RISE Benchmark Test Administration Manual

The RISE Benchmarks are secure assessments. Teachers can preview the testlets and review student responses but cannot copy, photograph, place questions into presentations, or share test items outside of the classroom instructional level.

How to Use this Guide:

Please read and review all instructions prior to administering a benchmark testlet. The Guide is divided into sections that include Before, During, and After Testing procedures. Included are required procedures to administer and access the Test Administration system. Also included are both recommended and optional scripts to assist teachers and students in accessing the Test Administration and Test Delivery System.

NOTE: Reading the scripted instructions are optional for benchmark testlests *only.* There are content-specific scripts provided for Writing benchmarks and for ELA Reading, Math, and Science assessments (see page 4).

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Before Testing: Review the RISE Question Sampler with students to review item types, test tools, and format of the RISE testing platform. Apply accommodations to applicable students so they can practice using the accommodations prior to a testing session.

1. Assign the appropriate benchmark testlet to students; print test tickets and keep them secure; keep the proctor password secure; create procedures for collecting test tickets and scratch paper at end of testing session.
   - Scratch/graph paper is part of the secure testing materials. Students may not take their scratch/graph paper with them or bring scratch paper to a testing session. The proctor should always collect scratch/graph paper at the end of every session. If a student wants to reuse scratch/graph paper on a later session (e.g., notes from the Writing session) this is allowed as long as the scratch paper is for the same test and was securely stored between sessions. After the testing window has closed, the proctor must ensure that all scratch/graph paper is destroyed.
2. Review and apply accommodations to applicable student records in Nextera Admin.
3. Evaluate the testing environment where your students will be completing their assessments.
   - Eliminate distracting noises—do not play music during standardized assessments
   - Cover or remove materials that may provide hints or answers to students
   - If possible, arrange the room to prevent students from viewing other computer screens
   - Notify students of electronic device policy—no devices allowed during testing—how will these be collected?
4. Provide headphones, scratch paper, and calculators (where applicable).

Subject	Subject	Calculator Policy
Math	Grades 3-5	No calculators allowed or available onscreen
Math	Grade 6	Onscreen calculator only during calculator segment No handheld calculators unless documented in IEP or 504 plans; allowed only during calculator segment
Math	Grade 7, 8, Secondary Math I	Onscreen calculator Student-provided calculator Classroom-provided calculator No phones or internet-capable devices allowed during testing
Science	All Grades Grades 4-6 Grades 7-8 All students	Onscreen calculator available for all students • Basic five-function calculator (add, subtract, multiply, divide, square root) • Scientific calculator (logarithms, trigonometric functions, and scientific notation; no graphing Student-provided calculator Classroom-provided calculator No phones or internet-capable devices allowed during testing

During Testing: To complete a standardized assessment experience for both teachers and students, please read all instructions exactly as written. **NOTE:** Reading the scripted instructions are optional for benchmark testlests *only*

REQUIRED for ALL Test Sessions: Once you have logged into Nextera Admin and selected "Test Administration" and benchmarks, assist students in logging into the assigned test session. Make sure students have their individual test tickets.

RECOMMENDED for ALL Test Sessions:

SAY: "You should now see a login screen on your device. If you do not, please let me know now." [Pause.] "On the login screen, please enter your seven-digit SSID and password from the login ticket you have been given. Then click the **Sign In** button." *Pause while students log in.*
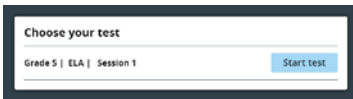
Student Login Screen

SAY: "Please review the information on the screen, making sure your name and the test you are taking are shown. If any of the information is incorrect, please raise your hand and I will help you; otherwise, select **Yes** to continue."
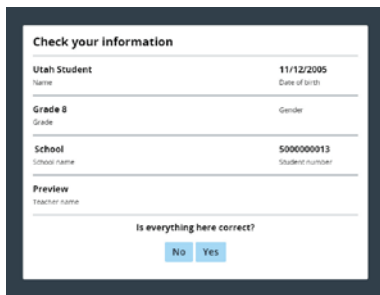
Student Information Screen

SAY: "Then please select **Start Test** next to the **[course name]** test and wait."

SAY: "On the next screen, you may scroll through a new window that describes how to use the Nextera Test Delivery System. You may return to these directions by clicking on the directions button, which is located in the upper right hand corner of your screen. If you do not know to how use the system to enter your response, please raise your hand and I will help you. Please remember that I will show you only how to use the program."
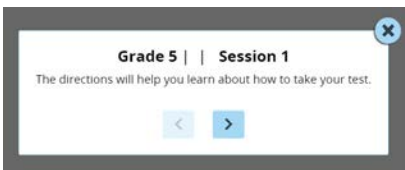
Student Directions
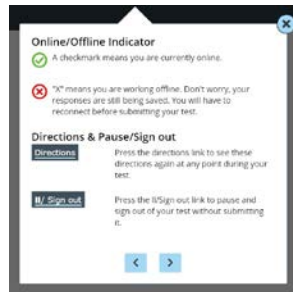
Student Access Code

SAY: "You will now see a screen asking for the Access Code. I will provide you with the Access Code in a moment. Before you begin testing I will provide additional instructions."

SAY: "Today's testing session will go until **[insert time the session will end].** Everyone should complete their test by this time. To review your test before submitting it, select the **Review** button. It will help you to see if you have answered all the items. You can go back to an item by clicking on the item number. Then select **Review** again to return to the Review screen. Once you have finished your review and you are ready to submit the test, click the **Submit Test** button.

You are now ready to take the **[benchmark testlet name].** This test is designed to measure your understanding of the **[standard or learning objective].** You should still see the screen that says 'Access code needed'. Enter **[insert access code for the session]** and click **Continue.** You may now put on your headphones, click on **Start test** and begin.

SAY: "If you have completely finished the test, click **Review and Submit**."

Student Review Screen

REQUIRED for ALL Test Sessions:

**SAY:** "I will now collect your testing materials."

Secure materials should be stored between testing sessions and destroyed at the end of testing according to local procedures.

Secure the following materials:

- Scratch paper/graph paper written on by students
- Embossed items and passages (for students with Braille accommodation)
- Print-on-demand items and passages (for students with large-print or paper-based accommodations)

After Testing

Click "Sign Out" in the top right corner of Nextera Admin.
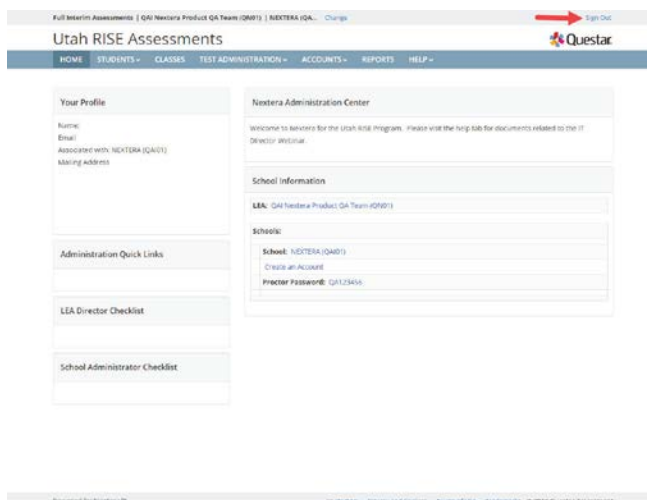
The following assessment scripts are OPTIONAL for BENCHMARK TESTLESTS ONLY

Writing Benchmark Script

Beginning of writing testing session: SAY: "You are going to respond to one writing prompt for **[insert type of prompt]**. You will see guidelines that suggest how much you should write and how long it should take you to respond. Most of you will finish in one hour."

End of writing testing session: SAY: "There are five minutes remaining in this test session. Please prepare to pause or end your writing test. You will be able to return to your response later if you are not finished."

ELA Reading, Math, or Science Benchmark Script

Beginning of ELA, math, or science testing session:

SAY: "You are now ready to take the **[benchmark testlet name]**. This test is designed to measure your understanding of **[standard or learning objective]**.

End ELA, math, or science testing session:

SAY: "There are five minutes remaining in this test session. Now, please review any test items you answered, because you **will not** be able to review them later. If you are not finished with this test, you will have a chance to answer the remaining items later."