Idaho Alternate Assessment (IDAA)
Test Administration Script for Paper Test Forms Quick Guide

2023–2024

Published February 7, 2024

Cambium Assessment

IDAA Test Administration Script for Paper Test Forms

Please remember that the script must be followed exactly and used each time a test is administered.

***PLEASE NOTE: Some of the screenshots in this guide are taken from the practice and training sites and may not depict exactly what the user will encounter during the live test administration. The screenshots will accurately illustrate the process, and the practice and training sites mirror the live testing site. These screenshots will be indicated by an asterisk in their titles.

Because of the nature of the IDAA and the complex needs of qualifying students, the IDAA must be administered individually to each student. This means that the Teacher (TE) sits with the student, facilitates the activation of the Human Voice Recordings (HVRs), supports and encourages student engagement and participation, and, in some cases, serves as a scribe to click a student's answer choice. **At no time should the TE leave a student unattended during administration of the IDAA.**

To ensure that all students are tested under the same conditions, the TE should strictly adhere to the script for administering the test. Depending on the computer skills of the student taking the IDAA, the TE or student will enter log-in information, play the HVRs, click student answer choices, and navigate through the test. When asked, the TE should answer questions raised by students, but should never help students choose the correct response.

All directions a TE needs to read to students are indicated by the word "SAY" and are highlighted in blue boxes so they stand out from the regular text. They should be read exactly as they are written, using a natural tone and manner. The TE may reread any directions and paraphrase if a student does not seem to understand the directions. If the TE makes a mistake in reading a direction, the TE should stop and say, "I made a mistake. Listen again." Then the direction should be reread.

The TE should try to maintain a natural classroom atmosphere during the test administration. Before each test begins, the TE should encourage students to do their best. TEs are responsible for individually administering the IDAA to qualifying students.

Note: The TE may log into the secure browser using the student's credentials if the student needs assistance. The TE should use a computer with good speakers so the student can hear the HVRs without having to see the screen. Printed response option cards may be used to supplement the administration of the paper test forms.

Note: Before testing, be sure to log into TIDE and verify the student's settings. The "IDAA Fixed Form" field should be selected. If it is not, please log out and work with your SC to ensure this field is selected.

Note: When administering the IDAA using the read aloud by familiar adult accommodation, the TE will first play all HVRs, then read text and describe images, tables, etc. as modeled by the HVR.

Prepare Paper Test Materials

The IDAA Paper Tests Forms include a Test Booklet and Stimulus Booklet. The Test Booklet includes the test items and response options. The Stimulus Booklet includes reading passages and test stimuli that accompany some test items and appear on the left side of the screen in the secure test browser. The Stimulus Booklet is not required for all test items. The page headers in the Stimulus Booklet indicate the test items they accompany. Gather printed response option cards, if the student will also use them to indicate answer choices when taking the paper test form.

Figure 1: Stimulus Booklet Item Indicator

Starting a Test Session

The TE should follow the steps outlined in this section to administer a test session.

The TE must create a test session before students can log in to the Student Testing System **(but no more than 20 minutes prior or the system will time out).** When a TE creates a test session, a unique session ID is randomly generated. This session ID must be provided to the students before they log in and should be written down. TEs should follow these steps to create a session:

Step 1: The TE logs in to the Test Administration (TA) Interface

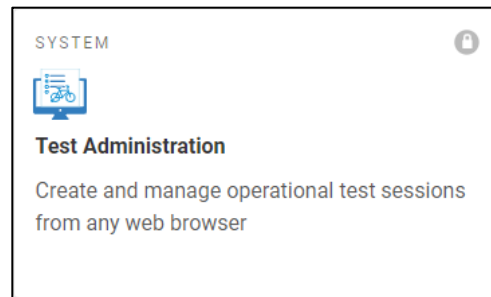a. Select the **Test Administration** card.

Figure 2. Test Administration Portal Card

b. On the *Login* page, the TE enters his or her email address and password associated with his or her TIDE account in the respective fields. Then, the TE clicks **Secure Login**. The TA Interface appears.

Figure 3. Test Administrator Login

Step 2: The TE begins the test session.

When a TE logs in to the TA Interface, the *Start a New Session Now* button appears. After clicking the button, the TE selects the assessments they are administering, and clicks on the **Start Operational Session** button to begin the test session and generate the session ID that students use to join that test session.
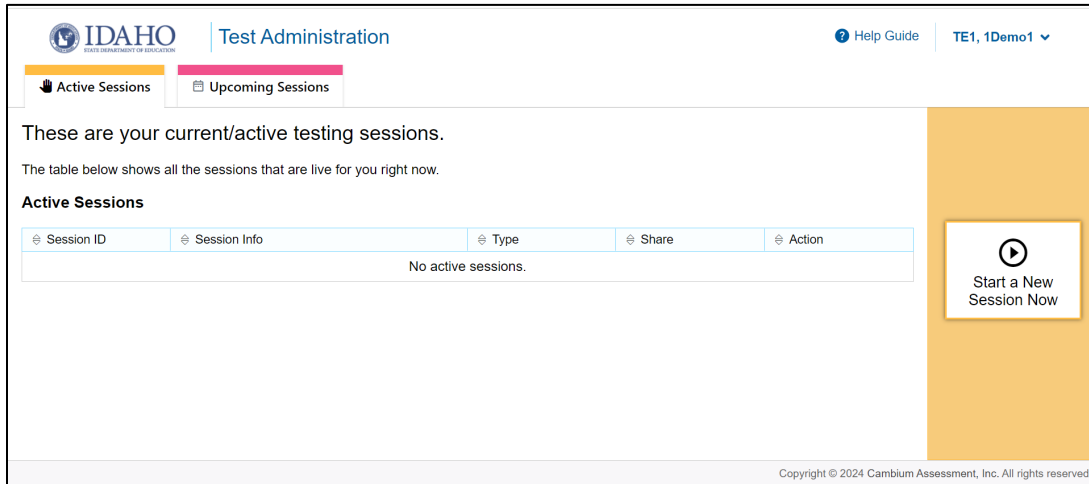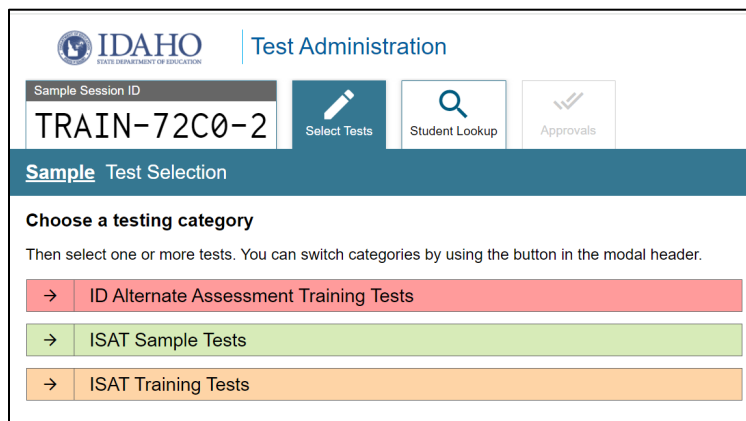

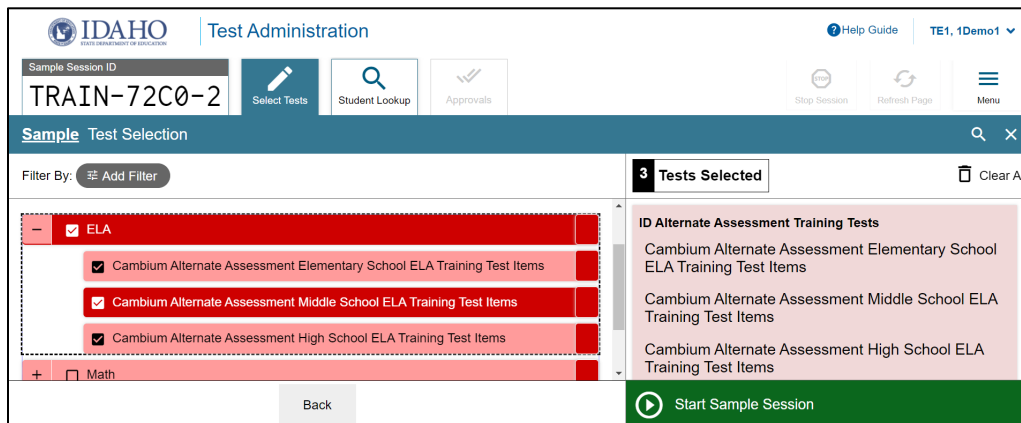Figure 4. Start a New Session

Figure 5. Choose a Testing Category*

Figure 6. Select Assessments, Start Session, and Session ID*

Step 3: The TE logs into the secure test browser

> **SAY** Today, you will take the [NAME OF TEST (i.e., grade 5 ELA)] test. First, let's go over some test rules.
>
> I will play the human voice recordings on the computer for each question. You will follow along in your test booklet. [Show the student the stimulus and test booklets.] If you are not sure about an answer, choose the best answer. If you want to see the question again, I will help you mark it to review later. You may go back and change the answer before you finish the test.
>
> Let me know if you need a break. We can PAUSE your test and you can finish it later.

The TE will launch the secure test browser using the student's credentials on a **computer with good speakers so the student can hear the HVRs without viewing the computer screen**.

Enter the student's first name, EDUID, and the test session ID, then click "sign-in." The system-generated session ID appears in the *Operational Session ID* box at the top of the TA interface screen. **The TE should write down the session ID for his or her own records, in case he or she gets involuntarily logged out of the system.** The TE will be logged out of the session if there is no activity for 20 minutes by the TE or a student. Having the session ID will allow the TE to help the student resume the session.

Figure 7. Student Secure Browser Login

> **SAY:** Please be patient with me as I get the computer ready.

Once you have successfully logged in the student, you will see a screen with the student's first name and other information about the student. If all the information on the screen is correct, select YES to continue. If any of the information is incorrect, try logging in using the student credentials or check with your School Coordinator (SC).

Step 4: The TE chooses the student's test

The TE chooses the appropriate IDAA Fixed Form Test. Notice the moving bar and message saying that you are waiting for approval. The TE will approve the request to start the test.
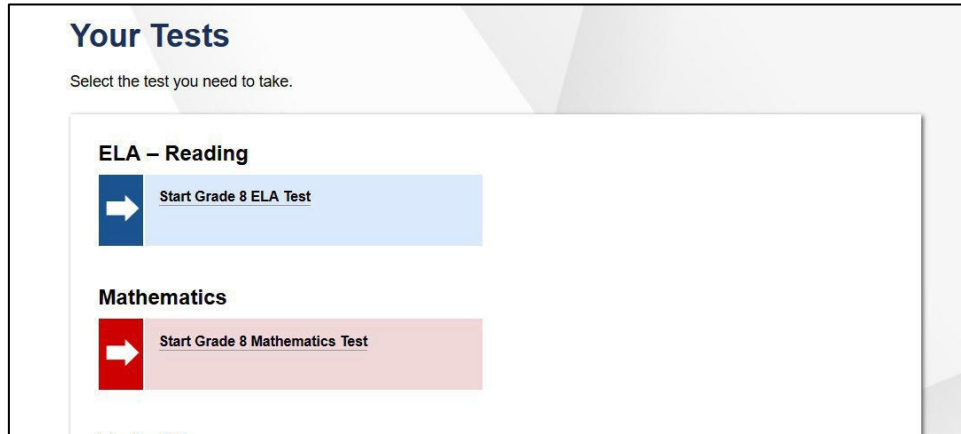

Figure 8. Choose the Student's Test*

After choosing the correct test, notice the moving bar and message saying that you are waiting for approval. The TE will approve the request to start the test.

If the fixed form tests do not appear, do not proceed with the test. Quit the secure test browser and contact the SC to ensure that the IDAA Fixed Form flag is checked in TIDE.

Step 5: The TE views and approves students who are waiting for test session approval

The TE verifies that the appropriate test was selected. **It is very important that the TE pays close attention to the test name prior to approving to be sure it is the correct test to be administered at that time.** To do this, the following steps should be performed:

- Select the [**Approvals (#)**] button.

- A new window opens that shows a list of students, organized by test name. The TE should review the list to ensure that the student is taking the correct test (grade level), the correct content area (mathematics and the IDAA Fixed form).

- The TE should also review the test settings assigned to the student to ensure that they are correct.

  o **If a student's settings are incorrect, do not approve that student to begin testing.** The TE will need to work directly with a SC to correct the test settings in TIDE before approving the student to begin testing. *(Reminder: It may take up to 24 hours for changes to appear in the TDS.)* **Ensuring the test settings are correct before the student begins testing is critical to avoiding the need for a test reset that may result in additional testing for the student later.**

- When the correct test is selected and test settings are verified, the TE clicks [**Approve**] or [**Approve All Students**].
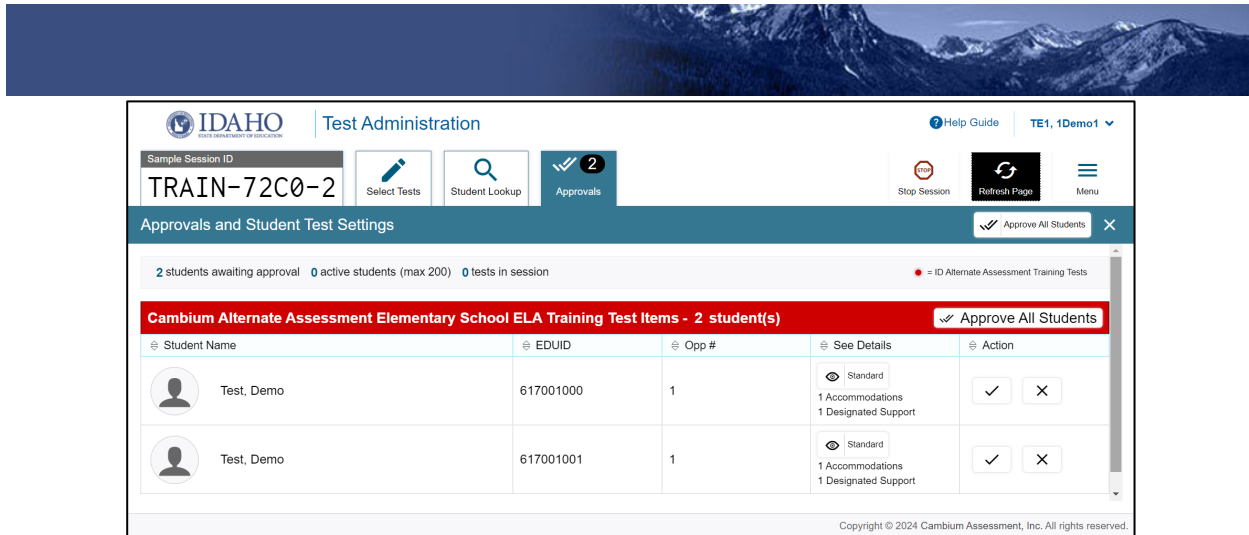
Figure 9. Approve Students to Enter Test Session*

SAY: Now, we must check to make sure we can hear your test . TE clicks the play button to start the audio playback check.] Did you hear the music? [student indicates "yes" using individual mode of communication.] I heard it, too. [TE can click "I could play the video and sound."]

If the TE and/or student did not hear and see the video, check the volume controls. This may require quitting the secure test browser to increase the volume. This may also require working with technology staff to rectify any issues.
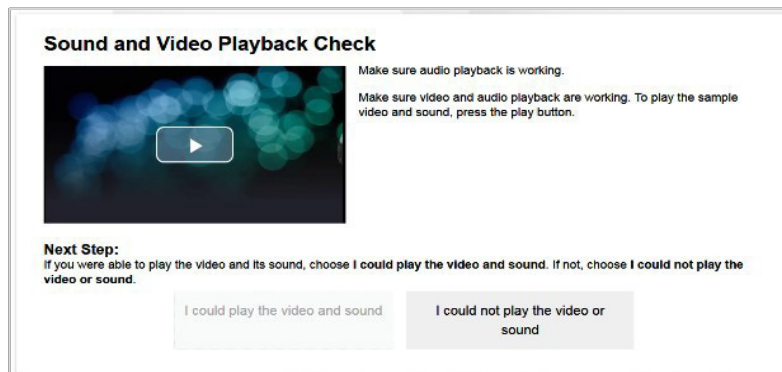

Figure 10. Sound and Video Playback Check

Step 6: The TE begins the student's test

There is no need to review the Instructions and Help screen to check the student's test settings for students taking paper test forms. The TE will serve as a scribe for the student.

SAY: Remember, you are taking your [NAME OF TEST (i.e., grade 5 ELA)] test today. I will play all the human voice recordings before you choose an answer. You must answer every question. If you are not sure about an answer, choose the best answer. If you want to come back to a question again, I will help you mark it to review later. You may go back and change the answer before you finish the test.

Let me know if you need a break.

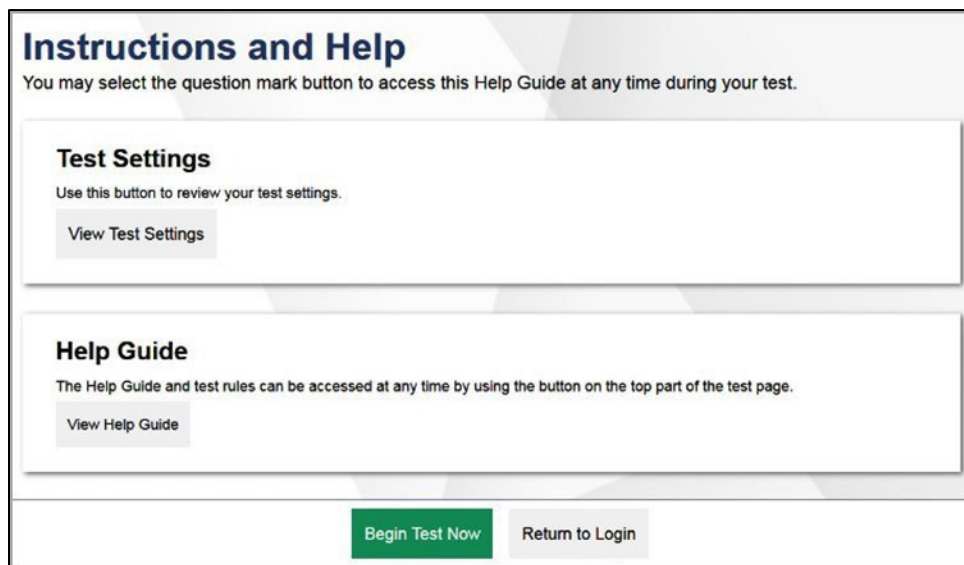[TE clicks the BEGIN TEST NOW bottom to start the test.]

Figure 11. Begin Test

Administering the Test

Once a student's test is started in the secure test browser, the TE will position the student so they can hear the HVRs without viewing the computer screen and the TE has plenty of room to present the printed test and stimulus booklets. If also using printed response option cards, the TE should allow room for those materials, as well.

Listed below are important reminders for individualized IDAA test administration:

- The TE activates all human voice recordings (HVRs) for the student by clicking the ear icon.

- The HVRs may be replayed up to three times as needed for the student to access test content. If a student needs HVRs replayed more than three times, then pause the test and resume at a later time and/or day.

- The TE closely monitors the student's behavior during the test to facilitate breaks, as needed or requested by the student.

- The TE will serve as a scribe by clicking answer choices for the student in the secure test browser.

If the TE witnesses or suspects the possibility of a test security incident, the SC and/or DC should be contacted immediately in accordance with the security guidance provided in the Assessment Integrity Guide.

Outlined below are the steps for individually administering the three different item types included on the IDAA in ELA/Literacy, Mathematics, and Science: items with reading passages, items with stimuli, and stand-alone items.

Administering Items with Reading Passages

The TE will present the student with both the stimulus and test booklets when administering items with reading passages.
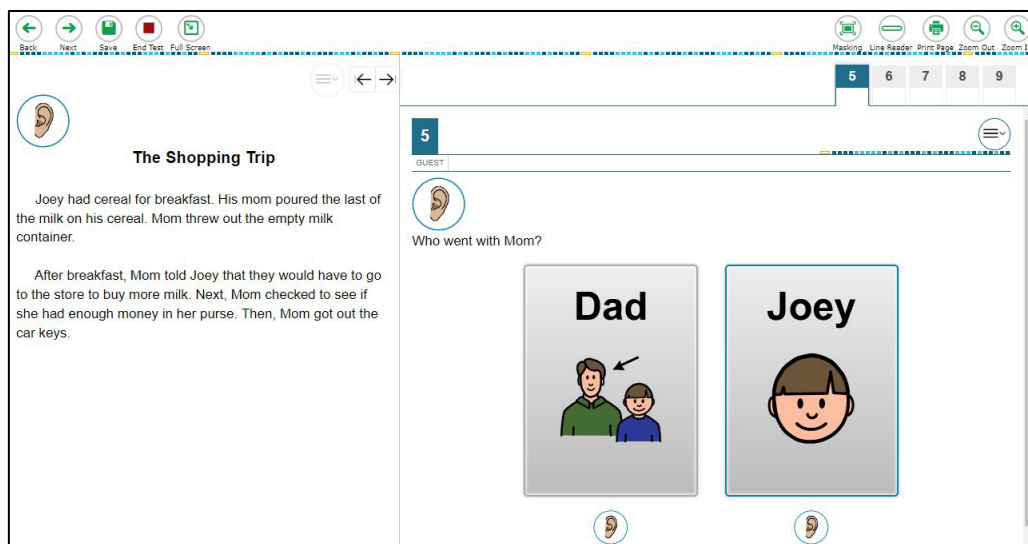

Figure 12. IDAA Item with a Reading Passage

Step 1: Activate the HVR for the reading passage

SAY: Look here [TE points to reading passage in stimulus booklet} and listen while I play the reading passage.

The TE clicks the ear icon to activate the HVR.

Figure 13. Ear Icon

Step 2: Activate the HVR for the test item

SAY: Look here [TE points to item in test booklet} and listen while I play the question.

The TE clicks the ear icon to activate the HVR.

9

Step 3: Activate the HVR for the answer options

The TE will point to each answer option in the test booklet as the HVR plays. If also using printed response option cards, present each card to the student to correspond with the playing of each HVR.

SAY: Look here [TE points to each answer option in the test booklet] and listen while I play each answer.

If using printed response option cards: Look at the cards [TE presents each printed response option card] and listen while I play each answer.

Step 4: Student chooses an answer

SAY: Choose your answer.

Student indicates their answer choice using their preferred mode of communication (speaking, pointing, communication device, eye gaze, etc.) and TE acts as a scribe to click the answer option for the student.

Step 5: Go on to the next test item

The TE clicks the "next" button to go to the next item.

SAY: You are ready for the next question. [TE clicks the "next" button.]

Figure 14 Next Button

Administering Items with a Stimulus

The TE will present the student with both the stimulus and test booklets when administering items with reading passages.
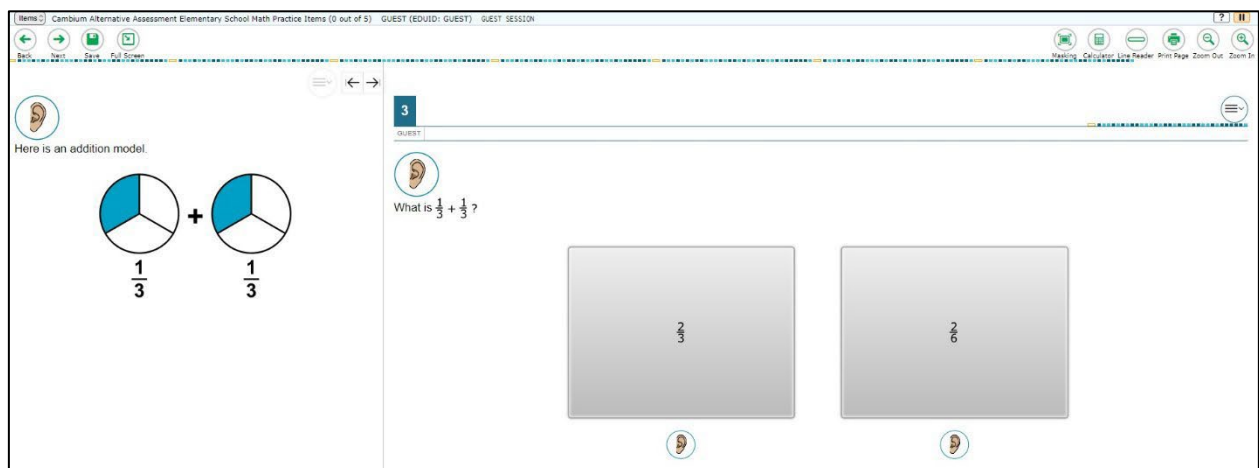

Figure 15. Online IDAA Item with a Stimulus

Step 1: Activate the HVR for the stimulus

SAY: Look here [TE points to stimulus in stimulus booklet} and listen while I play the reading passage.

Step 2: Activate the HVR for the test item

SAY: Look here [TE points to item in test booklet} and listen while I play the question.

Step 3: Activate the HVR for the answer options

The TE will point to each answer option in the test booklet as the HVR plays. If also using printed response option cards, present each card to the student to correspond with the playing of each HVR.

SAY: Look here [TE points to each answer option in the test booklet] and listen while I play each answer.

If using printed response option cards: Look at the cards [TE presents each printed response option card] and listen while I play each answer.

Step 4: Student chooses an answer

SAY: Choose your answer.

Student indicates their answer choice using their preferred mode of communication (speaking, pointing, communication device, eye gaze, etc.) and TE acts as a scribe to click the answer option for the student.

Step 5: Go on to the next test item

The TE clicks the "next" button to go to the next item.

SAY: You are ready for the next question. [TE clicks the "next" button.]

Administering Stand-Alone Items

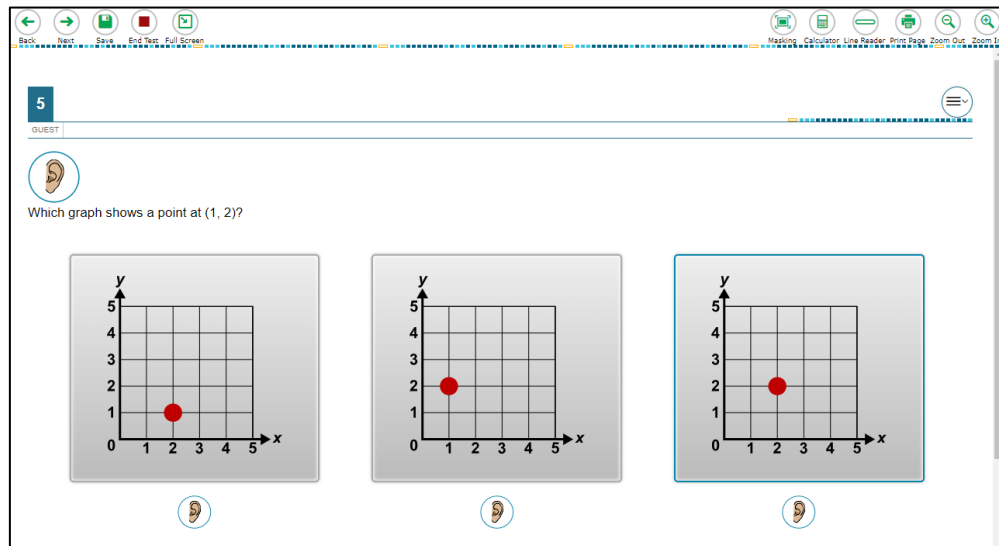The TE will present the student with the test booklet for stand-alone items.

Figure 16. IDAA Stand-Alone Item

Step 1: Activate the HVR for the test item

SAY: Look here [TE points to item in test booklet} and listen while I play the question.

Step 2: Activate the HVR for the answer options

The TE will point to each answer option in the test booklet as the HVR plays. If also using printed response option cards, present each card to the student to correspond with the playing of each HVR.

SAY: Look here [TE points to each answer option in the test booklet] and listen while I play each answer.

If using printed response option cards: Look at the cards [TE presents each printed response option card] and listen while I play each answer.

Step 3: Student chooses an answer

SAY: Choose your answer.

Student indicates their answer choice using their preferred mode of communication (speaking, pointing, communication device, eye gaze, etc.) and TE acts as a scribe to click the answer option for the student.

Step 4: Go on to the next test item

The TE clicks the "next" button to go to the next item.

> **SAY:**   You are ready for the next question. [TE clicks the "next" button.]

Scripts for Additional Situations

Prompt After No Response

If a student is non-responsive to a test item, repeat the item again, starting with the script below. Repeat the item up to three times. If the student remains unresponsive, pause the test and resume the test at another time and/or day. If the student remains unresponsive to any or all of the first four test items because of significant communication deficits, refer to the *Early Stopping Rule Quick Guide*.

> **SAY:**   Let's try that one again. Listen. Look at the screen. [Then, follow the steps specific to the item type.

Prompts to Support Student Engagement

The TE may provide encouragement to support student engagement and focus. TEs should use phrases that do not indicate either the correct or incorrect response. Examples of acceptable encouraging phrases are outlined in the script below.

> **SAY any of the following as appropriate:**
>
> - I like the way you are listening and following directions.
> - Do your best.
> - Only one more to go!
> - Just five minutes until a break!
> - Keep working!
> - Look at the booklet. (The TE may point to or tap the test booklet or stimulus booklet to draw the student's attention to the test item. However, the TE should be careful not to inadvertently point to or suggest the correct answer in anyway.)

Prompt for Handheld Calculator

Students may user a familiar handheld calculator on all IDAA mathematics and science test items. Use of the embedded calculator is not appropriate for the paper test administration.

> **SAY:**   Do you want to use your calculator? [or] Here is your calculator.

Prompt for a Break

Students may indicate the need for a break by specifically asking for one or by their behavior. It is up to the TE's discretion to allow a student to take a break from the IDAA. Remember, students taking the IDAA will likely take multiple breaks as necessary to address their individual needs. When students resume the IDAA, they are not restricted from returning to items they previously answered.

> **SAY:**   It looks like you need a break. Let's pause your test and come back to it [later today, after lunch, after a walk, etc., as appropriate].

Prompt for Testing Over Multiple Days

> **SAY:**   We are going to stop your testing for today and finish on [whatever day you plan to resume testing].

IMPORTANT:

- If the TE is using the TA Interface and navigates to TIDE, the session will stop, and all students in the session will be logged out. The session cannot be resumed. A new session will have to be created, and the students will have to log in to the new session to resume testing. When starting a new session, give the new session ID to the students so they can log in and resume testing.

- If the TA Interface is accidentally closed while students are still testing, the session will remain open until it times out after 20 minutes. The TE can open the browser and navigate back to the TA Interface. The TE will be prompted to enter the active session ID.

- As a security measure, TEs are automatically logged out of the TA Interface after 20 minutes of inactivity and student inactivity in the test session, which will result in closing the test session. If this occurs, the TE will have to create a new session and the students will have to log in to the new session to resume testing.

Submitting a Test

Once all test items have been answered, the TE will submit the student's test in the secure test browser. The TE should prompt or assist the student to return to any items in the test booklet marked for review.

After reviewing all items marked for review the TE may prompt or assist the student to click the "Next" button for the student on the final question of the IDAA. Refer to Figure 13. Next Button, above.

SAY: You have finished taking your test. Now I will submit your test.

Congratulations, you reached the end of the test!

If you need to review your answers, select the question number you wish to review. A flag icon appears for any questions that you marked for review.

🚩 = You have marked questions. Review these questions before submitting your test.

1 2 3 4 🚩 5
6 7

Next Step:

When you are done reviewing your answers, select **Submit Test**. You cannot change your answers after you submit the test.
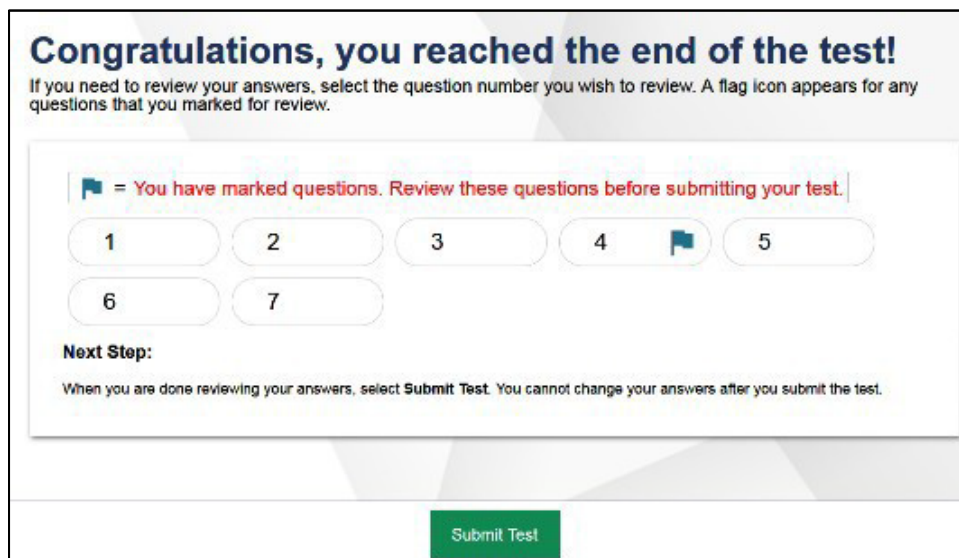
Submit Test

Figure 17. Submit Test Window*

Ending a Test Session

The TE ends the test session and logs out of the TA Interface.

After the TE has paused the test to take a break, stopped testing for the day, or submitted the test, the TEs should click [**Stop Session**] to end the test session and pause any student test in the session that is still in progress. When finished, the TE can log out of the TA Interface by clicking the [**Logout**] button at the top right. The TE should also collect any scratch paper or other secure test materials.

Figure 18. Log Out of Test Session Window

Testing Over Multiple Sessions or Days

When testing is continued on another day, the TE will need to start a new test session and prepare the student to resume their test. When students resume the IDAA, they are not restricted from returning to items they previously answered.

SAY:	It is time to finish your [NAME OF TEST (i.e., grade 5 ELA)]. I will help find the correct page in your test booklet.

The student's test will resume starting with the first unanswered item from the previous test session.

SAY:	We will start where you left off. [Resume administering test items.]