Galileo® K-12 Online
User Manual

Offline Test Administration
Manual for District-Wide Assessments

Look Inside:
- Steps for the day before the test
- Tips for the day of the test
- Test administration directions
- What to do after the test

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Offline Test Administration Manual for District-Wide Assessments

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Purpose of this Manual

The purpose of this manual is to provide you, the test administrator, with Assessment Technology Incorporated (ATI) guidelines for administering a district-wide assessment offline. Please note that guidelines and procedures for test administration vary depending on the method of administration (i.e., online, offline, with handheld wireless devices). This manual outlines ATI's recommended guidelines for offline test administration. If you will use a different method of administration, contact your district testing coordinator or ATI for a copy of the appropriate manual.

The guidelines presented in this manual are designed to be appropriate for a wide variety of types of district-wide assessments (e.g., benchmark assessments, pretests, posttests). Your district may also provide you with additional documents or training regarding specific guidelines and procedures for test administration in your district. After reading this manual and any other documentation provided to you, please contact your district testing coordinator if you have any further questions related to test administration.

This manual discusses recommended activities for test administrators at four different time points: 1) the day before the test, 2) on the day of the test, 3) during test administration, and 4) after test administration. This manual also provides supporting documents related to offline test administration that may be useful to test administrators.

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for District-Wide Assessments
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The Day Before the Test

On the day before the test, you should begin preparations for test administration. This preparation will help ensure that testing will run smoothly on test day. As part of this preparation, you should review relevant documentation including all guidelines and procedures related to test administration provided by ATI and your district. You should also verify that the assessment has been properly scheduled. You should also prepare the test environment and gather and organize all materials needed for test administration.

1. Reviewing Guidelines and Procedures Related to Test Administration

On the day before the test, you should thoroughly review this manual and any other documents relevant to test administration that have been provided to you by your district testing coordinator. You should also review your district test security protocol for the type of assessment you are scheduled to administer (e.g., benchmark assessment). Your district test security protocol will outline district policies and procedures for all practices that impact test security. Since these policies and procedures may vary for different types of assessments (e.g., benchmark assessments, instructional effectiveness pretests/posttests), you should review the district test security protocol for the specific type of assessment you are scheduled to administer. Familiarizing yourself with the protocol will protect both you and your students from inadvertently breaking district protocol. If your district does not have a district test security protocol, ATI suggests that you follow the procedures outlined in the recommended ATI test security protocol. The *ATI Recommended Test Security Protocol* for the offline administration of benchmark assessments is included on page 17 of this manual. ATI recommended test security protocols for other types of assessments and other methods of administration are available upon request from ATI.

2. Scheduling the Assessment and Printing Test Materials

All Galileo assessments must be scheduled before test booklets and answer sheets can be printed to support offline test administration. Typically, for a district-wide assessment administered offline, the district testing coordinator will schedule the assessment for all students and coordinate the printing of test materials well in advance of the test. If your district has indicated that you are responsible for scheduling

the assessment and printing test materials for your class yourself, please refer to the *Test Coordinator Manual* available from ATI. In order to obtain the best predictions for the statewide test, ATI recommends assessing the complete distribution of students expected to take the statewide test.

3. Preparing the Test Environment

You may need to make modifications to the testing room to provide students with an appropriate testing environment. Making these modifications the day before the test saves time on test day and helps to ensure that students are provided with the entire time allotted to take the test. You should remove bulletin boards or other decorations which may provide answers to material covered on the assessment. If needed, move student desks to provide each student an individual space to work and to discourage group work. Moving student desks is especially important if students are in the habit of providing peer tutoring for each other on a regular basis. It is also a good idea to assign students to specific seats during test administration. This provides you with the opportunity to separate students who tend to distract each other. To assist students in maintaining their focus during the assessment, you should mute technology and remove any distracting objects. Since being uncomfortable can detract from students' ability to focus, you should also check the temperature and ventilation in the testing room.

4. Gathering Testing Materials

On the day before the test, you should gather all the materials that you will need to administer the assessment. You should print a copy of this manual to bring with you on test day. You should also gather all other relevant materials from the following list.

- **Test Administration Booklet (i.e., Flipbook), Grading Sheets, and Manipulatives (Required for Kindergarten One-On-One Assessments Only)**

Most kindergarten assessments are administered one-on-one with the teacher reading the question and the student responding by performing a task or pointing to images or text. Students may also be asked to use manipulatives or other materials to respond. For example, students may be asked to create patterns using color tiles, to count blocks, or to point to the title, author, or cover of a book. A special test administration booklet called an assessment flipbook is required to administer kindergarten one-on-one assessments. This test administration booklet includes teacher directions and scoring rules for each item as well as prompts for the student. Kindergarten one-on-one assessments are scored by the teacher. Scores for each student may be recorded on a grading sheet that is pre-printed with student information and that can be scanned into Galileo. Scores may also be recorded on paper during test administration and then entered directly into Galileo using the *Score Tests* interface. A guide for entering student scores into Galileo is provided on page 19 of this manual.

If you are scheduled to administer a kindergarten one-on-one assessment, the district testing coordinator should provide you with the test administration booklet (i.e., flipbook) no later than the day before the test. If you need to print the test administration booklet directly from Galileo yourself, please refer to the guide provided on page 21 of this manual. If you are scheduled to administer a one-on-one kindergarten assessment, you should read through the assessment ahead of time and identify all the manipulatives

and other materials necessary to administer the test. Your district testing coordinator may also provide you with pre-printed grading sheets for each student. On test day, make sure you bring a copy of the flipbook, any required manipulatives and materials, and grading sheets for all students (if provided).

- **Test Administration Booklet (Required for Teacher-Read Assessments Only)**

Many first grade assessments as well as some second grade assessments are read by the teacher. When these teacher-read assessments are administered offline, students may record their answers on an answer sheet or they may record their answers directly on the test booklet and teachers may enter their answers into Galileo later using the *Score Tests* interface. A special test administration booklet is required for teacher-read assessments. This booklet provides directions regarding which parts of the items you should read aloud and which parts of the items students should read on their own. Having this test administration booklet readily accessible on the day of the test is imperative. If you are scheduled to administer a teacher-read assessment, the district testing coordinator should provide you with the test administration booklet no later than the day before the test. Make sure you bring a copy of the booklet with you on test day. If you need to print the test administration booklet directly from Galileo yourself, please refer to the guide provided on page 21 of this manual.

- **Student Test Booklets and Answer Sheets (Required)**

Your district testing coordinator should have provided you with enough test booklets and answer sheets for your class. Student names and IDs should be pre-printed on the answer sheets. You should verify that you have a test booklet and answer sheet for each student to be tested. Bring all test booklets and answer sheets on the day of the test.

- **Pencils (Required)**

Each student will need a pencil to fill in their answer sheet. ATI recommends that students use pencils with the darkest lead possible. Bring a few extra pencils on the day of the test for students who may need them.

- **Student Resources (Recommended)**

A variety of resources may be provided to students during test administration. You should only provide resources that have been approved by your district for the assessment you are scheduled to administer. In general, ATI recommends that students be provided with the same resources they would be provided for the statewide test. Your district testing coordinator should provide you with a list of approved resources no later than the day before the test. Examples of typical district-approved resources include state-approved formula sheets, periodic tables, and calculators. Your district may also have approved the use of scratch paper and certain types of writing instruments. If the assessment contains items that teachers will grade later (e.g., constructed-response items, essay questions), the students may be provided with paper or answer sheets where they can record their answers. Identify the approved resources that will be provided to students and make sure that you have a sufficient number of each approved student resource. Then, bring all approved resources on test day.

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On the Day of the Test

This section describes the procedures you should follow on the day of the test. ATI recommends that you perform the procedures in the order in which they are presented. The procedures described in this section are for student-read assessments and teacher-read assessments. If you are administering a kindergarten one-on-one assessment, you may skip ahead to the Appendix on page 17 which describes procedures to follow during test administration.

1. Informing Students of Policies Related to Test Administration

All policies relevant to test administration (e.g., use of bathroom, use of resources, prohibited practices) should be explained to students before test materials are distributed. These policies may be described in your district test security protocol or in other documentation provided to you by your district testing coordinator. In order to ensure the validity of the assessment, it is important that the implementation of policies related to test administration is consistent across the district. If you have any questions regarding your district's specific policies, please contact your district testing coordinator. The following script describes ATI's recommended policies related to test administration. You may modify this script as needed to reflect your district's specific policies. You should read this script to students at the beginning of the testing session before testing materials are distributed.

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Script: Test administration recommended policy

SAY ▶

> *This assessment is to be completed individually without help from others in this room. You are not allowed to talk during this assessment. You may be provided with resources for this assessment such as scratch paper or calculators. You may only use the resources you have been provided to complete this assessment. You may not use cell phones, individual music players, or other electronic devices during this testing session. If you have a question, raise your hand. If you need to leave the room to use the bathroom, please close your test booklet and place your answer sheet inside the booklet. Raise your hand. I will allow one person to leave the room at a time. This is not a timed assessment. You will have enough time to complete this assessment. I will provide you with a test booklet. Keep the test booklet closed on your desk until I tell you to begin*

2. Distributing Testing Materials

Provide each student with all testing materials for the assessment including test booklets, answer sheets, pencils, and approved resources. If the assessment includes items that teachers will score later (e.g., a constructed-response item, an essay question), make sure that students have all the appropriate testing materials for those items as well. In order for the data to be scanned correctly, answer sheets must be printed and marked with accurate student and test information for all offline assessments. All answer sheets for plain-paper scanners must be pre-printed with student information. All answer sheets for high-speed scanners must have student information and the Test ID Number correctly marked. This information may be pre-printed or it may be filled in by students using a dark pencil. Read one of the following scripts to ask students to verify the pre-printed material on their answer sheet and fill in additional material as needed. Select the appropriate script based on whether your district uses answer sheets for plain-paper scanners or high-speed scanners.

Script: Plain-paper scanners

SAY ▶

> *Look at your answer sheet. Make sure your name and student ID are printed at the top of the answer sheet.*

Script: High-speed scanners

SAY ▶

> *Look at your answer sheet. Make sure your name and student ID are printed at the top of the answer sheet. If any information is missing, please fill in the information and bubble in the corresponding letters or numbers. Now find the boxes that say Test ID Number. I will read you a number. As I read please make sure that the numbers I read appear in the boxes that say Test ID Number. The numbers are: (read numbers from top of test booklet). Make sure that the corresponding number bubble is marked on the answer sheet for each digit of the Test ID.*

3. Providing Assessment Directions to Students

Read the assessment directions to students using one of the following scripts. These directions are also printed on the cover page of the test booklets. Select the appropriate script based on whether the assessment is student-read or teacher-read.

Script: Student-read assessments

SAY ▶

> *It is time to begin. The results of this test will help teachers plan lessons. Carefully, read each item in the test. Pick the best answer: A, B, C, or D. Use a pencil. Mark your answer on the ANSWER SHEET. Fill in the bubble with your answer choice. Make sure the bubble is completely colored. Erase any extra pencil lines or changed answers. You may write on the test booklet unless your teacher gave you scratch paper. Review and check your answers after you have finished the test.*

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Script: Teacher-read assessments

SAY ▶

It is time to begin. The results of this test will help teachers plan lessons. I will read each item. Be sure to listen closely. Look at each question and the answers. Pick the best answer: A, B, C, or D. Use a pencil. Mark your answer on the ANSWER SHEET. Fill in the bubble of your answer choice. Make sure the bubble is completely colored. Erase any extra pencil lines or changed answers. You may write on the test booklet unless your teacher gave you scratch paper.

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During Test Administration

This section describes the procedures you should follow during the administration of the assessment. If you are administering a kindergarten one-on-one assessment, you should guide one student at a time through the assessment, reading each item and providing manipulatives and other materials as needed. You should record the student's score for each item on the grading sheet (if provided) or on another sheet so that you can scan or input the scores into Galileo at a later time. If you are administering a teacher-read assessment, you should guide students through the assessment as a group, reading all or part of each item as directed in the test administration booklet. For all assessments, you should also maintain a positive testing environment, provide appropriate assistance and accommodations to students as needed, and take steps to avoid inappropriate practices related to test administration and prevent student cheating.

1. Guiding Students through Test Administration One-On-One (Kindergarten One-On-One Assessments Only)

If you are scheduled to administer a kindergarten one-on-one assessment, you should use the test administration booklet (i.e., flipbook) to guide each student through the assessment one at a time. To administer a 35 item assessment, you should plan for approximately 15 to 20 minutes per student. Have the student sit opposite from you (i.e., on the other side of a table). The pages in the test administration booklet alternate between a page presenting the teacher directions and scoring rules for each item and a page presenting the student prompt for each item. As you flip each page of the test administration booklet, read the teacher directions for the item to the student and present the student with the appropriate prompt. You should also present the student with manipulatives and other materials (e.g., blocks, a book) as needed. Use the scoring rules for each item to score the student's response. Record the student's score for each item on the grading sheet (if provided) or on another sheet of paper. For the majority of the items, you will record a "1" if they mastered the skill and a "0" if they did not. If there is any deviation from this scoring rule, it will be explained in the scoring rules for the item. Do not let students write in the test flipbook or on the grading sheet.

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2. Guiding Students through Test Administration as a Group (Teacher-Read Assessments Only)

If you are scheduled to administer a teacher-read assessment, you should use the test administration booklet provided to you to guide the students through the assessment as a group. Once you have distributed all testing materials, instruct students to turn to the first item in the test booklet and identify the number one on the answer sheet. Begin reading the identified portions of each item in the test administration booklet to students. Read only the parts of the item identified in the test administration booklet. Do not interpret nor describe any images. Each item may be read up to three times. Circulate through the room and make sure all students are filling in their answers in the correct place on the answer sheet. Wait until all students have responded to a question before moving on to the next item. Throughout the test, continue to make sure that students are responding to the correct numbered item. You may periodically help students make sure that they are answering the item being read by having them point to the appropriate number on the test booklet and the answer sheet.

3. Maintaining an Appropriate Testing Atmosphere

The testing atmosphere should be quiet and peaceful. ATI recommends that all students stay in the testing room during the entire testing session. If students finish the assessment early, they should read a book or work quietly at their desk. Allowing students to have "free" time, to go to recess, or to play games upon the completion of the test may discourage other students from completing their test or rechecking their work because they will want to be able to play with their peers.

4. Providing Assistance and Accommodations to Students

In order to ensure the validity of the assessment, each student throughout the district must be provided with the same level of assistance unless as part of an approved accommodation. You may answer student questions about test instructions. However, you should not answer questions related to the content of the test itself. This includes translating, rephrasing, or adding information to the test question, answers, or related content. You also should not interpret nor describe any images. These guidelines are designed to enable students to demonstrate their true ability while preserving the validity of the assessment.

Testing accommodations may be provided to students with special needs. Typically, testing accommodations are specified in a student's individualized education profile (IEP). ATI's recommendation is that students receive the same accommodations on district-wide assessments as they would receive when taking the statewide test. This will help to ensure the predictive validity of the assessments for the statewide test. In addition, students will gain valuable experience in test-taking and making good use of their accommodations prior to the statewide test. Your district may also have specific policies related to accommodations. These policies may be specified in the district test security protocol or in other

documentation provided to you by the district. After reviewing this documentation, contact your district testing coordinator with any additional questions.

5. Avoiding Inappropriate Practices Related to Test Administration

As the test administrator, you should take steps to avoid inappropriate practices related to test administration. Although you may not intend to cheat on a test, you may unknowingly engage in inappropriate practices. Educating yourself about inappropriate practices will help you avoid inadvertently violating district policies. The following list includes a number of inappropriate practices related to test administration which ATI recommends that you avoid. Your district may discourage other practices as documented in your district test security protocol or other documentation provided to you.

- Restating items in different words or defining words for students
- Providing students with accommodations that have not been approved
- Allowing students access to resources that have not been approved
- Erasing or changing student answers
- Providing any type of special help
- Prompting a student to change his answer
- Reading portions of the test to a student that are not indicated as teacher-read (unless as part of an approved accommodation)
- Allowing a student to take a test without a proctor
- Leaving the room while proctoring a test
- Failing to administer an assessment to eligible students

6. Preventing Student Cheating

Student cheating may take many forms. As with inappropriate test administration practices, cheating may be intentional or unintentional. Providing students with clear information about what practices are considered cheating will discourage intentional cheating and prevent unintentional violation of district policies. The following list includes a number of practices that ATI cautions students to avoid. Your district may have policies related to cheating that describe other prohibited practices.

- Taking, giving, or receiving information related to the assessment from others (e.g., copying from another student, providing answers to another student)
- Using prohibited materials or information (e.g., using a "cheat sheet," using unapproved resources)
- Inappropriately taking advantage of the circumstances surrounding assessment (e.g., pretending to be sick during the testing session to gain more time to prepare, changing answers after a test is scored then requesting the test be rescored)

One of the main deterrents to student cheating is active proctoring. If possible, watch students during the assessment from the back of the room. A student will be less likely to look away from his assessment when he or she does not know whether you are watching him or her. Circulate the room looking for notes

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on papers, hands or desks. Limit the use of electronics such as cell phones or individual music players on testing days. Finally, take some time to research current methods of cheating on the Internet so that you know what to look for.

After Test Administration

Once the testing session is complete, you should collect all testing materials and verify test completion for all students. You should also score teacher-scored items and input scores as needed.

1. Collecting Testing Materials

As students complete the test or at the end of the testing session, you should collect all testing materials including any scratch paper or resources that may have been provided. If students responded to items that will be scored by teachers (e.g., constructed-response items, essay questions), collect the paper or answer sheets where they recorded their answers so that they can be scored later. If your district testing coordinator has provided you with a district testing materials packet sign-off sheet, complete the sheet and return it to your district testing coordinator along with the collected testing materials.

2. Verifying Test Completion

As students turn in their answer sheets and test booklets, verify that each student has completed the assessment. ATI recommends that district-wide assessments be administered as untimed tests and that students be allowed as much time as needed to complete the assessment. If your district allows you to provide students with additional time, note which students would benefit from additional time and schedule a time when those students can complete the assessment.

3. Verifying Answer Sheets for Scanning

In order to ensure that the answer sheets can be properly scanned, please verify the following:

- All answer sheets are completed with a dark pencil.
- All answer sheets have pre-printed student names and IDs or this information has been filled in and the correct bubbles marked.
- For scanning with high-speed scanners, all answer sheets have a pre-printed test ID or this information has been filled in and the correct bubbles marked.
- All items have been answered.

- Only one answer is marked for each item.
- There are no stray pencil marks on the answer sheets.

4. Scoring Teacher-Scored Items and Inputting Scores (Assessments with Teacher-Scored Items Only)

If you are administering an assessment that contains teacher-scored items (e.g., constructed-response items, essay questions), you may be asked to score these items and input student scores into Galileo. If you are responsible for scoring these items, your district testing coordinator should have provided you with scoring rules or a rubric for each item. Use the scoring rules or the rubric to score each item for each student and then input the scores into Galileo using the *Score Tests* interface. *A Guide for Galileo K-12 Online: View and Score Test for a Student* is a quick reference guide that contains directions for how to input scores into Galileo for one student at a time and for multiple students at once. This guide is provided on page 19 of this manual.

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Appendix: Supporting Documents Related to Offline Test Administration

This section presents selected supporting documents related to offline test administration.

1. ATI Recommended Test Security Protocol: Benchmark Assessments (Offline Administration)

ATI Recommended Test Security Protocol
Benchmark Assessments
(Offline Administration)

Primary Purposes of Assessments:
- Forecast student performance on statewide test
- Evaluate student performance on a district-wide, school-wide, and class level
- Guide instruction including reteaching interventions and enrichment opportunities
- Monitor student progress

Required Security Level: High (before administration) and low (after administration

PROCEDURES FOR TEST CREATION

- For grades K-12 math, reading, science, and writing (selected-response), blueprints and tests will be generated by ATI. Individual items will be selected from the ATI secure item banks and may be reviewed by assigned district staff. Test scaling will be employed by ATI to place test scores on a common scale.

PROCEDURES FOR STORAGE OF TEST MATERIALS ONLINE

- A community library will be created for each grade level along with one district secure library. All district-level staff will have *Write* access to the secure library. All staff will have *Read Only* access to the relevant grade-level library. All tests will be stored in the secure library before and during administration. Once each test is closed, it will be moved to the relevant community library.

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- Procedures related to the offline test materials (printed test booklets, etc.) are described below under the heading *Procedures Related to Offline Administration*.

PROCEDURES FOR TEST SCHEDULEING

- Scheduling of all tests will be performed by assigned district-level staff for all students using bulk scheduling procedures.
- The testing window for each test will span no more than two weeks. Students will be allotted one entire class period to take each test. Students will not be allowed extra testing time unless indicated as part of an approved accommodation.
- Students must complete each test within the testing window. If a student is absent for a class where a test is administered, they may make-up the test; however, make-ups will only be allowed within the testing window. Students making up a test will be allotted no more than one class period to take the test unless otherwise indicated as part of an approved accommodation.

PROCEDURES RELATED TO OFFLINE ADMINISTRATION

- Offline testing materials will be centrally produced, inventoried, and stored in a locked room or cabinet before administration. Only assigned district-level staff will be provided the key to the storage area.
- Assigned district-level staff will prepare testing packets for each class containing offline testing materials and teacher instructions. All packets will be delivered to individual school sites and tracked using the District offline testing materials tracking procedures.
- While offline testing materials are stored at individual school sites, they will be stored in a locked room or cabinet. Only assigned school-level staff will be provided the key to the storage area.
- Testing packets for each test will be distributed to teachers no earlier than the day before administration.
- After administration, all offline testing materials will be collected. Test booklets and answer sheets will be returned to the secure school storage area until they are collected for return to the central secure District storage area. Scratch paper will be disposed of by teachers. Resources will be stored for future use.
- Answer sheets will be scanned centrally by assigned district-level staff.
- Tests will be closed by assigned district-level staff once the testing window has passed and all submitted answer sheets have been scanned.
- All offline testing materials except answer sheets will be shredded by assigned district- level staff following administration. Answer sheets will be retained in the secure storage area for one school year.

DISTRICT POLICES RELATED TO TESTING

- Students will only be provided with the same accommodations they would receive for The statewide test as specified in the student's individualized education plan.
- Students will only be provided with the same resources they would receive for the statewide test for that grade level and content area.
- District policies related to student cheating are in effect.
- District policies related to inappropriate test preparation and administration practices are in effect.

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2. A Guide for Galileo K-12 Online: View and Score Test for a Student

ASSESSMENT TECHNOLOGY INCORPORATED

A Guide for Galileo K-12 Online
View and Score Test for a Student

PURPOSE

Galileo provides you with the tools to view the automatically scored test results, and to score test items manually. These test items will need to be manually scored:

- Short Answer items if the test was taken *offline*. If the test was taken online by a student you will still want to double check the student's answer. When the computer corrects short answer items taken online it does a character-by-character comparison. If the student misspelled his or her answer, failed to capitalize an answer, or used a synonym, Galileo will mark the answer wrong.
- Essay Questions if the test was taken either online or offline. If taken online you may read the student response off of the computer screen.
- Work Sample if the test was taken either online or offline.

Library Permission

In order to view and score a student's test, you must have "Write" or "Read Only" permission level to the test library. Class-level users with "Results Only" permission level to the assignment/test library cannot access the assessment test questions, thus they cannot score and/or view student scores.

ACCESS

1. Click the **Assessment** tab.
2. Click the Score Tests link under **Test Scoring**.
3. Select the **School**.
4. Select the **Class** for the student's class whose test you wish to view or score.
5. Select the **Library** that stores the test you wish to view or score.

6. Select the **Test**.
7. Select the **Student**.

School	Desert Elementary School
Class	Mary's Class
Library	4th Grade Formative Math
Test	Analyze Change in a Variable over time
Student	Bellum, Sara

8. Select the **Test Schedule** if a student hasn't taken the test online or his or her pencil and paper test hasn't been scanned into Galileo.

Because a student does not have scores recorded yet, you must assign a test schedule before saving scores. If one is not in the dropdown list then create one in the Class Calendar and then come back to this page.
Schedule 09/23/2009 to 09/23/2009

9. If the test was scheduled for an Intervention Group, the schedule will have an Intervention Group notation.

Because a student does not have scores recorded yet, you must assig dropdown list then create one in the Class Calendar and then come bac
Schedule 12/20/2010 to 12/20/2010 Struggling Math Stude
[Select a schedule]
07/24/2009 to 07/27/2009
07/24/2009 to 07/27/2009
12/20/2010 to 12/20/2010 Struggling Math Student

SCORE A TEST

"Show test items with scores" Unchecked

Score a test by entering the earned points.

Score Test
Show test items with scores   Test Score: 5/16 = 31.25 %
Question Possible Points Earned Points View Question
1) 1 0 View
2) 1 0 View
3) 1 1 View
4) 1 0 View
5) 1 0 View
6) 1 1 View
Save Scores

9. There should <u>not</u> be a checkmark in the **Show test items with scores** checkmark box.

Score Test
Show test items with scores   Test Score: 12/16 = 75.00 %

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10. On the left appears the number of each test item. Next appears the Possible Points for the test question.
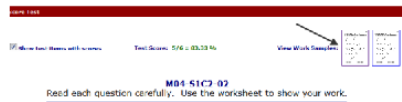
View Test Items

11. The multiple choice, yes/no, true/false, and short answer questions have all been automatically scored.

12. To view the test item click on the <u>View</u> link. *(This option is not available if the test resides in a "Results Only" library.)*

13. To view scanned worksheets that may be associated with a particular question click on the **worksheet icon**.

Record Earned Points

14. Click your mouse in the **Earned Points** textbox, and manually enter the score for essays and work samples. You may manually edit any earned points at this time.

15. Click the **Save Scores** button.

The student's updated test score appears at the top of the screen.

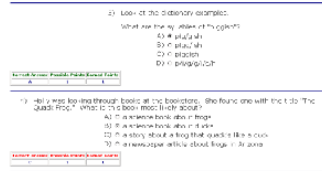

"Show test items with scores" Checked

Score a test by entering the earned points and/or student selection.

9. There should be a checkmark in the **Show test items with scores** box.


View Test Items

10. Each test item appears in its entirety, as well as the earned points which may be edited.

11. Scroll through each question and view the answers. Answers displayed in green were answered correctly; answers displayed in red were answered incorrectly.

12. (Optional) Attach any relevant work samples to work sample test items.

13. To view scanned worksheets that may be associated with a particular question click on the worksheet icon.
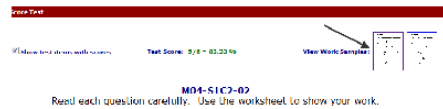
Record Earned Points

14. Click your mouse in the **Earned Points** box, and manually enter the score for essays and work samples.

– OR –

You may manually score any questions that were not automatically scored by clicking the radio button that corresponds to the student's response.

15. Click the **Save Scores** button.

The student's updated test score appears at the top of the screen.

MULTIPLE STUDENTS

Refer to <u>A Guide for Galileo K-12 Online View and Score Test for All Students</u> to view and/or enter scores for multiple students.

3. A Guide for Galileo K-12 Online: Print Teacher-Read Instructions

ASSESSMENT TECHNOLOGY INCORPORATED

A Guide for Galileo K-12 Online
Print Teacher-Read Instructions

PURPOSE

When administering a benchmark assessment to first and second graders, there may be items that the teacher or test coordinator should read out loud to students. Typically a teacher reads the question to students, and allows students enough time to mark what they believe is the correct answer, on their answer document. Once all students have answered the question, the teacher then reads the next item to students. In instances where the assessment contains teacher-read items, the teacher will need to be provided with the following test materials: (1) A *Test Booklet* with teacher-read instructions and correct answers indicated; (2) Student *Test Booklets* and (3) Student Answer Sheets.

MATERIAL TO PRINT

In the **Assessments** area of Galileo you will find materials you need to administer offline assessments with teacher-read items.

Item	Required	To be used by ...	Tip
Test Booklet	Yes	the teacher or test coordinator	Select the "Show Correct Answer" checkbox, to print teacher-read instructions.
Test Booklet	Yes	the student	Do not select the "Show Correct Answer" checkbox, or students' test booklets will contain the answers.
Answer Sheets	Yes	the student. Is a personalized "bubble sheet" for the student to complete.	See Print Answer Sheet instructions for information on how to test scanner, and how to properly print answer sheets.

PRINT TEST BOOKLET WITH TEACHER-READ INSTRUCTIONS

1. Click the **Assessment** tab.
2. Click the Print Test Materials link under **Printing**.
3. Click the Print Test Booklet link.

   ▷ **Print Test Booklet**
   ▷ **Print Answer Key**

   Scanline 3 Options
   ▷ **Print Bubble Sheets**
   ▷ **Print Worksheets**
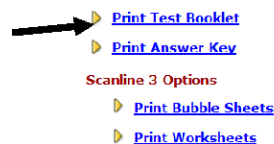
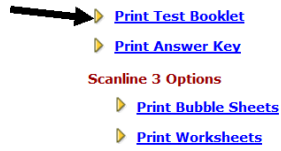4. Select the **Class**.
5. Select the test **Library**.

6. Select the **Test**.
7. Check the **Show Correct Answer** box to print a copy of the test with the teacher-read instructions and correct answer identified.

   Testing Materials > Print Test

8. Click the **Print/Preview** button.
9. You will now provide this copy of the Test Booklet to teachers.

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Offline Test Administration Manual
for District-Wide Assessments
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PRINT TEST BOOKLET FOR STUDENTS

1. Click the **Assessment** tab.
2. Click the Print Test Materials link under **Printing**.
3. Click the Print Test Booklet link.

> ⯈ Print Test Booklet
> ⯈ Print Answer Key
> **Scanline 3 Options**
> ⯈ Print Bubble Sheets
> ⯈ Print Worksheets

4. Select the **Class**.
5. Select the test **Library**.
6. Select the **Test**.

Class:	4th Grade
Library:	SA District Test
Test:	KAS 4th Grade Reading and Literature Test

7. (Optional) Uncheck the "**Start Item Family stories on new page**." Unchecking this box may result in a story, poem, etc., appearing on a different page then the related test question. Leaving this box checked will keep this content together, but will result in more white space and a test that is more pages.
8. Click the **Print/Preview** button.
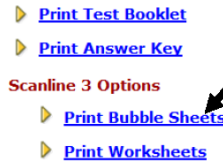9. You will now distribute the printed tests to students during the time you scheduled.

GENERATE ANSWER SHEETS

Before generating bubble sheets for all the students, it is important that you print one answer test sheet (Printer Test Sheet) out to verify that the key elements are printed correctly and that it will scan the answers correctly.

1. Click the **Assessment** tab.
2. Click the Print Test Materials link under the **Printing**.

3. Click the Print Bubble Sheets link.

> ⯈ **Print Test Booklet**
> ⯈ **Print Answer Key**
> **Scanline 3 Options**
> ⯈ **Print Bubble Sheets**
> ⯈ **Print Worksheets**

4. If you have not tested the scanner, do so now. (Refer to the Scanline manual for directions.)
5. Select the **Class**. District- and School-level users may select "[All classes scheduled for test]" option.
6. (Optional) Select **grade**.
7. Select the test **Library**.
8. Select the **Test**.
9. Select the student(s). You can use the Select All or Deselect All links.

Select Students	
Able, Amy	Ball, Bass B.
Atwork, Joy	Begley, Ed
Select All	Deselect All
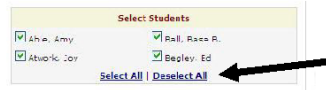
10. Select the test **Schedule**.

Library	Mary Poppins - Assignments/Tests
Test	Division Test
Schedule	⦿ 08/13/2010, 7:00 AM - 3:00 PM

If the test has not yet been scheduled, click either the Quick Schedule or Go to Class Calendar link.

11. Click the **Print Answer Sheet** or **Print Grading Sheet** button. *If the test contains both open response items and fixed response items, print answer sheets for students. Print the grading sheets if the teacher will score open response items offline.*
12. You will now distribute the printed tests and answer sheets to students during the time you scheduled.