Appendix A

Conducting Online Test Sessions

General Considerations

For each testing session:

- Follow the introductory script (see below) when introducing test sessions to groups of student.
- Encourage students to take any bathroom or water breaks *before* testing begins.
- Consider using a *Please do not disturb* or a *Testing in progress* sign on the door to limit interruptions and/or other distractions.
- Be an active proctor during the test session. Walk around the room, answering any questions that arise and making sure students are on task. In addition:
  - Do *not* allow students to talk during the test session.
  - Address student questions individually by going to the student with a question (i.e., students should remain in their seats).
  - Do *not* answer any questions about the test items themselves. Encourage the students to answer the test items based on what they think each item is asking and to the best of their abilities.
- During the test session, students should complete each assessment at his/her own pace. Also, note that each test session consists of several sections. Be sure each student completes all sections assigned to him/her.

Introducing Test Sessions

When students are at their computer stations and ready to begin, say:

> **Today you'll be taking a reading test on the computer. You'll need to wear your headphones to hear the test directions. When there are words that can be read to you, you'll see a play button on the right side of the screen. Just click on the play button if you want to hear the words.**
>
> **There are several parts to today's reading test—make sure to keep working until the test is complete. Follow all the test directions, answer every question, and do your own work.**
>
> **If you have any questions during the test, please stay seated and raise your hand—I will come over to you. Remember: Do your best! Put on your headphones now and we'll begin.**

Have the students begin their test sessions. While students are testing, walk around the room to make sure students are progressing through the test and answer any question that arises.