RELA Benchmark II

Winter 2024

Test Administrator Manual

2023-2024

3-5

RELA 3-5 Test Administrator Manual
PGCPS Benchmark II

Test Description

The Reading English Language Arts Benchmark II consists of a mix of selected response and constructed response items, administered over two test sections. Each section requires 45 minutes with a break between sections. It is recommended that sections be completed on separate days when possible. To begin each section, a seal code is required from the test administrator. Any manipulatives used as part of daily instruction can be used while completing the Assessment.

Test	Section 1		Section 2	
	Number of Items	Testing Time	Number of Items	Testing Time
RELA 3	9 SR	45 minutes	4 SR 1 CR	45 minutes
RELA 4	9 SR	45 minutes	1 CR	45 minutes
RELA 5	9 SR	45 minutes	1 CR	45 minutes

Students with an extended time accommodation may take more time and should be scheduled accordingly.

Headphones

Students with a Text-to-Speech accommodation will need headphones to take the assessment. Make sure students with this accommodation have working headphones that have been tested in the TestNav application prior to signing into the test.

Additionally, the RELA 3 test contains a video that will require the student to use headphones even if they do not have an accommodation.

Testing Readiness

Prior to testing, the Test Administrator should confirm TestNav is downloaded and students have access on their devices. System requirement information can be found on the PGCPS-Pearson technology support page at https://pgcps.mdassessments.com/technology-setup/.

Prior to testing, students can view tutorials and take practice tests to familiarize them with TestNav tools and functionality. These can be found on the Test Preparation tab on the PGCPS-Pearson support page at https://pgcps.mdassessments.com/practice-tests/.

Technology Troubleshooting

If a student is taking an online test in Pearson Access, it is critical that the Test Administrator and students discuss testing protocols prior to testing. Test Administrators should provide a clear way for a student to communicate with the Test Administrator if technology issues arise during the test administration. Test Administrators should document any technology issues and report them to the School Test Coordinator.

Testing Cautions: *Coaching Prohibited*

Make sure that all students understand the directions for taking the test. The Test Administrator or the proctors **may** assist the students with the mechanics of test taking, such as helping students find the correct place in the online test or how to use accessibility features online. **However**, no one should provide assistance that will inadvertently or otherwise indicate an answer; this is a test, not a learning activity. Do not indicate the correct response to any question with the exception of sample questions, if applicable.

Testing Accommodations

Prior to testing, confirm that students have their assigned accommodations. Testing accommodations for Special Education students, English Language Learner (ELL) students, and students with disabilities covered under Section 504 must be approved and documented according to the procedures and requirements outlined in *The Maryland*

Assessment Accessibility & Accommodations Policy Manual (October-2017). No accommodations may be made for students merely because they are members of an instructional group. Any accommodation must be based on individual needs and not on a category of disability area, level of instruction, environment, or other group characteristics. Accommodations that are available will be loaded to the Pearson platform from those entered in MDIEP. Please refer to this link for additional resources - https://tinyurl.com/y6pcmbvt.

Testing Environment

When in a school, provide a testing location that has comfortable seating, sufficient workspace, and good lighting. The room should be adequately ventilated and free from distracting noises. Post a 'Testing: Do Not Disturb' sign on the door to prevent interruptions.

Prohibited Aids *(Please instruct students to put away all items listed below prior to the test administration)*

- Standard published English language dictionaries and thesauruses
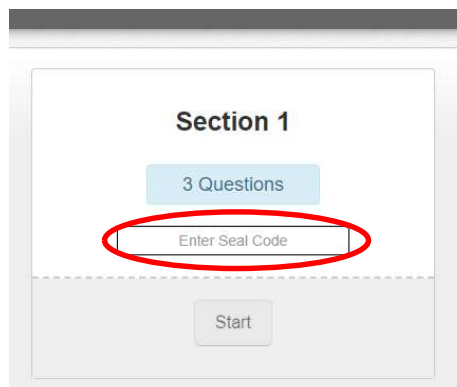
Seal Codes

Students will not be able to access any section of the assessment until they have entered the provided seal code. Seal code information is unique to each session and section. All students within the same session will have the same seal code. Test Administrators access the four-digit seal codes on the session information page under Section Progress.

On the session information page, click on the drop-down arrow to expand the Section Progress section.

Once expanded, additional information about each Section can be seen. The four-digit seal code can be found at the bottom of Section 1 and the bottom of Section 2.

Session Info

Session: Demo RELA Session_1 Last updated 11/7/2022 10:42 AM		Edit ∨
Section Progress		⊙

Section 1	Section 2
	1 Started
4 Completed	3 Completed
0277	1685

Students will need to enter the seal code in TestNav in the box after the section directions.

Section 1

3 Questions

Enter Seal Code

Start

Monitoring Student Status

Test Administrators and proctors can monitor student progress and status within the Session Detail page.

A student's test status can be one of the following:

- **Ready** - student has not yet logged into the assessment.
- **Active** - student is currently logged in and actively testing.
- **Exited** - student has signed out of TestNav. The student test will need to be resumed within Pearson Access before the student can continue testing.
- **Resumed** - student who has exited from TestNav and needs to continue testing has had their test resumed in Pearson Access. Once the student logs back into their test, the status will update to Active, etc.
- **Requires Hand Scoring** - student has completed the test and the Teacher has to complete the hand scoring process.
- **Not Attempted** – The test attempt did not meet the attemptedness rule.
- **Report Pending** - scoring is complete and student reports are being processed.
- **Report Ready** - all reports are available to view and download.

The status of each student's test can be viewed at the bottom/right of the Session Detail page under Student List.

Scoring Constructed Response Items

Once the student has completed the assessment and submitted their test, any constructed response items will need to be teacher hand scored. The student status on the Session Detail screen will move to Requires Hand Scoring. Pearson will score the selected response items, but Teachers will need to score the students' written responses within the Pearson Access platform using the embedded scoring rubrics found on this platform. The student must respond something for the item to move forward to hand scoring. Hand scoring should be completed on an ongoing basis as students submit their completed tests. All hand scoring must be completed within one week of the end of the test window.

Detailed instructions for hand scoring are available on the Internal Assessment Resource Page or on the Pearson Support Page under resources, Quick Reference Guides (links below).

Hand scoring needs to be completed by the dates and deadlines provided by the PGCPS Department of Testing.

Resources Links for Troubleshooting

Pearson Support Page - https://pgcps.mdassessments.com/
Internal Assessment Resource Page - https://tinyurl.com/y6pcmbvt

<u>Instructions for Signing In</u>

SAY: Please make sure you are completely signed out of your Chromebooks. When you have signed out, please show me your sign-in screen so I know that you have signed out.

SAY: Please sit quietly while I distribute your scratch paper. Do NOT sign in until I tell you to do so.

SAY: Please click on "Apps" and "TestNav".

SAY: Click on "Student Portal", then select "Prince George's County Public Schools" from the dropdown menu and click "Continue".

SAY: Click on the PGCPS logo at the bottom of the screen.

SAY: Enter your Username in the box.
(Pause.)
Next, enter the Password in the box.
(Pause.)
Finally, select the "Sign In" button.
(Pause.)
Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand. You should see a "Welcome" screen.

SAY: Select Benchmark <mark>RELA 3/4/5 (select appropriate test)</mark> by clicking on the blue start button and then wait for further instructions. If you do not see the start button, raise your hand.

SAY: <mark>(FOR NON-ACCOMMODATED ASSESSMENTS)</mark>

Read each passage and answer all the questions carefully. You may look back at the passage or passages as often as necessary.

If a question asks you to show or explain your work, you must do so to receive full credit. Be sure to scroll to see all parts of a question and answer exactly as asked.

You will NOT be able to move to the next question until you have fully answered the question and the arrow at the top of the page turns blue.

You should completely answer a question, carefully check your work, and then move to the next question.

SAY: <mark>(FOR ACCOMMODATED ASSESSMENTS)</mark>

Read each passage and answer all the questions carefully. You may look back at the passage or passages as often as necessary.

If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.

SAY: This is the end of the testing directions on your screen. Do not go on until you are told to do so.

During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test. When you finish testing, you must Submit your test and not just close your device.

SAY: Do you have any questions?

SAY: You will have 45 minutes to work on your assessment. I will also let you know when you have 10 minutes of testing time left. Be sure you click the SUBMIT button after completing each Section of your test.

SAY: The seal code to begin your test is [*read seal code from Section Progress in Pearson Session for the appropriate section*]. You may begin working now.

SAY: Stop working. Testing time has now ended.

REPEAT THE SAME INSTRUCTIONS FOR SECTION 2.

(WHEN TESTING IS COMPLETED FOR THE DAY)

SAY: Some of you may have submitted your test and some of you may not have submitted your test.

Right now, I need all students to go to the User Dropdown Menu by the "Little Buddy" on the top right corner of your screen. Click the dropdown arrow to see "Sign out of TestNav" and click "Save and Return Later."