

Utah Core  
Criterion-Referenced Test

# Test Administration Manual

## Computer Administration

### Secondary Science

Seventh Grade Integrated Science

Eighth Grade Integrated Science

Earth Systems Science

Biology

Chemistry

Physics

2013



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## SECONDARY SCIENCE OVERVIEW INFORMATION

This manual provides detailed directions for administering the 2013 Computer-Based Secondary Science 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 primarily composed of a set of multiple-choice questions which require students to select the best answer from four options. The test may also include technology-enhanced items. The technology-enhanced items are presented in color, include flash animations, and require students to show their answers in different ways than multiple-choice questions do. The questions are designed to measure content area objectives as well as Intended Learning Outcomes (ILOs).

The ILOs describe the skills and attitudes students should learn as a result of science instruction. They are an essential part of the Science Core Curriculum and provide teachers with standards for evaluation of student learning in science. The primary goal of the Secondary Science Core Curriculum is that "students will value and use science as a process of obtaining knowledge based upon observable evidence."

The curriculum is aimed at helping all students develop science literacy and positive attitudes about using science as a way of obtaining knowledge. These goals are intended to be reached through mastery of the content specified at each grade level, as well as the six ILOs that are tested. These ILOs constitute the broad dimensions of science literacy. The six ILOs are as follows:

1. Use science process and thinking skills.
2. Manifest scientific attitudes and interests.
3. Understand science concepts and principles.
4. Communicate effectively using science language and reasoning.
5. Demonstrate awareness of social and historical aspects of science.
6. Understand the nature of science.

The purpose of this test is to measure grade-level science skills, which include both content and ILO understanding. 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 science program. The information may then be used in determining priorities for program and instructional emphasis and refinement.

**Note: All 2013 Secondary Science 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, book to read (or another quiet, non-electronic activity)

### Science

Test	Sessions	CBT Tools for 2013	Optional Materials
Seventh Grade Integrated Science	2	Highlighter, Eraser, Strikethrough, Background & Text Color Changer, Text Enlarger, and 5-Function Calculator	5-Function Calculator
Eighth Grade Integrated Science			
Earth Systems Science			
Biology			
Chemistry			Reference Sheet 5-Function Calculator
Physics			

Chemistry and Physics Reference Sheets can be downloaded from:  
<http://schools.utah.gov/assessment/Criterion-Referenced-Tests/Science.aspx>

## 2013 TEST SCHEDULING GUIDE

**IMPORTANT:** Secondary Science tests are administered on **multiple days** in accordance with this scheduling guide.

Science Test Sessions	Activity	Time of Administration
<b>Prep</b>	<ul style="list-style-type: none"> <li>Verify that the iTest kiosk is available on student computers.</li> <li>Confirm that Student Login Tickets have been printed and are ready for distribution to students.</li> </ul>	Approximately 10 minutes
<b>Section 1 (Day 1)</b>	Multiple-choice and technology-enhanced items	Approximately 50 minutes
<b>Section 2 (Day 2)</b>	Multiple-choice and technology-enhanced items	Approximately 50 minutes
<b>Completion Session(s)</b>	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

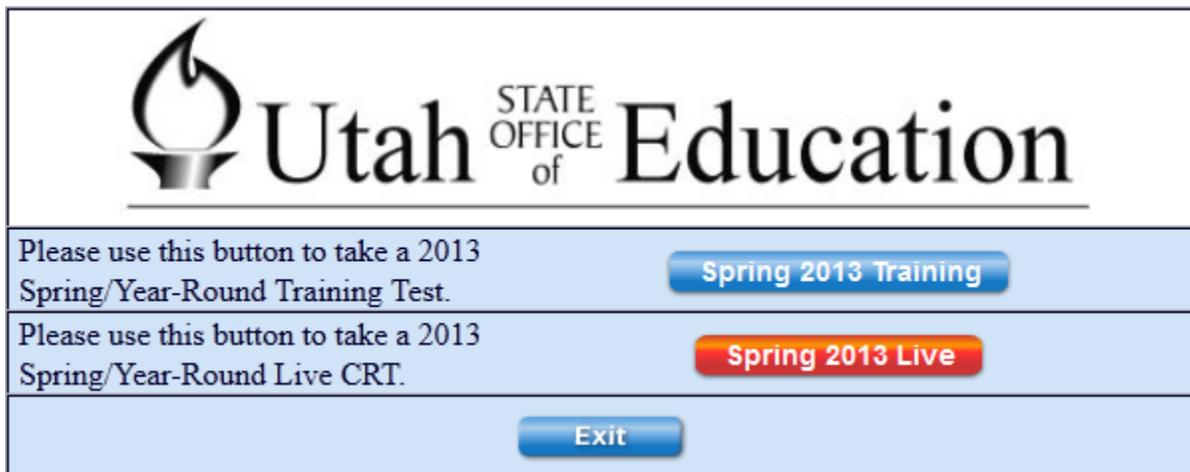
All directions following the word "SAY" are to be read aloud to students.

**SAY: This is the Secondary Science 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 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.

**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 Secondary Science 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 has two sections. The test will be administered in two testing sessions.**

**This test contains multiple-choice questions. Read each question carefully and choose the best answer from the choices provided.**

**This test may also contain technology-enhanced questions. The technology-enhanced questions are presented in color, have several different aspects to them, and require you to show your answers in different ways than the multiple-choice questions do. To respond to a technology-enhanced question, read the instructions carefully so that you know what you are being asked to do and how to show your answer. When you are satisfied with your work, move on to the next question. Your response to a technology-enhanced question is automatically saved when you click on the "Next" button or a button on the test map.**

**If you do not know the answer to a question, continue on to the following questions and return to the unanswered question later. Please attempt to answer all of the questions on this test.**

**You may use scratch paper during this test if needed.**

**You may use a five-function calculator on this test. It is provided as an on-screen tool.**

**If you finish early, you may go back within the section on which you are working and check your work.**

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 Secondary Science 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

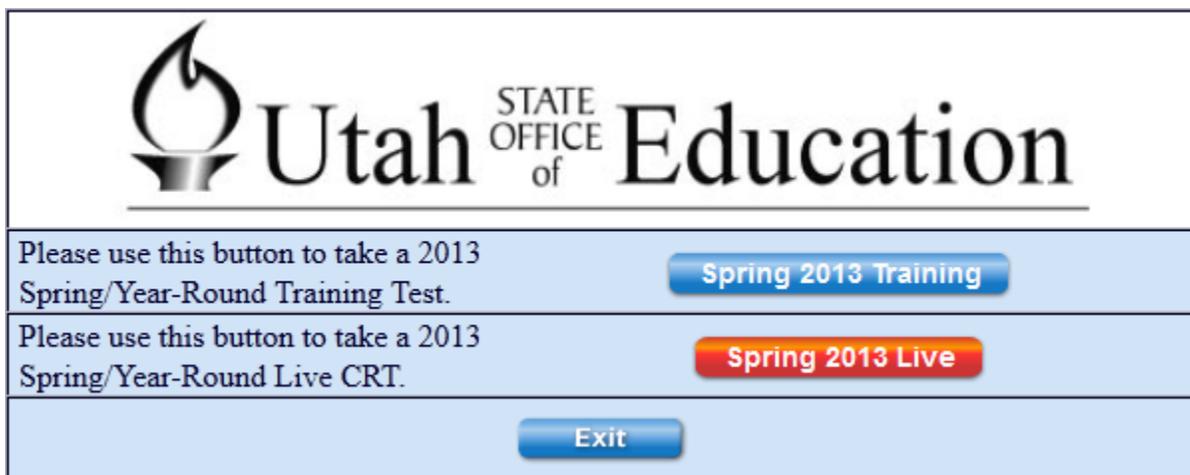
All directions following the word "SAY" are to be read aloud to students.

**SAY: This is the Secondary Science 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 specific to the test you will be proctoring.

**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.

If all the 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. 9) 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.**

## Test Administration Procedures: Session Two

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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 Secondary Science 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 Secondary Science 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 Secondary Science 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.**





Martell Menlove, Ph.D.  
State Superintendent of Public Instruction

Judy Park, Ed.D.  
Associate Superintendent  
Student Services and Federal Programs

John Jesse  
Director  
Assessment and Accountability