

Script for Administering the Geometry EOC Practice Test (ePAT)

This script should be used to administer the *Geometry EOC Practice Test* (ePAT) to students who will take the Geometry EOC Assessment using TestNav. If students require practice using accommodated computer-based test forms (large print, color contrast, zoom, screen reader, assistive devices), see the script for administering the accommodated *Geometry EOC Practice Test* (TestHear ePAT).

Students who have previously participated in an ePAT session for this subject prior to this administration (e.g., students who participated in a Geometry EOC ePAT session in Spring 2012) are NOT required to participate in a scheduled ePAT session for this administration. However, these students should still be provided the information needed to access the ePAT and encouraged to practice on their own.

Ensure that the ePAT Launcher and the *Geometry EOC Practice Test* have been downloaded to each computer that will be used for the practice test.

The ePAT script describes the presentation of items and computer tools appearing in the Geometry EOC Assessment.

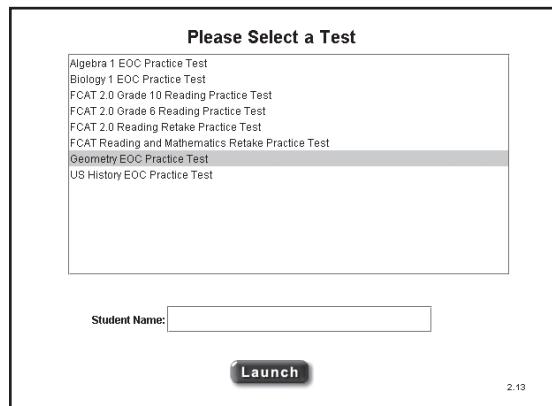
Beginning the ePAT

1. Before students arrive, ensure that the testing room is prepared as it will be on the day of the test.
2. Ensure that all software applications, including Internet browsers, on each student workstation are closed before conducting this practice test.
3. Make sure students have a pencil or pen and scratch paper to work the problems.
4. Double-click the ePAT Launcher icon.



It may take a moment to open. During this time, you will see an active display to let you know that the program is working.

The student login screen will be displayed as shown below. The computer is now ready for the student to begin.





Today, you are going to learn how to use TestNav 6.9, the computer-based test system. This practice test is designed for students who will take the Geometry EOC Assessment.

You will be given a work folder on the day of the test to work the problems; however, today you can use your own paper to work the problems.

On the day of the test, you will also receive a Student Authorization Ticket with your name, a Login ID, and a six-character test code (*password*) on it. You will log in by typing your Login ID and test code exactly as they are shown on your ticket.

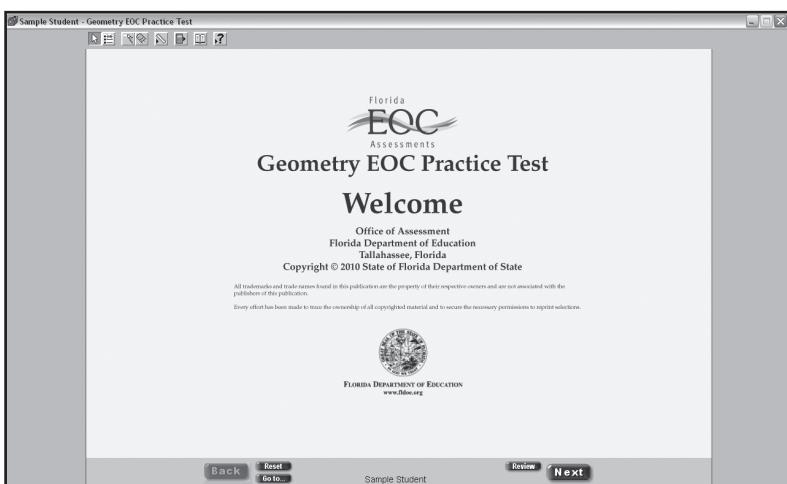
Today, we will access the practice test without a Login ID or test code.

Your computer should be opened to the login screen.

Please follow my instructions, and do not change screens until I tell you to do so.

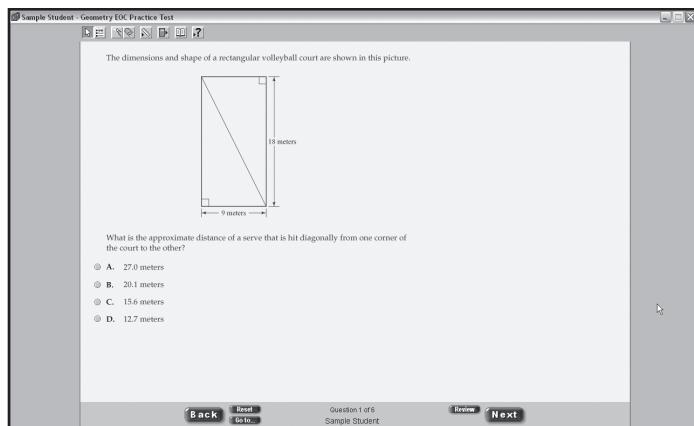
Now, select the **Geometry EOC Practice Test**, type your name in the Student Name box, and click the **Launch** button. You should see a Welcome screen, and your name appears at the bottom. Please raise your hand if you don't see the Welcome screen.

Pause to make sure that all students have proceeded to the Welcome screen, as shown below.



Now, click the **Next** button in the bottom right corner to proceed to the first question. You may need to scroll down to the bottom of the screen to see the **Next** button.

Pause to make sure that each student has the first question on his or her screen, as shown on the next page. Help students if necessary.



Before you begin, listen as I describe the screen. The buttons at the bottom of the screen are only available once you reach the end of a question. If you do not see these buttons, use the scroll bar on the right side of the screen to scroll to the end of the question.

The bottom center of the screen shows the question number and your name. This practice test only has six questions. When you take the actual test, there will be more questions.

In the bottom left corner is the **Back** button. This button can be used to move to a previous question.

Now, look at the question. To select an answer, you will click the bubble beside the answer choice or click anywhere on the answer choice. Click the bubble next to the letter A to select the first answer choice. Answer choice A should now be selected.

Select answer choices C and D to see how your answer changes. (*Pause.*)

The **Reset** button can be used to remove the answer selected or entered in the fill-in response boxes. If you select an answer and then decide you want to leave the answer blank, clicking **Reset** will remove your answer. For Question 1, click answer choice A. Now, click the **Reset** button. The mark next to answer choice A disappears.

In the bottom right corner is the **Review** button. This feature allows you to flag a question that you might want to review at a later time. Click the **Review** button and the word "Review" turns yellow and a red checkmark appears. At any time, you can go back to the questions that you flagged for review. You can also access the questions marked for review on the item review screen by clicking the **Go To** button. After reviewing a question, click the **Review** button again and the red checkmark disappears. For now, leave this question flagged for review.

Below the **Reset** button is the **Go To** button. Click this button. (*Pause for students to click the button.*) This takes you to an item review screen, which shows the question numbers, whether the questions have been answered, and whether the questions have been flagged for review. Clicking on a question number will take you to that question. Clicking on **Graphic 1** will take you to the Welcome screen. The item review screen also includes the **Submit** button. Once you submit the test, it cannot be restarted. Only click **Submit** once you are completely finished with the test, or when I instruct you to do so. Click **Question 1** to return to the first question.

The final button in the right corner is the **Next** button. Click this button to move to the next question. Make sure you only click the **Next** button one time. If you double-click or click more than one time while the page is loading, you may skip a question. When you get to the end of the test, review the item review screen to ensure all questions have been answered.



Are there any questions?

Answer any questions.



Now, I will describe several tools that may help you with the computer-based test, and you will practice using them. At the top of your screen, you will see several icons that open the various tools you can use during the test.

Click the first icon in the toolbar, which is the **pointer** tool. The pointer is the tool used to select a response. Any time you need to turn off a tool, click the icon for that tool again or click the pointer icon.

Click the second icon in the toolbar, which is the **eliminate choice** tool. You can use this tool to cross out answer choices that you have eliminated as possible correct answers. Now, click anywhere on answer choice A. You should see an X through answer choice A. Click answer choice B and an X appears through this choice also. Click answer choice A again and the X disappears. Now, turn off the eliminate choice tool by clicking the icon again. If you want to select an answer that you have eliminated, remove the X by clicking it. A pop-up window will ask you if you want this choice to be your answer. Click **Yes** or **No**. Now, turn the eliminate choice tool back on by clicking the icon again. Practice eliminating answer choices and removing the Xs. (Pause.)

Now, click the third icon in the toolbar, which is the **highlighter** tool. You can use this tool to highlight portions of a question. To highlight, click at the top left corner of the first word you want to highlight and drag the highlighter over the words until you get to the bottom right corner of the last word you want to highlight. Practice highlighting words in the question. (Pause.)

Click the fourth icon in the toolbar, which is the **eraser** tool. You can use the eraser tool to remove highlighting and to erase an X from an eliminated choice. To erase highlighting, with the eraser tool selected, click anywhere in the highlighted area. The highlighting will disappear. Practice using the eraser tool to remove highlighted areas or eliminated choices. (Pause.) Now, turn off the eraser by clicking the icon again. **Because the eliminate choice, highlighter, and eraser tools use the cursor, you cannot select an answer while these tools are active.**

Click the fifth icon in the toolbar and select **straightedge**. The straightedge looks like a ruler but has no measuring units. You can use this straightedge just like you would use the edge of a piece of paper to help you work a problem. You can slide and rotate the straightedge. To slide it, click anywhere on the straightedge and drag. To rotate the straightedge, click on the white section on the right side and drag it clockwise or counterclockwise. You can also use the buttons on the **Rotate** toolbar. Practice using the straightedge. (Pause.) Click the icon again to turn off the straightedge.

Now, click the **calculator**, which is the sixth icon in the toolbar, and select **Scientific** to open the calculator. You can move the calculator by clicking the top of the calculator and dragging it to another part of the screen. Practice moving the calculator around the screen. (Pause.) Click the keys of the calculator to enter numbers and functions. You can also use your keyboard. Practice using the calculator to solve a simple problem such as one plus two. If you change any settings in the online calculator, such as mode, the settings will reset when you move away from that question. You will need to make any necessary adjustments to the calculator settings each time you view a question. (Pause.) You will have more time to practice using the calculator later in the practice test. Now, close the calculator by clicking the X or the red circle in the top corner of the calculator.

If your school will provide handheld calculators for students,



If you are not comfortable using the online calculator tool by the end of today's practice test, you will be given an opportunity to use a handheld calculator on the day of testing.



Now, click the **Exhibit** icon to the right of the calculator in the toolbar. The Exhibit icon looks like an open book.

Once you open the Exhibit window, you will see two tabs. The first tab is **Formulas**. Click the Formulas tab to view the *Algebra 1 End-of-Course and Geometry End-of-Course Assessments Reference Sheet*. You will need to scroll all the way down and use the horizontal scroll bar at the bottom of the screen to see all of the information on the reference sheet.

The second tab in the Exhibit window is **Instructions**. Click the Instructions tab to view the **Directions for Completing Fill-in Response Items**, a diagram of a scientific calculator, and **Helpful Hints for Using a Scientific Calculator**. Again, you will need to scroll all the way down and use the horizontal scroll bar at the bottom of the screen to see all of the information.

Practice scrolling to view all information in the Exhibit window. During testing, you may leave the Exhibit window open while answering test questions. You may also open and use your calculator with the Exhibit window open.

Adjust the size of the Exhibit window by clicking and dragging on the bottom right corner. Move the Exhibit window by clicking on the bar in the top of the window and dragging it to another part of the screen. Now, practice moving the window around the screen and adjusting the window size. (Pause.) Close the Exhibit window by clicking the X or the red circle in the top corner of the pop-up window.

Now, click the last icon, which is the **Help** button. A drop-down menu will appear with a list of tools. Select the highlighter. A pop-up window with a description of the tool will be displayed. Click **Next** on this window to see how the tool works. Use the buttons at the bottom to go back, to see what is next, to re-play the demonstration, or to close the window. Close the Help window.

Are there any questions?

Answer any questions, and make sure everyone can use the tools. Help students if necessary.



Now, click the **Go To** button and click **Question 5**. (Pause.) This is a fill-in response question. Use your keyboard to type digits or symbols in the boxes. You may only type the digits zero through nine, and you may use the symbols for fraction bar, decimal point, and negative sign. The fraction bar is the forward slash symbol on your keyboard. Do not use a fraction bar in the first or the last box. Practice entering a response in the boxes. (Pause.)

To delete your entry, click the box and press the delete key on your keyboard, or click **Reset**. To change your entry, click the box and type a new digit or symbol in the box.

Practice entering and changing your answer. (Pause.)

Are there any questions?

Answer any questions.



Now, click the **Go To** button and click **Question 4**. In this question, the graphic of the lake should be shaded gray. Please raise your hand if you cannot see the shading of the lake on your computer screen. (Pause.)

Contact your school technology coordinator if the graphic is not shaded. This means the contrast and/or brightness settings on the student's computer should be adjusted to allow the student to see the shading. The technology coordinator can contact Pearson Support at 1-877-847-3043 for instructions on how to adjust the monitor settings to display shading.



Now, click the **Go To** button and click **Question 1**. Answer all the questions in this practice test and practice using the tools.

Walk around the room and assist students as necessary. After students have practiced using the tools and responded to all items, you may display the following answers or read them to the students. Ask the students to check their answers. If you read the answers, pause between answers to allow students to move between questions.



Now, click the **Go To** button to go back to **Question 1** to check your answers. The correct answers for questions 1–6 are:

1. **B**
2. **C**
3. **B**
4. **A**
5. **-13**
6. **98**

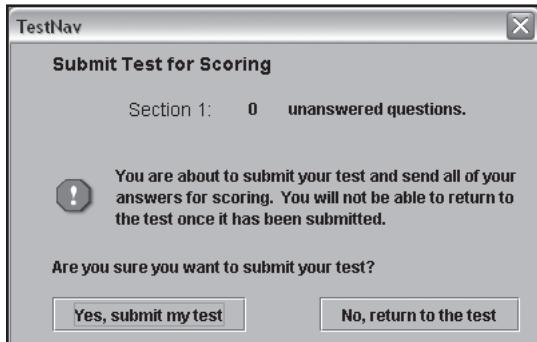
Now, we will demonstrate how you will exit the test if you need to leave the room for an extended period of time during the actual test. Click the X or the red circle in the top corner. A pop-up window will appear and ask you to confirm that you want to exit the test. For today, click **No, return to the test**. On the day of the test, you will click **Yes, exit the test**.

Now, we will demonstrate how you will submit the test when you are finished. If you are not already on the item review screen, click the **Go To** button. From the item review screen, click the **Submit** button. A pop-up window will appear and ask you to confirm that you want to submit the test.

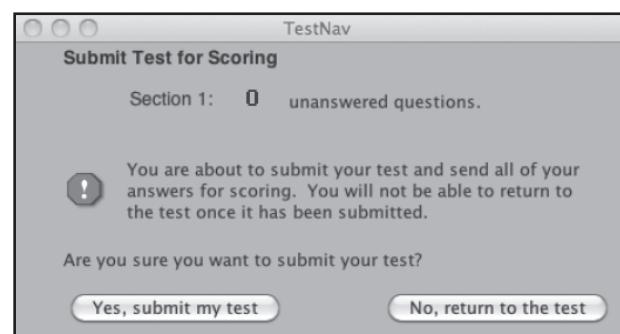
Remember that once you have clicked this button, you cannot return to the test. If you are finished practicing, click **Yes, submit my test**. You will be asked to confirm this decision. Click **Yes** and, on the following screen, click **Close**.

Samples of the Submit Test for Scoring dialog box are shown below.

Windows



Mac



Check each computer and make sure that each student has exited the test properly. Help students as needed. Provide students with the ePATs URL (www.FLAssessments.com/ePATs) so they can access the practice test on their own.