South Dakota Science Assessment (*SDSA*) Grades 5, 8, and 11

2018 Directions for Administering

These *Directions for Administering* serve to guide examiners in log-in, tutorial, and general assessment administration activities.

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Test Administrator Checklist

Important Dates

SDSA and *SDSA-Alt* Testing Window	April 2, 2018 through May 4, 2018
District and School Logins Available	March 20, 2018
Student Logins Available	March 26, 2018 (One week prior to the testing window.)
Test Administrators Training (DITC)	March 20, 2018
Test Administrators Training (*SDSA*)	March 21, 2018
Test Administrators Training (*SDSA-Alt)*	March 22, 2018

Before assessment administration

❏ Attend a training session provided by your Test Coordinator.

❏ Review this manual and any specific instructions provided by your Test Coordinator.

❏ Follow your school's testing schedule.

❏ Inform students of scheduled testing dates and times.

❏ Arrange for appropriate physical conditions for testing.

❏ Arrange for the provision of assessment accommodations (if applicable).

❏ Assemble the materials needed for testing.

❏ Ensure that you have received all necessary testing materials from your Test Coordinator.

❏ Ensure that student information is accurate prior to the first assessment administration.

❏ Calculator use is permitted at all grade levels. Refer to the Guidelines for Calculator Use section for further information.

❏ Ensure all teachers/examiners have accepted and agreed to the Assessment Security Agreement/ Affidavit online.

All computer workstations intended for use in the *SDSA* must be set up and configured to use the student test delivery system (the Questar Secure Browser SD). If you have any questions, contact Questar Assessment Inc. by calling (866) 644-6648 or sending an email to SDcustomersupport@ questarai.com.

For more information about the *SDSA* and *SDSA-Alt*, visit the Nextera® Administration site (Nextera) at https://sd.nextera.questarai.com/admin.

❏ Maintain assessment security before each testing session.

During assessment administration

❏ Follow all directions in the Directions for Administering (DFA).

❏ Maintain assessment security during each testing session.

After assessment administration

- [ ] Inspect and organize students' testing materials.
- [ ] Review student assessment completion status to ensure all students are "finished" on the Test Sessions tab in Nextera.
- [ ] Return ALL testing materials to your Test Coordinator.
- [ ] Maintain assessment security after each testing session.

Overview

This Manual

Review these Directions for Administering carefully to ensure that you are familiar with this document prior to the first day of testing. If you have any questions or concerns about the assessment administration, contact your District Test Coordinator (DTC) or School Test Coordinator (STC).

There is one manual to be used for administering all grade levels of the assessment. While some ancillary materials can be printed if you choose, they will also be available online with the assessment.

Assessment Administration

The South Dakota Department of Education (SDDOE) recommends each session be administered on the same day. Students must be given a minimum of a 10–15 minute stretch break between test sessions.

While the students are working, walk quietly around the room to make sure they are following directions and selecting their answers in the correct way. If a student has trouble understanding the directions, explain as quickly and quietly as possible. If a student asks for assistance in pronouncing a word, tell the student to do his or her best.

Student Participation

The SDDOE requires the annual administration of the *SDSA* to ALL students in grades 5, 8, and 11.

Assessment Security

It is important to follow all security measures before, during, and after each administration to ensure the integrity and validity of the assessment. All student information and secure login credentials should be kept in a secure location except when being used by students. Teachers/examiners are asked to report any questions/concerns regarding assessment security to the DTC immediately.

SDSA testing materials are confidential and must not be reviewed except to the extent necessary for assessment administration. Teacher/examiners must ensure the confidentiality of the testing materials under their control and take no actions that review, record, or release content of the assessment. All testing materials are confidential and secure. No part of any testing material may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or placement in any information storage or retrieval system.

Teachers are not permitted to review students' answers to check for incomplete sessions or incorrectly answered questions.

Note: Once a testing session has been completed, students cannot return to previous sessions.

The DTC should report any incident to the SDDOE immediately.

Cell phones, iPods, tablets, and other communication devices that can be used to transmit information and capture images must be turned off and kept out of view and reach during the assessment administration. Use of these devices during testing will result in an irregularity and possible invalidation of assessment scores.

Students' backpacks and purses should be placed at a distance from students' seats so they may not retrieve items without leaving their seats.

No school personnel should attempt to score or grade any student responses, with the exception of the *SDSA-Alt*. It is unlawful and unethical to keep, photocopy, or otherwise reproduce any of the assessments. After testing is completed, all secure testing materials—used and unused—must be accounted for and returned to your DTC. Teachers who do Read Aloud and transcribers who read student assessment items and answers must maintain assessment security at all times. Assessment items or answers must not be discussed with anyone at any time. When hard-copy versions of the assessment are not in use, they must be stored in a secure, locked location outside of the classroom. Braille and paper/pencil versions of the assessments must be transcribed and shipped back to Questar Assessment Inc. following the procedures on page 42.

Questions or concerns regarding assessment security should be discussed with your DTC or STC. Any potential breach of assessment security should be reported immediately.

Scheduling

The *SDSA* is to be administered between the dates of April 2–May 4, 2018, including any makeup testing. Consult your DTC/STC for the assessment administration schedule for your school.

Once the test session has begun, it must be completed in one sitting. Under extreme circumstances, a student may complete the test session that he or she had begun on a prior day. If you encounter an extreme situation, contact the SDDOE for guidance.

Students must be given a minimum of a 10–15 minute stretch break between each testing session.

Inform Students of Testing

Inform students in advance of scheduled testing dates and times. Since some students will complete the test sessions early, Test Administrators (at their discretion) may suggest students bring a library book and store it under their chair to read when they finish a test session. Homework is not acceptable as it may help the student or others find answers to test questions.

Testing Environment

Arrange rooms and seating well in advance of assessment administration. Generally, regular classrooms with groups of students no larger than usual provide the best testing environment. Adequate lighting, ventilation, freedom from noise and interruptions, and comfortable seats are important factors to consider when selecting an assessment site. Students should be seated in such a way that they will not be tempted to look at the answers of others. To avoid confusion, seating arrangements should be completed prior to assessment administration. If more than 25 students test in the same location, it is recommended that there be three or more proctors available during the test session.

To avoid interruptions during the testing sessions, make sure that students have had an opportunity to visit the restroom and get a drink of water before beginning each test session. Post a "Testing—Do Not Disturb" sign on the door.

Guidelines for Calculator Use

A calculator is available in the Questar Secure Browser SD for students in grades 5, 8, and 11. When the Calculator button is selected, a calculator will appear. Separate calculators may not be used, except by students with IEPs and Section 504 Plans; those students may use talking or braille calculators if it is written as an accommodation in their IEPs or 504 Plans. Only talking or braille calculators may be used for this accommodation.

Assessment Accommodations

Accommodations are practices and procedures in areas of presentation, response, setting, and timing/scheduling that provide equitable access during instruction and assessments for students with disabilities and students who are Limited English Proficient (LEP). Accommodations should be documented and students should be using them for instructional purposes prior to assessment administration.

Accommodations are intended to reduce or even eliminate the effects of a student's disability; they do not reduce learning expectations and should not give a false picture of what the students know and can do. The accommodations provided to a student must be the same for classroom instruction and assessments, though not all classroom accommodations are appropriate for standardized testing.

Appropriate accommodations vary according to the disability addressed by the IEP or Section 504 plan. Three criteria are essential when considering an accommodation on the *SDSA*:

- The accommodation provides the student with the same opportunities in the testing situation as those students who require no accommodation.
- The purpose of the assessment is not compromised by the accommodation. The Science assessment does have Text-to-Speech for a student whose IEP specifies a reading disability.
- Assessment security is not compromised by the accommodation. All conditions pertaining to assessment security still apply.

The following are examples of inappropriate accommodations that are not allowed because they undermine or negate the purpose of the *SDSA*.

- Out-of-level testing—testing a grade 8 student with a grade 5 assessment.
- Teacher or proctor highlighting (or indicating in any way) key parts of assessment questions for a student prior to or during the assessment administration.
- Teacher or proctor crossing out or eliminating one or more incorrect alternatives from multiple-choice or multiple-select questions.

Accommodations must be determined locally on an individual student basis. The student's IEP team makes the decision about any needed assessment accommodations. If you have questions about appropriate assessment accommodations or administering assessments under special conditions, consult your Test Coordinator or local Special Education Director.

Accommodations may be assigned from Nextera. There are three menus for accommodations options.

Online Testing Accommodations include the following:

- Answer Masking
- Reverse Contrast (Color Contrast)
- Read Aloud (Online)*
- Calculator (braille or talking calculator)
- Text-to-Speech
- Initial Page Zoom
- Breaks – Flexible Schedules **

* Use this accommodation for transcribing
** not applicable (please do not select)

Offline Testing Paper/Pencil Accommodations include the following:

- Print Variations (such as Braille [inform SDDOE by October 1 if needed])
- Read Aloud (Offline)

Classroom Accommodations may be assigned from Nextera. A drop-down menu includes the following:

- Adaptive Furniture
- American Sign Language
- Bilingual Glossary
- Calculator (braille or talking calculator)
- Scribe (Response Assistance)
- Small Group Setting

- Alternate Response Options
- Audio Amplification
- Breaks – Flexible Schedules
- Noise Buffers
- Reading and/or Simplifying Instructions
- Individual Setting

For questions related to student accommodations, the DTC should contact Beth Schiltz at the Special Education Office, Division of Education Services and Support at (605) 773-4257.

All Test Administrators and/or teachers must be trained in proper assessment administration procedures for providing allowable accommodations before testing begins. Remember, all requirements concerning assessment security still apply. Assessment instructions should be read to students before each session, just as they are for the paper/pencil administration.

- Individual Testing—Optimal testing conditions would be a read-aloud administration in a separate room (one student and one Test Administrator as reader) to avoid disturbing other students.

Read-Aloud Assessment Administration

If you are conducting a read-aloud administration for paper/pencil assessment, consult with your DTC and review the guidelines for Read-Aloud accommodations. The training resource for read-aloud accommodations can be found at http://doe.sd.gov/octe/SMARTERbalanced.aspx in the Accommodations table. The Read-Aloud protocol document for Smarter Balanced applies to *SDSA* as well. Only certified staff can provide the read-aloud accommodation.

Braille Assessment Administration

Braille versions of the *SDSA* were made available for visually impaired students whose IEPs called for such testing materials.

American Sign Language Administration

If a student requires a sign language administration, American Sign Language (ASL) is the only acceptable version for assessment. A certified teacher must be the test administrator, it cannot be the ASL interpreter. The protocol for *SDSA* is the same as that for SBAC in that the test must be interpreted word for word.

General Directions for Administering

Read these directions before administering the *SDSA*.

The material to be read aloud to the students is printed in **boldface** and is preceded by the word "SAY". All other information is for the Test Administrator/Examiner and should not be read to the students. To ensure reliable results, the specific directions for administration of test sessions should be followed exactly.

Proctor Passwords

Proctor passwords are required if a student has exited an assessment for a period of longer than 20 minutes. These passwords can be found on the Home Page for DTCs/STCs. If a proctor password is used, it is recommended that the DTC change it at the end of the day so it cannot be re-used.

Note: the system does not allow a student to re-enter a test session after selecting "**Submit test**".

Note: Cell phones should not be present in the testing environment. This applies to both students and adults.

Practice Items

It is important that all students understand the mechanics of assessment taking. Practice items are provided to familiarize students with the process of selecting an answer, navigating the test session, and using the tools provided.

On the following pages, there are scripts for you to read during administration. Directions that you are to read aloud to students are printed in **boldface** text. Read them exactly as they are written, using a natural tone and manner. If you make a mistake when reading the directions, stop and say, "**No. That is wrong. Listen again.**" Then read the directions again.

Reference Sheets

For grades 8 and 11, Science Formula Reference Sheets and the Periodic Table of Elements are available to view in the "reference guide" link. Students may refer to the two reference sheets as needed throughout the administration of the assessment.
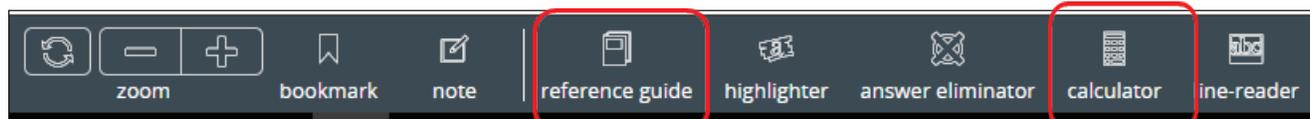
Calculator Use

The SDDOE has approved the use of an online calculator tool for students in all grade levels. Refer to the Guidelines for Calculator Use section of this manual prior to testing.

Recorded Training

A recorded version of the Assessment Administration training is available in Nextera on the HELP tab.

SDSA Practice Test (Grades 5, 8, and 11)

The instructions below are provided for the *SDSA* Grades 5, 8, and 11 Practice Test for students using the Questar Secure Browser SD.

For Desktop Computers and iPads

Prior to beginning, confirm that the latest version of the Questar Secure Browser SD has been installed on all of the workstations being used for testing. Instructions for installing the Questar Secure Browser SD were sent to your School/District Information Technology Coordinator (SITC/ DITC). The icon shown below will appear on each desktop that has the Questar Secure Browser SD installed. Last year's secure browser will have a similar icon, but it will not work with the updated Questar Secure Browser SD as it was for the old testing platform.

Bold text is to be read aloud to the students. *Italicized* text is for Test Administrator/Examiner information only.

The Practice Tests are separate tests that must be given to students to familiarize them with the testing platform and features available. The Practice Test should be given at least one week prior to the school test window.

The table below provides you with the login credentials needed at each grade level

Grade	Username	TTS* Username	Password
5	Sci05	Sci05tts	practice
8	Sci08	Sci08tts	practice
11	Sci11	Sci11tts	practice

(* for students using a Text-To-Speech accommodation)

For Grade 5:

SAY **Today you will log in to take the *SDSA* Grade 5 Practice Test. We will begin by accessing the Questar Secure Browser SD.**

For Grade 8:

SAY **Today you will log in to take the *SDSA* Grade 8 Practice Test. We will begin by accessing the Questar Secure Browser SD.**

For Grade 11:

SAY   **Today you will log in to take the *SDSA* Grade 11 Practice Test. We will begin by accessing the Questar Secure Browser SD.**

For all grades:

SAY   **On your device, locate the icon titled "Questar Secure Browser SD."**

        Select this icon and the program will launch. Once the program has opened, you will see the login screen for the Questar Secure Browser SD.

Pause to ensure student screens are displaying the login screen. Refer to the Setup and Installation Guide in Nextera HELP tab, if needed.

On iPads, students will need to select "South Dakota" as their state prior to being directed to the login screen.

SAY   **Do not enter anything until you have been instructed to do so. Is there anyone who does not see the login screen?**

Pause to ensure student screens are displaying the Questar Secure Browser SD login screen.

An example of the login page is below. Be sure all students are on this page before proceeding with instructions.
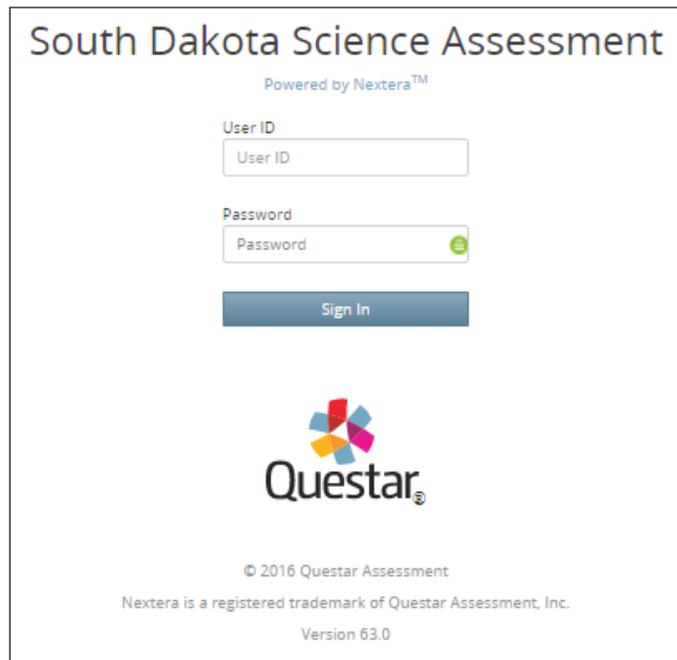
For Grade 5:

SAY **Type "Sci05" in the field titled "User ID." Are there any questions?**

For Grade 8:

SAY **Type "Sci08" in the field titled "User ID." Are there any questions?**

For Grade 11:

SAY **Type "Sci11" in the field titled "User ID." Are there any questions?**

*If a student is using a Text-to-Speech accommodation, SAY the TTS usernames (SAY **Sci05tts***, or* **Sci08tts***, or* **Sci11tts***).*

Answer any questions the students may have.

SAY **Now select the "Password" field. Once your cursor is in the "Password" field, type the word "practice." Does anyone have any questions or need help finding the information you need to enter?**

When you have confirmed everyone has entered their login information, proceed with the instructions.

SAY **Select "Sign In" to enter the the Questar Secure Browser SD.**

This will log the students in to the Questar Secure Browser SD. When the students log in to the practice test, they will see a generic profile page. When a student logs in to an operational test session he or she will see their personal profile page. The examples of the SDSA screens that follow are specific to the Practice Tests.

Check your information

Demo Student Name	**10/15/2008** Date of birth
Demo Grade	Gender
Questar School name	**TSA001A1** Student number
Teacher, Practice Teacher name	

Is everything here correct?

No   Yes

SAY   **This page displays a generic student profile. Select "Yes".**

Practice questions have been developed for each grade level to prepare students for the assessment using the Questar Secure Browser SD. The Practice Test is required and must be completed by every student prior to taking the SDSA. The purpose of this required Practice Test is to allow practice using the different computer keys necessary to complete the SDSA. The Practice Test will also help to familiarize students with the content of the questions.

SAY   **Now you will complete some practice questions to become familiar with the Questar Secure Browser SD. Follow all instructions as they are read aloud. Do not continue until you are instructed to do so. Click "Start test".**

Choose your test

Demo | Demo | Session 1   Start test

Pause to ensure all students have located the "Science | Session 1" as indicated in the example below. The test will begin by displaying a window that contains the test directions.

SAY   **Follow these directions for taking the test. You will need to scroll to view all the test directions. Click on the right arrow to start.**
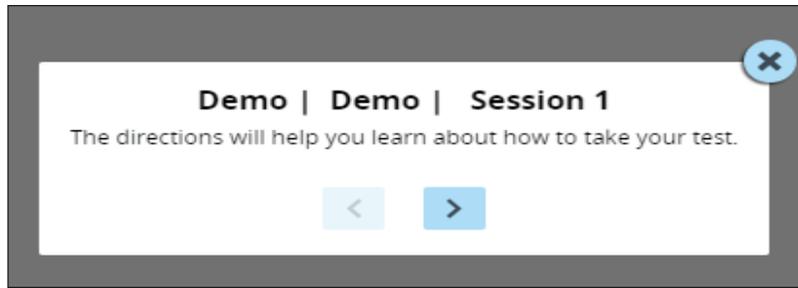
If students have a Text-to-Speech accommodation, they will need to access the "Play Directions" panel in the bottom left of the screen.

On the next screen, students will see testing directions. Instruct them to read along while you read the directions aloud.
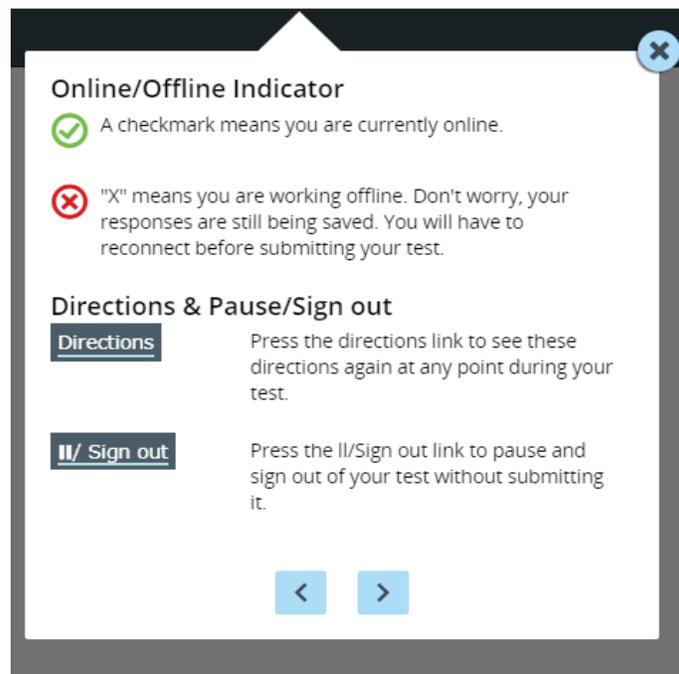
SAY **The directions will help you learn about how to take your test.**

The Online/Offline Indicator can be found in the upper left corner of the screen during the test. A checkmark means you are currently online. An "x" means you are working offline. Don't worry, your answers are still being saved. You will have to reconnect before submitting your test. If you need help getting back online or reconnecting, raise your hand.

Text-to-speech will only function if the student is working online.

"Directions" and "Pause/Sign out" can be found in the upper right corner of the screen during the test. Press the "Directions" link to see these directions again at any point during your test. Press the "Pause/Sign out" link to pause and sign out of your test without submitting it.

Instruct the students to select the right arrow button at the bottom of the window to continue reading the directions.

Instruct students to continue to follow along while you read the directions aloud.
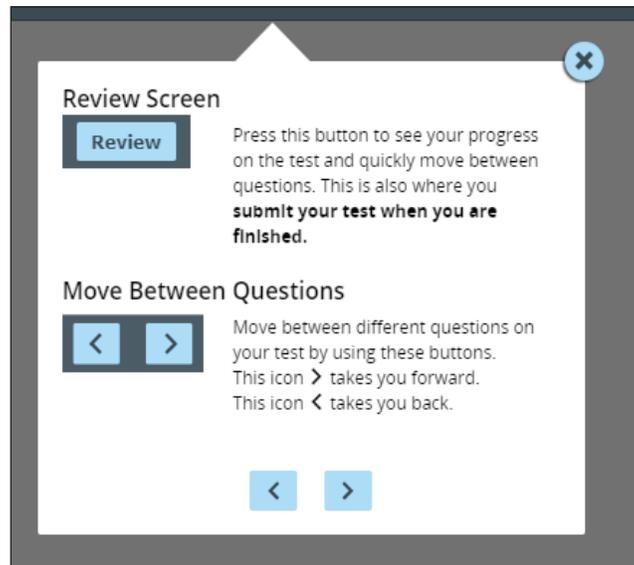
SAY **The "Review" button will be located in the upper left corner of the screen during testing. Press this button to see your progress on the test and quickly move between questions. This is also where you submit your test when you are finished.**

The right and left arrow buttons will be located in the upper right corner of the screen during testing. Move between different questions on your test by using these buttons.

The right arrow takes you forward. The left arrow takes you back.

Select the right arrow button at the bottom of the directions window to move to the next screen.
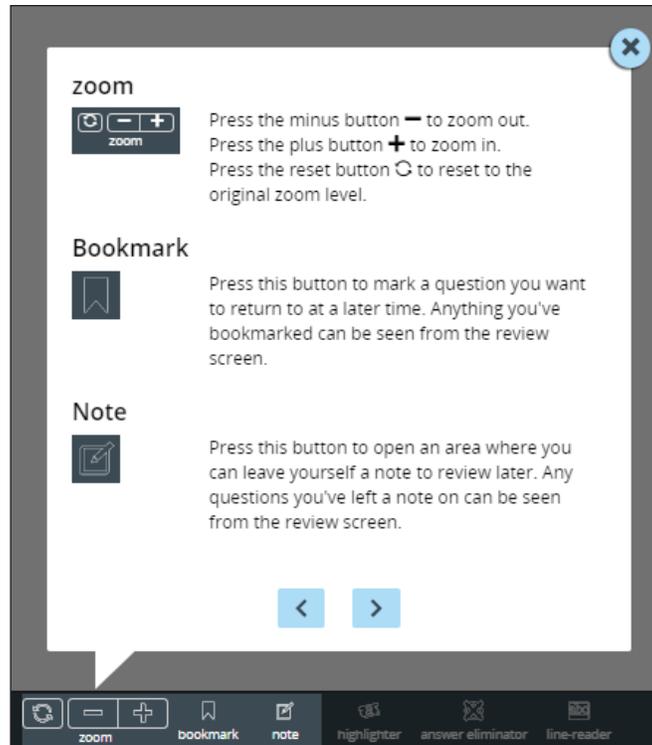
SAY **There are also some tools that are an option for you to use that you may find helpful.**

"Zoom" can be used to make words and pictures on the screen bigger or smaller. Press the minus button to zoom out. Press the plus button to zoom in. Press the reset button to reset to the original zoom level.

You may select "bookmark" to mark a question you want to return to at a later time. Anything you've bookmarked can be seen from the "Review" screen.

You may select "note" to open an area where you can leave yourself a note to review later. Any question for which you've left a note can be seen from the "Review" screen.
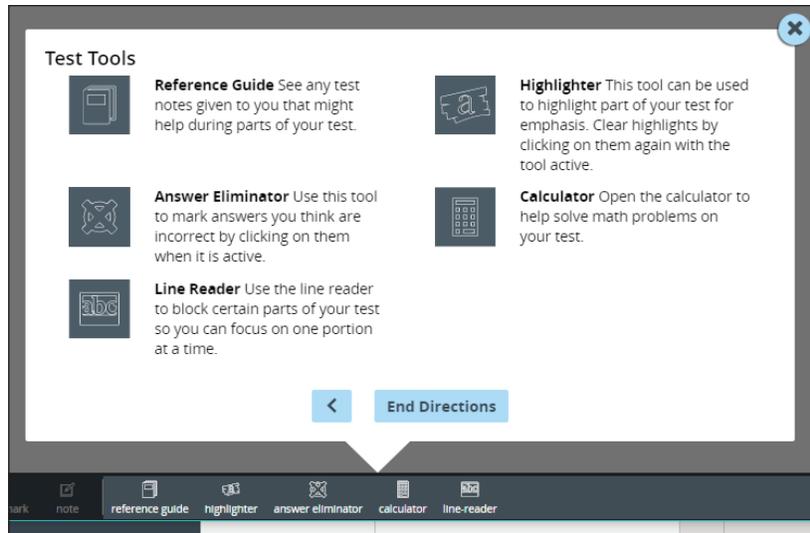
SAY *(For grades 8 and 11 only)* **The "reference guide" tool can be used to view the science formula reference sheets or the Periodic Table.**

(For all grades) **The "answer eliminator" tool can be used to mark answers you think are incorrect by selecting them.**

Use the "line reader" tool to block certain parts of your test so you can focus on one portion at a time.

The "highlighter" tool can be used to highlight part of your test for emphasis. Clear highlights by selecting them again with the tool active.

Use the "calculator" tool when permitted to make calculations, if necessary.

When you are testing, you will select the tool button to turn the tool on or off. Tools that are active will be highlighted in blue.

Select the "End Directions" button.

Do not work ahead. Are there any questions?

Check that all students show the "Wait to start" screen. Answer any questions the students may have.

Wait to start

Wait until your test is loaded and your
teacher tells you to start the test.
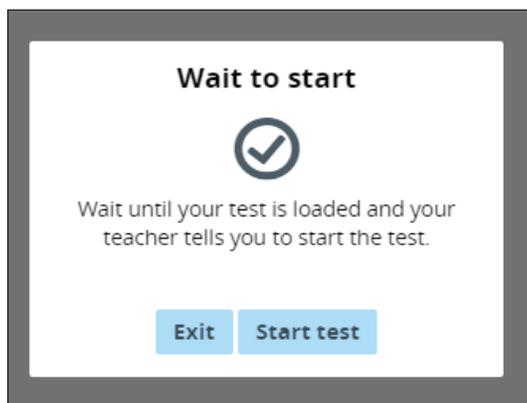
Exit   Start test

SAY   **Select "Start test".**

The first question will be displayed.

SAY   **You will see a screen with "Question 1" at the top indicating the question number in the test.**

There is a button labeled "Directions" in the top right of the screen beside the "Pause/Sign out" button. Selecting this button will display the directions again. Select the "Directions" button to see the directions displayed.

To close the directions, select the "X", located on the top right corner of the directions. Are there any questions?

Answer any questions the students may have or provide assistance for students who might have trouble managing the buttons.

SAY   **The Practice Test screen you are viewing is an example of a multiple-choice or multiple-select question. For multiple-choice questions, you will select the circle to the left of the answer you want to choose. Select the circle to the left of one of the answers. For multiple-select questions, you will select the number of answers specified in the question. Now change your answer or answers.**

Pause while students practice changing their answers.

SAY   **Are there any questions?**

Answer any questions the students may have.

SAY   **You may eliminate answer choices by using the "Answer Eliminator" tool located on the bottom of your screen. To practice, select the "Answer Eliminator" tool, then select the answer choice you want to eliminate. The answer choice you eliminated should now have an X drawn over the top of it.**
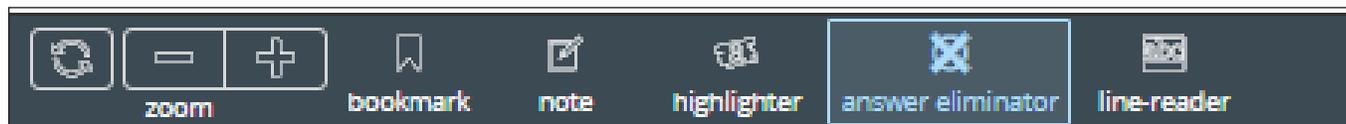
Pause to allow students to practice using this tool.

SAY **To remove the X, select the answer choice again. To close this tool, select the tool again from the toolbar, or select a different tool. Are there any questions?**

Answer any questions the students may have.

SAY **Find the answer. Select the circle to the left of the answer to indicate your choice.**

After you have finished, STOP; do not continue until told to move to the next question.

Pause to allow students to do practice Question 1. Do not read the practice question aloud.

SAY **Locate the arrows on the top of the screen. You will use these buttons to move backward or forward one question/screen at a time.**

Select the arrow pointing to the right to advance to practice Question 2.

Pause while the students move to the next screen of the Practice Test.

SAY **You will now see practice Question 2 on your screen. Read the question and look at the answer choices below the question.**
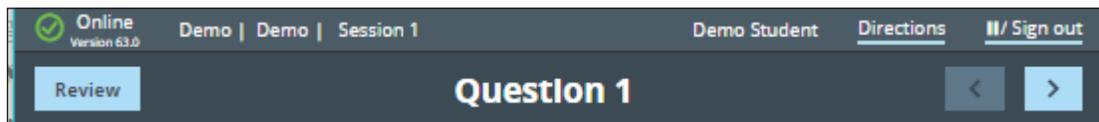
If needed, use the scrollbar that appears to the right of this screen for practice. You may need to use the scrollbar at times during the test to see all of the item or question.

Pause and allow students to practice scrolling.

SAY **The test also allows you to bookmark a question as a reminder to return to that question for review before submitting your test for scoring. To practice this, select the "bookmark" button to bookmark this question. You will see the bookmark indicator on the Review screen at the end of the test. Next to the "bookmark" button is the digital "note" button. You may select this to take notes; however, nothing in the "notes" will be scored.**

An example of the "bookmark" and "note" buttons are below. They are located immediately to the right of the item number.

SAY **Are there any questions?**

Answer any questions the students may have.

SAY   **You may highlight text on the screen to assist in answering questions. The "highlighter" tool is located on the bottom of the screen alongside the other tools. To practice this, select the "highlighter" button and highlight a few words on the screen by dragging the cursor over the words you want to highlight.**
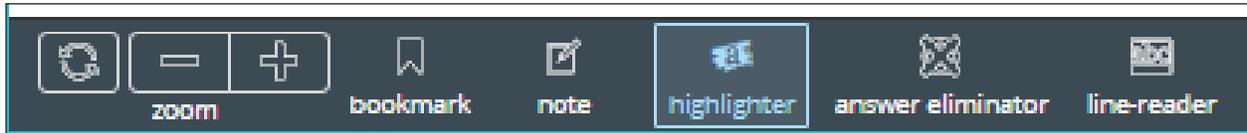
Pause to allow students to practice using the "highlighter" tool.

SAY   **To remove the highlight, select the highlighted text again. To turn off the highlighter, select the "highlighter" tool again. Are there any questions?**

Answer any questions the students may have.

SAY   **Find the answer. Select the circle to the left of the answer to indicate your choice.**

   **After you have finished, STOP; do not continue until told to move to the next question.**

Pause to allow students to do practice Question 2. Do not read the practice question aloud.

SAY   **Select the arrow pointing to the right to go to the next screen.**

Pause to make sure all students are now on Question 3.

SAY   **You are on practice Question 3 of the Practice Test. To make words or pictures on the screen bigger, select the "zoom" tool in the bottom left of your screen. Press the plus button to enlarge the page. Press the minus button to decrease the size of the words and pictures on the entire page. Press the reset button to reset to the original size. Are there any questions?**

Answer any questions the students may have.

SAY   **Read the question and find the answer. Select the circle to the left of the answer to indicate your choice. After you have finished, STOP.**

Pause to allow students to do practice Question 3. Do not read the practice question aloud.

SAY   **You should have selected a response.**

   To review your test before submitting it for scoring, select the "Review" button in the top left of your screen. You can select to review your response at any time during the test.

Select the Review button now.

Make sure all students have selected the "Review" button.

SAY **You are now on the "Review" screen. An example of the "Review" screen is below. From the "Review" screen, you can return to any of the questions on the Practice Test by selecting the appropriate question number. To try this out, let's return to question 2.**

The "Review" screen indicates the number of questions you have left unanswered. For example, if you answered one question, it will read "You have answered 1 of 3 questions …"

The questions that have not been answered are indicated in yellow boxes. Clicking in the box for a question marked as unanswered will take you to that question in the test. Mark your answer and "Review" your test again.

Select number 2 on the "Review" screen. You will now see question 2 of the Practice Test. Are there any questions?
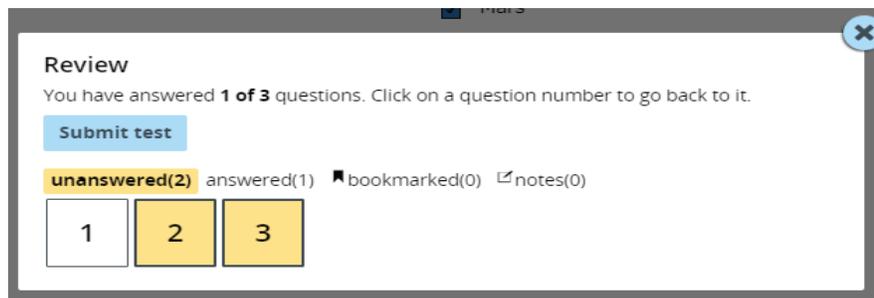
SAY **Return to the "Review" screen.**

If you used the Bookmark button for any questions, there will be a flag in the column titled "bookmarked."
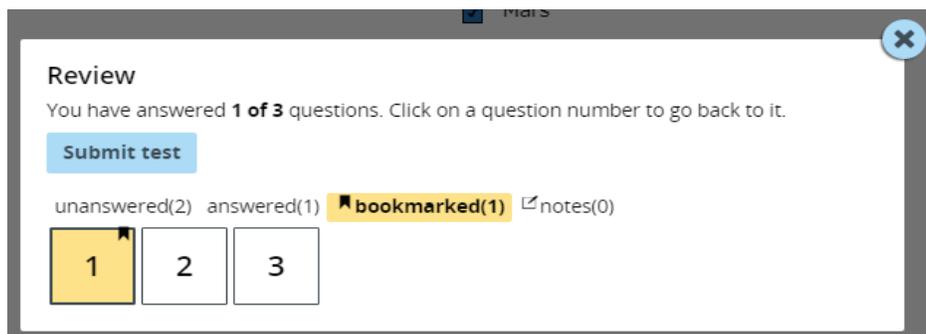
If you used the "notes" button for any question, there will be a notes icon on the questions that have a note. Click on the box with a "notes" icon and you will be taken to that question on the test.
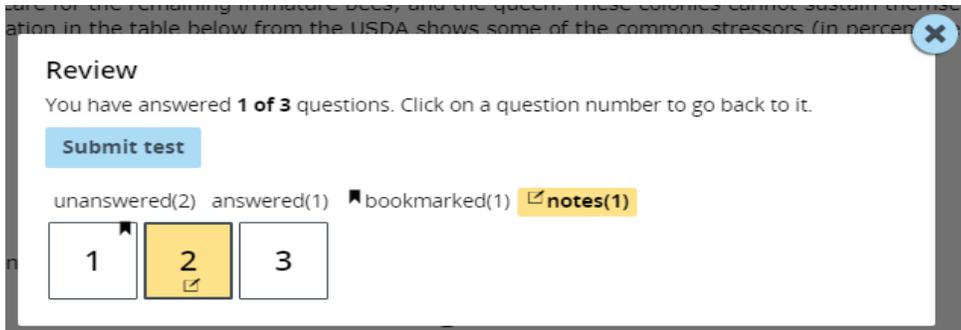
Are there any questions about what displays on the Review screen?

Pause and answer any questions the students may have.

SAY **Now, select the "Review" button to return to the "Review" screen.**

Pause to make sure everyone is in the right place and to answer any questions.

SAY **We are now ready to submit the Practice Test. You will find the "Submit test" button on the "Review" screen.**
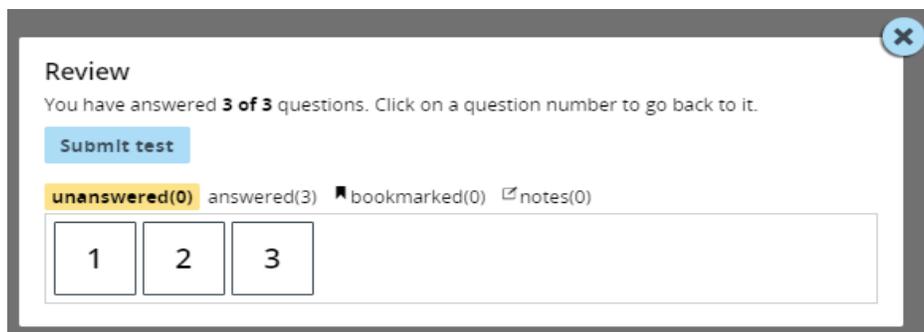
When you are finished with a test session, you will select the "Submit test" button.
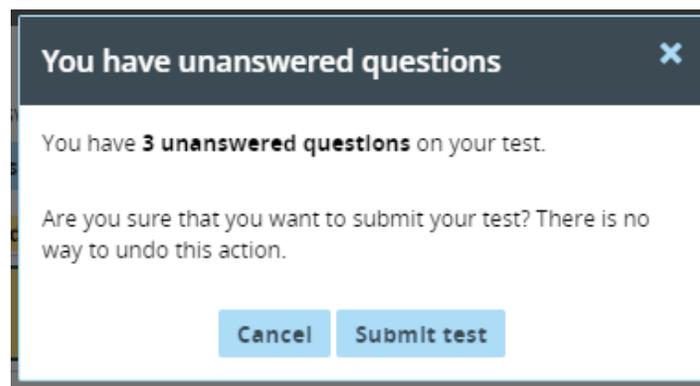
If you have unanswered questions, the screen will display "You have unanswered questions". You should click "Cancel" to return to the "Review" screen and click on any unanswered question boxes. Once you have answered all questions, click "Review and Submit" to re-review your responses. Click "Submit test".
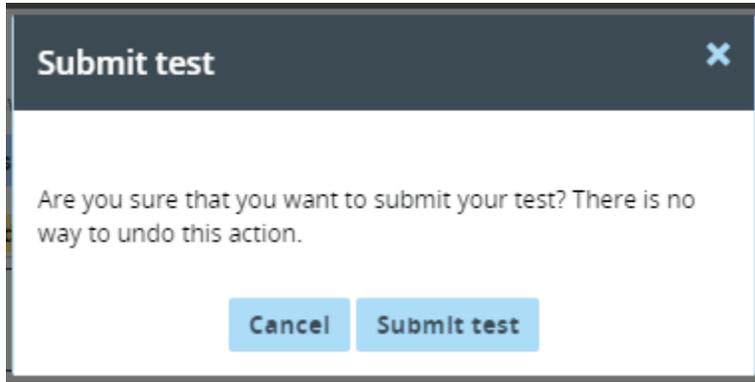
If you have answered all the questions, the "Submit test" screen will ask "Are you sure you want to submit your test? There is no way to undo this action". Once you select "Submit test", YOU WILL NOT BE ABLE TO RE-ENTER that test session to change or answer any additional questions.

Students will be able to re-enter the practice test multiple times using the login credentials provided in this manual. Responses, notes, bookmarks are not saved. This is not true of the operational SDSA; once a student has submitted their test, the test cannot be reopened.
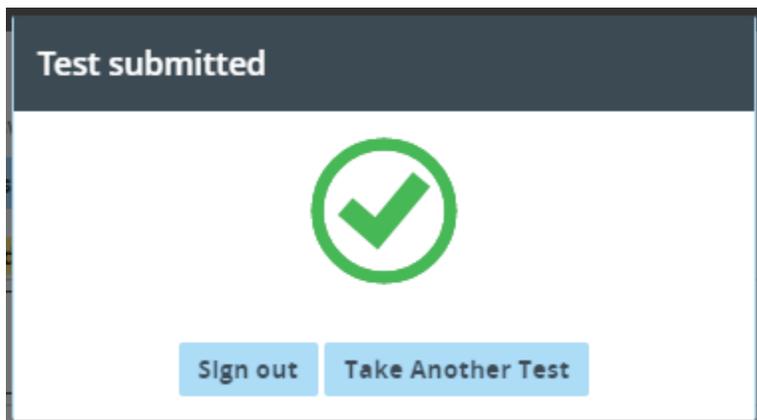
SAY **After clicking "Submit test" you will receive a screen with a check mark indicating "Test submitted".**

To start the operational test, students will need to log out of the Practice Test and then log back in using their username and password.

SAY **Select "Sign out" to log out of the Questar Secure Browser SD. Are there any questions?**

Pause and answer any questions the students may have.

SDSA Operational Test (Grades 5, 8, and 11)

The instructions below are provided for the *SDSA* Grades 5, 8, and 11 Operational Test for students using the Questar Secure Browser SD.

Once you have directed students through the login process and administered the required Practice Test for *SDSA* (starting on page 13 of this manual), the students are ready to begin the test. If your students are not logged in and/or have not completed the Practice Test, reference the applicable section of this manual and follow the instructions.

You will need to have the list of the student logins for all of the students who will be testing, along with the unique four-digit Access Code for each test session. This information may be retrieved from Nextera.

Test sessions may be read to students using text-to-speech if they have an IEP, Section 504 plan, or LEP (EL plan) that allows for such accommodation.

Be sure to have scratch paper available for students. **All scratch paper must be collected and securely destroyed at the end of the test administration.**

Bold text is to be read aloud to the students. *Italicized* text is for Examiner information only.

Pass out the secure student login tickets prior to directing the students to log in. Students will select the testing icon on their screens to launch the application.

SAY   **On your device, locate the icon titled "Questar Secure Browser SD."**

Double-click this icon and the program will launch. Once the program has opened, you will see the login page.

Do not enter anything until you have been instructed to do so. Can everyone see the login page?

You are currently viewing the Questar Secure Browser SD. Here you will see the *SDSA*. Do not select anything until I tell you to do so.

On iPads, students will need to select "South Dakota" as their state prior to being directed to the login screen.

SAY   **Do not enter anything until you have been instructed to do so. Is there anyone who does not see the login screen?**

Pause to ensure student screens are displaying the Questar Secure Browser SD login screen.

Students will enter their case-sensitive user ID and password exactly as they appear on their student login ticket and select SIGN IN. Students will have the same password for each session of the SDSA three-session test.

SAY   **Look at the user ID on your student login ticket. Type that user ID in the field titled "User ID".**

Now select the Password field. Your password is on your student login ticket. Type in your password. Does anyone have any questions or need help finding the information you need to enter?

Once all questions have been answered,

SAY   **Select SIGN IN to start the test.**

On the next screen, students will confirm the information is correct, then select YES. (If corrections are required, contact the School or District Test Coordinator before the students begin the test. Student information MUST be corrected in Nextera Admin. before the students begin testing.)

SAY   **Now you should see a screen with your name on it. Do you see your name on the screen? If you do not see your own name, raise your hand. If your name is not spelled correctly, raise your hand.**

Now look at the rest of the information on the screen. Make sure the following are correct:

Date of birth	**School name**
Grade	**Student number**
Gender	**Teacher name**

If any of the information is not correct, STOP and please raise your hand.

If all of the information is correct, select YES at the bottom of the screen. Do not go past the next screen.

Make sure the students have all logged in and are at the "Choose your test" screen.

On the next screen, students will see links for the sessions they will be taking (Session 1, Session 2, Session 3). Instruct them to select the link for the part of the test they are taking during the current session. Sessions should be completed in order.

SAY   **Now we are going to begin the test. Select "Start test" next to** *[insert grade as appropriate]* **| Science |** *[insert session number as appropriate]***.**
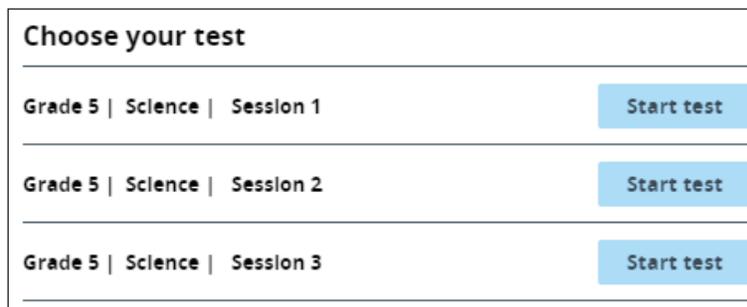
Example of the "Choose your test" screen

SAY   **I will provide the access code to begin the test once we have finished reviewing the directions. Click on the arrow pointing right to begin the directions. Continue clicking the arrow pointing to the right and review all the directions.**
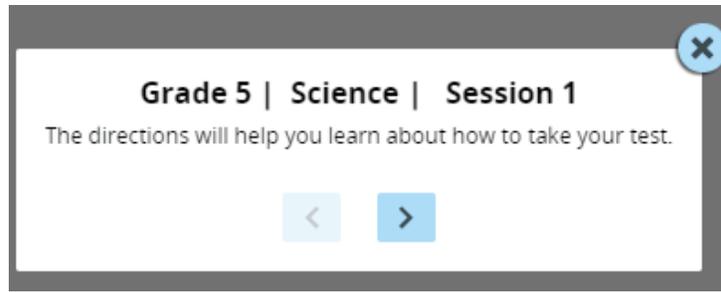
Once you have reviewed all the directions, STOP on the page that says "End directions". Do not go any further.
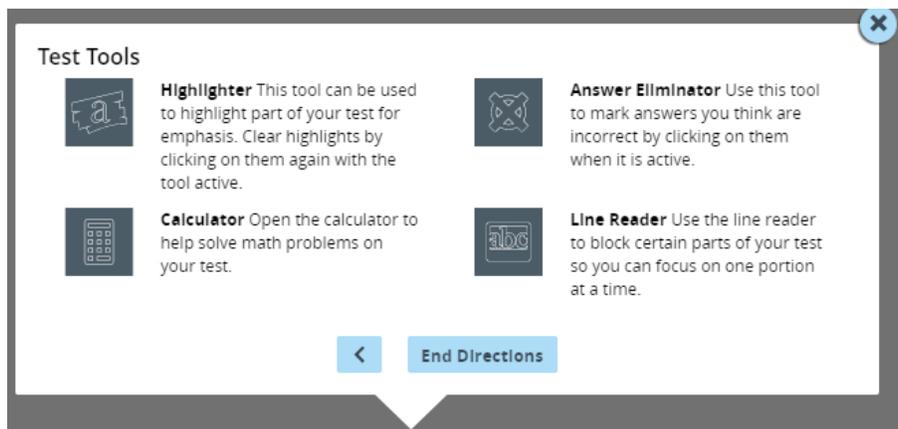
Allow a few minutes for students to review the directions.

SAY   **Has everyone finished reviewing the directions? Are there any questions?**

Answer any questions the students may have.

SAY   **Click on "End directions" now.**

You should now be prompted to enter a four-digit Access Code. The Access Code for *SDSA* is _____.
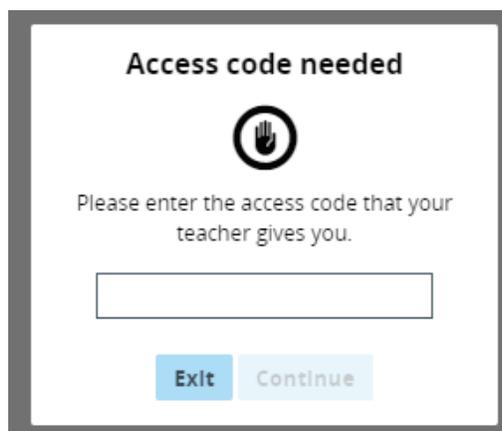
SAY   **Enter the code in the space provided on the "Access code needed" screen and click "Continue" and STOP on the "Wait to start" screen. I will tell you when you can start.**

After reading the Access Code aloud, you should also write it on the board. Walk around the room to ensure all students see the "Wait to start" screen.

Wait to start

Wait until your test is loaded and your teacher tells you to start the test.

Exit   Start test
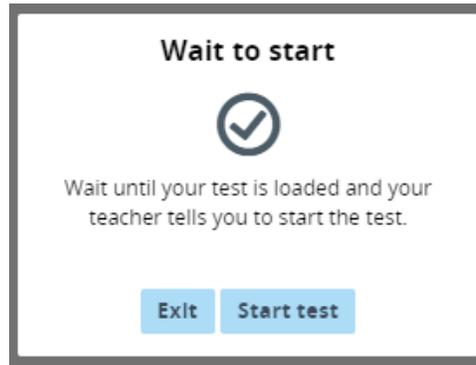
Note: The PAUSE/SIGN OUT button is located in the upper right corner of the screen during testing. If students pause the test for a break, the break must be less than 20 minutes. Students must sign back in using their user IDs/passwords and submit the test once they are finished. Any test that is paused longer than 24 hours will require a Proctor Password to log back into the test. Contact your School or District Test Coordinator to obtain the Proctor Password.

Proctor password needed

You need a proctor password to start or continue this test.

Cancel   Continue
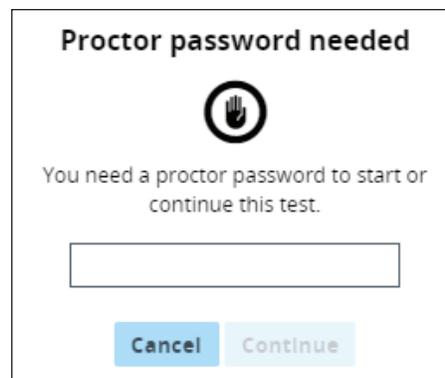
Pause to allow students to enter the code.

SAY   **You should complete all of the questions on the test. You may use the scratch paper provided to complete the questions; however, be sure to record your answers on the computer.**

Be sure to collect and securely destroy all scratch paper after the assessment has been administered.

SAY   **Remember, read each question carefully, and select your answer by selecting the circle to the left of the answer for multiple-choice or multiple-select questions. Are there any questions?**

Answer any questions the students may have.

SAY   **Be sure to answer each question completely. If you do not understand what to do during this test, raise your hand and I will clarify the directions for you. This test is not timed. Are there any questions?**

Answer any questions the students may have.

SAY   **In the upper left of your screen there is a green bubble with a check mark.
       If at any time during testing that bubble runs red with an X, raise your hand
       immediately and I will check to make sure your computer is connected to the
       server. Are there any questions?**
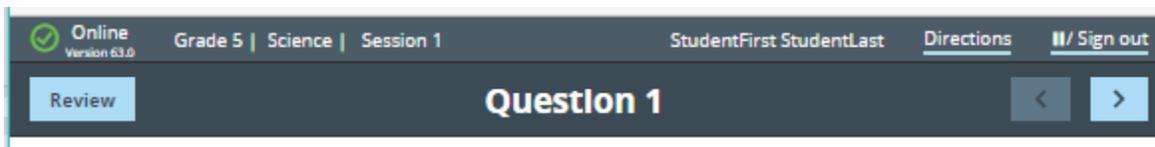
*Answer any questions the students may have. During the test, monitor the room to make sure all
student connection lights are green.*

SAY   **Do not work ahead. Are there any questions?**

Answer any questions the students may have.

SAY   **Once you have answered all the questions, go back and review your work. Are
       there any questions?**

Answer any questions the students may have.

SAY   **When you complete the test session, raise your hand and I will come to your
       workstation. Once you select "Submit test" you will not be able to re-enter this
       test session to change or answer any more questions. You are now ready to
       start the test.**

       Select "Start test".

*Move around the room during the test session in order to make sure that everyone is following
directions. Make sure that students are recording their answers properly. Be sure to monitor students
during the entire test session.*

*As students raise their hands indicating they have completed the test, walk over to their workstations
and verify that they are finished.*
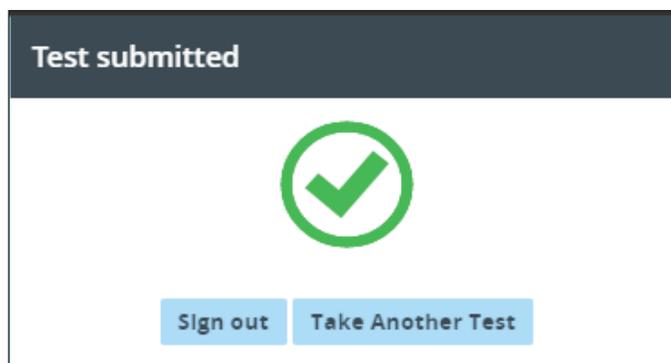
*If students clicked "Sign out" on the "Test submitted" page the Questar Secure Browser SD login
page will be displayed. You will need to have the students login again if you are starting another test
session. Remember to allow a short break of at least 10 to 15 minutes between sessions but only when
all students have finished the current test session.*

If students clicked "Take Another Test" on the "Test Submitted screen, the "Choose your test" screen will be displayed. The session just completed should no longer show as available as a link indicating the students successfully submitted their test. If the session just completed is still active, the students will need to follow the steps to review and "Submit test" again.

This is the only way the student can continue to the next session in the test. All test sessions must show as submitted before a test can be scored.

Once you have verified that the students have completed the test, instruct them to select "Sign-out" on the "Test Submitted" screen. All materials distributed to the students must be collected before they may leave the testing area.

SAY **If you are on the "Review" page, select the "Submit test" button to complete your test.**

Select the "Review" button and then select "Submit test" to complete your test.

For the last session of the test, instruct students to "Sign-out" on the "Test submitted" screen.

SAY **Once you have completed your test, click the "Review" button and select "Submit test". On the "Test submitted" screen click on "Sign-out" to log out of the Questar Secure Browser SD. If you have any questions, raise your hand.**

Answer any questions the students may have. If your students will be completing more than one test session today, make sure that they complete one session at a time and that they have a short break of at least 10 to 15 minutes between sessions. Be sure to collect and securely destroy all used scratch paper, and clear the memory in each calculator if students are using external calculators. This completes the SDSA.

THANK YOU FOR YOUR PARTICIPATION IN THE *SDSA* ADMINISTRATION.

Paper/Pencil *SDSA* Administration

All *SDSA* tests are available only in the online platform unless a braille or paper/pencil version is requested by the district in advance. Braille forms need to be requested by October 1 of the current school year. Paper/pencil versions are available only to those colonies who do not have the technology available to take the assessment online. Students may mark responses to the assessment questions directly on the test booklets.

Each paper/pencil package will contain the following materials:

- *SDSA* Test (grades 5, 8, and/or 11)

- Formula Reference Sheets (grades 8 and 11)

- Periodic Table of Elements (grades 8 and 11)

Please check with your Test Coordinator for special instructions and testing materials if administering a paper/ pencil assessment form.

Paper/Pencil *SDSA* Test Administrator Checklist

Before paper/pencil assessment administration

❑ Attend a training session provided by your District Test Coordinator.

❑ Review this manual and any specific instructions provided by your Test Coordinator.

❑ Follow your school's testing schedule.

❑ Inform students of scheduled testing dates and times.

❑ Arrange for appropriate physical conditions for testing.

❑ Arrange for the provision of assessment accommodations (if applicable).

❑ Assemble the materials needed for testing.

❑ Ensure that you have received all necessary testing materials from your Test Coordinator.

❑ Calculator use is permitted at all grade levels. Refer to the Guidelines for Calculator Use section for further information. Instruct teachers that it is their responsibility to ensure any calculators with downloaded programs are cleared prior to each testing section.

❑ Maintain assessment security before each testing section.

During assessment administration

❑ Follow all directions as stated in these Directions for Administering.

❑ Maintain assessment security during each testing section.

After assessment administration

❑ Inspect and organize students' testing materials.

❑ Return ALL testing materials to your Test Coordinator.

❑ Maintain assessment security after each testing section.

Important Information for the 2018 Paper/Pencil *SDSA* Administration

Please review these Directions for Administering carefully to ensure that you are familiar with this document prior to the first day of testing. If you have any questions or concerns about the assessment administration, please contact your DTC or STC.

Directions for Administering
- There is one manual to be used for administering all grade levels of the assessment.

Student Testing Materials
- Students must use the same test booklet for all testing sections in order for the items to be scored correctly. All students should write their name in the space provided on the test booklet cover.

- Testing section breaks are clearly identified. The Science tests are each divided into separate testing sections within the students' test booklets, and these Directions for Administering.

- Students may mark in their test booklets using a number #2 pencil.

Assessment Administration
- The South Dakota Department of Education (SDDOE) recommends that each section be administered on the same day. Students are to be given a minimum of a 10–15-minute stretch break between each test section. These Directions for Administering and all student testing materials are organized accordingly.

- While the students are working, walk quietly around the room to make sure that they are following directions and selecting their answers in the correct way. Check to see that students mark only one answer for each multiple-choice question or the specified number of answers for a multiple-select question and that they stop working once they have answered all of the questions in that section. If a student has trouble understanding the directions, explain as quickly and quietly as possible. If a student asks for assistance in pronouncing a word, tell the student to do his or her best.

Student Participation
- The SDDOE requires the annual administration of the South Dakota Science Assessment to ALL students in grades 5, 8, and 11.

Assessment Security

It is important to follow all security measures before, during, and after each administration to ensure the integrity and validity of the assessment. All testing materials must be kept in a secure location except when being utilized by students. Teacher/examiners are asked to report any questions/concerns regarding assessment security to the DTC.

Teachers are not permitted to review the students' test booklets for light marks, double marks, or incomplete sections.

Once a testing section has been completed, do not allow the student to go back to the section.

The Test Coordinator should report any incident to the SDDOE utilizing the Testing Irregularity Form available online at http://doe.sd.gov/Assessment/documents/SciAltIrreg.xlsx.

Cell phones, iPods, pagers, and other communication devices that can be used to transmit information and capture images must be turned off and kept out of view and reach during the assessment administration. Use of these devices during testing will result in an irregularity and possible invalidation of assessment scores. Calculators with downloadable programs must be cleared of all programs prior to each testing section.

Students' backpacks and purses should be placed at a distance from students' seats so they may not retrieve items without leaving their seats.

No school personnel should attempt to score or grade any student responses before returning testing materials to Questar for processing. It is unlawful and unethical to keep, photocopy, or otherwise reproduce any of the assessments. After testing is completed, all secure testing materials—used and unused—must be accounted for and returned to your Test Coordinator.

Questions or concerns regarding assessment security should be discussed with your DTC or STC. Any potential breach of assessment security should be reported immediately.

Scheduling

The *SDSA* is to be administered between the dates of April 2, 2018 through May 4, 2018, including any makeup testing. Consult your Test Coordinator for the assessment administration schedule for your school.

The SDDOE recommends that the Science assessment be administered on the same day. This schedule allows schools to administer a test section to all students in a grade at one time or to administer a test section to students during regularly scheduled class periods.

It is recommended that each test section is given in the order that it appears in the test booklet.

- Once a test section has begun, it must be completed in one sitting. Under extreme circumstances, a student may come back to complete a test section that he or she started on a previous day. If you encounter an extreme circumstance, please contact the SDDOE for guidance.

- It is recommended that students be given a minimum of a 10–15 minute stretch break between each testing section. These Directions for Administering and all student testing materials are organized accordingly.

Approximate testing times are provided for planning purposes only. Take into consideration that the *SDSA* consists of a series of untimed assessments. Students should be provided with as much time as they need to complete each test section.

	Grade 5	Grade 8	Grade 11
Science	**1.8–2.3 hours**	**1.8–2.3 hours**	**1.8–2.3 hours**
First Section	35–45 min.	35–45 min.	35–45 min.
Second Section	35–45 min.	35–45 min.	35–45 min.
Third Section	35–45 min.	35–45 min.	35–45 min.

Inform Students of Testing

Inform students in advance of scheduled testing dates and times, and remind students to bring sharpened No. 2 pencils to the testing sections. Since some students will complete the test sections early, Test Administrators, at their discretion, may suggest that students bring a library book and store it under their seat to read when they finish a test section before the other students. Homework is not acceptable as it may help the student or others find answers to test questions.

Testing Environment

Arrange rooms and seating well in advance of assessment administration. Generally, regular classrooms with groups no larger than usual provide the best testing environment. Adequate lighting, ventilation, freedom from noise and interruptions, comfortable seats and smooth, hard writing surfaces are important factors to consider when selecting an assessment site. The writing surfaces should be large enough to accommodate a test booklet, and students should be seated in such a way that they will not be tempted to look at the answers of others. To avoid confusion, seating arrangements should be completed prior to assessment administration. If more than 25 students assess in the same location, it is recommended that there be three or more proctors available during the test section.

To avoid interruptions during the testing sections, make sure that students have had an opportunity to visit the restroom and to get a drink of water before beginning each test section. Post a "Testing—Do Not Disturb" sign on the door.

Testing Materials

Tests for each grade are contained in a single test booklet. All students mark their answers for all tests within the test booklet.

You should receive the following materials in sufficient quantity from your Test Coordinator:

- Test booklets

- Formula Reference Sheets (grades 8 and 11 only)

- Periodic Tables (grades 8 and 11 only)

Immediately prior to the first testing section, all students must write their names on the front cover of their test booklets to ensure that they receive the same testing materials for all test sections. Students must use the same test booklet for each test section.

If you need additional materials, inform your Test Coordinator immediately.

Have a supply of No. 2 pencils with erasers available during the tests. Students must use only No. 2 pencils to mark their answers to the multiple-choice and multiple-select questions. Pens must not be used on any part of the test.

Guidelines for Calculator Use

Students in grades 5, 8, and 11 are allowed the use of a calculator on all portions of the test. Acceptable calculators include four-function, scientific, or graphic calculators, as long as the calculator does not have any of the prohibited features listed below.

The following calculators and features are **prohibited**:

- pocket organizers, handheld or laptop computers, electronic writing pads
- calculators built into cellular/mobile phones or other wireless communication devices
- calculators with a QWERTY keyboard (like a typewriter or something that has alphabet letters)
- calculators that make noise, such as a calculator with a paper tape or a talking calculator, or calculators that have power cords/USB cables
- calculators with CAS (computer algebra systems) technology
- any electronic device that has scanning or camera functions

Any calculator with downloaded programs must be cleared of all programs prior to each testing section.

A testing irregularity will result and scores will be suppressed if a student is found:

1. using a calculator with prohibited features
2. storing testing materials in the memory function of a calculator or other electronic device
3. using any device (including a calculator) to share or exchange information during or after a testing section

Students with IEPs and Section 504 Plans may use a calculator with prohibited features as long as it is written as an accommodation in their IEPs or 504 Plans. However, if either numbers 2 or 3 above occur, this will be considered an assessment irregularity, even for students with IEPs or Section 504 Plans, and will result in an invalidated assessment.

Assessment Accommodations

Accommodations are practices and procedures in the areas of presentation, response, setting, and timing/ scheduling that provide equitable access during instruction and assessments for students with disabilities and students who are limited English proficient (LEP). Accommodations should be documented and students should be using for instructional purposes prior to assessment administration.

Accommodations are intended to reduce or even eliminate the effects of a student's disability; they do not reduce learning expectations and should not give a false picture of what the students know and can do. The accommodations provided to a student must be the same for classroom instruction and assessments, though **not all classroom accommodations are appropriate on a standardized test**.

Appropriate accommodations vary according to the disability addressed by the IEP or Section 504 Plan. Three criteria are essential when considering an accommodation on the *SDSA*:

- The accommodation provides the student the same opportunities in the testing situation as those students who require no accommodation.

- The purpose of the assessment is not compromised by the accommodation. The Science assessment can be read to a student whose IEP specifies a reading disability.

- Assessment security is not compromised by the accommodation. All conditions pertaining to assessment security and the return of testing materials after the assessment is administered still apply.

The following are examples of inappropriate accommodations that are not allowed because they undermine or negate the purpose of the *SDSA*:

- Out-of-level testing-testing a grade 8 student with a grade 5 assessment.

- Teacher or proctor highlighting (or indicating in any way) key parts of assessment questions for a student prior to or during the assessment administration.

- Teacher or proctor crossing out or eliminating one or more incorrect alternatives from multiple-choice or multiple-select questions.

Please refer to page 9 of this manual for accommodations that may be assigned from Nextera. These will need to be selected for students who took the paper/pencil or braille versions of the test and whose answers to test questions will be transcribed to the online student testing site.

In rare instances, there may be accommodations provided that are not part of a student's IEP, 504, or LAP Plan that are utilized due to the nature of the assessment or testing situation, such as if a student was sick on the day of testing so was later assessed individually.

Accommodations must be determined locally on an individual student basis. The student's IEP team makes the decision about any needed assessment accommodations. If you have questions about appropriate assessment accommodations or administering assessments under special conditions, consult your Test Coordinator or local Special Education Director.

Read-Aloud Assessment Administration

If you are conducting a read-aloud administration, review the guidelines for Read-Aloud accommodations with your Test Coordinator. Detailed information can be located in the *Test Coordinator's Handbook*. Read-Aloud protocol training can be found here: http://doe.sd.gov/octe/documents/ReadAloud.mp4.

The Read-Aloud protocol document for Smarter Balanced applies to *SDSA* as well. Only certified staff can provide the read-aloud accommodation. Test Administrators/readers should take some time to familiarize themselves with the test booklet prior to the first test section. However, all remaining requirements concerning assessment security still apply. Assessment instructions should be read to students before each assessment, just as they are for the standard administration.

- Individual Testing: Optimal testing conditions would be a read-aloud administration in a separate room (one student and one Test Administrator as reader) to avoid disturbing other students.

- Small-Group Testing: Students may also be assessed in small groups. For small-group administration, the Test Administrator/reader must ensure that all students being read to are using the same form number of the assessment. It is imperative that the Test Administrator/reader make clear to the group that any student should feel free to request that any portion of the assessment be reread as often as necessary. To that end, students assessed in a small group should know the other students in the group and be comfortable with them. If the Test Administrator/reader anticipates that a particular student may request re-readings much more frequently and/or extensively than other students in the group, then that student should probably be assessed individually. Small groups with widely varying listening/reading/comprehension skills should be avoided.

Sample Items

It is important that all students understand the mechanics of assessment taking. Sample items are provided to familiarize students with the process of selecting an answer.

Formula Reference Sheets

Science formula sheets are separate printed handouts that should be provided to students at the beginning of each Science testing section. Students may refer to these pages as needed throughout the administration of the Science assessments at grades 8 and 11.

The Periodic Table of Elements are printed handouts that should be provided to students at the beginning of each Science testing section. Students may refer to the Periodic Table of Elements as needed throughout the administration of the Science assessments at grades 8 and 11.

Calculator Use

The SDDOE has approved the use of permissible calculators for students in all grade levels. Students may use permissible calculators throughout the Science testing sections. Review the Guidelines for Calculator Use section located on page 7 of these directions prior to testing.

General Directions for Administering the 2018 Paper/Pencil *SDSA*

General Information

The directions for administering the paper/pencil version of the *SDSA* differ from the directions for administering the online version of the assessment. The paper/pencil version of the assessment will be mailed to the DTC prior to the testing window for any student requiring the paper/pencil version of the assessment. When testing is complete, the printed directions must be returned to the DTC/STC to be destroyed.

The STC must provide the Test Administrator with a copy of the directions and the paper/pencil version prior to the day of testing so that the Test Administrator may become thoroughly familiar with administration procedures for the paper/pencil version. The paper/pencil version of the assessment is secure and should be treated as such.

Return Shipment Instructions

Districts will receive return kits in shipment 1 with return instructions and UPS return labels. All secure materials will need to be returned to Questar immediately after testing is completed and tests have been transcribed into Nextera. Tests must be transcribed by 5 pm CST on May 4, 2018.

Before Transcribing Student Responses

To ensure the online form matches the paper/pencil form, DTCs should select "Read Aloud" under Accommodations for each student with the scribe accommodations in Nextera.

Transcribing Student Responses

A certified, district-level employee who does not teach Science MUST transcribe students' answers into the online answer document within the Questar Secure Browser SD. Follow these steps to transcribe student answers:

1. On your desktop, locate the icon titled "Questar Secure Browser SD". Double-click this icon and the program will launch. Once the program has opened, you will see the login page for the Questar Secure Browser SD.

2. Using the student's login information, type in the given username and password, then click Sign In.

3. Verify the student's name, ID, date of birth, grade, assessment, Student Group, and school name. If the student information displayed does not belong to the student testing, or the name and ID do not match, you MUST NOT continue.

4. Click Exit, return to the login page, and check the student's login credentials.

- If the student's date of birth or grade information is inaccurate, or his or her name is misspelled, please note the inaccuracy and then notify the DTC. You may continue after noting the inaccuracy.

- If the name of the Test Administrator/Student Group is incorrect, you should not begin transcribing until this is corrected through Nextera. Failure to do so will result in the student reports being directed to the wrong Test Administrator.

- If all of the information is accurate, click Continue.

5. Click on the link for the test and enter the four-digit access code when prompted. Then click Enter.

6. Begin transcribing student responses. Once you have finished, click on the "Submit test" button at the bottom of the page to submit the student's test for scoring. Then click Exit to log out of the Questar Secure Browser SD.

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The directions given here should be used for administering the paper/pencil version of the assessment. Students using the paper/pencil version will record their answers to the selected response questions in their test booklets. Please read aloud the directions beginning below.

Bold text is to be read aloud to the students. *Italicized* text is for Examiner information only.

Distribute Student Testing Materials

Distribute scratch paper. Before administering the first testing section, read the following instructions to students:

SAY **You will be taking the South Dakota Science Assessment. This assessment is designed to show how much you have learned. For the questions in this assessment, you will select an answer from a list of given choices. Your score on these questions will depend on how well you follow directions and show your understanding of Science. I am going to give you your testing materials. Do not open your test booklets until I tell you what to do.**

Distribute the test booklets.

SAY **There are several important things to remember:**

1. Read each question carefully and think about the answer. Then choose the one answer for multiple-choice or the specified number of answers for multiple-select that you think are best.

2. Make sure you indicate the correct alphabet letter in your test booklet by filling in the circle of the correct choice.

3. If you do not know the answer to a question, skip it and go on. You may return to it later.

4. When you finish the assessment, you may check your work. Do you have any questions?

Answer any questions the students may have.

SAY **Print your name on the front cover of your test booklet.**

The teacher/examiner should walk through the classroom to ensure that students have printed their names on the test booklets.

You are now ready to begin the assessment. Proceed to the specific Directions for Administering the SDSA according to your testing schedule.

* If a student asks for help in pronouncing a word, tell the student to do his or her best.

Administering the *SDSA* Paper/Pencil (Grades 5, 8, and 11)

Section 1

When beginning an assessment, make sure that all desks are cleared of books and other materials not needed for the assessment and that each student has two sharpened soft-lead (No. 2) pencils and an eraser. Students may use permissible calculators on the SDSA.

When all students have their test booklets,

SAY **Open your test booklet to page 4.**

Make sure all students have the correct page showing.

SAY **Look at the directions on page 5. Read them to yourself as I read them aloud.**

Science *[insert appropriate grade:* SAY ***"Grade 5"*** or ***"Grade 8"*** or ***"Grade 11"]*** **directions.**

Follow these directions to complete the test:

- **This assessment contains 70 questions in 3 sections.**
- **Read each question carefully and think about the answer. Then choose the one answer for a multiple-choice question or the specified number of answers for a multiple-select question that you think are best.**
- **Make sure you indicate the correct alphabet letter in your test booklet by filling in the circle of the correct choice.**
- **If you do not know the answer to a question, skip it and go on. You may return to it later during this section.**
- **When you finish the section, you may check your work.**

Now look at the sample question on page 4 and read the sample question to yourself as I read it aloud. "Braden used balls of clay to make a scale model of the solar system. Which of these planets required the most clay to create?"

Which is the best answer?

Pause for replies.

SAY **Yes. That's right. "B, Jupiter" is the correct answer.**

Mark the space for "B" since "B, Jupiter" is the correct answer.

Are there any questions?

Answer any questions students may have.

SAY **You are to read each question and choose the best answer. Indicate the alphabet letter in your test booklet by filling in the circle of the correct choice.**

If you are not sure about the answer to a question, do the best you can, but don't spend too much time on any one question. If you mark an answer and then want to change it, be sure to erase your first answer completely.

You will have as much time as you need to answer the questions in this section. You should keep working until you come to the end of Section 1, where you see the word "STOP" at the bottom of the page. Once you finish, you may check your work in Section 1, but do not go to any other section.

Does everyone understand what to do?

Answer any questions the students have.

SAY **Open your test booklet to Section 1 on page 7. You may begin working now.**

While students are working, walk around the room to make sure that they are following directions and marking their answers in the correct way. Check to see that students mark only one answer for each multiple-choice question and that they continue working until they finish the questions in Section 1. If a student has trouble understanding the directions, explain as quickly and quietly as possible. If a student asks for assistance in pronouncing a word, tell the student to do his or her best.

This section is untimed. After about 45 minutes or when most students have finished Section 1,

SAY **If you have finished Section 1, raise your hand. I will collect your testing materials. After I have collected your test booklet, you may sit quietly or read if you wish. If you have not finished, please continue working.**

When all students have finished Section 1,

SAY **Stop. You have finished Section 1.**

If testing is to continue, give the students a rest period of about 10 minutes, and then continue with the directions for administering Section 2.

Section 2

When beginning a testing section, make sure that all desks are cleared of books and other materials not needed for the test, and that each student has two sharpened soft-lead (No. 2) pencils and an eraser. Students may use permissible calculators on the *SDSA*.

SAY **I am going to give you your test booklet and answer document. Do not open your test booklet until I tell you what to do.**

Distribute the test booklets. Check to see that each student receives the test booklet with his/her name on it. When all students have their test booklets,

For Grade 5:

SAY **Open your test booklet to Section 2 of the test on page 25.**

For Grade 8:

SAY   **Open your test booklet to Section 2 of the test on page 23.**

For Grade 11:

SAY   **Open your test booklet to Section 2 of the test on page 29.**

Make sure all students have the correct page showing.

SAY   **You are to read each question and choose the best answer. Indicate the alphabet letter in your test booklet by filling in the circle of the correct choice.**

      If you are not sure about the answer to a question, do the best you can, but don't spend too much time on any one question. If you mark an answer and then want to change it, be sure to erase your first answer completely.

      You will have as much time as you need to answer the questions in this section. You should keep working until you come to the end of Section 2 where you see the word "STOP" at the bottom of the page. Once you finish, you may check your work in Section 2, but do not go back to Section 1 or on to any other sections.

      Does everyone understand what to do?

Answer any questions the students have.

SAY   **You may turn the page and begin working now.**

While students are working, walk around the room to make sure that they are following directions and marking their answers in the correct way. Check to see that students mark only one answer for each multiple-choice question and that they continue working until they finish the questions in Section 2. If a student has trouble understanding the directions, explain as quickly and quietly as possible. If a student asks for assistance in pronouncing a word, tell the student to do his or her best.

This section is untimed. After about 45 minutes or when most students have finished Section 2,

SAY   **If you have finished Section 2, raise your hand. I will collect your testing materials. After I have collected your test booklet, you may sit quietly or read if you wish. If you have not finished, please continue working.**

When all students have finished Section 2,

SAY   **Stop. You have finished Section 2.**

If testing is to continue, give the students a rest period of about 10 minutes, and then continue with the directions for administering Section 3.

Section 3

When beginning a testing section, make sure that all desks are cleared of books and other materials not needed for the test, and that each student has two sharpened soft-lead (No. 2) pencils and an eraser. Students may use permissible calculators on the *SDSA*.

SAY **I am going to give you your test booklet and answer document. Do not open your test booklet until I tell you what to do.**

Distribute the test booklets. Check to see that each student receives the test booklet with his/her name on it. When all students have their test booklets,

For Grade 5:

SAY **Open your test booklet to Section 3 of the test on page 45.**

For Grade 8:

SAY **Open your test booklet to Section 3 of the test on page 45.**

For Grade 11:

SAY **Open your test booklet to Section 3 of the test on page 49.**

Make sure all students have the correct page showing.

SAY **You are to read each question and choose the best answer. Indicate the alphabet letter in your test booklet by filling in the circle of the correct choice.**

If you are not sure about the answer to a question, do the best you can, but don't spend too much time on any one question. If you mark an answer and then want to change it, be sure to erase your first answer completely.

You will have as much time as you need to answer the questions in this section. You should keep working until you come to the end of Section 2 where you see the word "STOP" at the bottom of the page. Once you finish, you may check your work in Section 3, but do not go back to Section 1 or Section 2.

Does everyone understand what to do?

Answer any questions the students have.

SAY **You may turn the page and begin working now.**

While students are working, walk around the room to make sure that they are following directions and marking their answers in the correct way. Check to see that students mark only one answer for each multiple-choice question and that they continue working until they finish the questions in Section 3. If a student has trouble understanding the directions, explain as quickly and quietly as possible. If a student asks for assistance in pronouncing a word, tell the student to do his or her best.

This section is untimed. After about 45 minutes or when most students have finished Section 3,

SAY **If you have finished Section 3, raise your hand. I will collect your testing materials. After I have collected your test booklet, you may sit quietly or read if you wish. If you have not finished, please continue working.**

When all students have finished and ended their tests,

SAY **Stop. You have finished Section 3 and finished the test.**

This concludes the administration of the Grade 5 or Grade 8 or Grade 11 SDSA. *Collect all scratch paper and hard copies of the test booklets. The District Test Coordinator or some other certified, district level person must transcribe the student responses into the Questar Secure Browser SD. Then proceed to return shipment instructions on page 42.*

Returning Paper/Pencil *SDSA* Testing Materials

The paper/pencil testing materials must be returned to the Test Coordinator immediately after testing is complete. After all student tests have been transcribed, all test materials (includes paper/pencil and braille test booklets) should be returned to

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Questar Assessment Inc.

14720 Energy Way

Apple Valley, MN 55124

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Districts will receive return kits in shipment 1 with return instructions and UPS return labels. All secure materials will need to be returned to Questar immediately after testing is completed. Tests must be transcribed before 5 pm CST on May 4, 2018.

Braille Test Administration

All *SDSA* tests are available only in the online platform unless a braille or paper/pencil version is requested by the school in advance. Braille versions of the *SDSA* are available for visually impaired students whose IEPs call for such test materials and must be requested by October 1 of the current school year in order to be ready by the start of the testing window. In most situations, a student's sight/vision disability precludes his/her ability to use a regular- print test booklet. Special attention should also be given to lighting considerations for low-vision students. The Test Administrator and the student should determine the best method for the student to record his/her responses to the test questions. Students may mark directly on the test booklets. If tested individually, students may respond orally to the Test Administrator. If the latter, the **Test Coordinator must transfer or record all student responses on the test booklet** using a sharpened, soft-lead (No. 2) pencil.

Each braille package will contain the following materials:

- Braille Science Test Booklet (grade 5, 8, or 11)

- Braille Formula Reference Sheet (grades 8 and 11)

- Braille Periodic Table of Elements (grades 8 and 11)

- 2018 *SDSA* Regular Print Test Booklet (grade 5, 8, or 11)

- Braille versions are produced from the 2018 *SDSA* operational test for each grade level.

- Special care must be taken when transferring students' responses to ensure that items that are omitted from these accommodated versions of the test are omitted as well to ensure accurate scoring.

- Please check with your Test Coordinator for special instructions and test materials if administering a braille test form.

Transcription of Braille Versions

All braille versions must be transcribed locally by a certified, district-level employee who does not teach Science. Specific instructions for transcribing student assessments are included on page 42.

Returning Braille *SDSA* Testing Materials

The braille testing materials must be returned to the Test Coordinator immediately after testing is complete and all student tests have been transcribed. ALL test materials (includes paper/pencil and braille test booklets) should be returned to

Questar Assessment Inc.
14720 Energy Way
Apple Valley, MN 55124

Districts will receive return kits in shipment 1 with return instructions and UPS return labels. All secure materials will need to be returned to Questar immediately after testing is completed. Tests must be transcribed by 5 pm CST on May 4, 2018.

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Test Coordinator Resources

For general information and policy questions about the *SDSA* and *SDSA-Alt*, consult the South Dakota Department of Education (SDDOE) Assessment Office webpage.

- Consult the SDDOE Office of Assessment website at http://doe.sd.gov/Assessment/

- Contact the DTC*

* The DTC will contact the SDDOE for any unanswered questions.

Contact Information

1. Consult the SDDOE website at http://doe.sd.gov

2. SDDOE Assessment Office (For *SDSA* Policy, Student Enrollment, Accommodations, or other issues)

   Jan Martin, Director of Assessment
   Office Number: 605-773-3246
   Fax Number: 605-773-3782
   Email Address: jan.martin@state.sd.us

   Chris Booth, Program Specialist
   Office Number: 605-773-6156
   Fax Number: 605-773-3782
   Email Address: christina.booth@state.sd.us

3. SDDOE Special Education Office (For *SDSA* IEP, Accommodations, Braille, or Special Populations Policy questions or issues)

   Beth Schiltz, Education Specialist
   Office Number: 605-773-4257
   Fax Number: 605-773-3782
   Email Address: beth.schiltz@state.sd.us

4. SDDOE Data Office (For Student Records or Updating Data issues)

   Randy Hanson, Data Specialist
   Office Number: 605-773-4727
   Fax Number: 605-773-3782
   Email Address: randy.hanson@state.sd.us

5. Questar Assessment Inc.
   SDSA and *SDSA-Alt* Customer Support
   Office Number: 866-644-6648
   Email Address: SDcustomersupport@questarai.com

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