

Utah Core
Criterion-Referenced Test

**Test Administration
Manual**

Computer Administration

Elementary Mathematics

Grade 3

Grade 4

Grade 5

Grade 6

2013



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TABLE OF CONTENTS

Elementary Mathematics Overview Information 4
2013 Test Overview..... 5
2013 Test Scheduling Guide 5
Test Administration: Session One 6
Test Administration: Session Two10

ELEMENTARY MATHEMATICS OVERVIEW INFORMATION

This manual provides detailed directions for administering the 2013 Computer-Based Elementary Mathematics Core Criterion-Referenced Test (CRT). It is intended to supplement the *Test Administration Manual Policies and Procedures* materials posted at <http://utah.measuredprogress.org> after logging in. This is not intended to be a training guide for using the CBT system.

The test is composed of a set of multiple-choice questions which require students to select the best answer from four options. The questions are designed to measure content area objectives.

The purpose of this test is to measure grade-level mathematics skills. The data gathered may be used to evaluate and make program decisions about individual students, students within a grade level as a group, and an individual school's mathematics program. The information may then be used in determining priorities for program and instructional emphasis and refinement.

Note: All 2013 Elementary Math CRTs are 100% computer-based administration. No answer documents are produced for these tests.

2013 TEST OVERVIEW

General Materials Needed: Student Login Tickets, pencil, scratch paper or graph paper, book to read (or another quiet, non-electronic activity)

Mathematics

Test	Sessions	CBT Tools for 2013	Session 1 Optional Materials	Session 2 Optional Materials
Math 3	2	Highlighter, Eraser, Strikethrough, Background & Text Color Changer, Text Enlarger, Ruler, Protractor, and 5-Function Calculator	N/A	Calculator
Math 4			Reference Sheet	Reference Sheet Calculator
Math 5			Reference Sheet	Reference Sheet Calculator
Math 6			Reference Sheet	Reference Sheet Calculator

Elementary Mathematics Reference Sheets can be downloaded from:
<http://schools.utah.gov/assessment/Criterion-Referenced-Tests/Math.aspx>

2013 TEST SCHEDULING GUIDE

IMPORTANT: This test is administered on **multiple days** in accordance with this scheduling guide.

Test Sessions	Activity	Time of Administration
Prep	<ul style="list-style-type: none"> Verify that the iTest kiosk is available on student computers. Confirm that Student Login Tickets have been printed and are ready for distribution to students. 	Approximately 10 minutes
Section 1 (Day 1)	Multiple-choice items	Approximately 50 minutes
Section 2 (Day 2)	Multiple-choice items	Approximately 50 minutes
Completion Session(s)	Make-up session for individual students who were absent for any of the testing sessions or who have not finished any section of the test.	As needed

TEST ADMINISTRATION: SESSION ONE

Prior to the beginning of Session One, be sure that all student workstations are cleared of non-testing materials. Students should have a book to read (or another quiet, non-electronic activity) in case they finish the test before the rest of the class. See that each student has a pencil, scratch paper, and any additional supplies or materials specified for the subject area.

If the Lab/Session Manager has not already logged into the PTW, ask him/her to login to the PTW and select the appropriate test from the list of tests available to launch the session. A Test Access Code should now be available.

In addition, special codes should be assigned to students who qualify (see *Test Administration Manual Policies and Procedures*, p. 23). School Testing Coordinators should determine who is responsible for completing this task. Codes should be assigned prior to testing, but can be modified after testing until the school's Data Window is closed by the LEA. Special codes cannot be modified after the Data Window is closed.

IMPORTANT

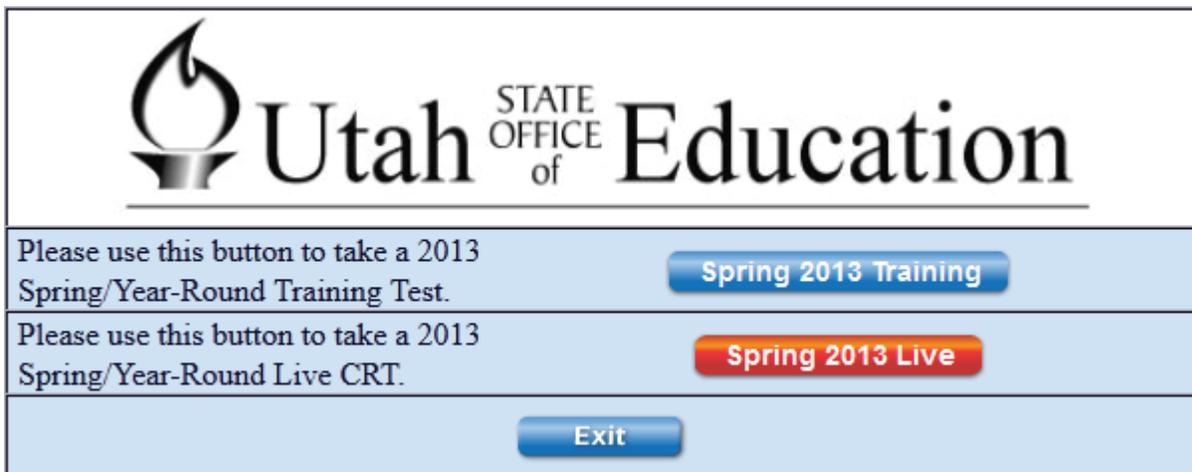
All directions following the word "SAY" are to be read aloud to students.

SAY: This is the Elementary Math Test Session One. Please listen carefully as I give you directions on using the computer testing system.

Please DO NOT touch the computers until instructed to do so.

Follow local procedures to launch the CBT kiosk and get all students to the iTest Login Screen, which contains Login ID and password.

When the kiosk is launched the following screen will appear:



Instruct students to click on the red **Spring 2013 Live** button.

Students will then be directed to the STW login page, where they can enter their login information from their Student Login Ticket.

Distribute the printed Student Login Tickets to the appropriate students. If you do not have a ticket for a particular student, contact your School Testing Coordinator.

SAY: The computer is now at the Student Test Workstation Login Screen.

Look at the Student Login Ticket I have just given you. Make sure the ticket has your name on it. If you do not have your correct Student Login Ticket, please raise your hand.

Your Student Login Ticket provides you with your username and password to take this test.

Find your username and password on your Student Login Ticket and enter them in the boxes on your screen. When the information on the screen matches the information on your Student Login Ticket, click the "Login" button. Wait to go on until instructed to do so.

PAUSE.

Once all students have successfully logged into the system, provide the students with the Test Access Code for this test.

SAY: Enter this Test Access Code in the box labeled "Enter a code from the proctor" and then click "Start Test." Wait to go on until instructed to do so.

Work with the Lab/Session Manager to ensure that all students appear on the PTW as logged in.

For grades 4, 5, and 6, read the following before continuing:

SAY: On the bottom of the screen click the green "Next" button twice. The screen you arrive at is a reference sheet. You may use this reference sheet while you take the test. The reference sheet will also be available in the bottom right corner of the screen while you are answering questions.

For grades 3 through 6, continue reading:

SAY: At the bottom of this screen, click the "Next" button until you reach the General Directions screen.

Once all of the students have successfully navigated to the General Directions, read the following overview of the test and general directions.

SAY: Today you will be taking the Utah Elementary Mathematics Test.

Test questions will be presented one at a time. Each question will be followed by several possible answers. The computer will allow you to choose only one answer at a time for each question. You may change your answer if you choose to.

You can use the mouse or keyboard to navigate and choose answers. To answer a question using the mouse, position the pointer over any part of an answer and click once. To answer a question using your keyboard, simply type the letter that corresponds to the answer you wish to choose. For example, to choose option A, type the letter A on your keyboard.

Navigation buttons that allow you to move from one question to another appear as green arrows at the bottom of the screen.

There are tools available for you to use in taking the test. These are in the bottom left and bottom right corners of the screen.

PAUSE.

SAY: Follow along on the computer screen as the directions are read aloud.

General Directions

This test is divided into two sections of multiple-choice questions. When you come to the review screen at the end of a section, DO NOT continue on. If you finish all of the questions in a section early, you may check your work for that test section ONLY.

Read each question carefully. Choose the BEST answer from the answer choices. If you do not know the answer to a question, continue on to the following questions and return to the unanswered questions later. Please attempt to answer all of the questions on this test. If you are not sure about the answer, please make the best guess you can.

You may do your work on scratch paper or graph paper. Please make sure you mark your answer on the computer.

If you finish early, you may go back within the section on which you are working and check your work. You will be given enough time to finish this test, so do your best on every question.

Answer any procedural questions students ask.

Advise the Lab/Session Manager that it is now time to advance students to Section One of this test.

SAY: At the bottom of this screen, click the "Next" button and begin Section One of the test.

While students are working, actively proctor the testing environment and be security conscious. Walk around the room to make sure that each student is logged into the correct test and is at the correct workstation. Do this by checking to see whether the name at the top right of the computer screen and on the Student Login Ticket matches the name of the student sitting at the workstation.

At the end of the testing session, read these directions:

SAY: If you need more time to complete Section One of the test, please tell me now. [Make appropriate arrangements for these students.]

- **If you are finished with Section One of the test, you should be at the screen that reads, "You have reached the end of this section."**
- **This screen tells you how many questions you have answered.**
- **If you are sure that you are finished working on Section One of the test, scroll to the end of the test map.**
- **Click on the red stop sign.**
- **Now click on "Complete" button (another red stop sign) at the bottom center of the screen.**
- **Now click on the "Close" button.**

Wait quietly at your seat while the Student Login Tickets are being collected.

Collect the Student Login Tickets and work with the Lab/Session Manager to ensure that all students have been exited from iTest. Please follow school and LEA protocol for how Student Login Tickets will be handled and stored.

Verify that **all** Student Login Tickets have been collected and that **all** students are logged out of iTest.

SAY: This concludes the first session of the Elementary Mathematics Test.

Store the Student Login Tickets in a secure location between testing sessions.

Work with the Lab/Session Manager to review the testing session receipts and identify which students may need to participate in a completion session to finish Section One.

TEST ADMINISTRATION: SESSION TWO

Prior to the beginning of Session Two, be sure that all student workstations are cleared of non-testing materials. Students should have a book to read (or another quiet, non-electronic activity) in case they finish the test before the rest of the class. See that each student has a pencil, scratch paper, and any additional supplies or materials specified for the subject area.

If the Lab/Session Manager has not already logged into the PTW, ask him/her to login to the PTW and select the appropriate test from the list of tests available to launch the session. A Test Access Code should now be available.

In addition, special codes should be assigned to students who qualify (see *Test Administration Manual Policies and Procedures*, p. 23). School Testing Coordinators should determine who is responsible for completing this task. Codes should be assigned prior to testing, but can be modified after testing until the school's Data Window is closed by the LEA. Special codes cannot be modified after the Data Window is closed.

IMPORTANT

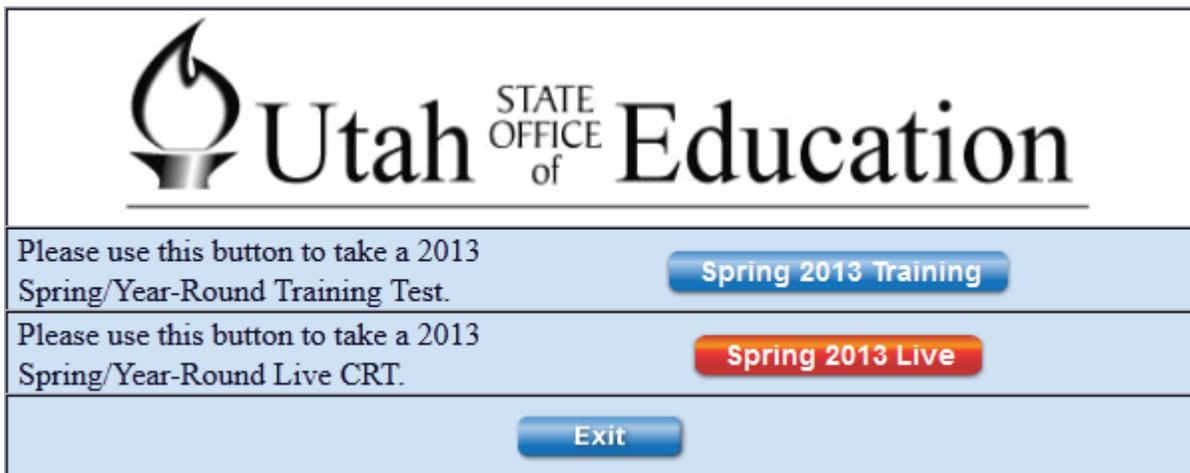
All directions following the word "SAY" are to be read aloud to students.

SAY: This is the Elementary Math Test Session Two. Please listen carefully as I give you directions on using the computer testing system.

Please DO NOT touch the computers until instructed to do so.

Follow local procedures to launch the CBT kiosk and get all students to the iTest Login Screen, which contains Login ID and password fields.

When the kiosk is launched the following screen will appear:



Instruct students to click on the red **Spring 2013 Live** button.

Students will then be directed to the STW login page, where they can enter their login information from their Student Login Ticket.

Distribute the printed Student Login Tickets to the appropriate students. If you do not have a ticket for a particular student, contact your School Testing Coordinator.

SAY: The computer is now at the Student Test Workstation Login Screen.

Look at the Student Login Ticket I have just given you. Make sure the ticket has your name on it. If you do not have your correct Student Login Ticket, please raise your hand.

Your Student Login Ticket provides you with your username and password to take this test.

Find your username and password on your Student Login Ticket and enter them in the boxes on your screen. When the information on the screen matches the information on your Student Login Ticket, click the "Login" button. Wait to go on until instructed to do so.

PAUSE.

Once all students have successfully logged into the system, provide the students with the Test Access Code for this test.

SAY: Enter this Test Access Code in the box labeled "Enter a code from the proctor" and then click "Start Test." Wait to go on until instructed to do so.

Work with the Lab/Session Manager to ensure that all students appear on the PTW as logged in.

For grades 4, 5, and 6, read the following before continuing:

SAY: On the bottom of the screen click the green "Next" button twice. The screen you arrive at is a reference sheet. You may use this reference sheet while you take the test. The reference sheet will also be available in the bottom right corner of the screen while you are answering questions.

Test Administration Procedures: Session Two

For grades 3 through 6, continue instructions here:

If all students in the testing session were present and read the General Directions in the previous testing session, you may elect not to read the instructions again. **If there are students who were not present for the previous session, please re-read the General Directions (p. 8) with all students before starting the second session.**

Advise the Lab/Session Manager that it is now time to advance students to Section Two of this test.

SAY: At the bottom of this screen, click the "Next" button and begin Section Two of the test.

While students are working, actively proctor the testing environment and be security conscious. Walk around the room to make sure that each student is logged into the correct test and is at the correct workstation. Do this by checking to see whether the name at the top right of the computer screen and on the Student Login Ticket matches the name of the student sitting at the workstation.

At the end of the testing session, read these directions:

SAY: If you need more time to complete Section Two of the test, please tell me now. [Make appropriate arrangements for these students.]

- **If you are finished with Section Two of the test, you should be at the screen that reads, "You have reached the end of this section."**
- **This screen tells you how many questions you have answered.**
- **If you are sure that you are finished working on Section Two of the test, scroll to the end of the test map.**
- **Click on the red stop sign.**
- **Now click on "Complete" button (another red stop sign) at the bottom center of the screen.**
- **Now click on the "Close" button.**

Wait quietly at your seat while the Student Login Tickets are being collected.

Collect the Student Login Tickets and work with the Lab/Session Manager to ensure that all students have been exited from iTest. Please follow school and LEA protocol for how Student Login Tickets will be handled and stored.

Verify that **all** Student Login Tickets have been collected and that **all** students are logged out of iTest.

SAY: This concludes the second session of the Elementary Mathematics Test.

If you need more time to complete any part of the test, please tell me now.

If a student indicates that he/she needs more time to complete any part of the test, make note of the student and follow local procedures to provide the student with a test completion session.

SAY: This concludes the Elementary Mathematics Test.

Work with the Lab/Session Manager to review the testing session receipts, and identify which students may need to participate in a completion session to finish any part of the test.

Thank you for your help in administering the Utah Elementary Mathematics Core Criterion-Referenced Test. Your hard work, care, and organization will help ensure valid and fair results, as well as speed up the scoring process.



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