VIRGINIA
Assessment Program

Fall 2023, Spring 2024, & Summer 2024 Standards of Learning *Non-Writing* Tests

EXAMINER'S MANUAL
With Online Test Directions

End-of-Course Mathematics

Algebra I, Geometry, Algebra II

Only those persons who have signed the *School Division Personnel Test Security Agreement* may participate in the administration of the Virginia Assessment Program tests to students.

EXAMINER'S/PROCTOR'S CHECKLIST FOR ADMINISTERING TESTS

Activities Before Test Administration	
1.	Read this *Examiner's Manual* as well as any local directions you have been given. If you are administering any paper tests, read the *Supplement to the Examiner's Manual*. Resolve any questions you might have with your School Test Coordinator (STC) (Section 4.1).
2.	Prior to participating in the test administration, read and sign the *School Division Personnel Test Security Agreement* and read the legislation passed by the Virginia General Assembly (§ 22.1–19.1 Action for violations related to secure mandatory tests and § 22.1–292.1 Violations related to secure mandatory tests) regarding the repercussions of violating test security (Appendix A).
3.	Inform students of testing (Section 4.3).
4.	Prepare students for testing (Section 4.4). Students should be provided with opportunities to practice testing (Section 4.4.1). Teachers/Examiners should discuss with students the consequences of having access to cell phones, electronic devices, or other unauthorized materials during testing (Section 4.4.2), and cheating (Section 4.4.3).
5.	Prepare the test site for testing. Ensure all items that are capable of providing an unfair advantage are covered or removed as appropriate (Section 4.5).
6.	Verify the use of Proctors or need for additional assistance (Section 4.6).
7.	Be aware of the alternate test site for students who may not finish their test by the end of the allotted test administration time and understand the process of moving students from one test site to another (Section 4.7).
8.	Be familiar with the directions for administering the test (Section 4.8). Online Multiple-Choice/ Technology-Enhanced Items (MC/TEI) test directions are located in Section 5.2. Paper test directions are located in the *Supplement to the Examiner's Manual*.
9.	Review the materials and tools needed for testing (Section 4.9). Be familiar with the online tools and know what tools will be available and their function. Also be familiar with what hand-held manipulatives are permitted (Section 4.9.2).
10.	If you are administering tests to students who require special accommodations, become familiar with the accommodations specified in their IEPs, 504 Plans, or English Learner (EL) Assessment Participation Plans. Coordinate with your STC how accommodations will be provided. Refer to the *Examiner's Resource Guide*, available on the VDOE Website: **https://www.doe.virginia.gov/teaching-learning-assessment/student-assessment/virginia-sol-assessment-program/sol-test-administration-development**
11.	Understand the requirements for a student-initiated break (Section 4.10).

Activities During Test Administration	
1.	On each day of testing, receive test materials needed for testing from the STC. Verify receipt of secure materials by signing the appropriate transmittal form (Section 5.1.1).
2.	Verify the preparation of the testing room (Section 5.1.2). It must meet the requirements specified in Section 4.5.
3.	Understand navigating in TestNav (Section 5.1.3).
4.	Know how to resume a student's test (Section 5.1.4).
5.	Know the procedure of reporting test errors to the STC as reported by students (Section 5.1.5).
6.	Know how to handle and report test irregularities (Section 5.1.6).
7.	Understand how to troubleshoot common online (or paper) test scenarios (Appendix B).
8.	Administer the online test by reading the directions verbatim, or reading the directions with modifications for students with certain testing accommodations (*Examiner's Manual* Section 5.2); OR Administer the paper test by reading the directions verbatim, or reading the directions with modifications for students with certain testing accommodations (*Supplement to the Examiner's Manual*).
9.	Monitor the students as they test, following the guidelines in Section 5.2.1, and understand how to answer student questions.
10.	Understand the appropriate procedures for the student to Exit or Submit their test in Section 5.2.2.

Activities After Test Administration	
1.	After testing, return **ALL** test materials (Student Testing Tickets, manipulatives, and used and unused scratch paper, etc.) to the STC (Section 6.1).
2.	Read and sign the *Examiner's/Proctor's Affidavit* (Section 6.2).
3.	Inform the STC of any students absent from the test session (Section 7).
4.	Be prepared to assist with make-up testing for absent students.

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NEW FOR 2023–2024

Special Testing Accommodations: Resources and General Guidance

The following updates are located in the *Examiner's Resource Guide*. Not all accommodations listed here apply to the content area covered in this manual.

- **Calculators—**the guidelines for *Providing the Desmos Virginia Calculators or Hand-Held Calculators for Virginia Assessment Program Mathematics and Science Assessments* has been updated.
- **Word Processor or Word Processor with Speech-to-Text—**has been updated to provide directions for when the word processor or word processor with speech-to-text software is connected to the Internet and that connection must be present for the software to work properly.
- **Augmentative Communication Device—**has been updated to provide directions for when the augmentative communication device is connected to the Internet and that connection must be present for the software to work properly.
- **Word Prediction Software—**has been updated to provide directions for when the device used to access the word prediction software is connected to the Internet and that connection must be present for the software to work properly.
- **Read back Student Response—**has been updated to provide directions for when the device used to access the read-back accommodation provided by a device with text-to-speech capability software is connected to the Internet and that connection must be present for the software to work properly.

IMPORTANT REMINDERS

Non-Writing Examiner's Manual and *Supplement to the Non-Writing Examiner's Manual*

- The *Non-Writing Examiner's Manual* contains the information, guidance, procedures, and responsibilities that the Examiner and Proctor are required to follow in order to administer the *Non-Writing* tests. It contains testing directions for online format tests but not paper tests and is provided as a hard-copy document sent to divisions/schools in the non-secure shipments. The *Non-Writing Examiner's Manual* is also available for download from the Virginia Department of Education website at:

  https://www.doe.virginia.gov/teaching-learning-assessment/student-assessment/virginia-sol-assessment-program/sol-test-administration-development

- The *Supplement to the Non-Writing Examiner's Manual*, a separate document, provides the testing directions that Examiners and Proctors must use for the administration of paper format tests; it must be used in conjunction with the *Non-Writing Examiner's Manual*. The *Supplement* is available in electronic format only—no hard copy is provided—and may be downloaded from the Virginia Department of Education website (above).
- The *Non-Writing Examiner's Manual* for the SOL *Non-Writing* tests and the *Supplement* can be used for any of the test administrations in the school year. The *Non-Writing Examiner's Manual* should be retained at the end of the Fall test administration, as instructed by your STC, for use throughout the school year.

Documented Need for Paper Test

All students are required to take the online version of the tests with the exception of students who meet one of the following criteria for paper testing listed below:

- The student attends school in a location where a secure network connection or the required technology is not available to access an online test. Such locations include: special situations schools; homebound, residential, or hospital placement; night school or Governor's school.
- The student requires an accommodation specified in their Individualized Education Plan (IEP), 504 Plan, or English Learner (EL) Assessment Participation Plan that is described in the *Examiner's Resource Guide: Non-Writing SOL Tests* as requiring a paper test (e.g., large-print test, braille test, brailler, and multiple test sessions).
- The student has a documented medical condition, such as a seizure disorder, where exposure to the testing device will aggravate the student's condition.

IMPORTANT REMINDERS, continued

- The student's eligibility for paper tests has been established using the *Documentation of Need for Paper Assessment* form, which is retained in the office of the Division Director of Testing (DDOT). The procedure for completing this document establishes that the use of paper tests is intended only to provide access to the SOL assessments for the following students:
    - Students with disabilities who require other accommodations that necessitate a paper test.
    - Students with medical conditions that render them unable to take an online test.
- The use of paper tests may not be permitted for the purpose of improving performance.

Icons to Identify Audio and Read-Aloud Tests

- Students who have been assigned either an audio or read-aloud test in PearsonAccess^{next} will have an icon printed on their Student Testing Tickets:

  This icon indicates the student should receive an audio test.

  This icon indicates the student should receive a read-aloud test.
- These icons will also appear next to the student's individual form assignment on the Students in Sessions screen in PearsonAccess^{next}.
- School Test Coordinators must ensure the Test Examiners receive the most current Student Testing Tickets prior to testing. In order for a test ticket to show the icons correctly, new Student Testing Tickets should be printed if the student's test form is changed from "regular" to "audio" or "audio" to "regular" in a test session.
- These icons will also be used in the testing directions to designate the additional audio or read-aloud test directions that must be read to students using these accommodations.

EOC *Mathematics* (2016 SOL)

- EOC *Mathematics* (2016 SOL) tests are administered to students who complete the EOC Mathematics curriculum based on the 2016 SOL and who require the verified credit to meet graduation requirements and/or federal testing requirements.
- The online EOC *Mathematics* tests will also be available in audio format using text-to-speech. The audio tools are located on the right side of the student's test screen. The text-to-speech reader will provide the testing directions for the sample items, read the samples, and provide the answers to the samples.
- Students who require online audio format on EOC *Mathematics* (2016 SOL) assessments must have practice using the audio tools. Practice Item Sets are available through the TestNav application; refer to Section 4.4.1 for additional information.
- The paper EOC *Mathematics* (2016 SOL) tests, for students with a documented need for a paper test, are available as standard, large-print, and braille. All paper EOC *Mathematics* tests must use **Version 2.0** answer documents. Student demographic information on paper answer documents must be carefully hand coded.

IMPORTANT REMINDERS, continued

- The paper EOC *Mathematics* (2016 SOL) tests do not have an audio file (CD) available. Students who have the accommodation where the test is read aloud via an audio file (CD) must be provided a read-aloud test administration, where an Examiner reads the test to the student. Refer to the *Examiner's Resource Guide* for guidance on Read-Aloud test administrations.
- Calculators: For information regarding calculators for students taking online or paper tests see the information under **Calculators** in this section.

Calculators

- **Online tests—**students taking online EOC *Mathematics* SOL tests will be required to use the Desmos Virginia graphing calculator provided on the test's tool bar. Students taking the online tests may not be issued a hand-held graphing calculator unless the student requires a hand-held calculator as part of an accommodation as documented in the student's IEP or 504 Plan and using the *Calculator Accommodation Criteria Form* to determine the need for a hand-held calculator.
- **Paper tests—**students who are eligible for paper EOC *Mathematics* SOL tests may use a state-approved hand-held graphing calculator or have access to the Desmos Virginia graphing calculator using the Desmos Virginia Calculator tests available in the PearsonAccess^{next} Training Center using a separate device.

Formula Sheets

- Students who take paper tests will use the formula sheet included in their test booklet.
- Students who take online tests are permitted to use a paper formula sheet in addition to the online version. The paper formula sheet must be ordered by the DDOT using the Orders and Tracking screens in PearsonAccess^{next}.

Term Graduates

A student is a Term Graduate for the *Non-Writing* Test Administration if they are scheduled to graduate according to the following chart:

A student is a Term Graduate for the following *Non-Writing* Test Administration:	If the student is scheduled to graduate by:
Fall 2023	By the end of Fall 2023 Semester
Spring 2024	By August 31, 2024
Summer 2024	By August 31, 2024

Term Graduates who are lacking verified credits needed for graduation may have the additional opportunities to retest in the content area in order to attempt to earn the verified credit.

If you have questions about your school's testing procedures, contact your School Test Coordinator (STC). If you have concerns about the testing procedures being followed in your school and your STC is unable to address them, contact the Division Director of Testing (DDOT) in your school division's central office. If you have concerns that your DDOT cannot address, please contact the Office of Student Assessment at (804) 225-2102 or by email at Student_Assessment@doe.virginia.gov.

1. USE OF THIS MANUAL FOR THE 2023–2024 TEST ADMINISTRATIONS OF ALL STANDARDS OF LEARNING (SOL) EOC *MATHEMATICS* TESTS

This *Examiner's Manual* contains the information, guidance, procedures, and responsibilities that the Test Examiner and Proctor are required to follow in order to administer the End-of-Course (EOC) *Algebra I*, *Geometry*, and *Algebra II* Standards of Learning (SOL) assessments.

2. TEST ADMINISTRATION SCHEDULE

Each school division is to administer the EOC *Algebra I*, *Geometry*, and *Algebra II* test within its own established "testing window." The School Test Coordinator (STC) for your school will inform you of the school's test dates and times during the fall, spring, and summer administrations.

Each school's test schedule must allow opportunities for students who are absent from the administration of a test to take the missed test on a make-up basis. The STC will provide you with more information about how your school will handle make-up testing (Section 7).

3. SCHOOL DIVISION RESPONSIBILITIES FOR TESTING

Many school division personnel are responsible for the administration of the SOL *Non-Writing* tests. These include:

- Division Director of Testing (DDOT)
- School Test Coordinator (STC)
- Test Examiner (Examiner)
- Test Proctor (Proctor)

A brief explanation of the roles and responsibilities of each of these persons follows.

Division Director of Testing

Each division has designated a Division Director of Testing (DDOT). The DDOT serves as the point of contact between the school division and the Virginia Department of Education (VDOE) and Pearson. The DDOT has division-wide responsibility for maintaining the security of test materials, implementing the test procedures, and providing appropriate training for STCs and school administrators. DDOTs are to take particular care in reading all test administration materials. Additionally, DDOTs are to inform key instructional leaders, such as directors of instruction, directors of special education, and Title I and Title III coordinators, of testing policies, guidelines, and procedures. Any questions the DDOT has regarding the test administration are to be directed to the Pearson Support Center or the assessment staff at the Virginia Department of Education.

School Test Coordinator

Each school has designated a School Test Coordinator (STC). The STC serves as the point of contact between the school and the DDOT. The STC has school-wide responsibility for maintaining the security of test materials, implementing test procedures, and providing appropriate training for Examiners, Proctors, and other school personnel involved in the test administration. STCs are to take particular care in reading all test administration materials and informing all school staff of testing policies, guidelines, and procedures. Any questions the STC has regarding the test administration are to be directed to the DDOT.

Test Examiner

The Test Examiner (Examiner) is responsible for administering the tests according to the procedures outlined in the *Examiner's Manual* and for maintaining the security of test materials. Any questions the Examiners have regarding the test administration are to be directed to the STC.

Test Proctor

The Test Proctor (Proctor) works with the Examiner in administering the tests and assists in maintaining an appropriate testing environment. A proctor is also an observer who may be called upon to verify that students did not receive help on the tests, that the test was administered according to the procedures outlined in the *Examiner's Manual*, and that the security of materials was maintained. Any questions the Proctor has regarding the test administration are to be directed to the STC.

4. SPECIFIC DUTIES OF EXAMINERS: BEFORE TESTING

4.1 Read All Materials

Prior to the day of testing, carefully read this *Non-Writing Examiner's Manual*, your students' Individualized Education Programs (IEPs), 504 Plans, EL Assessment Participation Plans, and any local directions you have received. Review the Examiner's/Proctor's Checklist (in the front of this manual) to make sure that you understand the activities before, during, and after the test administration and your duties and responsibilities. Resolve any questions you might have with your STC well in advance of the test administration.

You should be familiar with the following documents, located on the Virginia Department of Education (VDOE) SOL Test Administration and Development webpage located at:

https://www.doe.virginia.gov/teaching-learning-assessment/student-assessment/virginia-sol-assessment-program/sol-test-administration-development

- *Examiner's Resource Guide*—contains additional information the Examiner/Proctor may need for the administration of Growth or SOL *Writing* and *Non-Writing* assessments (such as information regarding calculators, special testing accommodations, health management devices, hearing aids, testing condition adjustments available for all students, and a test irregularity form).
- *Supplement to the EOC Mathematics Examiner's Manual*—provides the information Examiners/Proctors need to administer the paper SOL tests.

4.2 Sign the *School Division Personnel Test Security Agreement*

Before you may administer any of the EOC *Mathematics Non-Writing* tests, you must read, understand, agree to adhere to, and sign the *School Division Personnel Test Security Agreement* (Appendix A). When you sign this document, you are agreeing to exercise necessary precautions and to follow established procedures that will help ensure the security of the content of all test materials.

4.3 Inform Students of Testing

Prior to the day of testing, make any necessary announcements about testing. You may want to remind students about the test schedule and the school/division's policy on cell phones/electronic devices. You may also tell them to bring something to read if they finish early.

If applicable, notify Term Graduates about testing opportunities. Refer to the Important Reminders section of this manual for the Term Graduate criteria. The STC will inform you of the specific process to administer the test to Term Graduates.

4.4 Prepare Students for Testing

4.4.1 Resources for test preparation

Students should be familiar with their test's tools and materials and with the online test format before testing for the first time. VDOE test preparation resources are available for students, teachers, and Examiners to practice various functions of testing and to experience sample test items that are representative of the content and skills assessed on the tests. Contact your STC for information on accessing the VDOE testing preparation resources.

4.4.2 Pre-testing discussion regarding cell phones, electronic devices, and other unauthorized materials

Prior to testing, school staff should discuss with students the consequences of having access to cell phones, electronic devices, or other unauthorized materials during testing. The following information should be discussed with students:

Cell phones and other electronic devices: While in the testing room, students may not have access to cell phones or other electronic devices that can transmit, receive, photograph, or record information while any students are testing. Students who refuse to remove their cell phones or other electronic devices from their work area (such as from pockets, desktops, purses and backpacks stored within reach, etc.), will not be permitted to test until the device is secured (as local policy permits). After testing, students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Review the school division policy regarding cell phones and other electronic devices with the students.

Unauthorized materials: During testing, students should have access only to those materials permitted for the test they are taking. More information about the materials permitted for testing may be found in Section 4.9 of this manual. Students may not access any unauthorized materials during testing. Such materials include, but are not limited to: formula cards, class notes, course-content review materials, test-taking strategy reminders, notes, textbooks and other curriculum materials, "cheat sheets," unauthorized calculators, unauthorized formula sheets, extra highlighters, non-school issued scratch paper, fidget items, toys, reading material, etc.

4.4.3 Pre-testing discussion regarding cheating

Prior to testing, school staff should discuss with students the consequences of cheating. Specifically, students should be informed that if they are found to be cheating, they will receive a score of zero on the test. Students who are taking an end-of-course test in an attempt to earn a verified credit should also be notified that they will not be permitted to attempt the test again until the next test administration. In addition to these consequences, students should be informed of any local repercussions for cheating. Your STC will provide you with information regarding local policies on cheating.

4.5 Establish the Test Setting

In conjunction with your STC, arrange for appropriate physical conditions for testing. Be sure to consider any accommodations that are specified in students' IEPs, 504 Plans, or EL Assessment Participation Plans. For details regarding accommodations, refer to the *Examiner's Resource Guide.*

- Testing rooms should be quiet, well lighted, set to an appropriate temperature, and well ventilated. Each student's work space should be clear of books and other materials not needed for the test and large enough to accommodate testing materials. Crowding should be

minimized and the seating arranged to discourage students from copying or viewing one another's work. Students must not have access to cell phones or any other device or item that is capable of providing an unfair advantage, may distracting to others, or items not authorized for testing. See Section 4.4.2. Students who are not taking the test are not permitted in the testing room/lab during the test session.

- Remove from the testing site or cover all curricular materials and materials related to test content and test-taking strategies that might influence student performance or provide an unfair advantage. These materials include, but are not limited to, class notes, study guides, maps, timelines, graphic organizers, charts, posters, projections, computer programs, textbooks, dry-erase board displays, chalkboard displays, or bulletin board displays.
- Remove from student access any items not approved for use during testing. These items include, but are not limited to: cell phones, any electronic device, formula cards, class notes, course content review materials, test taking strategy reminders, notes, textbooks and other curriculum materials, "cheat sheets," unauthorized calculators, unauthorized formula sheets or paper *Periodic Table of the Elements*, extra highlighters, non-school issued scratch paper, fidget items, or toys.
- Placing physical barriers on both sides of the workstations is helpful in deterring students from looking at each other's computer screens.
- Placing a "TESTING: DO NOT DISTURB" sign on the door is helpful in deterring interruptions.

4.6 Verify the Use of Proctors and/or Procedures Used if Additional Assistance is Needed

If resources permit, it is recommended that teachers do not serve as Examiners or Proctors to their own students.

It is best that you supervise the testing of no more than 25–30 students on your own. If your group is larger, one Proctor present for every 25–30 **additional** students at the testing site is recommended.

Regardless of the size of your group, the STC should arrange to have another adult within calling distance so that an emergency, such as a student becoming ill, may be handled with minimal disruption. Students may not be left unattended for any length of time.

4.7 Be Aware of the Alternate Test Site

The assessments are not timed. Students who do not finish by the end of the allotted test administration time should be given additional time, up to the end of the school day. Students are **not** allowed, however, to complete the test after leaving, voluntarily or not, for any activity that would allow interaction with other students or access to any educational materials or electronic devices. **Students must complete each test in one school day.**

Consult with your STC prior to testing to understand the school's plan for students who test beyond the allotted test administration time, up to the end of the school day. Be prepared to move students who have not completed the test to an alternate testing site. Should this become necessary, be sure to maintain the security of secure materials (i.e., testing devices, Student Testing Tickets, test booklets, answer documents, all used and unused scratch paper, and audios, if applicable) for those students yet to complete the test. Students must not be permitted to discuss the test or course content in any way with anyone or have access to any educational materials, cell phones, or other electronic devices during the move. Once in the alternate site, return each student's own materials and resume testing.

4.8 Be Familiar with the Directions for Administering the Test

All directions that Examiners must read aloud to the students are in **bold type** so that they stand out from the rest of the text. This text must be read **exactly as written**, using a natural tone and manner. If a mistake is made in reading a direction, you should stop and say, **"No, that is wrong. I must read it to you again."** Then re-read the direction.

Other text is for your information and should not be read to students. It is essential that you become familiar with these instructions in this manual **before** test administration and that you follow them exactly as they appear.

You may mark up this manual in order to help deliver the directions to the students in the clearest possible way. However, directions may not be modified or deleted unless it is necessary due to accommodations specified in the student's IEP, 504 Plan, or EL Assessment Participation Plan. For example, the directions on how to select answers online or mark the answer document may be modified for students who have the accommodation of Examiner Records Responses (accommodation code 18).

Specific audio/read-aloud directions are contained in a gray box identified with the audio/read-aloud icons. Note the directions in the box may begin with a sentence in which the first part is in brackets: **[Read the sample question and each answer choice to yourself] as I read aloud.** The bracketed part has already been read to students, in the previous direction, and need not be re-read. The Examiner should continue with "… as I read aloud," keeping a natural flow to the voice. For example:

SAY Read the directions and the sample question to yourself. (Pause.)

READ-ALOUD TESTS

SAY [Read the directions and the sample question to yourself] as I read them aloud.

Other testing directions contained in brackets indicate options for you. For example, in the following direction you must state **"Algebra I"** or **"Geometry"** or **"Algebra II"** to match the content area of the students being tested:

SAY Today you will be taking the End-of-Course [*Algebra I, Geometry,* or *Algebra II*] test.

Mixed group testing. Students taking an audio test (using headphones) may be tested in the same room as students taking the test without the audio accommodation. For students taking EOC *Mathematics* tests, you must provide the audio test directions to the audio testers and the non-audio test directions to the non-audio testers. Students administered a read-aloud test (an Examiner reads the test to the student) must be tested in a "read-aloud only" test room.

4.9 Review Materials Needed for Testing

Students should be familiar with the tools and materials needed for the test they will be taking.

It is essential that students be familiar with the online test format before testing for the first time. Students should have practiced using the Practice Items located on the TestNav Sign In screen and the Training Center tests.

4.9.1 Materials needed for paper testing

Refer to the *Supplement to the Examiner's Manual* for the lists of materials permitted on the EOC *Mathematics* tests in paper format.

4.9.2 Materials needed for online testing

Refer to the following tables for the lists of online tools available and their functions and hand-held materials needed for testing.

Table 1. Online Tools Available on the EOC *Mathematics* Tests

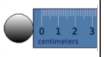
SOL Test	Pointer	Answer Eliminator	Inch Ruler	Centimeter Ruler	Straightedge	Desmos Virginia Graphing Calculator	Highlighter	Exhibits	Drawing Interaction
									
Algebra I	✔	✔	✔	✔	✔	✔	✔	Formula Sheet	✔
Geometry	✔	✔	✔	✔	✔	✔	✔	Formula Sheet	✔
Algebra II	✔	✔	✔	✔	✔	✔	✔	Formula Sheet & *z*-table	✔

Table 2. Online Tools, Features, Icons, and Descriptions of Functions

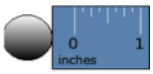
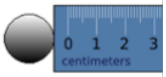
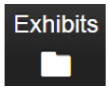
Tool Icon	Tool Name and Description
	Pointer—Use to select on screen and to place the cursor in an answer box, plot points, select one or more answers, and drag information from one location to another. When the pointer is moved into the toolbar, it turns into a finger when placed over clickable sources.
	Answer Eliminator—Use to eliminate (cross off) answer options. This tool functions with multiple-choice questions and certain TEI items.
	**Inch Ruler—**Use to measure an object on screen.
	**Centimeter Ruler—**Use to measure an object on screen.
	Straightedge—Displays a straight line. Only available on the *Mathematics* (2016 SOL) tests.
	Desmos Virginia Graphing Calculator—Use for mathematical calculations.
	Highlighter—Use to highlight text. Students cannot highlight art, pictures, images, or text when presented as art (i.e. poems, fliers). The "Listen" option is only available on audio tests that use text-to-speech audio tools. When the student highlights text and selects "Listen", the highlighted text will be read-aloud. **NOTE:** The Text-to-Speech will play for the entire section and not just the highlighted words in the sentence. There is no limit to the number of highlights a student can make within the test. To access the highlighter, the student selects text and selects the highlighter color. To remove the highlighted text, the student selects the highlighted text and selects the slash. Pink and blue are the two highlighter colors available when the background and foreground settings are set to the default (black text on white background). These colors may change when the background and foreground setting is changed.
	Tools Drop Down—when the student's test screen is zoomed (ctrl +) to a high level (500% or when the virtual width of the viewport is less than 480px), the tools drop down icon appears on the tool bar at the top of the screen. When the tools drop down icon is selected, the tools available for the test appear in the drop down under it.
	**Exhibit Window—**Use to view exhibits such as Formula Sheets and z-tables.

Table 2. Online Tools, Features, Icons, and Descriptions of Functions, continued

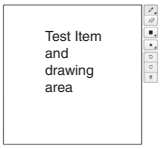
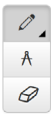
Tool Icon	Tool Name and Description
	**Drawing Interaction Tool—**This tool only appears on questions where students may need a drawing tool to help solve the question. It is located to the right of the drawing interaction area. The individual tools are:
	• pencil—student may select free draw or the straight line • compass—use for Geometry constructions • eraser—removes selected marks
	• color selector— marks may be black or green • mark thickness—two sizes for the thickness of the marks are available
	• undo—removes the most recent mark • redo—reapplies the last mark removed • clear all—deletes all markings in the drawing interaction area

Table 2. Online Tools, Features, Icons, and Descriptions of Functions, continued

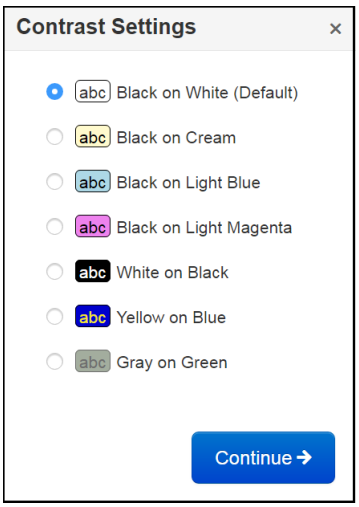
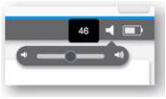
Accessibility Feature	Feature Name and Description
Zoom-In and Zoom-Out Feature Using the keyboard or touch screen. No icon is available.	**On a PC or Chromebook:** Zoom in—press the CTRL and + keys at the same time. Zoom out—press the CTRL and – keys at the same time. Return to default screen size—press the CTRL and 0 keys at the same time. **On a Mac:** Zoom in—press the CMD and + keys at the same time. Zoom out—press the CMD and – keys at the same time. Return to default screen size—press the CMD and 0 keys at the same time. **On a touch screen device:** Zoom in—touch two points on the screen, and then move your fingers away from each other. Zoom out—touch two points on the screen, and then move your fingers toward each other.
	User Dropdown Menu • **Change the Background and Foreground Colors**—selecting this permits the student to choose the background and foreground colors of their test. The list of background and foreground colors are shown in the screen shot below:  To return the background and foreground color to the default, the student selects Black on White (Default).

Table 2. Online Tools, Features, Icons, and Descriptions of Functions, continued

Accessibility Feature	Feature Name and Description
	• **Show Line Reader Mask**—selecting this will place a mask on the screen which the student may place over text or test questions. The line reader mask has a window which shows only one line of text. The student must drag the mask down over the text in order to read it. The student can resize the mask and the window. This mask must be selected for each passage or question after the student moves backward or forward in the test. To remove the line reader mask, in the dropdown the student selects *Hide Line Reader Mask*. The line reader mask screen shot is below: • **Enable Answer Masking**—selecting this will place a mask over each multiple-choice answer choice (this is not available on TEI questions). The student may uncover an answer choice by selecting the gray box with the image of an eye. Once enabled, the answer mask will be present on all multiple-choice questions. To stop the answer choice masking, the student enters the dropdown menu and selects *Disable Answer Masking*. The answer masking screen shot is below: • **Enable Magnifier**—when Enable Magnifier is selected, a square box appears on the student's screen that can be moved anywhere on the screen to magnify the text/art within the box. This tool needs to be selected for each test item as needed. **NOTE: This tool is only available on Growth and SOL *Mathematics* assessments and SOL *Science* assessments.** • **Zoom In/Out**—selecting "+" increases the zoom Selecting "–" decreases the zoom. Other methods can activate Zoom depending on the device (such as, keyboard shortcuts, pinch to zoom, etc.) Once zoom is set, this setting applies to all test items until it is changed. **NOTE: This tool is only available on Growth and SOL *Mathematics* assessments and SOL *Science* assessments.** • **Sign out of TestNav**—selecting this will bring up the Exit Test screen. The Exit Test screen permits the student to Exit the Test, or to Cancel the selection and return to the test.
	• **Student Battery Level Indicator**—A battery indicator for the student's workstation is located on the top right of the screen just under the user dropdown.

Table 2. Online Tools, Features, Icons, and Descriptions of Functions, continued

Accessibility Feature	Feature Name and Description
	• **Volume Control** • When a student clicks on the speaker icon displayed in the header bar (next to the battery status indicator), a slider control will open under the speaker icon. • The student can use the slider control to adjust the device system volume setting. • This is available on all secure tests no matter if the form has audio content or not.

- TestNav tools cannot be used to indicate answers to online test items. The Pointer must be used to:
  1) select multiple-choice answers;
  2) place the cursor in a box in order to type an answer;
  3) plot points on a line, graph, or graphic;
  4) select one or more answers; or
  5) drag answers from one location to another.

  If the student uses a tool other than the Pointer to indicate their answer, the Review dropdown will show that question as *Not Answered*. If a student informs you that their Review dropdown shows a question as *Not Answered* and the student feels that they did answer the question, you should instruct the student to go back to the test item to make sure that the Pointer was used to indicate the answer.
- A Help menu for the TestNav tools is not available. During testing, if a student asks a question about a tool, you may use the Online Tools table provided here and read the tool description to the student.

Calculator Details

Online tests: students taking online EOC *Mathematics* SOL tests will be required to use the Desmos Virginia graphing calculator provided on the test's tool bar. Students taking the online tests may not be issued a hand-held graphing calculator unless the student requires a hand-held calculator as part of an accommodation as documented in the student's IEP or 504 Plan and using the *Calculator Accommodation Criteria Form* to determine the need for a hand-held calculator.

Paper tests: students who are eligible for paper EOC *Mathematics* SOL tests may use a state-approved hand-held graphing calculator or have access to the Desmos Virginia graphing calculator using the Desmos Virginia Calculator tests available in the PearsonAccess^{next} Training Center using a separate device.

Hand-Held Calculator Guidelines

The Hand-Held Calculator Guidelines should be followed when addressing calculator use on the SOL tests.

- Students taking the online tests may not be issued a hand-held calculator unless the student requires a hand-held calculator as part of an accommodation as documented in the student's IEP or 504 Plan and using the *Calculator Accommodation Criteria Form* to determine the need for a hand-held calculator.
- Students with a documented need for a paper test can use the Desmos Virginia Graphing calculator available in the PearsonAccess^{Next} Training Center using a separate device or an appropriate hand-held Graphing calculator. The calculator should be provided according to the student's accommodation(s).
- Students may only use one hand-held state-approved calculator during a test and are allowed to use only one model of a calculator.
- All calculators must meet the guidelines and/or be reset/prepared prior to each test session. If a student is moved to an alternate test site, they may continue to use the original calculator issued for the test. However, if the student is issued a different calculator, it must meet the guidelines and/or be reset/prepared prior to being issued to the student. Refer to the document, *Approved Calculators for the Virginia Standards of Learning Assessments,* located on the VDOE Mathematics webpage under Resources for Assessment at:

  https://www.doe.virginia.gov/teaching-learning-assessment/student-assessment/virginia-sol-assessment-program/sol-test-administration-development

- If the calculator provides a language option for the display, English must be selected.
- Divisions wishing to use calculators which are not on the state-approved list must receive prior approval from the Office of Student Assessment.
- The calculator cannot provide information to a student through its display or formatting that may assist the student with content knowledge during testing.
- Students should be familiar with the calculator they are to use. The SOL test administration should not be the first time a student uses an approved calculator.
- Either a school-owned or student-owned calculator may be used on the test.
- Non state-approved materials that provide information on calculator use or course content may not be used or attached to or included with the calculator or its case during testing. Such materials include but are not limited to formula cards, calculator instruction sheets/manuals, note cards, etc.
- A graphing calculator with an algebraic Operating System is not allowed.
- A QWERTY keyboard may not be used.

Table 3. Hand-Held Materials Permitted on the Online EOC *Mathematics* Tests

Material Description
Scratch Paper Scratch paper must be of a single color and blank (must not contain any words, numbers, symbols, labels, graphics, etc). Acceptable scratch paper includes plain paper (no lines), lined paper, grid paper, sticky notes, and note cards. Students may not be issued any form of a graphic organizer, writing web, template, outline, enhanced scratch/grid paper (such as with added raised lines, some lines darker than others), etc. Students may be issued multiple sheets and multiple types of scratch paper; however, Examiners must keep track of all scratch paper distributed to students and ensure that it is all collected and accounted for before students are dismissed from the testing session. The STC may distribute the scratch paper to Examiners prior to testing or on the day of testing, or may instruct Examiners to provide their own scratch paper for testing sessions. All used and unused scratch paper must be returned to the STC. The use of patty paper, dry-erase markers, and transparencies is not permitted. Students may not trace images directly from the computer monitor. Students may not hold anything up to the computer monitor. Examples of acceptable grid/graph paper are posted on the VDOE website at: **https://www.doe.virginia.gov/teaching-learning-assessment/student-assessment/virginia-sol-assessment-program/sol-test-administration-development/ancillary-test-materials**
Writing Implements Each student may receive one pencil **or** one pen to use on the scratch paper. In addition to the pencil or pen, students may be provided two additional writing implements such as highlighters, colored pencils, or colored pens. The student may use the writing implements on the scratch paper.
Formula Sheet Students taking the online tests may choose to use a paper copy of the formula sheet in addition to the online formula sheet. **NOTE:** Students taking paper tests have the formula sheet within their test booklet.
NOTE: Students may not hold anything up to or over the testing device's screen. STCs may distribute the hand-held manipulatives to you prior to testing or on the day of testing.

4.9.3 Accommodations

Before testing, appropriate staff should become familiar with special test accommodations specified in students' IEPs, 504 Plans, or EL Assessment Participation Plans.Accommodations and any required materials or equipment are described in detail in the *Examiner's Resource Guide*. Appropriate staff should also be familiar with the following documents: *Participation in the Virginia Assessment Program: A Resource for Educators and Parents of Students with Disabilities, Testing Accommodations for Students with Disabilities: Growth Assessments and Standards of Learning Tests*, and *Procedures for Determining English Learner Participation in the Virginia Assessment Program*, available on the VDOE Participation and Inclusion webpage located at:

https://www.doe.virginia.gov/teaching-learning-assessment/student-assessment/virginia-sol-assessment-program/participation-inclusion

- **Response Accommodations:** To meet any response accommodations specified in the student's IEP, 504 Plan, or EL Assessment Participation Plan, directions read aloud to students may be modified. For example, the directions on how to select answers online or

mark the answer document may be modified for students who have the accommodation Examiner Records Responses (accommodation code 18).

- For Paper Tests: The testing directions may be modified for students who do not enter their answers onto the answer document themselves. Such students indicate their answers in a different way (verbally, by pointing, by circling answers in the test booklet) according to the testing accommodations specified in their IEPs, 504 Plans, or EL Assessment Participation Plans. The Examiner then enters the student's choices onto the answer document.

  The Examiner may omit the test directions pertaining to the student completing the information in on the answer document and writing their name on the test booklet and prompt sheet. Before or after testing, the Examiner should complete the test information fields on the answer document and write the student's name on their test booklet.

  Examiners may modify the testing directions to reflect the accommodation. For example, the direction to fill in the circle on the answer document for the letter of the best answer may be modified to "circle the answer in your test booklet," "say your answer," or "point to the answer." Refer to the *Examiner's Resource Guide* for the requirements for administering tests with accommodations.

- For Online Tests: The testing directions may be modified for students who do not enter their answers into TestNav themselves. Such students indicate their answers in a different way (verbally, by pointing) according to the testing accommodations specified in their IEPs, 504 Plans, or EL Assessment Participation Plans. The Examiner then enters the student's answers into TestNav.

  Examiners may modify the testing directions to reflect the accommodation. For example, the direction for using the pointer tool to select the answer may be modified to "point to the answer" or "say your answer." The directions pertaining to navigation may be modified to "tell me if you want to go back to a previous question" or "point to the bookmark on the screen if you want a question bookmarked for review." Refer to the *Examiner's Resource Guide* for the requirements for administering tests with accommodations.

- **Paper Audio Tests:** An audio test is not available for the paper EOC *Mathematics* (2016 SOL) tests. Students who have the accommodation where the test is read aloud via an audio file (CD) must be provided a read-aloud test administration, where an Examiner reads the test to the student. Refer to the *Examiner's Resource Guide* for guidance on Read-Aloud test administrations.
- **Online Audio Tests:** Students should have had practice using the text-to-speech audio tools by practicing on the corresponding 2016 SOL *Mathematics* audio practice items.
- **Online read-aloud tests:** Students who require the read-aloud accommodation must be placed in a read-aloud test session when creating the test session in PearsonAccess^{next}. All the students assigned to a read-aloud session will receive the same test form. Examiners who will be reading the test aloud to the students in the read-aloud session will be given access to an online test to be viewed on the Examiner's workstation only, through the use of a Proctor Authorization Ticket. Access to the test is being provided to allow the Examiner to read the questions and answer options to the student(s) on a computer monitor that is not part of a student's workstation. The Examiner must not select any answers on their test, nor submit the test. When the read-aloud student has completed and submitted their test, the Examiner EXITS the Examiner's test. Students administered a read-aloud test must be tested in a "read-aloud only" test room.

- **Mixed-Group Testing:** Students taking an audio test (using headphones) may be tested in the same room as students taking the test without the audio accommodation. For students taking EOC *Mathematics* tests, you must provide the audio test directions to the audio testers and the non-audio test directions to the non-audio testers.
- **Braille Tests:** Examiners/Proctors responsible for monitoring students using braille tests should be familiar with the Braille Notes and Transcriber's Notes included in the Examiner's copy of the braille test. The Braille Notes list the differences between the braille test form and the corresponding Examiner's copy and are intended to help the Examiner answer any questions that a student may have regarding reading and interpreting items in the braille form. Transcriber's Notes provide information to the (braille) reader that is not readily apparent by reading the test item's text alone. If a student has a question pertaining to the Transcriber's Notes on their test, the Examiner can consult the Examiner's copy for assistance.
- **Large-Print Tests:** Examiners/Proctors responsible for monitoring students using large-print tests should be aware of font size variations that may appear on a student's test.
    - For all test item questions (stem) and answer options the font type is Tahoma and font size is 20 point.
    - All text, including, numbers, variables, labels and captions on graphs, pictures, diagrams, maps, charts, coordinate planes, equations, exponential numbers and letters, subscripts and superscripts, notes, and footnotes, are presented in 18–20 point type. Due to the complexity of graphics in some test items, some text embedded within graphics may be enlarged proportionally to the graphic rather than enlarged to 20 point in order to lessen the impact of reformatting the test items. The Special Forms Committee provides recommendations for items of this nature on an item-by-item basis.
- **Temporary Conditions:** Special test accommodations may be provided to students with a documented temporary condition, such as a broken arm or injured hand. Documentation of the temporary condition and necessary accommodations must be maintained in the student's school/division file. The STC should coordinate with the Examiner on how accommodations will be provided during the testing session. For further information, refer to the *Examiner's Resource Guide.*

Audio Tools are available on the audio tests for EOC *Mathematics* (2016 SOL). Students who are assigned an "audio" test in for the EOC *Mathematics* (2016 SOL) tests will see the audio tools for the text-to-speech reader on the right side of the screen. The audio tools are available with the Samples. During testing, if a student asks a question about a tool, you may use the following tables to read the tool's function and operation to the student.

Table 4. Audio Tools

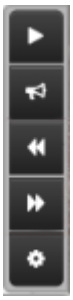
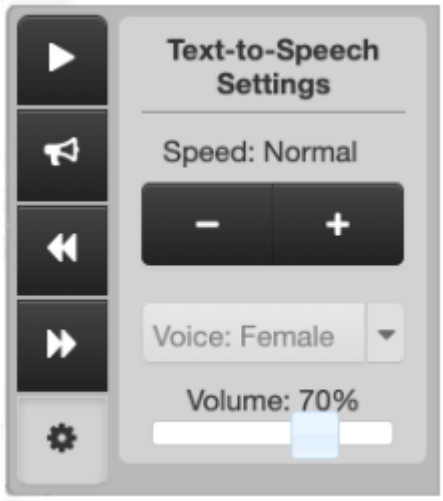
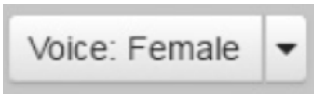
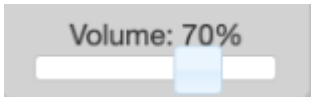
Audio Tools	Tool Icon	Tool Name and Description
		**Play button**—when selected, this tool reads the item from the beginning. The text for the item is highlighted in yellow. To help the student follow along as the text is read, each word within the text will be highlighted in blue. The **Stop button** will only appear when the audio is playing. Selecting it stops the audio.
		Jump back—when selected, the audio will jump backward to a previous selection. Serves as a rewind.
		Skip Ahead—when selected, the audio will jump forward to the next selection. Serves as a fast forward.
		Toggle Click-to-Hear tool—this allows students to select where within the item the audio will begin.
		Settings wheel—when selected, the audio settings may be adjusted. Refer to Table 5 for the adjustable audio settings.

Table 5. Audio Settings Available

Settings Wheel Expanded	Tool Icon	Tool Name and Description
		**Speed**—selecting minus will decrease the speed of the audio. Selecting plus will increase the speed of the audio.
		**Voice**—default gender of the voice of the audio may not be changed.
		**Volume**—students may adjust the volume of the audio by dragging the volume slider right or left to increase or decrease the volume.

4.9.4 Testing Condition Adjustments Available to All Students

The following adjustments to the conditions under which the test may be administered are available to any student as needed. For further information, refer to the *Examiner's Resource Guide*, available on the VDOE Website:

https://www.doe.virginia.gov/teaching-learning-assessment/student-assessment/virginia-sol-assessment-program/sol-test-administration-development

- group size
- environmental modifications
- large diameter pencil, pencil grip
- assistance with directions
- student reading their own test out loud
- student requires a health management device
- student requires hearing aids with Internet-enabled device

4.10 Be Prepared for Student Breaks During Testing

The assessments are untimed, and ample time should be allotted for all students to complete the test prior to the end of the scheduled school day. To minimize interruptions during testing, make sure that all students have had an opportunity to visit the restroom and to get a drink of water before beginning the testing session. A break is permissible for any student who requires one during testing. Students who are still testing by lunch time may be given a lunch break. All breaks must be supervised, and test security must be maintained at all times during the break. The student must not be allowed to discuss the test or course content in any way with anyone. The student must not have access to any educational materials, cell phones, or other electronic devices during the break, and must not disrupt other students who are continuing to test. The student's test materials must not be accessible or

viewable to other students. Student breaks must not be planned unless the accommodation is stipulated in the student's IEP, 504 Plan, or EL Assessment Participation Plan.

5. SPECIFIC DUTIES OF EXAMINERS: THE DAY OF TESTING

5.1 General Directions for Administering an Online EOC *Algebra I*, *Geometry*, or *Algebra II* Test

5.1.1 Receive test materials

On the day of testing, you will receive all materials needed to administer the online tests. The STC will provide you the following materials:

- Student Testing Tickets
- Proctor Testing Ticket (if read-aloud session)
- Test Session Roster (optional)
- Appropriate test manipulatives/materials
- Scratch paper

Refer to Section 4.9 for the correct manipulatives/materials required for the test.

The STC will ask you to initial a *Testing Ticket Transmittal Form and Affidavit for Examiners/Proctors*, or a similar form, to verify your receipt of the test materials. The purpose of these forms is to track the secure materials throughout the test administration period. Be sure to count the number of test tickets you receive from the STC and ensure that you have a test ticket for each student listed on your session roster before you initial the form.

5.1.2 Check students' work areas

Ensure that all desks/workstations are clear of books and other materials not needed for the test. Have students place book bags and other materials away from the desks/workstations. **Ensure that students do not have access to cell phones, electronic devices, or other unauthorized materials during testing.**

5.1.3 Understand navigating in TestNav 8

Examiners and Proctors should understand how to navigate in TestNav 8 so they can assist students who experience difficulty navigating either component of the test. Examiners and Proctors may practice navigating in TestNav by using a Training Center practice test and practice tests accessed from the TestNav Sign In screen.

Contact your STC for assistance accessing VDOE training resources.

5.1.4 Be prepared to resume a student's test

Verify with your STC the procedures you should follow to resume a test if a student inadvertently exits the test or loses connectivity before submitting the test.

5.1.5 Be prepared to report test item errors on the assessments

If, during the testing session, a student reports that a test question and/or answer choice contains an error, you should record the name of the student, subject area, test level, format (online or paper), question number, and a brief statement describing the student's concern. However, under no circumstances should the test question or answer choices be written

down or discussed with the student or with other staff members. Tell the student that the concerns will be reported. The student may continue with the test; you may tell the student to **"Read the question carefully and choose the best answer."** Notify the STC of the student's concern, and the STC will, in turn, contact the DDOT. Do not communicate information related to the test questions and/or answer choices through electronic mail or in any other manner that will jeopardize the security of the test item.

5.1.6 Be prepared to handle testing irregularities

A testing irregularity is any occurrence during a test administration that meets one or more of the following criteria:

- inappropriately influences student performance;
- inappropriately influences the reporting of student performance;
- constitutes a breach in test security; or
- results in the improper implementation of mandatory student testing.

Any testing irregularities must be reported **immediately** to your STC. Prior to testing, it is important to understand your school and division's protocol for reporting testing irregularities. Your STC will discuss the procedures with you. All testing irregularities must be recorded as directed by your STC. The *Test Irregularity Form* in the *Examiner's Resource Guide.* may be used to document an incident.

Examples of testing irregularities include, but are not limited to:

- while testing, a student becomes ill or leaves the testing room unescorted;
- during testing, a student accesses or has access to a cell phone or other electronic device, notes, study guide, etc.;
- during testing, a student is observed cheating;
- while testing, students are interrupted by PA announcements, alarm system, or drills;
- an Examiner, Proctor, teacher, or other person provides improper assistance to a student;
- anyone who has not signed the *School Division Personnel Test Security Agreement* enters the testing room while secure test materials are exposed;
- testing accommodations specified in a student's IEP, 504 Plan, or EL Assessment Participation Plan are not provided;
- a student is provided an accommodation that is not specified in her/his IEP, 504 Plan, or EL Assessment Participation Plan;
- a student is provided an inappropriate manipulative for the test;
- a student's test booklet, writing prompt, or used answer document is missing; and
- any unused test ticket, test booklet or writing prompt is missing.

If you question whether an incident in the test room is an irregularity, discuss it with your STC.

5.2 Directions for Administering the Online *Algebra I*, *Geometry*, or *Algebra II* Test (2016 SOL)

Once you and the students enter the testing room, all instruction and/or review of the content covered by the test or discussion of testing strategies must stop. Check the testing room to ensure it has been prepared for testing as described in Section 4.5.

NOTE: The testing directions may be modified for students who do not use the mouse or the keyboard to enter their answers into TestNav. Such students indicate their answers in a different way (verbally or by pointing) according to the testing accommodations specified in their IEPs, 504 Plans, or EL Assessment Participation Plans. You may modify the testing directions to reflect the accommodation. For example, the direction for using the Pointer tool to select the answer may be modified to "point to the answer" or "say your answer," or the directions pertaining to navigation may be modified to "tell me if you want to go back to a previous question" or "point to the bookmark on the screen if you want a question bookmarked for review." For further information about administering tests with accommodations, refer to the *Examiner's Resource Guide.*

SAY **Today you will be taking the End-of-Course [*Algebra I*,** or ***Geometry*,** or ***Algebra II*] test.**

Please check your work area. You should only have the materials that are allowed for this test. Cell phones and devices that can transmit, receive, photograph, or record information must be removed during all tests.

Ensure that unauthorized materials (backpacks, books, papers, cell phones, electronic devices, etc.) have been removed from the students' work area and are inaccessible to students. Refer to Sections 4.4.2 and 4.4.3 for details.

SAY **I am going to give each of you your Student Testing Ticket and scratch paper. You may use the Desmos Virginia Graphing calculator available on the test's tool bar. The formula sheet is available on the tool bar. If you want a paper formula sheet, raise your hand.**

Distribute Student Testing Tickets and formula sheets to those who raise their hands, and approved test materials, as listed in Section 4.9, to the students. Ensure the name on the Student Testing Ticket matches the student who receives it. If students within a test session or in the school have the same first and last names, the testing student's identity, date of birth, test assignment, and Student Testing Ticket must be verified before test log in. The materials may be handed out singly or as a "kit." Remember, all scratch paper distributed, whether used or not, must be accounted for and returned to the STC at the end of testing.

Important: Students taking online EOC *Mathematics* SOL tests will have access to the Desmos Virginia Graphing calculator provided on the test's tool bar. Students taking the online tests may not be issued a hand-held calculator unless the student requires a hand-held calculator as part of an accommodation as documented in the student's IEP or 504 Plan and using the *Calculator Accommodation Criteria Form* to determine the need for a hand-held calculator.

SAY **Please look at the Student Testing Ticket you received. Raise your hand if your name is not on the test ticket.**

Pause. Ensure all students have their specific test tickets. You may instruct students to sign their test tickets and enter their testing device ID if directed to do so by the STC. For example:

[After you have made sure the ticket is yours, sign the ticket and enter your testing device ID.]

Sign In Information

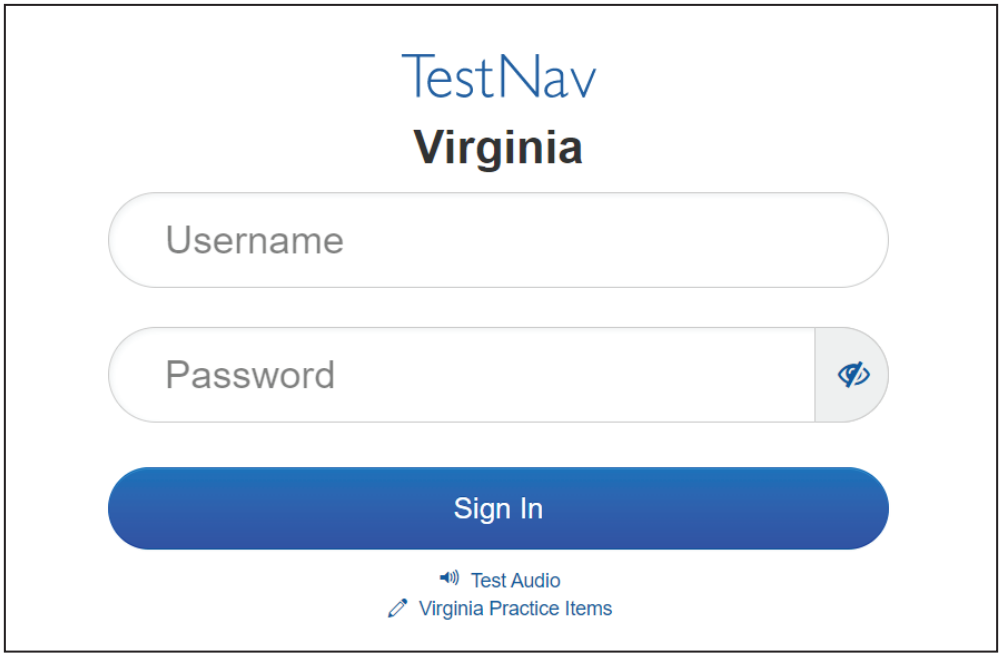
You may skip the following directions if the Virginia TestNav sign in screen is displayed on the testing devices' screens when the students enter the room.

SAY **Select the TestNav app on your testing device.**

The TestNav Sign In box will appear on your screen.

You may assist the students with locating the TestNav on their testing device.

Students should see the following Virginia Sign In screen before proceeding. Please stop and ask the STC for assistance if a different screen appears.



Read for all online Audio tests only

You may skip the following direction if the volume has been set for the student's testing device.

SAY **In the TestNav Sign In box, locate the Test Audio link under the *Sign In* button. When I tell you to do so, put on your headphones and select this link. You should hear a "ringing bell." Use this sound to set a comfortable volume for your headphones. When you have finished setting the volume, take off your headphones. If you need assistance, please raise your hand.**

Now, put on your headphones and set the volume.

When students have finished setting the volume for their audio tests, ensure they have removed their headphones and continue with the Sign In process.

SAY **Enter your username and password into the Sign In screen exactly as they appear on your test ticket.**

Then select the *Sign In* button. Do not do anything else until I tell you what to do.

Pause while students locate their sign-in information from their test tickets and type it into the fields on the testing device.

Assist students who are having problems with the login process. Ensure that students are entering their username, password, and test code exactly as they appear on their Student Testing Tickets. For students having trouble entering their password, you may have the student select the "eye" icon to verify the student's password as it is typed. When all students have logged in, continue.

SAY **Listen carefully as I read the directions for taking the test.**

SAY **Your screen should say: "Welcome!" and lists your name. If the name appearing on your screen is not yours, raise your hand.**

All students should verify their name appears on the screen. You should verify that the student name on the student's testing device's screen matches the student sitting at the workstation. Notify the STC immediately if the student and the name on the screen do not match.

SAY **Select the *Start* button.** (Pause for students to access the next screen.)

A screen appears listing Section 1. On this screen, select the *Start* button.

Pause for students to access the first test sample screen. Section 1 contains the samples and the live test questions.

SAY **The Sample A item should appear on your screen.**

EOC *Algebra I* (2016 SOL) Directions

➡ Directions Continue on Page 29 ➡

EOC *Geometry* (2016 SOL) Directions

➡ Directions Continue on Page 32 ➡

EOC *Algebra II* (2016 SOL) Directions

➡ Directions Continue on Page 35 ➡

Read for EOC *Algebra I* (2016 SOL)

Read for Audio Tests only

SAY **For this test, you may assume that the value of a denominator is not zero.**

On each test item, the audio buttons will appear on the right side of the screen. The buttons will start and stop the audio. Selecting the *Settings* wheel will allow you to control the speed and volume of the audio. Be sure you can find the audio buttons on your screen. If you do not see the buttons, raise your hand.

You may assist the student with locating the text-to-speech audio buttons. Refer to Section 4.9.3 for information regarding the audio buttons. If they are not visible on the student's screen, ask the STC for assistance. The STC will need to verify that the correct form was assigned to the student. If the buttons are visible on the sample item, continue with the directions below.

SAY **When I tell you to do so, you will put on your headphones and select the *Play* button . You will hear the directions and answers for Sample A and Sample B. Follow the directions as they are read to you and select the answers to the samples. When you have finished the samples, remove your headphones and I will read the rest of the test directions to you.**

Are there any questions?

Pause. Answer student questions about the directions you provided.

SAY **Now, put on your headphones and select the *Play* button.**

Pause while students select the button and access the sample items. The text-to-speech reader will direct the students through both Samples and the correct answers. If a student has difficulty with the text-to-speech or asks a question during the reading of the samples, you can refer to the directions in the section **Read for All Non-Audio Tests (Including Read-Aloud)** to answer questions or read the testing directions to the student if required. After the students have heard the sample and have removed their headphones, continue with the directions.

➡ WHEN STUDENTS HAVE COMPLETED SAMPLES A AND B, CONTINUE DIRECTIONS ON PAGE 37 ➡

➡ NON-AUDIO DIRECTIONS CONTINUE ON NEXT PAGE ➡

Read for All Non-Audio Tests (Including Read-Aloud)

SAY For this test, you may assume that the value of a denominator is not zero.

Read Sample A to yourself.

Read for Read-Aloud Tests Only

SAY [Read Sample A to yourself] as I read aloud:

Sample A. *"What is the solution to 3, left parenthesis, two x minus one, right parenthesis, equals three? (A) x equals one third...(B) x equals two thirds... (C) x equals one...(D) x equals five."*

SAY Select the best answer. (Pause)

SAY Which answer did you choose? (Pause for replies)

SAY The best answer is "C." Select the letter "C."

The tools you can use for this test are on the toolbar at the top of your screen. The Pointer tool must be used to select your answers for all questions.

Some questions may have the drawing interaction tool located to the right of the test item. You may use this tool to help determine the answer to the question.

Navigation arrows appear at the top of the screen for each question. Selecting the *Left Arrow* takes you back to the previous question and selecting the *Right Arrow* takes you to the next question. If the arrow appears gray, you cannot go in that direction. Select the *Right Arrow* to view Sample B. (Pause)

SAY You will notice that this question is not a multiple-choice question. For this item, you must type your answer in a box. If you select a letter, number, or symbol that cannot be used in your answer, a message will appear on the screen that states, "You cannot use that character." Notice that directions to these types of questions are at the top of the screen. The directions contain information on how to answer the question and may include specific information on how to represent your answer. Always read the directions before answering the question.

Read the Sample B directions and question to yourself.

➡ NON-AUDIO DIRECTIONS CONTINUE ON NEXT PAGE ➡

Read for Read-Aloud Tests Only

SAY [Read the Sample B directions and question to yourself] as I read aloud:

Directions: Type your answer in the box. Use forward slash [/] for the fraction bar. **Sample B.** ***"What is the value of fraction, numerator 3, denominator x plus 2, close fraction, when x equals 4? Your answer must be a fraction in simplest form."***

SAY Determine the best answer. (Pause)

SAY What answer did you enter in the box? (Pause for answers)

SAY The correct answer is "one half" [1/2]. Enter one half into the answer box.

➡ DIRECTIONS CONTINUE ON PAGE 37 ➡

Read for EOC *Geometry* (2016 SOL)

Read for Audio Tests only

SAY **On each test item, the audio buttons will appear on the right side of the screen. The buttons will start and stop the audio. Selecting the *Settings* wheel will allow you to control the speed and volume of the audio. Be sure you can find the audio buttons on your screen. If you do not see the buttons, raise your hand.**

You may assist the student with locating the text-to-speech audio buttons. Refer to Section 4.9.3 for information regarding the audio buttons. If they are not visible on the student's screen, ask the STC for assistance. The STC will need to verify that the correct form was assigned to the student. If the buttons are visible on the sample item, continue with the directions below.

SAY **When I tell you to do so, you will put on your headphones and select the *Play* button . You will hear the directions and answers for Sample A and Sample B. Follow the directions as they are read to you and select the answers to the samples. When you have finished the samples, remove your headphones and I will read the rest of the test directions to you.**

Are there any questions?

Pause. Answer student questions about the directions you provided.

SAY **Now, put on your headphones and select the *Play* button.**

Pause while students select the button and access the sample items. The text-to-speech reader will direct the students through both Samples and the correct answers. If a student has difficulty with the text-to-speech or asks a question during the reading of the samples, you can refer to the directions in the section **Read for All Non-Audio Tests (Including Read-Aloud)** to answer questions or read the testing directions to the student if required. After the students have heard the sample and have removed their headphones, continue with the directions.

➡ WHEN STUDENTS HAVE COMPLETED SAMPLES A AND B, CONTINUE DIRECTIONS ON PAGE 37 ➡

➡ NON-AUDIO DIRECTIONS CONTINUE ON NEXT PAGE ➡

Read for All Non-Audio Tests (Including Read-Aloud)

SAY Read Sample A to yourself.

Read for Read-Aloud Tests Only

SAY [Read Sample A to yourself] as I read aloud: Sample A. *"For what value of x is triangle ABC similar to triangle DEF? Refer to the figures on your screen. (A) 18… (B) 21… (C) 25… (D) 72."*

SAY Select the best answer. (Pause)

SAY Which answer did you choose? (Pause for replies)

SAY The best answer is "A." Select the letter "A."

The tools you can use for this test are on the toolbar at the top of your screen. The Pointer tool must be used to select your answers for all questions.

Some questions may have the drawing interaction tool located to the right of the test item. You may use this tool to help determine the answer to the question.

Navigation arrows appear at the top of the screen for each question. Selecting the *Left Arrow* takes you back to the previous question and selecting the *Right Arrow* takes you to the next question. If the arrow appears gray, you cannot go in that direction. Select the *Right Arrow* to view Sample B. (Pause)

SAY You will notice that this question is not a multiple-choice question. For this item, you must type your answer in a box. If you select a letter, number, or symbol that cannot be used in your answer, a message will appear on the screen that states, "You cannot use that character." Notice that directions to these types of questions are at the top of the screen. The directions contain information on how to answer the question and may include specific information on how to represent your answer. Always read the directions before answering the question.

Read the Sample B directions and question to yourself.

➡ NON-AUDIO DIRECTIONS CONTINUE ON NEXT PAGE ➡

***Geometry,* Continued**

Read for Read-Aloud Tests Only

SAY [Read the Sample B directions and question to yourself] as I read aloud:

***Directions: Type your answer in the box.* Sample B. *"What is the total number of lines of symmetry for this figure?"* Refer to the figure on your screen.**

SAY Determine the best answer. (Pause)

SAY What answer did you enter in the box? (Pause for answers)

SAY The correct answer is "two". Enter the number two into the answer box.

➡ DIRECTIONS CONTINUE ON PAGE 37 ➡

Read for EOC *Algebra II* (2016 SOL)

Read for Audio Tests only

SAY **For this test, you may assume that the value of a denominator is not zero. You may also assume any test question involving standard deviation, mean absolute deviation, and/or z scores has a data set that represents an entire population.**

On each test item, the audio buttons will appear on the right side of the screen. The buttons will start and stop the audio. Selecting the *Settings* wheel will allow you to control the speed and volume of the audio. Be sure you can find the audio buttons on your screen. If you do not see the buttons, raise your hand.

You may assist the student with locating the text-to-speech audio buttons. Refer to Section 4.9.3 for information regarding the audio buttons. If they are not visible on the student's screen, ask the STC for assistance. The STC will need to verify that the correct form was assigned to the student. If the buttons are visible on the sample item, continue with the directions below.

SAY **When I tell you to do so, you will put on your headphones and select the *Play* button . You will hear the directions and answers for Sample A and Sample B. Follow the directions as they are read to you and select the answers to the samples. When you have finished the samples, remove your headphones and I will read the rest of the test directions to you.**

Are there any questions?

Pause. Answer student questions about the directions you provided.

SAY **Now, put on your headphones and select the *Play* button.**

Pause while students select the button and access the sample items. The text-to-speech reader will direct the students through both Samples and the correct answers. If a student has difficulty with the text-to-speech or asks a question during the reading of the samples, you can refer to the directions in the section **Read for All Non-Audio Tests (Including Read-Aloud)** to answer questions or read the testing directions to the student if required. After the students have heard the sample and have removed their headphones, continue with the directions.

➡ WHEN STUDENTS HAVE COMPLETED SAMPLES A AND B, CONTINUE DIRECTIONS ON PAGE 37 ➡

➡ NON-AUDIO DIRECTIONS CONTINUE ON NEXT PAGE ➡

Read for All Non-Audio Tests (Including Read-Aloud)

SAY For this test, you may assume that the value of a denominator is not zero. You may also assume any test question involving standard deviation, mean absolute deviation, and/or z scores has a data set that represents an entire population.

Read Sample A to yourself.

Read for Read-Aloud Tests Only

SAY [Read Sample A to yourself] as I read aloud: Sample A. *"Which expression is equivalent to the square root of the fraction, numerator seven x, denominator sixteen, close fraction, close square root? (A) fraction, numerator seven x, denominator four, close fraction... (B) fraction, numerator seven x, denominator eight, close fraction… (C) fraction, numerator square root of seven x, close square root, denominator four, close fraction… (D) fraction, numerator square root of seven x, close square root, denominator eight, close fraction."*

SAY Select the best answer. (Pause)

SAY Which answer did you choose? (Pause for replies)

SAY The best answer is "C." Select the letter "C."

The tools you can use for this test are on the toolbar at the top of your screen. The Pointer tool must be used to select your answers for all questions.

Some questions may have the drawing interaction tool located to the right of the test item. You may use this tool to help determine the answer to the question.

Navigation arrows appear at the top of the screen for each question. Selecting the *Left Arrow* takes you back to the previous question and selecting the *Right Arrow* takes you to the next question. If the arrow appears gray, you cannot go in that direction. Select the *Right Arrow* to view Sample B. (Pause)

SAY You will notice that this question is not a multiple-choice question. For this item, you must type your answer in a box. If you select a letter, number, or symbol that cannot be used in your answer, a message will appear on the screen that states, "You cannot use that character." Notice that directions to these types of questions are at the top of the screen. The directions contain information on how to answer the question and may include specific information on how to represent your answer. Always read the directions before answering the question.

Read the Sample B directions and question to yourself.

➡ NON-AUDIO DIRECTIONS CONTINUE ON NEXT PAGE ➡

***Algebra II,* Continued**

Read for Read-Aloud Tests Only

SAY [Read the Sample B directions and question to yourself] as I read aloud:

Directions: Type your answer in the box.* Sample B. *"What value of x makes the square root of x, close square root, minus 3 equals 6 true?"

SAY Determine the best answer. (Pause)

SAY What answer did you enter in the box? (Pause for answers)

SAY The correct answer is "eighty-one". Enter the number eighty-one into the answer box.

⬇ DIRECTIONS CONTINUE BELOW ⬇

⬇ CONTINUE DIRECTIONS FOR ALL EOC *MATHEMATICS* TESTS ⬇

SAY Are there any questions on how to enter an answer?

Answer only questions related to the mechanics of indicating a response or navigating on the screen. You must not answer any questions pertaining to the content of the test item.

SAY Look at the far right of the screen and locate the Exhibits tool . Select the Exhibit icon to open the formula sheet.

Pause while the students select the icon. Examiners/Proctors may assist students locating the Exhibit icon.

SAY Now close the Exhibits window by selecting the little "X" in the corner of the Exhibit window. You may open and close this window whenever you want.

Pause while the students close the Exhibit window.

SAY You may have as much time as you need today to finish the test. Answer all the questions, but do not spend too much time on any one question. Use your scratch paper, calculator, and the tools displayed on the screen at any time; however, you may NOT hold anything up to or over the screen.

When you finish the last question of the test and select the *Right Arrow*, the End Test screen will display the message, "Congratulations! You have finished!" This screen will show you the questions you have not answered and the questions you have bookmarked. You should complete the not answered questions and revisit the questions you bookmarked.

SAY **If you have finished your test and are ready to submit your answers, raise your hand. Do NOT select the *Submit Final Answers* button without permission from me [or the Proctor]. Once your test is submitted, you cannot go back to any questions.**

As instructed by the STC, after students have completed the test session, they may remain in the room until all have finished or they may be dismissed individually to class.

SAY **After your test has been submitted and I have collected your test ticket and other test materials, do not access any other program, application, cell phone, or other electronic device while in the testing room.**

You must do your own work. At no time may you discuss, or share, by any means, the questions on the test with anyone. Students who cheat on the test will receive a score of zero and will not be permitted another opportunity to take the test until the next test administration.

Pause. The consequences of cheating have a potential impact on a student's attempt to meet graduation requirements.

SAY **Raise your hand if you have a problem during the test. On this screen, select the *Right Arrow*. You may start working.**

Examiners must ensure the audio students put on their headphones as they start the test. Only when requested by the student, an Examiner may provide an explanation of the operation of the audio player buttons. Monitor the students carefully. Refer to Section 5.2.1 for guidance monitoring students and answering questions. An individual break is permissible for any student who requires one during testing. Follow the procedures in Section 4.10 pertaining to a student's request for a break during testing. Refer to Section 5.2.2 for information regarding the test submit process and closing TestNav.

5.2.1 Monitoring the Test and Answering Student Questions

- **Examiner/Proctor monitoring.** During the test administration, you must monitor the testing process by moving as unobtrusively as possible about the room. You must not engage in other activities that would interfere with monitoring. Such activities include, but are not limited to: reading, grading papers, using electronic devices, etc. Students may not be left unattended for any length of time.
- **Student access to unauthorized materials.** You should ensure that students are working independently and do not have access to unauthorized materials, cell phones, or any other electronic devices in the testing room while any students are testing. Immediately notify the STC if a student accessed or had access to a cell phone, electronic device, or other unauthorized material that could provide an unfair advantage while any students were testing. **If the student is testing at the time of the discovery of the cell phone, electronic device, or unauthorized material, the student may not be permitted to continue testing. The test must be placed in Exited status and moved to an irregularity session, and the STC must notify the DDOT immediately if test security may be compromised.** The STC must submit an irregularity to the DDOT providing the details about the incident.
- **Examiner/Proctor reviewing test items.** Before, during, or after testing, you must not spend time reading any test items, creating any type of answer key to the test items, copying test items or portions of test items, taking notes about test items, recording student responses to test items, reading/reviewing student drafts, or discussing test items with anyone. (You may report a problem with a test item to their STC. Refer to Section 5.1.5 for guidelines.)

- **Examiner/Proctor providing help.** Help must not be given on any test items. Examples of prohibited help include, but are not limited to: pronouncing words, rewording the question, providing hints and clues, giving reminders, and/or giving verbal indications or non-verbal cues about the correctness of a student's answer. Test questions or portions of the question may not be read to students unless specified by their IEPs, 504 Plans, or EL Assessment Participation Plans. If, after testing is complete, a student asks to discuss a question, the Examiner, Proctor, or teacher should remind the student that the test questions cannot be discussed.
- **Examiner/Proctor prompting students.** You must not prompt the student to go back to any specific questions such as any *Not Answered* or *Bookmarked*. If you notice the student left questions *Not Answered* or *Bookmarked*, you may only tell the student to **"Read the screen carefully."** For guidance regarding questions marked as *Not Answered*, refer to Section 5.2.2.
- **Examiner/Proctor navigating a student's test.** You must not navigate any portion of the test for the student. This includes, but is not limited to: moving between questions; moving from the Review dropdown to questions marked *Not Answered* or *Bookmarked*, exiting or submitting the test.
- **Questions about the test items.** If a student asks a question during the test about a test item, the student should be told, **"Read it carefully and choose the best answer."** Help must not be given on any test items. Refer to the previous bullets regarding prohibited help.
- **Assistance with TestNav Tools.** If the student requests a description or the function of a tool, you may read the specific tool's description to the student from Tables 1 and 2 in Section 4.9.2.
- **Assistance with navigating**. If a student needs assistance navigating the test, you may provide directions to the student, such as:

  "To move to the next question, select the *Right Arrow*."

  "To go back to previous question, select the *Left Arrow.*"

  "To go back to a question from the Review dropdown, select the question's number."

  "To submit your test, select the *Submit Final Answers* button."
- **Assistance with the zoom feature.** If a student needs assistance zooming in or out or returning the screen to the default screen size, you may provide directions to the student:

  On a PC or Chromebook:

  "To zoom in, press the CTRL and + keys at the same time."

  "To zoom out, press the CTRL and – keys at the same time."

  "To return to the default screen size, press the CTRL and 0 keys at the same time."

  On a Mac:

  "To zoom in, press the CMD and + keys at the same time."

  "To zoom out, press the CMD and – keys at the same time."

  "To return to the default screen size, press the CMD and 0 keys at the same time."

On a touch screen device:

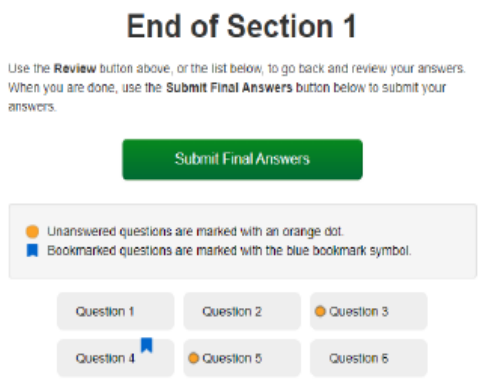
> **"To zoom in, touch two points on the screen, and then move your fingers away from each other."**
>
> **"To zoom out, touch two points on the screen, and then move your fingers toward each other."**

- **Students leaving the testing room during the test.** Students may not leave the testing site and subsequently return to finish the test unless they are closely monitored. Students may not discuss the test or any test items with anyone. Students must not be allowed to interact with each other or any other students in any way, or have access to any educational materials or electronic devices while out of the test room.
- **Students moving to an alternate test room.** If students are moved to an alternate testing site to complete their tests, their testing materials must be collected by the Examiner or Proctor prior to the move. Students must not be permitted to discuss the test or course content in any way with anyone or have access to any educational materials, cell phones, or other electronic devices during the move. Once in the alternate site, return each student's own materials and resume testing.
- **Reporting an error with a test item.** If the student reports there is an error with a test question or answer choice, you should record the name of the student, subject area, test level, format (online or paper), question number, and a brief statement describing the student's concern. However, under no circumstances should the test question or answer choices be written down or discussed with the student or with other staff members. Tell the student that the concerns will be reported. The student may continue with the test; you may tell the student to, **"Read the question carefully and choose the best answer."** Notify the STC of the student's concern.
- **Cheating.** The Examiner must immediately notify the STC if a student is found cheating on the test. **If the student is testing at the time of the discovery of cheating, the student must not be permitted to continue testing. The test must be placed in *Exited* status and moved to an irregularity session.** The STC must notify the DDOT immediately if test security may be compromised. The STC must submit an irregularity to the DDOT providing the details about the incident. If the school division makes the determination that a student cheated, the student is not eligible for a retest during the current administration. If the test was an EOC SOL test required for verified credit, the student may retest during the next regularly scheduled administration. The STC/DDOT must invalidate the test and the student will receive a score of "0." The student's test record will note the student cheated on the test.
- **Student Inactivity.** If you observe an inactive student during testing, you may ask the student, **"Are you finished with your test?"** If the student responds "No," then you may say, **"You need to continue working on your test."** If the student responds, "Yes," then you should direct the student through the Submit process. After two hours of inactivity, TestNav will automatically Exit the student's test. Contact the STC to Resume the student's test. Refer to the Troubleshooting section for details.
- **Troubleshooting some testing issues.** Refer to Appendix B for guidance with troubleshooting some testing issues such as: the student should have an audio test but does not, the student answered the question but the *Next* arrow does not appear, the student cannot enter a specific character into a TEI answer box, etc.

5.2.2 Examiner/Proctor Directions for Submitting the Test

When a student raises their hand and are ready to submit the test, you must go to the student's workstation to give permission for the student to submit the test.

- The student should be on the End Test screen which displays the message, "Congratulations, you have finished!" Refer to the following screen shot.



- If you notice the student has any *Not Answered* questions (any orange dots showing on the grid of question numbers), you may only reply:

  SAY **Read the screen carefully.**

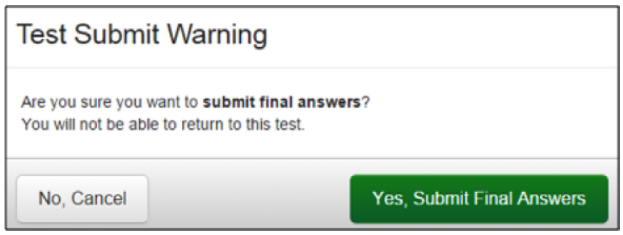
- If the student indicates that they need assistance to go back to the test questions, you should tell the student,

  SAY **Select the question you want to review from the grid.**

- If the student indicates that they have finished the test and wish to submit final answers, you should tell the student,

  SAY **Select the *Submit Final Answers* button to submit your answers.**

- After the student selects the *Submit Final Answers*, the Test Submit Warning screen will pop up. Refer to the following screen shot:



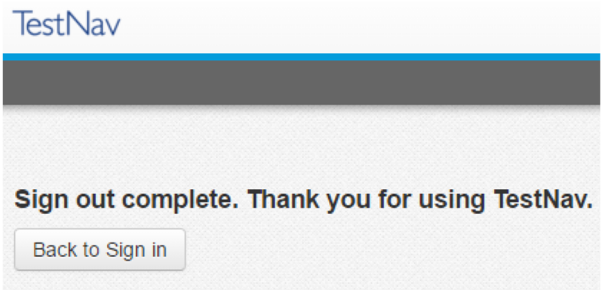
- If the student indicates that they want to go back to the test while on the Test Submit Warning screen, you should tell the student,

  SAY **Select the *No, Cancel* button to go back to the End Test screen, then select the question you want to review from the grid.**

- If the student indicates that they have finished the test and wish to submit final answers, you should tell the student,

  SAY **Select the Yes, *Submit Final Answers* button to submit your answers.**

- After the *Yes, Submit Final Answers* button is selected on the Test Submit Warning screen, the following screen appears with the message, “Sign out complete. Thank you for using TestNav.”



After submitting the Test:

- Students should leave the Sign Out Complete screen showing until either dismissed from the testing room or their testing device is shut down. This prevents students from accessing software applications or the Internet and disrupting those still testing.
  - **NOTE:** Students must not be allowed to go online and access the Internet or other applications, as it may cause an irregularity by disrupting those still testing. Students may not access cell phones or other electronic devices while any students are testing. Students may be dismissed from the testing room or permitted to read quietly. You may tell the student:

    [If students will be staying in the classroom, **SAY: You may sit quietly or read if you wish**.]

    [If students will be dismissed individually back to class, **SAY: You will be dismissed to class**.]

- As students finish testing, collect test materials (i.e., Student Testing Ticket and all used and unused scratch paper) from each individual student. Do not have students pass materials up or down the rows of workstations. Ensure all Student Testing Tickets are collected. You must ensure that all sheets of scratch paper distributed to each student are collected and accounted for before students are moved to an alternate test site or dismissed from the test session. All used and unused scratch paper must be returned to the STC. After the test session is over, return all test materials to the STC as specified in Section 6. Test materials must be kept in a secure location until returned to the STC.

6. SPECIFIC DUTIES OF EXAMINERS: AFTER TESTING

6.1 Return All Test Materials to the STC After Testing Is Completed

At the end of the test session, all test materials must be returned to the STC. This includes Student Testing Tickets, Proctor Testing Tickets (if read-aloud session), used and unused scratch paper, the test session roster (optional), the *Examiner's Manual*, and any test manipulatives/materials. Follow your STC's instructions regarding the collection and storage of all materials.

The STC will verify that you have returned all test materials and initial the "IN" column on the *Testing Ticket Transmittal Form and Affidavit for Examiners/Proctors*.

6.2 Sign the Examiner's/Proctor's Affidavit

After the SOL EOC *Mathematics* tests have been administered and materials are returned to the STC, you are required to sign the affidavit certifying that the test was administered according to the *School Division Personnel Test Security Agreement*.

For this certification, the STC may provide the *Testing Ticket Transmittal Form and Affidavit for Examiners/Proctors* or another such transmittal/affidavit to sign.

7. MAKE-UP TESTING

Every student who is absent must be given an opportunity to take the component they missed on a make-up basis, **provided the make-up sessions are within the testing window**.

- For online make-up sessions, students will take the same test form taken by other students on the regular testing date(s).
- Students who are absent on the day of testing must be removed/moved from the testing session before the session can be stopped and placed in make-up session.
- The STC will provide you with information regarding the schedule for make up testing sessions.

THANK YOU

We appreciate your time and effort in administering the EOC *Algebra I*, *Geometry*, and *Algebra II* assessments.

Please email any comments or suggestions for improving this manual to: **student_assessment@doe.virginia.gov**

APPENDIX A 2023–2024 *School Division Personnel Test Security Agreement*

The *School Division Personnel Test Security Agreement* that follows should be read and understood by all school division personnel. All individuals who may be exposed to secure test items and those involved in the administration of the Virginia Assessment Program (VAP) tests (including, but not limited to, Examiners, Proctors, Interpreters, and Scribes) **MUST** read, understand, and agree to adhere to the following:

1. Students must never be exposed to unreleased (secure)[1] test items (except while completing an official VAP test attempt) or exposed to answers to secure test items. **Using secure test items in any form (including reworded test items) at any time is a violation of test security.** If in doubt whether test items are secure, contact your Division Director of Testing for assistance.
2. All persons are prohibited from providing students with answers to secure test items, suggesting how to respond to secure test items, or influencing student responses to secure test items. Prohibited actions include, but are not limited to, the following: providing clues or hints, providing reminders of content or testing strategies, prompting students to correct or check/recheck specific responses, permitting access to curricular materials[2] (e.g., textbooks, notes, review materials, bulletin boards, posters, charts, maps, timelines, etc.), or using voice inflection, facial gestures, pointing, gesturing, tapping, or other actions to indicate a response or accuracy of a student's response.
3. Examiners should be in possession of secure test materials only on the day they are administering a test, or in accordance with the procedures for advanced access to a test, and only for the specific test being administered. For the paper VAP *Writing* tests only, Examiners are not permitted to open sealed packages of prompts more than 30 minutes before the administration of the short-paper component.
4. Reading or reviewing any part of a secure test (e.g., test items, answer options, passages, pictures, diagrams, charts, maps, etc.) before, during, or after the test administration is a violation of test security unless an Examiner is reading the test items as part of an accommodation (e.g., read-aloud, interpretation/transliteration, etc.) or is reviewing the test items in preparation for providing that accommodation.
5. Any Login IDs and passwords issued for the administration of VAP tests are secure and must remain confidential.
6. Logging into or navigating throughout a secure online test by anyone except the student whose name appears on the Student Testing Ticket is a violation of test security[3]. Any exceptions to this must first be authorized by the Virginia Department of Education through the Division Director of Testing.
7. Capturing **ALL OR ANY PART** of a secure test **is a violation of test security**. Prohibited actions include, but are not limited to, copying, photographing, recording, outlining, or summarizing test content or details regarding the secure test content. Any exceptions to this must first be authorized by the Virginia Department of Education through the Division Director of Testing.
8. All VAP tests must be administered strictly in accordance with the instructions provided in the VAP test manuals. This includes, but is not limited to, adhering to procedures for the handling, distribution and use of test materials and test manipulatives, adhering to specific requirements associated with test accommodations (e.g., read-aloud accommodation, dictation to scribe, etc.), and reading all test directions to students exactly as written. VAP test directions must not be paraphrased, altered, or expanded without prior authorization from the Virginia Department of Education through the Division Director of Testing unless the *Examiner's Manual* allows flexibility in providing specific directions.
9. Sample items are included at the beginning of each VAP test and are the only items on the test that may be used with students to review, as directed in the *Examiner's Manual*, test item format and procedures for indicating responses. Students should also be provided with opportunities prior to the day of their test administration to become familiar with VAP test item formats and how to indicate responses. Resources such as SOL Practice Items are available for these purposes on the Virginia Department of Education website.
10. All persons are prohibited from attempting to formally or informally score secure VAP tests or individual test items. Prohibited actions include, but are not limited to, creating an answer key, reviewing or scoring a student's test item response or responses, reviewing or scoring student scratch paper, or tracking student performance on test items[4].
11. All persons are prohibited from altering, in any manner, student responses to secure test items. Prohibited actions include, but are not limited to, erasing or deleting student responses, changing student responses, or providing responses to items left unanswered or partially unanswered.

[1]VAP test items remain secure before, during, and after all test administrations until such time that the Virginia Department of Education publishes the test item on its website as released. The end of a test administration does NOT indicate secure VAP test items are released.

[2]For the Fall Growth Assessments and Virginia Alternate Assessment Program tests, it is unnecessary to cover or remove curricular materials from classroom walls.

[3]Examiner's administering assessments for the Virginia Alternate Assessment Program are permitted to sign in, navigate, and respond to items based on the needs of the individual student being assessed and in accordance with the procedures in the *Examiner's Manual*.

[4]Examiner's administering assessments for the Virginia Alternate Assessment Program are permitted to record student responses on the Examiner's Copy of the test to track student advancement through the test and to enter item responses at a later date in TestNav in accordance with the procedures in the *Examiner's Manual.*

Complete the following prior to participating in test administration activities involving secure test materials:

2023–2024 Fall/Spring Administrations (check all that apply):

❏ **2023–2024 Fall/Winter *Reading* and *Mathematics* Growth Assessments**

❏ **2023–2024 Fall/Spring *Writing* Tests**

❏ **2023–2024 Fall/Spring *Non-Writing* Tests**

❏ **2023–2024 Virginia Alternate Assessment (VAAP) Assessments**

I acknowledge that I will have access to the Virginia Assessment Program (VAP) tests for the purpose of administering a test. I also acknowledge that I have read, understand, and agree to adhere to all elements of the *School Division Personnel Test Security Agreement* and the following:

1. I have read the legislation passed by the Virginia General Assembly (§ 22.1–19.1 Action for violations related to secure mandatory tests and § 22.1–292.1 Violations related to secure mandatory tests).
2. I understand that if test security procedures are not followed, my license may be suspended or revoked and/or I may be assessed a civil penalty for each violation.
3. All known or suspected violations of Virginia Assessment Program test security shall be reported to appropriate school division personnel or to the Virginia Department of Education. To contact the Virginia Department of Education to report a known or suspected violation, call student assessment staff at (804) 225-2102, or mail details to Department of Student Assessment, Accountability, and ESEA Programs, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120.

Please be sure to sign and return the *School Division Personnel Test Security Agreement* to the appropriate test administrator before participating in any Virginia Assessment Program test administration activities involving secure test materials.

Signed:	**Print Name:**
Position:	**Date:**
School:	**Division:**

Pages 1–2 of this document should be photocopied.

APPENDIX A	General Assembly Legislation

Please read legislation passed by the Virginia General Assembly (§ 22.1–19.1 Action for violations related to secure mandatory tests) regarding the repercussions of violating test security.

§ 22.1–19.1. Action for violations related to secure mandatory tests.

A. The Office of the Attorney General, on behalf of the Board of Education, may bring a cause of action in the circuit court having jurisdiction where the person resides or where the act occurred for injunctive relief, civil penalty, or both, against any person who knowingly and willfully commits any of the following acts related to secure mandatory tests required by the Board to be administered to students:

1. Permitting unauthorized access to secure test questions prior to testing;
2. Copying or reproducing all or any portion of any secure test booklet;
3. Divulging the contents of any portion of a secure test;
4. Altering test materials or examinees' responses in any way;
5. Creating or making available answer keys to secure tests;
6. Making a false certification on the test security form established by the Department of Education;
7. Excluding students from testing who are required to be assessed; or
8. Participating in, directing, aiding or abetting, or assisting in any of the acts prohibited in this section.

For the purpose of this subsection, "secure" means an item, question, or test that has not been made publicly available by the Department of Education.

B. Nothing in this section may be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, Superintendent of Public Instruction, or the Department of Education or their agents or employees engaged in test development or selection, test form construction, standard setting, test scoring, reporting test scores, or any other related activities which, in the judgment of the Superintendent of Public Instruction or Board of Education, are necessary and appropriate.

C. Any person who violates any provisions of this section may be assessed a civil penalty not to exceed $1,000 for each violation. Furthermore, any person whose administrative or teaching license has been suspended or revoked pursuant to § 22.1-292.1 may be assessed a civil penalty for the same violation under this section and the reasonable costs of any review or investigation of a violation of test security.

All civil penalties paid to the Commonwealth pursuant to this section shall be deposited into the Literary Fund.

D. For the purpose of this section, "person" shall not mean a student enrolled in a public school.

Please read legislation passed by the Virginia General Assembly (§ 22.1–292.1 Violations related to secure mandatory tests) regarding the repercussions of violating test security.

§ 22.1-292.1. Violations related to secure mandatory tests.

A. The Board of Education may (i) issue a written reprimand to or (ii) suspend or revoke the administrative or teaching license of any holder of a Board-issued administrative or teaching license who knowingly and willfully commits any of the following acts related to secure mandatory tests administered to students as required by this title or by the Board of Education:

1. Giving unauthorized access to secure test questions;
2. Copying or reproducing all or any portion of any secure test booklet;
3. Divulging the contents of any portion of a secure test;

4. Coaching or assisting examinees during testing or altering test materials or examinees' responses in any way;
5. Making available any answer keys;
6. Failing to follow test security procedures established by the Department of Education;
7. Providing a false certification on any test security form required by the Department of Education;
8. Retaining a copy of secure test questions;
9. Excluding students from testing who are required to be assessed; or
10. Participating in, directing, aiding, assisting in, or encouraging any of the acts prohibited by this section.

For the purposes of this section, "secure test" means an item, question, or test that has not been made publicly available by the Department of Education.

Nothing in this section shall be construed to prohibit educational personnel from providing input to administrators or other authorized personnel, including school board members and members of the General Assembly, except when done in a manner that violates test integrity or security regarding the accuracy, clarity, or propriety of test items or test administration procedures.

B. Nothing in this section shall be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, the Superintendent of Public Instruction, or the Department of Education in test development or selection, test form construction, standard setting, test scoring and reporting, or any other related activities which, in the judgment of the Superintendent of Public Instruction or the Board of Education, are necessary and appropriate.

C. Any suspension or revocation imposed for the acts enumerated in this section shall be rendered pursuant to Board regulations promulgated pursuant to the Administrative Process Act (§ 2.2-4000 et seq.) and § 22.1-298.1, governing the licensure of teachers.

These pages may be photocopied.

APPENDIX B Troubleshooting

Below are frequently encountered scenarios in online testing and suggestions to help resolve the issues:

- **Student requires an audio test but there is no audio:**

  For audio EOC *Mathematics* (2016 SOL) tests, the **audio tools** will appear on the right side of the student's test screen for both the samples and the test questions. For all audio tests, the student must select the ***Play*** button to start the audio. If you notice the audio tools do not appear, you should contact the STC immediately and should not permit the student to continue testing. The STC or Examiner should verify the form assigned to the student using the Students in Session screen in PearsonAccess[next]. Scroll down to the student's name and look at the form assigned to the student (in the **Form/Form Group Type** column). The icon 🎧 will appear next to the form number of students assigned an audio test. If the form assigned to the student is not an audio form, the STC or Examiner should have the student **EXIT** the test but keep the student seated at their workstation and contact the DDOT, who should immediately contact VDOE. In most cases, VDOE can change the student's form to the correct audio form while the student waits in the test room. DO NOT mark the test complete or have the student *Submit* the test.

  If the audio tools appear but no audio can be heard, the STC or Examiner should have the student **EXIT** the test and wait while school staff check the computer's audio control settings to make sure the computer is not set to MUTE. Be sure the headphones are functioning properly.

- **Student should not have an audio test, but the audio is playing or the audio tools appear on the student's test:** Contact your STC immediately. Do not permit the student to continue testing. The STC or Examiner should have the student **EXIT** the test but keep the student seated at their workstation and immediately contact the DDOT, who should immediately contact VDOE. In most cases, VDOE can change the student's form to the correct non-audio form while the student waits in the test room.

- **Shading is not visible on the test questions:** Some test questions refer to the "shaded section" of a map, graph, chart, etc. If the shading is not apparent to the student, you may adjust the contrast setting on the student's monitor until the shading is visible. If this adjustment does not resolve the problem, contact the STC.

- **The student completed a question but the *Next* button does not appear:**
  - The Student may have attempted to answer the question using a "tool" other than the Pointer. The Pointer must be used to:

    1) select multiple-choice answers;

    2) place the cursor in a box in order to type an answer;

    3) plot points on a line, graph, or image;

    4) select one or more answers; or

    5) drag answers from one location to another.
  - You may remind the student that **"The Pointer must be used to answer the question." OR**
  - The student may not have met all the requirements of the test question. For example, if a test item requires the student to drag 3 items to answer boxes, the *Next* button will not appear if the student only places 1 or 2 items into the answer boxes. The *Next*

button will only appear after the student places 3 items into the answer boxes. You may tell the student to **"Read the screen carefully"** and/or **"Read the directions carefully."**

- **Student is trying to use the Answer Eliminator tool ✕ on a TEI question and it is not working:** Refer to Table 2 in Section 4.9.2. You may tell the student that the Answer Eliminator tool functions with multiple-choice questions and certain TEI Items; it does not function on all TEI questions.
- **Student has difficulty entering a specific symbol or character into a TEI answer box:** If the student asks you which key to use for a specific symbol or character, you may tell the student which keys to press and may point to the keys. For example, the student asks you, "How do I make a minus sign?" You may say, **"Use the hyphen key."** Other examples include:

  To make a colon, **"Hold the shift key down and then press the colon key."**

  To make a fraction, **"Use the forward slash key."**

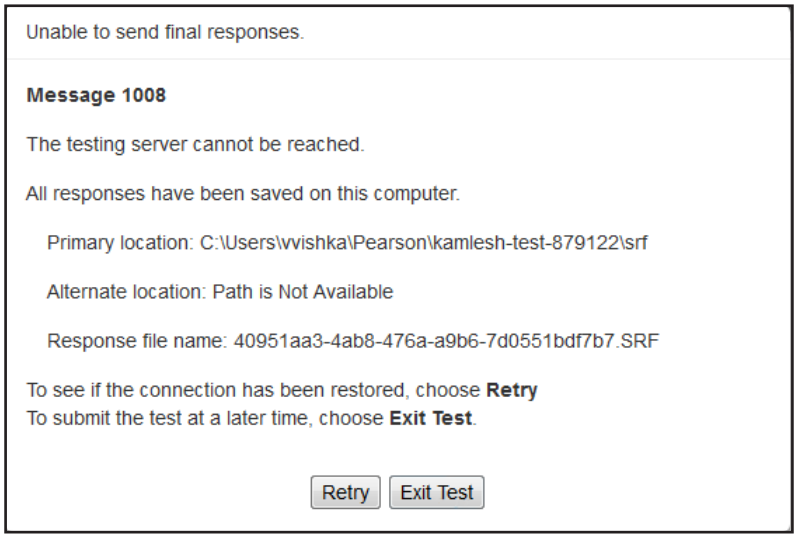
  To make a decimal, **"Use the period."**

  You may only respond to the student's request for "how" to enter a specific symbol. You may not prompt the student to enter a specific symbol or tell a student what symbol is needed in the answer to a specific question.
- **Student cannot enter a specific "character" into a TEI answer box.** You should look to see if the "Caps Lock" key is active on the student's keyboard. If it is, you may tell the student, **"Try pressing the "Caps Lock" key on your keyboard."**

  If the student is still having difficulty, you may re-read the testing directions from the *Examiner's Manual* verbatim to the student, **"Make sure the Caps Lock key is not on if you are trying to enter a lowercase letter in the answer box. If you select a letter, number, or symbol that cannot be used in your answer, a message will appear on the screen that states, 'You cannot use that character'."**

  If the student is still having difficulty, it may be that the student misunderstands the question or does not know how to resolve the question. In these cases you may only say, **"Read the question carefully."**
- **The student submitted the test prematurely:** If the student accidentally submitted the test, wants to return to it, and has not left the secure test room, contact your STC immediately. The STC or Examiner should have the student remain in the test room seated at their workstation and immediately contact the DDOT, who should immediately contact VDOE. In most cases, VDOE can "unsubmit" the student's test so the student can log back into the test.
- **This message is displayed on the student's workstation, "Are you still there? This test will be exited in 30 seconds if no activity is detected.**": This message is indicating that the student has been inactive for nearly two hours. To reset the inactivity timer, the student should move the mouse, press a key, or touch the screen (on touch screen devices).
- **The student's test is *Exited* and the workstation is showing Error 3124.** The student's test was automatically *Exited* by TestNav after at least two hours of inactivity. The message for Error 3124 states, "TestNav has closed the test session due to inactivity. To continue testing, ask your proctor to resume your test, and sign in again." To enable the student to continue with the test, the STC must *Resume* the student's test in PearsonAccess^{next}; then the student can sign in with the Student Testing Ticket.
- **The student was attempting to Exit or Submit the test, but an error message, "Message 1008," appeared with a *Retry* and an *Exit Test* button and a message that**

"The testing server cannot be reached. All responses have been saved on this computer."


Unable to send final responses.

Message 1008

The testing server cannot be reached.

All responses have been saved on this computer.

Primary location: C:\Users\vvishka\Pearson\kamlesh-test-879122\srf

Alternate location: Path is Not Available

Response file name: 40951aa3-4ab8-476a-a9b6-7d0551bdf7b7.SRF

To see if the connection has been restored, choose **Retry**
To submit the test at a later time, choose **Exit Test**.

Retry Exit Test

This message appears if the connection with the testing server and TestNav was unable to upload responses to the testing server. As the message indicates, the student responses have been saved locally (e.g., to a local drive or network drive) so that they can be uploaded to the Pearson server when connectivity has been restored.

Notify the STC immediately. Generally, if the message appears:

- on a single or a few testing devices, the device connectivity should be checked to ensure the device(s) can communicate to the Pearson server.
- throughout the school or division, the local network and connectivity to the Internet should be checked to ensure the testing devices can communicate to the Pearson server.
- divisionwide, it may be due to a problem at Pearson or with TestNav.

If the student **has completed** the test and the message appeared when the student tried to Submit the test:

- Have the student select the *Retry* button after waiting a short time (about a minute). If connectivity is restored, the test will Submit.
- If the message remains, make a note of the exact testing device the student was using and select the *Exit Test* button.
  - The student(s) may now be sent back to class. It is not necessary to hold students in the classroom until connectivity is restored.
  - The STC must notify the DDOT who must notify VDOE. VDOE will provide directions for submitting the students' tests once connectivity is restored.

If the student **has not completed** the test and the message appeared when the student tried to Exit the test:

- Connectivity must be restored before the student can continue testing.
- Have the student select the *Retry* button after waiting a short time (about a minute). If connectivity is restored, the test will Exit.
- If the message remains, the STC should notify the DDOT. The DDOT may need to contact VDOE for next steps.

■ **Student was testing and an error message, "Message 1009," appeared with a *Retry* and an *Exit Test* button and a message that "The testing server cannot be reached. Any un-sent responses have been saved on this computer."**

This message appears when some portion of the online test cannot be downloaded to the student's testing device because connectivity between the student's device and the Pearson testing server has been interrupted. The student responses have been saved locally (e.g., to a local drive or network drive), but the student cannot continue testing at the moment because some part of the online test cannot be displayed on the device.

Notify the STC immediately. Generally, if the message appears:

- on a single or a few testing devices, the device connectivity should be checked to ensure the device(s) can communicate to the Pearson server.
- throughout the school or division, the local network and connectivity to the Internet should be checked to ensure the testing devices can communicate to the Pearson server.
- Division-wide, it may be due to a problem at Pearson or with TestNav.

Because the testing device displaying **"Message 1009"** cannot communicate with the Pearson server, TestNav must be closed on the device until connectivity is restored. To proceed:

- Select the *Exit Test* button and make a note of the exact testing device the student was using.
- If possible, to avoid having to retest the student, maintain secure test conditions among the students while connectivity is being restored. Consult with your STC

regarding how long you should wait for connectivity to be restored before discontinuing the testing session.

- Once connectivity is restored to the student's testing device, the STC must Resume the student's test in PearsonAccess^{next} before the student can log in to the test again.
- The STC should notify the DDOT. The DDOT may need to contact VDOE for next steps.

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