APPENDIX L: NGSA Simplified Test Directions Guidelines

Students with difficulties in auditory processing, short-term memory, attention, or decoding may benefit from having test directions simplified for them. This designated support may require testing in a separate setting to avoid distracting other test takers. This support is intended to ensure that students understand the directions for the test. **Only the script in the TAM may be simplified. Test content, including test items, stimulus material or passages, individual words from items, or instructions for individual items may <u>NOT</u> be simplified or paraphrased.**

Simplifying test directions should be consistent with classroom instruction and includes repeating or rephrasing.

Qualifications for Test Administrators Who Simplify Test Directions

Any test administrator who provides this test support on the NGSA should be:

- familiar with the student. Typically, the test administrator or teacher is responsible for providing this support during educational instruction and assessments.
- trained in administering the NGSA through online trainings and/or in-person training sessions held by the district or school in accordance with NGSA guidelines and policies.
- meet all criteria for being a test administrator as outlined in the *NGSA Test Coordinator Handbook* (www.ride.ri.gov/assessment-manuals)
- sign and abide by all requirements in the Test Security Agreement.

Procedures for Administering Simplified Test Directions:

- The test administrator must familiarize themselves with the testing environment and format before testing.
- The test administrator must be familiar with the student's needs, including any additional test supports, materials, or assistive technology the student may require.
- The test administrator may only simplify the script within the SAY boxes in the Test Administration Manual (TAM). **Test items, stimulus material or passages, individual words from items, or instructions for individual items may <u>NOT</u> be simplified or paraphrased.**
- The test administrator must be familiar with the vocabulary used in the directions.
- The test administrator must speak clearly and at a normal pace with clear pronunciation.
- The test administrator may break directions into parts or segments or using similar words or phrases.
- The test administrator may paraphrase, clarify, or simplify test directions.
- The test administrator may spell any words in the script if requested by the student.
- The test administrator may adjust their reading speed and volume as requested by the student.
- The test administrator may not prompt the student in any way that could affect their response to a test item.
- The test administrator may only read the test items aloud if the student is receiving that test support. If so, test administrators must also adhere to the NGSA *Guidelines for Read Aloud*.

NGSA: Examples of Simplified Test Directions

Full Log-in Directions	Simplified Log-in Directions
Now we are ready to log in. Once you have logged in, you will have to wait for me to approve the test before you start. I'll be checking that you have correctly entered the test session ID and other information. Enter your legal first name, not your nickname, followed by your SASID or SSID number. Then enter the test session ID. Raise your hand if you need help typing this information on your keyboard.	Now we are ready to log in. Enter your legal first name, not your nickname, followed by your SASID or SSID number. Then enter the test session ID.
Now click "Sign In." Once you have successfully logged in, you will see a screen with your first name and other information about you. If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.	Now click "Sign In." Make sure that your personal information on the next screen is correct and click YES to continue. If it is not correct, raise your hand.
On the next screen, select the [INSERT NAME OF TEST]. After you have selected your test, you will see a screen with a moving bar and message saying that you are waiting for Test Administrator approval. Please wait quietly while I verify each of your tests.	On the next screen, select the [INSERT NAME OF TEST]. Then wait.
After I approve you to begin testing, you will see a screen asking you to check your test content area and settings. If all the information is correct, you may select YES, START MY TEST. If any of it is incorrect, please raise your hand. Before your test appears, you will see a tutorial page listing the test tools and buttons that you may use during the test or that will appear on the test. Please read this carefully. You can also find this information during your test by clicking the HELP button in the top right corner.	After I approve you to begin testing, make sure that you have the right test and settings. If any of the test information is incorrect, please raise your hand. If the information is correct, click YES, START MY TEST.
When you are ready to begin your test, click BEGIN TEST NOW at the bottom of the page.	When you are ready to begin your test, click BEGIN TEST NOW at the bottom of the page.