

Guide to Administering and Scoring the Online Practice Tests

Introduction

In preparation for annual online LEAP assessments, two key resources will help teachers and students prepare—the online tools training (OTT) and online practice tests. Paper practice tests are also available [here](#).

Online Tools Training (OTT)

Students and teachers should utilize the Online Tools Training (OTT) available within INSIGHT, the online testing portal, prior to engaging in the online practice tests. These tools provide an opportunity for teachers and students to become familiar with INSIGHT and the online testing tools (e.g., highlighter, magnification).

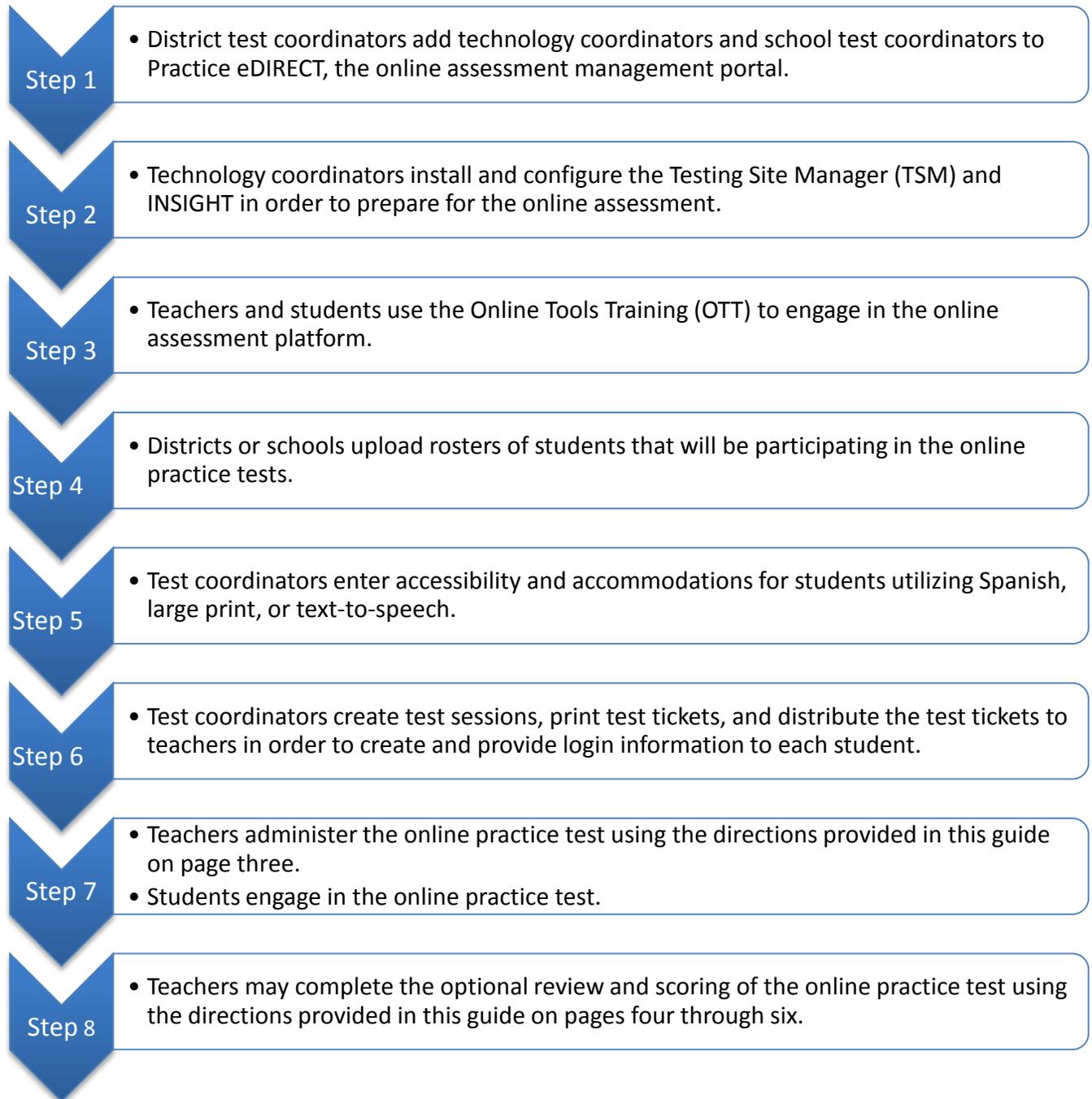
Additionally the OTT:

- may be reviewed as many times as desired;
- is not to be considered representative of an actual test;
- is available via computer desktop once INSIGHT is installed;
- is accessed through INSIGHT with the username and password displayed on the screen;
- and is available by grade span for both mathematics and ELA.

The screenshot shows the LEAP online practice test interface. On the left is a login screen for Data Recognition Corporation (DRC) with the following text: "Please sign in with the following credentials. Username: ELA03 Password: test1234". Below this are input fields for "Username:" and "Password:" and a "Sign In" button. On the right is the "LITERACY" test interface for "Question 1". It features a passage titled "The Change" and a multiple-choice question: "What is the meaning of the word *fervently* as used in the passage?". The options are: A) ~~seriously~~, B) irately, C) distantly, and D) energetically. A yellow sticky note is placed over the passage text, containing the text: "He turned back to the classroom, noting two excited boys talking fervently to the teacher. Here, he knew only a few of the people in the room, while at home he would have known everyone. There, he and his friends would have been hanging out together as soon as school was dismissed, and the day would have been clear and warm. Here, he knew that he would soon be leaving alone, wishing that he were anywhere else." The interface also includes navigation icons at the top and bottom, and a "Next" button at the bottom right.

Preparing for Online Practice Tests

In order to provide an authentic practice for test coordinators, administrators, and students, administration of the online practice tests includes a number of steps that are also required for the operational assessments. Many of these steps must be completed before teachers or students can access the tests. These steps are defined below along with the party responsible for each step.



Overview of the Online Practice Tests

Online practice tests provide students with the opportunity to engage in the online assessment system using test questions that are representative of the actual operational assessment, including technology-enhanced questions.

Teachers may use the online practice tests strictly as a practice tool for students with the testing platform, or they may review and score responses to the online test questions to assess student learning. If a teacher does wish to review and score student responses, a number of action steps marked as optional in the directions below will need to occur.

Administering the Online Practice Tests

Documents Required

- ✓ Individual student test tickets (include username and password for login)
- ✓ Optional [Online Practice Test Answer Sheets](#)

Steps for Completion

Step 1: Provide Students with Test Tickets

- a. Provide each student with an individual test ticket.
- b. Instruct students to verify the information on the test tickets (e.g., name, grade level).

Step 2: Administer the Test

- a. Instruct students to click on the INSIGHT icon on their device desktop. The login screen will appear.
- b. Instruct students to enter the username and password from the test tickets into the login screen. The practice test will begin.

**Optional Step 3: Capture Responses*

Once students complete the practice test, they may capture their responses on the [Online Practice Test Answer Sheet](#) by completing the steps below:

- a. Log back into the test, using the same test ticket used to previously log in.
- b. Navigate the test and record responses on the [Online Practice Test Answer Sheet](#).
- c. Turn in completed [Online Practice Test Answer Sheet](#) and test ticket.

Reviewing and Scoring the Mathematics Online Practice Test *(Optional)*

Teachers wishing to score student responses on the mathematics practice test can do so by following the steps below.

Documents Required

- ✓ Students' practice test tickets used for the administration of the practice test
- ✓ Students' completed [Online Practice Test Answer Sheets](#)
- ✓ Optional [Online Practice Test Scoring Guide](#)

Steps for Completion

Step 1: Score Multiple Choice, Multiple Select, and Short Answer Questions

Compare student responses on the [Online Practice Test Answer Sheets](#) against the Answer Key in the [Online Practice Test Scoring Guide](#).

Step 2: Review and Score the Technology-Enhanced and Constructed-Response Questions

In order to review and score the technology-enhanced and constructed-response questions, the teacher will log in as each student in the online practice test within INSIGHT and proceed through the test.

- a. Access INSIGHT by double-clicking on the installed application.
- b. Using the student's test ticket, log into the test. The welcome page will appear.
- c. Click Continue.
- d. Select the session you wish to review and/or score. The directions page will appear.
- e. Click Begin the Test.
- f. Navigate the online practice test
 - Navigating the complete test: Once in the student's test, use the Next and Back icons at the bottom each page to move to the next question or back to a previous question.
 - Navigating to specific questions: In order to review only specific questions, click on the blue arrow icon to the right of the Question # indicator; click on the question number to review.
- g. Compare student responses on the online practice test against the answer key and rubrics in the [Online Practice Test Scoring Guide](#).

Note: The item type column in the [Online Practice Scoring Guide](#) will indicate question type.

Step 3: Logging out of INSIGHT

- a. After reviewing and scoring the questions, click on Review/End Test. The review page will appear.
- b. Click on End Test at the bottom, right-hand side of the screen.

Reviewing and Scoring the ELA Online Practice Test *(Optional)*

Teachers wishing to score student response on the ELA practice test can do so by following the steps below.

Documents Required

- ✓ Students' practice test tickets used for the administration of the practice test
- ✓ Students' completed [Online Practice Test Answer Sheets](#)
- ✓ [ELA Writing Response File](#) *(Optional)*
- ✓ [Online Practice Test Scoring Guide](#)

Steps for Completion

Step 1: Score Multiple Choice and Multiple Select

Compare student responses on the [Online Practice Test Answer Sheets](#) against the Answer Key in the [Online Practice Test Scoring Guide](#).

Note: The item type column in the [Online Practice Scoring Guide](#) will indicate question type.

Step 2: Review and Score the Technology-Enhanced Questions and ELA Prose-Constructed Response

In order to review and score the technology-enhanced questions, the teacher will log in as each student in the online practice test within INSIGHT and proceed through the test. The ELA prose constructed-response can also be viewed this way or by using the ELA Writing Response File in practice [eDIRECT](#).

- a. Access INSIGHT by double clicking on the installed application.
- b. Using the student's test ticket, log into the test. The welcome page will appear.
- c. Click Continue.
- d. Select the session you wish to review and or score. The directions page will appear.
- e. Click Begin the Test.
- f. Navigate the online practice test
 - Navigating the complete test: Once in the student's test, use the Next and Back icons at the bottom each page to move to the next question or back to a previous question.
 - Navigating to specific questions: In order to review only specific questions, click on the blue arrow icon to the right of the Question # indicator; click on the question number to review.
- g. Compare student responses on the online practice test against the answer key and rubrics in the [Online Practice Test Scoring Guide](#).

Note: The item type column in the [Online Practice Scoring Guide](#) will indicate question type.

Step 3: Review and Score the Prose Constructed-Response Using the ELA Writing Response File (Optional)

As an additional way to review and score the prose constructed-response, the test coordinator can download the *ELA Writing Response File* in [practice eDIRECT](#) and provide teachers with access to the responses for reviewing and scoring.

The *ELA Writing Response File*:

- will be posted to [practice eDIRECT](#) weekly;
- will include all ELA Online Practice Tests for a particular school;
- will be provided in a pipe delimited .txt format but can be saved to other formats for ease of use (e.g., .xls); and
- should be filtered by session name for distribution to individual teachers.

Using the *ELA Writing Response File*:

Compare student responses in the *ELA Writing Response File* against the scoring rubrics in the [Online Practice Test Scoring Guide](#).