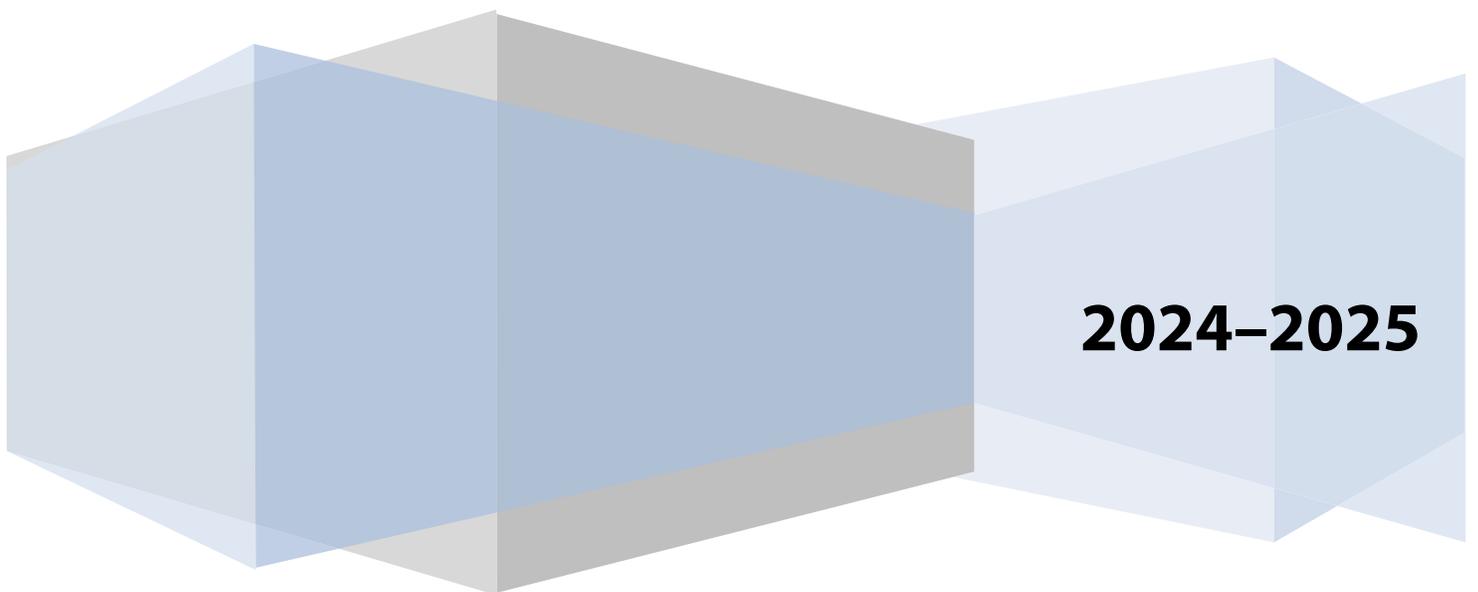


Michigan Early Literacy and Mathematics Benchmark Assessments

ONLINE TEST DIRECTIONS
KINDERGARTEN



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ENGLISH LANGUAGE ARTS

OVERVIEW

The chart provides an overview of how to administer the assessment.

Test Preparation	Take the Test	Complete the Test
Tasks are completed by the teacher/proctor to help prepare the students for testing.	After brief instructions are read by the teacher/proctor, the students take the test.	The teacher/proctor reviews all questions to ensure that the student has completed the test. Then, the test is submitted.
Room Setup	Test Directions	Reviewing and Ending the Test
Sign In		Submitting the Test
Select the Options		

TEST PREPARATION

Tasks are completed by the teacher/proctor to help prepare the students for testing.

ROOM SETUP

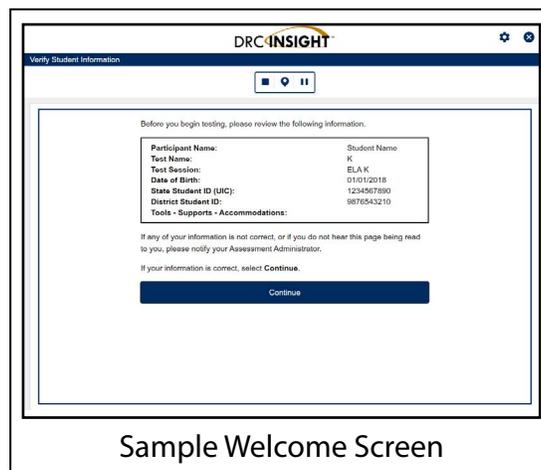
- Each student will be sitting at a separate computer.
- Students are not permitted to access any electronic devices (e.g., smartphones, smart watches, cell phones, book readers, electronic tablets, pagers, cameras, non-approved calculators, music players, voice recorders, etc.).
- Students in kindergarten will need a set of headphones.

SIGN IN

- Have the **Student Roster** and **Test Tickets** from the DRC INSIGHT Portal.
- Select the DRC INSIGHT Online Assessments icon on the desktop.
- Under the picture that shows the words **BENCHMARK ASSESSMENTS** and an up arrow inside a triangle, select the **Test Sign In** link.
- Type in the **Username** and **Password** from the Test Tickets. Usernames and Passwords are unique to each student and to each grade/content test. The Usernames and Passwords are NOT case sensitive. A student's **Date of Birth (DOB)** can be used to verify that the correct Test Ticket is given to a student. **Note:** If a student Test Ticket does not work, please contact the Building Coordinator.
- Verify a Welcome screen with the student name opens.
- Look at the Welcome screen and make sure that the following appears:
 - Correct student name on the top
 - Test Name
 - Test Session
- If the information about the student is correct, select the blue **Continue** button on your screen.
- Select the words **"ELA Kindergarten—Part 1"** or **"ELA Kindergarten—Part 2"**.



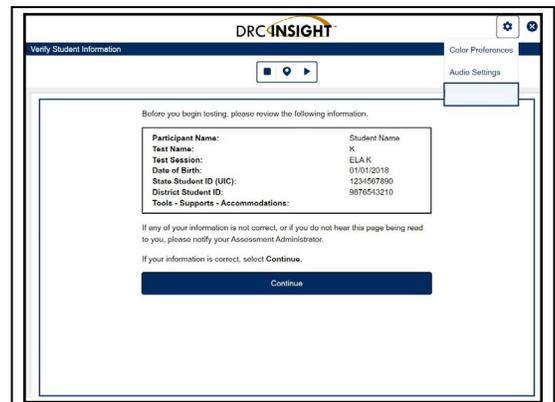
Test Sign In Screen



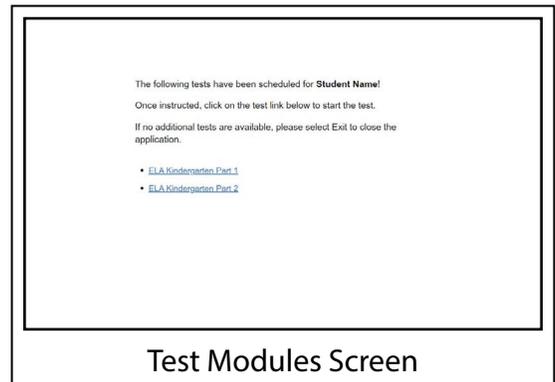
Sample Welcome Screen

SELECTING OPTIONS

- Selecting the **Options** button will allow access to any testing options that are available on the student's test. The options are:
 - **Color Preferences**- Color Preferences (CP) are available to make the item easier to read. Choose a color and that color will appear behind text and graphics in the test. Color Preferences can be turned off or changed at any time during the test.
 - **Audio Settings**- Audio Settings allow the **volume** of the audio to be adjusted. Select the slider bar to adjust the volume.



Sample Welcome Screen—Options



Test Modules Screen

TAKE THE TEST

After brief instructions are read by the teacher/proctor, the students take the test.

TEST DIRECTIONS

SAY: I will now read the Test Directions. Try to follow the words on the screen as I read them aloud. When I tell you, select the Next button to move to the next page to follow along. The Next button is a dark blue rectangle with a white arrow in it, near the bottom of the screen. Remember to wait for me to tell you when to select the Next button to follow along.

Are there any questions?

Check monitors to confirm that all students are on the page as shown below.

Answer all questions. When all students are ready,

SAY: Navigation is how you move through the test.

Navigation

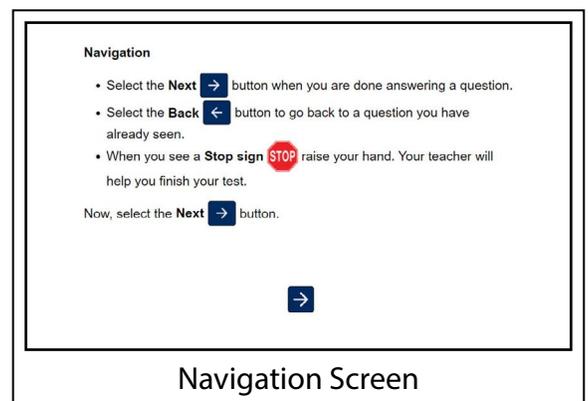
Select the Next button when you are done answering a question.

Select the Back button to go back to a question you have already seen.

When you see a Stop sign raise your hand. Your teacher will help you finish your test.

Are there any questions about the Navigation?

Answer all questions.



When all students are ready,

SAY: Now, select the Next button.

Check monitors to confirm that all students are on the correct page as each page is described.

When all students are ready,

SAY: Reading Passages

First, you will read a story. Next, you will answer some questions about the story.

It is important to read all of the story pages before you answer the questions. The stories have more than 1 page.

- Select the green Turn page arrow to read the next page of the story.
- Select the yellow Go back arrow to go back to an earlier page.

Are there any questions about Reading Passages?

Answer all questions. When all students are ready,

SAY: Now, select the Next button. I will now read the Audio section. Audio means sound.

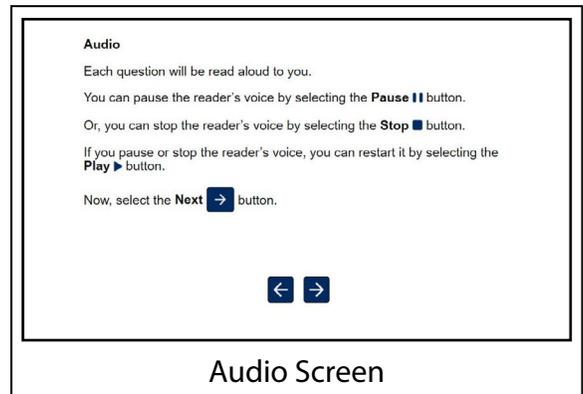
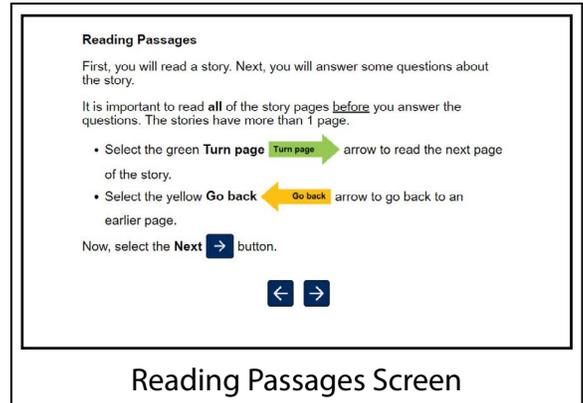
Audio

Each question will be read aloud to you. You can pause the reader's voice by selecting the Pause button.

Or, you can stop the reader's voice by selecting the Stop button. If you pause or stop the reader's voice, you can restart it by selecting the Play button.

Are there any questions about the Audio?

Answer all questions.



When all students are ready,

SAY: Now, select the Next button. Now you are ready to start the test!

- Take your time.
- Raise your hand if you need a break.
- You will see a Stop sign when you have finished the test.
- Please raise your hand if you have any questions.

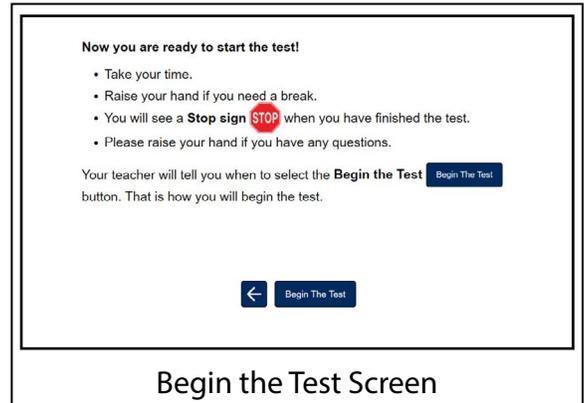
Your teacher will tell you when to select the Begin the Test button. That is how you will begin the test.

Remember: For each question, be sure to select an answer choice or choices. Continue working until you complete all of the questions. When you reach the Stop sign at the end of the test, raise your hand, and I will come around to help you.

Are there any questions?

Answer all questions. When all students are ready,

SAY: Now that we are ready to start the questions, please put your headphones on. Once you have your headphones on, please select the Begin the Test button at the bottom of the screen. You may begin.



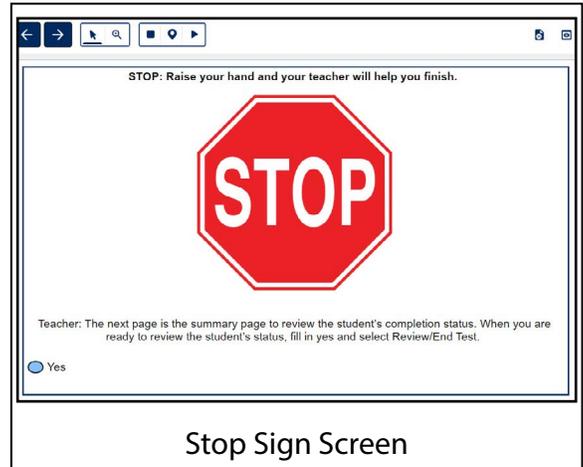
COMPLETE THE TEST

The teacher/proctor reviews all questions to ensure that the student has completed the test. Then, the test is submitted.

REVIEWING AND ENDING THE TEST

Review the student's test to make sure all questions are complete, and submit the test.

- When a student completes a part of the assessment and reaches the Stop Sign screen, select **Yes**.
- Select the **Review or End Test** button and follow the on-screen directions to ensure that the student has answered all the questions. **Note:** If **Yes** is not selected, it will show as a question not answered on the Review Page.
- For each student, check the Review Page to see whether all questions have been answered. If there is a test question the student did not answer, return to the test question (by clicking on the test question line) before you help the student end the assessment.
- To return directly to the Review Page after completing any unanswered questions, select the **Review or End Test**. When you have confirmed that all questions have been answered, select the **End Test** button.



Stop Sign Screen

SUBMITTING THE TEST

This screenshot shows a review page where the student has 1 unanswered question. At the top, it says "You have 1 unanswered questions. Please be sure you have answered all of the questions. Click on the question line to move to that question." Below this is a table with columns for Question, Unanswered, Flagged, and Passage. The "Unanswered" column for "Question #11" has a red circle with the number 1. At the bottom, there are two buttons: "Return to Questions" and "End Test".

Review Page with Unanswered Questions

This screenshot shows a review page where all questions have been answered. At the top, it says "You have answered all questions. Click on the question line to move to that question." Below this is a table with columns for Question, Unanswered, Flagged, and Passage. The table shows "Showing 0 questions of 24". At the bottom, there are two buttons: "Return to Questions" and "End Test".

Review Page with All Questions Answered

- If the student has not answered all the questions, you will see this message:

This is a confirmation message with a red octagonal "STOP" sign. The text reads: "Are you done with your test?" Below this, it says "You have 1 unanswered questions. Be sure you have answered all of the questions. To continue testing, select Return to Review." There is a "Return to Review" button. At the bottom, it says "To turn in your test, select Submit." with a "Submit" button.

- If the student has answered all the questions, you will see this message:

This is a confirmation message with a red octagonal "STOP" sign. The text reads: "Are you done with your test?" Below this, it says "You have answered all questions. To check or change your answers, select Return to Review." There is a "Return to Review" button. At the bottom, it says "To turn in your test, select Submit." with a "Submit" button.

- Select the **Submit** button when all questions have been answered. Once the **Submit** button has been selected, the student cannot go back into the test to review or answer test questions.
- You will see the following confirmation message.

This is a final confirmation message with a red octagonal "STOP" sign. The text reads: "Are you done with your test?" Below this, it says "You have completed this section of your test. You will now be logged out of the application and taken back to the sign in page." There is an "OK" button. At the bottom, it says "To turn in your test, select Submit." with a "Submit" button.

MATHEMATICS

OVERVIEW

The chart provides an overview of how to administer the assessment.

Test Preparation	Take the Test	Complete the Test
Tasks are completed by the teacher/proctor to help prepare the students for testing.	After brief instructions are read by the teacher/proctor, the students take the test.	The teacher/proctor reviews all questions to ensure that the student has completed the test. Then, the test is submitted.
Room Setup	Test Directions	Reviewing and Ending the Test
Sign In		Submitting the Test
Select the Options		

TEST PREPARATION

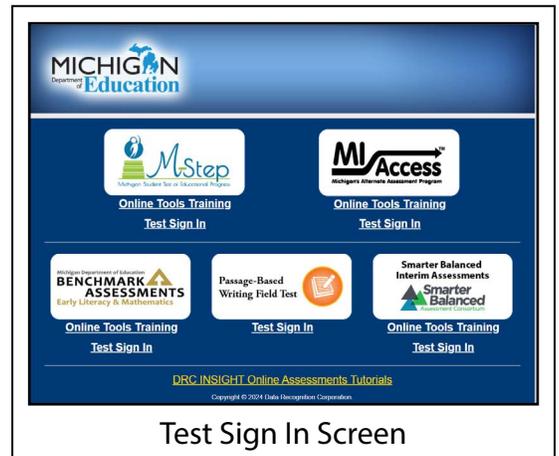
Tasks are completed by the teacher/proctor to help prepare the students for testing.

ROOM SETUP

- Each student will be sitting at a separate computer.
- Students are not permitted to access any electronic devices (e.g., smartphones, smart watches, cell phones, book readers, electronic tablets, pagers, cameras, non-approved calculators, music players, voice recorders, etc.).
- Students in kindergarten will need a set of headphones.

SIGN IN

- Have the **Student Roster** and **Test Tickets** from DRC INSIGHT Portal.
- Select the DRC INSIGHT Online Assessments icon on the desktop.
- Under the picture that shows the words **BENCHMARK ASSESSMENTS** and an up arrow inside a triangle, select the **Test Sign In** link.
- Type in the **Username** and **Password** from the Test Tickets. Usernames and Passwords are unique to each student and to each grade/content test. The Usernames and Passwords are NOT case sensitive. A student's **Date of Birth (DOB)** can be used to verify that the correct Test Ticket is given to a student. **Note:** If a student Test Ticket does not work, please contact the Building Coordinator.
- Verify a Welcome screen with the student name opens.
- Look at the Welcome screen and make sure that the following appears:
 - Correct student name on the top
 - Test Name
 - Test Session
- If the information about the student is correct, select the blue **Continue** button on your screen.
- Select the words **"Math Kindergarten—Part 1"** or **"Math Kindergarten—Part 2"**.



Test Sign In Screen



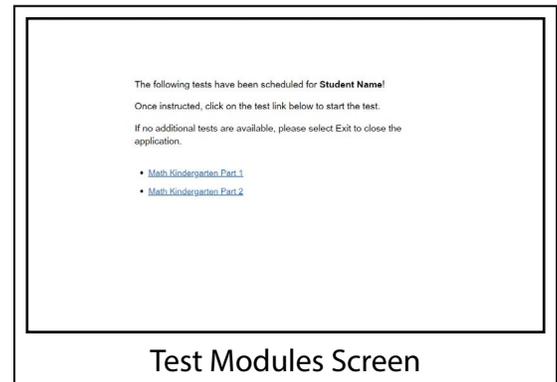
Sample Welcome Screen

SELECTING OPTIONS

- Selecting the **Options** button will allow access to any testing options that are available on the student's test. The options are:
 - **Color Preferences**- Color Preferences (CP) are available to make the item easier to read. Choose a color and that color will appear behind text and graphics in the test. Color Preferences can be turned off or changed at any time during the test.
 - **Audio Settings**- Audio Settings allow the **volume** of the audio to be adjusted. Select the slider bar to adjust the volume.



Sample Welcome Screen—Options



Test Modules Screen

TAKE THE TEST

After brief instructions are read by the teacher/proctor, the students take the test.

TEST DIRECTIONS

SAY: I will now read the Test Directions. Try to follow the words on the screen as I read them aloud. When I tell you, select the Next button to move to the next page to follow along. The Next button is a dark blue rectangle with a white arrow in it, near the bottom of the screen. Remember to wait for me to tell you when to select the Next button to follow along.

Are there any questions?

Check monitors to confirm that all students are on the page.

Answer all questions. When all students are ready,

SAY: Navigation is how you move through the test.

Navigation

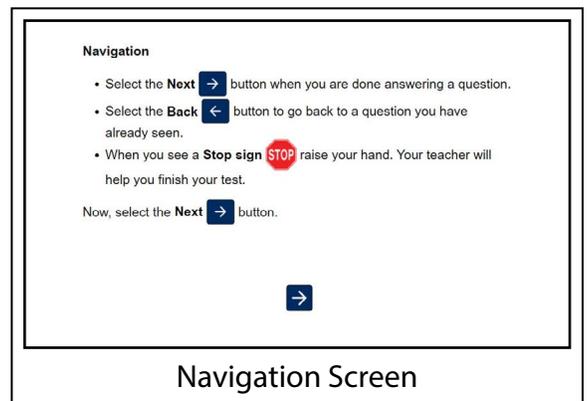
Select the Next button when you are done answering a question.

Select the Back button to go back to a question you have already seen.

When you see a Stop sign raise your hand. Your teacher will help you finish your test.

Are there any questions about the Navigation?

Answer all questions.



Navigation Screen

When all students are ready,

SAY: Now, select the Next button.

Check monitors to confirm that all students are on the correct page as each page is described.

When all students are ready,

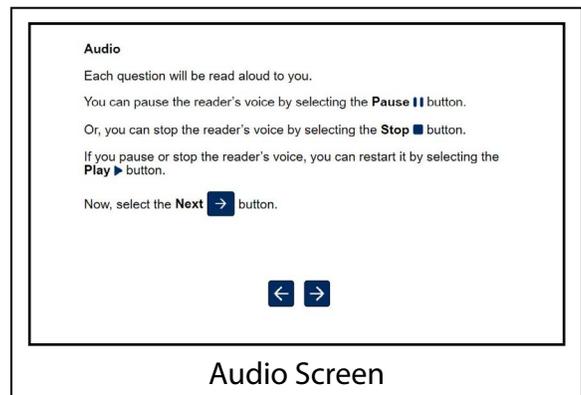
SAY: I will now read the Audio section. Audio means sound.

Audio

Each question will be read aloud to you. You can pause the reader's voice by selecting the Pause button.

Or, you can stop the reader's voice by selecting the Stop button. If you pause or stop the reader's voice, you can restart it by selecting the Play button.

Are there any questions about the Audio?



Answer all questions. When all students are ready,

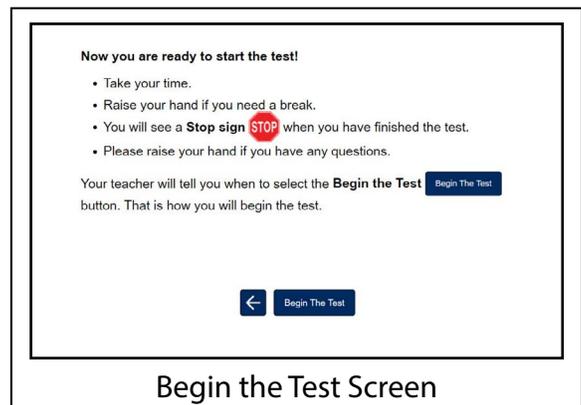
SAY: Now, select the Next button. Now you are ready to start the test!

- Take your time.
- Raise your hand if you need a break.
- You will see a Stop sign when you have finished the test.
- Please raise your hand if you have any questions.

Your teacher will tell you when to select the Begin the Test button. That is how you will begin the test.

Remember: For each question, be sure to select an answer choice or choices. Continue working until you complete all of the questions. When you reach the Stop sign at the end of the test, raise your hand, and I will come around to help you.

Are there any questions?



Answer all questions.

When all students are ready,

SAY: Now that we are ready to start the questions, please put your headphones on. Once you have your headphones on, please select the **Begin the Test** button at the bottom of the screen. You may begin.

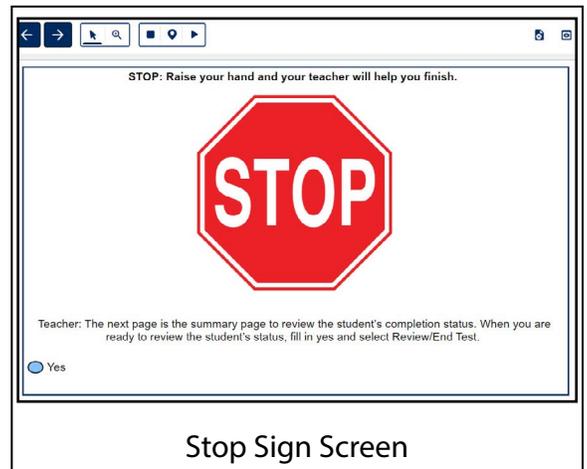
COMPLETE THE TEST

The teacher/proctor reviews all questions to ensure that the student has completed the test. Then, the test is submitted.

REVIEWING AND ENDING THE TEST

Review the student's test to make sure all questions are complete, and submit the test.

- When a student completes a part of the assessment and reaches the Stop Sign screen, select **Yes**.
- Select the **Review or End Test** button and follow the on-screen directions to ensure that the student has answered all the questions. **Note:** If **Yes** is not selected, it will show as a question not answered on the Review Page.
- For each student, check the Review Page to see whether all questions have been answered. If there is a test question the student did not answer, return to the test question (by clicking on the test question line) before you help the student end the assessment.
- To return directly to the Review Page after completing any unanswered questions, select the **Review or End Test**. When you have confirmed that all questions have been answered, select the **End Test** button.



Stop Sign Screen

SUBMITTING THE TEST

This screenshot shows the review page interface when a student has unanswered questions. At the top, it states "You have 1 unanswered questions." and "Please be sure you have answered all of the questions. Click on the question line to move to that question." A table filter is set to "flagged, unanswered...". Below is a table with columns for "Question", "Unanswered", "Flagged", and "Passage". The "Unanswered" column for "Question #11" contains a red circle with the number 1. At the bottom, instructions read: "Once you have finished taking the test, click the **End Test** button to end your test. To continue testing, click the **Return to Questions** button." Two buttons are visible: "Return to Questions" and "End Test".

Review Page with Unanswered Questions

This screenshot shows the review page interface when all questions have been answered. At the top, it states "You have answered all questions. Click on the question line to move to that question." The table filter is set to "flagged, unanswered...". Below is a table with columns for "Question", "Unanswered", "Flagged", and "Passage". The table content shows "Showing 0 questions of 16". At the bottom, instructions read: "Once you have finished taking the test, click the **End Test** button to end your test. To continue testing, click the **Return to Questions** button." Two buttons are visible: "Return to Questions" and "End Test".

Review Page with All Questions Answered

- If the student has not answered all the questions, you will see this message:

This confirmation message features a red octagonal "STOP" sign and the text "Are you done with your test?". Below, it states "You have 1 unanswered questions. Be sure you have answered all of the questions. To continue testing, select **Return to Review**." A "Return to Review" button is present. At the bottom, it says "To turn in your test, select **Submit**." with a "Submit" button.

- If the student has answered all the questions, you will see this message:

This confirmation message features a red octagonal "STOP" sign and the text "Are you done with your test?". Below, it states "You have answered all questions. To check or change your answers, select **Return to Review**." A "Return to Review" button is present. At the bottom, it says "To turn in your test, select **Submit**." with a "Submit" button.

- Select the **Submit** button when all questions have been answered. Once the **Submit** button has been selected, the student cannot go back into the test to review or answer test questions.
- You will see the following confirmation message.

This final confirmation message features a red octagonal "STOP" sign and the text "Are you done with your test?". A central box contains the text: "You have completed this section of your test. You will now be logged out of the application and taken back to the sign in page." Below this box is an "OK" button. At the bottom, it says "To turn in your test, select **Submit**." with a "Submit" button.