icon, and the formula sheet will pop up in its own window. On the formula sheet are formulas that may help you answer test questions. You can move the formula sheet around the screen.

To close the References tool, click the "X" in the top-right corner of the pop-up window. Are there any questions?

*Pause and to answer any questions student may have.*

**SAY** Another tool is the Calculator. Click the Calculator icon to access a Scientific Calculator. Practice using the Calculator with a few simple problems, such as one plus two.

*Pause.*

**SAY** You can also move the Calculator by clicking on the top border of the Calculator and dragging the Calculator. Practice moving the Calculator.

To close the Calculator, click the "X" in the top-right corner of the Calculator. Are there any questions?

*Answer any questions students may have.*

**SAY** You also can use the Graphing tool. The Graphing tool is designed to graph functions when solved for the  $y$  variable and has the ability to give corresponding  $y$  values for given  $x$  values. Use the orange  $x$  button to enter the  $x$  value. The "NEXT" button allows up to six functions to be entered.

**Practice using the Graphing tool.**

*Allow time for students to practice using the Graphing tool.*

**SAY** Now navigate to Question (Coordinate Algebra) 8 (Algebra I) 11.

This is an example of a two-part question. Click on the NEXT arrow and you will see that you will still be on the same question number, but notice that the part has changed to B.

## Technology Enhanced Items

*Based on the EOC content, read the instructions for guiding students through the Technology Enhanced Items. After reading the instructions for each question, pause and circulate to confirm that students understand how to respond.*

Content	Question number in the Secure Practice Test	Item Description
	SAY	SAY
Algebra I/ Coordinate Algebra	<b>Now navigate to Question 10</b> (Algebra I) or <b>Question 9</b> (Coordinate Algebra)	<b>This is an example of a two-part drag-and-drop item. Complete the table converting meters per second to kilometers per hour by dragging the different values into the correct location. Follow the same process for Part B which requires calculating the number of cups of mix needed per gallon of lemonade.</b>
Algebra I/ Coordinate Algebra	<b>Now navigate to Question 11</b> (Algebra I) or <b>Question 10</b> (Coordinate Algebra)	<b>This item requires graphing a new function from an existing function. The closed point tool is available to aid with plotting points on the new line; however, their use will not contribute to a correct response. Only a correctly plotted line will be scored. Part B requires graphing the given function. Again, use of closed points is optional. You can graph <math>g(x)</math> to assist, but only a correct graph of <math>g(x) + 3</math> will be scored.</b>
Algebra I/ Coordinate Algebra	<b>Now navigate to Question 12</b> (Algebra I) or <b>Question 11</b> (Coordinate Algebra)	<b>Click on the numbers and symbols needed to enter your answer into the response area above the number pad.</b>
Algebra I/ Coordinate Algebra	<b>Now navigate to Question 13</b> (Algebra I) or <b>Question 12</b> (Coordinate Algebra)	<b>Click on the drop-down arrow for each response option, and then click on the value or phrase that is the best response.</b>

*Once you have confirmed students understand how to use the online tools and how to respond to test questions, proceed to the Review/End Test section.*

## IF ADMINISTERING SCIENCE

### Technology Enhanced Items

Based on the EOC Content, read the instructions for guiding students through the Technology Enhanced Items. After reading the instructions for each question, pause and circulate to confirm that students understand how to respond.

Content	Question number in the Secure Practice Test	Item Description
	SAY	SAY
Biology	Now navigate to Question 11	<b>This is an example of a drag-and-drop item. First enlarge Part A by selecting “Click to Respond.” Now drag terms into the sentence to describe the type of change shown in the model. Dragging an additional response into the sentence replaces the original entry. Click OK and notice that the response is still visible. For Part B, drag the sentence into the box that supports the claim in Part A.</b>
Biology	Now navigate to Question 12	<b>Click on the drop-down arrow for each response option, and then click on the phrase that is the best response.</b>

SAY Are there any questions?

Answer any questions students may have and then go to the REVIEW/END TEST SECTION.

## IF ADMINISTERING SOCIAL STUDIES

### Technology Enhanced Items

Based on the EOC Content, read the instructions for guiding students through the Technology Enhanced Items. After reading the instructions for each question, pause and circulate to confirm that students understand how to respond.

Content	Question number in the Secure Practice Test	Item Description
	<input type="text" value="SAY"/>	<input type="text" value="SAY"/>
U. S. History	Now navigate to Question 11	<b>This is an example of a drag-and-drop item that requires completing a table. First, select “Click to Respond” to enlarge the item. Drag the beneficiary of the Action into the appropriate box under the “Who Benefited?” column. Responses can be used more than once. Dragging an additional response into a box will replace the original entry. Click OK when finished. The item will revert to its original size; notice that responses are still visible.</b>
U. S. History	Now navigate to Question 12	<b>Click on the drop-down arrow for each response option, and then click on the word or phrase that is the best response.</b>

Are there any questions?

Answer any questions students may have and then go to the REVIEW/END TEST section.

## **REVIEW AND END TEST**

**SAY** Select the Review/End Test button to see a Summary page. You will see any questions you flagged for review along with the questions you have answered.

A checkmark indicates you answered the question. It does not mean you answered the question correctly. An empty square indicates you did not answer the question.

*Pause.*

**SAY** Go back to question 1 by selecting the question number.

The remainder of the practice session is for you to practice using the tools and marking your answers. Start with Question 1 and practice answering questions. This test is not scored. You are only requested to learn how to use the testing software. I will walk around the room and help you if you have any questions.

*After a set amount of time,*

**SAY** When you have finished answering questions and practicing with the tools provided, please stop working, go the REVIEW/END page, select END TEST, then SUBMIT, and finally EXIT.

*This concludes the End-of-Course Secure Practice Test. See the appendix for additional information regarding accommodations.*

# Appendix

## ACCOMMODATIONS

Students with Individualized Education Programs (IEPs), Individual Accommodation Plans (IAPs), and English Learner Testing Participation Committee (EL/TPC) Plans may be permitted certain accommodations while taking the Georgia Milestones assessments. For online testing, these accommodations are specified in the system in advance of testing and are detailed below.

Students may practice with these features in the Secure Practice Tests, but note that these accommodations will not be available in an actual Georgia Milestones test experience unless designated on a student's IEP, IAP, or EL/TPC Plan.

To activate an accommodation during a practice test, please provide individual students with a *Test Ticket* that has been enabled for online accommodations.

### COLOR CHOOSER

This feature allows the student to choose a different background color for the test.



### CONTRASTING TEXT

This feature allows the student to choose between different combinations of background color and text color for the test.



## ONLINE AUDIO

This feature allows for students to have test directions, tool tips, and items read aloud using an online text-to-speech recording.



Students will have access to audio controls that enable them to stop, pause, or restart the audio. They can also restart the audio at specific points by selecting the Start Points button (the center circle on the audio controls). When Start Points are enabled, the various start points available are indicated by blue circles. Selecting one of these circles will start the audio at that point.

In paragraph 1, the quotation from Larry Loggins MOST strongly suggests that he believes “big box” stores are

- a expensive
- b fraudulent
- c ordinary
- d unfashionable

Starting Points


Next



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## SIGNED ADMINISTRATION

Video Sign Language (VSL) will be available for use by students in the Secure Practice Test *without* response transmission using INSIGHT. The directions, questions, and answer choices are signed to the student. The signed administration video is available in American Sign Language (ASL).

Students press the  to launch the sign language video.

End-of-Grade 2022–2023  
End-of-Course 2022–2023  
Secure Practice Test Directions

