

# Script for Administering the Civics EOC Practice Test (ePAT)

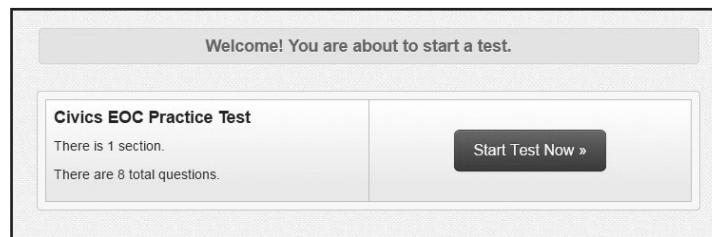
This script should be used to administer the *Civics EOC Practice Test* (ePAT) to students who will take the Civics EOC Assessment using TestNav 8. If students require practice using an accommodated TestNav 8 form (text-to-speech and/or masking), see the *Script for Administering the Accommodated Civics EOC Practice Test (ePAT)*. Allowable assistive devices may be used with any TestNav 8 form (accommodated or non-accommodated). Students using assistive devices should practice using the non-accommodated ePAT if they do not require an accommodated TestNav 8 form.

Students who have previously participated in an ePAT session for this subject prior to this administration (e.g., students who participated in a Civics EOC ePAT session in Spring 2014) ARE required to participate in a scheduled ePAT session for this administration in order to become familiar with the features of the TestNav 8 platform.

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

## Beginning the ePAT

1. Before students arrive, ensure that the testing room is prepared as it will be on the day of the test.
2. Ensure that all software applications are closed on each student workstation/device.
3. Open the Civics EOC ePAT on each student workstation/device. To access the ePAT, go to [www.pearsonaccess.com/fl](http://www.pearsonaccess.com/fl) and select the ePAT tab. Under **Practice Assessment Tools**, find the link to the Civics EOC ePAT. Since the ePAT is a web-based application, the link will take you directly to the test.
4. The Start Test Now screen will display as shown below. The workstation/device is now ready for the student to begin.



Today, you are going to learn how to use TestNav 8, the test platform you will use to take the Civics EOC Assessment.

On the day of the test, you will receive a Student Authorization Ticket with your name, test URL, Username, and Password on it. You will log in by typing your Username and Password exactly as they are shown on your ticket.

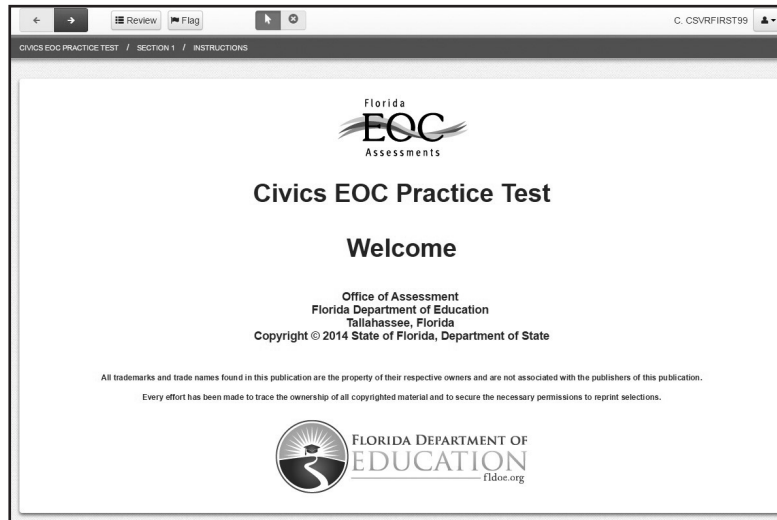
Today, we will access the practice test without a username or password.

Your workstation or device should be opened to the Start Test Now screen.

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

Select **Start Test Now**, then select **Start Section**. You should now see the Welcome screen for the Civics EOC Practice Test.

Pause to make sure that each student has the Civics EOC Practice Test Welcome screen on his or her screen, as shown below. Help students if necessary.



Before you begin, listen as I describe the screen. The buttons in TestNav 8 are located at the top of the screen.

The navigation buttons are in the top left corner. The **forward arrow** takes you to the next question. The **back arrow** takes you to the previous question. Now, select the **forward arrow** to move to the first question. Make sure you only select the **forward arrow** one time. If you double-click or select more than one time while the page is loading, you may skip a question. When you get to the end of the test, review the Test Overview screen to ensure all questions have been answered.

The **Review** button is next to the navigation arrows. Select the **Review** button. This takes you to the Test Overview screen, which shows the question numbers, whether the questions have been viewed or answered, and whether the questions have been flagged for review. Selecting the **View** button by a question will take you to that question. You can also select the blue **Return to Question** button at the top left of the Test Overview screen to return to the test. This takes you to the question you were viewing when you selected the Review button. Select the **Return to Question** button now.

The **Flag** button is next to the **Review** button. This feature allows you to flag a question that you might want to review at a later time. Select the **Flag** button. To show you that the question is flagged, the **Flag** button turns gray. At any time, you can go back to questions that you flagged for review. You can access flagged questions by going to the Test Overview screen. After reviewing a flagged question, select the **Flag** button again to clear the flag. For now, leave this question flagged for review.

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

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

Are there any questions?

Answer any questions.

 Say

Now, I will describe several tools that may help you with the computer-based test, and you will practice using them. On most computers, you will also be able to hover over the tools in the toolbar to read their names.

Select the **Pointer** tool at the top left corner of the screen. The pointer is the tool used to select a response. Any time you need to turn off a tool, select the icon for that tool again or select the pointer icon.

Select the **Answer Eliminator** tool, which looks like an X inside a circle, at the top of the screen. You can use this tool to cross out answer choices that you have ruled out as possible correct answers. Now, select anywhere on answer choice A. You should see an X over answer choice A. Select answer choice B and an X appears over this choice also. Select answer choice A again and the X disappears when you move your cursor. **Because the Answer Eliminator tool uses the cursor, you cannot select an answer while this tool is active.** If you want to select an answer you have eliminated, you must use the **Answer Eliminator** tool to remove the X, then select the answer with your **Pointer** tool. Practice eliminating answer choices and removing the Xs to select that answer. *(Pause.)*

The **Text Highlight** tool is not on the toolbar at the top of the screen like other tools. When the Text Highlight Tool is available, color options will automatically display after you select text to highlight. Now, select some text to highlight. When you let go, you will see the color options above the text you have selected. Choose a color and the selected text will be highlighted in that color. Practice highlighting text in the question. To remove highlighting from text, select the same text and choose the white color. *(Pause.)*

Are there any questions?

Answer any questions.

 Say

Now we will review the tools available under the accessibility menu. Select the **accessibility drop-down** menu in the top right corner of your screen. On the actual test, this menu will have your name next to it.

From the drop-down menu, select **Change the background and foreground color**. A pop-up window will open with multiple color options and examples of each. Practice switching between different color options by selecting different buttons. The screen will change as you adjust your selection. Choose one of these options to use during this practice test. *(Pause.)* Select **Continue** at the bottom of the box to exit the pop-up window. To change or remove the background/foreground color, repeat these steps.

The **Increase Text Size/Decrease Text Size** tools will increase or decrease the text size without affecting any of the surrounding TestNav toolbars or images. Select the accessibility menu in the top right of the screen and select **Increase Text Size** to make the question text larger. Select again to increase the size further. Select **Decrease Text Size** to make the text smaller. Choose a text size to use during the practice test and then click or tap on the question to exit the drop-down menu.

You can use the zoom tools to make the words AND images on the screen bigger or smaller by using the keys on your keyboard. Use the Control or Command key and the plus sign to make text and images bigger, and the Control or Command key and the minus sign to make text and images smaller. You can also hold the Control key while scrolling your mouse to zoom in or out. You may need to use the vertical and horizontal scroll bars or zoom out to ensure that you can view all of the words, images, and tools for each item. On a tablet, use the pinch and zoom gestures to zoom in or out but make sure that you can view all of the words, images, and tools for each item. If you have difficulty with the zoom functionality at any time during the practice test, please raise your hand and I will assist you.

**Say**

You can use the **Magnifier** tool to enlarge one part of the screen at a time. Select the accessibility menu in the top right of the screen. From the accessibility drop-down menu, select **Magnifier** and then drag it over to the image or text you want to make bigger. Practice using the **Magnifier** tool on this item. *(Pause.)* To turn off the **Magnifier** tool, return to the accessibility drop-down menu and choose **Magnifier** to deselect the tool.

On the top right of the screen, select the accessibility menu. From the drop-down menu, select **Show/Hide Line Reader**. Select and drag the line reader over to the question to focus on one section of information at a time. To change the size of the box, you can select and drag the bottom center or the bottom right corner of the green box. Practice using the **Line Reader** tool on this item. *(Pause.)* To turn off the **Line Reader** tool, return to the accessibility drop-down menu and choose **Show/Hide Line Reader** to deselect the tool.

Does anyone have any questions about the tools available to you on the practice test?

Now, look at the gray bar at the top of your screen. Next to the section number, it tells you the number of questions on the test. This practice test only has eight questions. When you take the actual test, there will be more questions.

Are there any questions?

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

If a student reports an issue using the zoom functionality, complete the following steps:

1. Determine if the student is able to view the test content using both the browser zoom functionality and the Magnifier tool (available in the accessibility drop-down menu in the top right corner of the screen).
2. Determine if while using the browser zoom functionality, the student is able to zoom out to use the tools or to navigate between items, and then zoom back in to view test content.
3. Have the student sign in to the ePAT using a different Internet browser. Firefox and Chrome are often better suited to displaying test content at higher zoom levels.

If these steps do not address the student's concern, contact your school assessment coordinator.

**Say**

Now, select the **Review** button and go back to Question 1 by selecting the **View** button to the right of Question 1. Answer all the questions in this practice test and practice using the tools.

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

**Say**

Now, select the **Review** button and go back to Question 1 to check your answers. The correct answers for questions 1–8 are:

1. **C**
2. **D**
3. **C**
4. **D**
5. **D**
6. **A**
7. **A**
8. **B**

A speech bubble icon containing the word "Say".

Now, we will demonstrate how you will exit the test if you need to leave the room for an extended period of time during the actual test. Select the **accessibility drop-down** menu in the top right corner of your screen. Select **Logout of TestNav** from the drop-down menu. A pop-up window will appear. On the day of the test, you would select **Save and Return Later**. For today, select the **Cancel** button in the top of the pop-up window to return to the test.

When you reach the end of the test, you will also have the option to submit your final answers. Go to the last question in the test if you are not already there, and select the **forward arrow**. You will be given the choice to **Review Answers** or **Submit Final Answers**. Select **Submit Final Answers**.

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