



## Ohio Online Science and Social Studies Practice Tests Guidance Document

Published October 2, 2014

This document covers the following information:

- About the Practice Tests
- Signing Into the Practice Tests and Selecting Accessibility Features
- Student Practice Site
  - Toolbar Overview
  - Navigation
  - Items that Are Part of a Cluster
  - Test Progress Indicator
  - Toolbar Buttons
  - Item Features and Additional Tools
  - Performance-Based Assessment Writing Tools
  - Text-to-Speech and Text-to-Speech Tracking
  - Ending the Test

### About the Practice Tests

Online practice tests for the seven science and social studies tests that will be administered in spring 2015 are available on the Ohio Computer Based Assessments Portal ([oh.portal.airast.org/ocba](http://oh.portal.airast.org/ocba)). The Practice Tests link is available in the right column.

For each spring test, a performance-based assessment (PBA) practice test and an end-of-year (EOY) practice test are available. The practice tests have approximately half as many items as operational tests. Do not assume the operational test will include exactly twice as many items.

Items selected for the Ohio online science and social studies practice tests allow students to practice with different types of online test item types. Students will see the types of questions that could be on a science or social studies test, and can review sample test content. Additionally, the practice tests give students the opportunity to navigate through the online testing system, use the available tools and features, and familiarize themselves with the testing experience.

For educators, the practice tests provide an opportunity to review examples of how the performance-based assessment (PBA) and end-of-year (EOY) test may assess Ohio's New Learning Standards for science and social studies. The Department will publish separate scoring guidelines in mid-October. These guidelines will include additional information about each question, such as alignment to the standards; an answer key and rubrics; and sample responses.

Test takers will not receive a score when submitting practice tests.

More information regarding the Student Practice Site and Test Administrator Practice Site is available in the *Test Administrator User Guide*, available on the [Portal](#).

## Signing Into the Practice Tests and Selecting Accessibility Features

See the screen shots and information below for guidance on signing into the practice test as a guest and the available accessibility features, which users will choose under the settings menu.

<h3>Practice Test Sign In</h3> <div><p>Guest User</p><p>First Name: <input type="text" value="GUEST"/></p><p>Student ID: <input type="text" value="GUEST"/></p><p><input checked="" type="checkbox"/> Guest Session</p><p>Session ID: <input type="text" value="GUEST"/> - <input type="text" value="GUEST"/> - <input type="text" value="GUEST"/></p><p><input type="button" value="Sign In"/></p></div>	<p><b>Step 1.</b></p> <p>All users will sign into the practice test using the “Guest User” access. No users will enter a “first name” or “student ID” on the practice test sign in page. There is no limit to the number of times a guest user can sign into the practice tests.</p> <p>Test proctors who wish to practice establishing a test session will use the <a href="#">Test Administrator (TA) Practice Site</a>, available from the Portal. Authorized user accounts are required. If you need a user account, talk with your test coordinator.</p> <p>Guest users can sign into a practice session established by a test proctor, but are not required to do so. Guest users can use the pre-selected guest session to sign in.</p>
<h3>Is This You?</h3> <p>Please review the information below. If all of the information is correct,</p> <p>First Name: GUEST</p> <p>Last Name: GUEST</p> <p>SSID: GUEST 0</p> <p>Student Grade Level: <input type="text" value="Select Grade"/></p> <p>Date of Birth: None</p> <p>School: GUEST School</p> <p><input type="button" value="No"/> <input type="button" value="Yes"/></p>	<p><b>Step 2.</b></p> <p>On the “Is This You?” page, select the grade that corresponds with the practice test you will access:</p> <ul style="list-style-type: none"><li>• Grade 4 = Grade 4 Social Studies</li><li>• Grade 5 = Grade 5 Science</li><li>• Grade 6 = Grade 6 Social Studies</li><li>• Grade 8 = Grade 8 Science</li><li>• Grades 9, 10, 11, 12 =<ul style="list-style-type: none"><li>○ American Government</li><li>○ American History</li><li>○ Physical Science</li></ul></li></ul>
<h3>Your Tests</h3> <p>Select a test.</p> <p><input type="button" value="Start G5 Science PBA"/> This is opportunity 1 of 1</p> <p><input type="button" value="Start G5 Science EOY"/> This is opportunity 1 of 1</p> <p><input type="button" value="Back to Login"/></p>	<p><b>Step 3.</b></p> <p>On the “Your Tests” page, a performance-based assessment (PBA) and an end-of-year (EOY) option are available for each test.</p> <p>Click on one of the options to get started.</p> <p>Opportunities for guest users will reset each time they revisit this page and are unlimited for the practice tests.</p>

## Choose Settings:

### G4 SocStudies PBA

Print Size: No default zoom applied ▾

Color Choices: Black on White ▾

Masking: Masking Off ▾

Text-to-Speech: No Text-to-Speech

Language: English ▾

TTS Tracking: Tracking Off ▾

Go Back

Select

#### Step 4.

For the practice tests, users have the option of selecting among several different accessibility features under Choose Settings. For the operational tests, students will not have the option to select these features. For operational testing, the features must be marked by test coordinators or test proctors in TIDE or the TA Interface.

**Print Size:** the default print size is approximately 12 point; other sizes (levels 1-4) scale up.

**Color Choices:** the following background colors\* are available in addition to the default black on white

- Light yellow
- Light blue
- Light magenta
- Reverse contrast (black background with white text)
- White on navy (navy background with white text)

*\*The background color of most graphics will not change.*

**Masking:** this tool is described later in this document.

**Text-to-Speech (TTS):** TTS will only play in the Secure Browser or App only; this tool is described later in this document.

**Language:** English is available for the practice tests.

**TTS Tracking:** add-on feature for use with text-to-speech; this tool is described later in this document.

## Is This Your Test?

Session ID: GUEST Session

### G5 Science EOY

Color Choices: Black on White

Language: English

Masking: Masking Off

Print Size: No default zoom applied

Text-to-Speech: No Text-to-Speech

TTS Tracking: Tracking Off

Is the test listed above the test you want to take? If it is, click [Yes, Start My Test]

No

Yes, Start My Test

#### Step 5.

After selecting accessibility features on the Choose Settings page then clicking [Select], the “Is This Your Test?” page gives users the opportunity to confirm their selections.

If the correct features are listed, click [Yes, Start My Test].

## Text-to-Speech is Not Available

Text-to-Speech is not available on the browser and/or platform that you are using a supported secure browser.

[Continue](#)

[Log Out](#)

**REMINDER:** Text-to-Speech is only available to users who are accessing a practice test through the Secure Browser or App.

Users who select the Text-to-Speech feature and access the practice test from a commercially available web browser such as Firefox will see the “Text-to-Speech is Not Available” message. These users can [Continue](#) to the practice test, but the text-to-speech feature will not be available.

## Test Instructions and Help

Click [?] to access this Help Guide at any time during your test. Scroll down for more

### Contents

- [Overview of the Student Testing Site and Test Tools](#)
- [Test Rules](#)
- [About Text-to-Speech](#)

### Overview of the Student Testing Site and Test Tools

All tests have navigation and test tools. Some test tools are available only for specific tests or questions.

*Sample Test Layout: Science*



[Return to Login](#)

[Begin Test Now](#)

### Step 6.

The last page users see before the first test question loads is the “Test Instructions and Help” page.

Students have access to this page throughout the test by clicking the  button in the top right area of the toolbar.

Click [Begin Test Now](#) to load the first test question.

## Student Practice Site

The sections that follow describe elements of the Student Practice Site and explain how the system works.

### Toolbar Overview

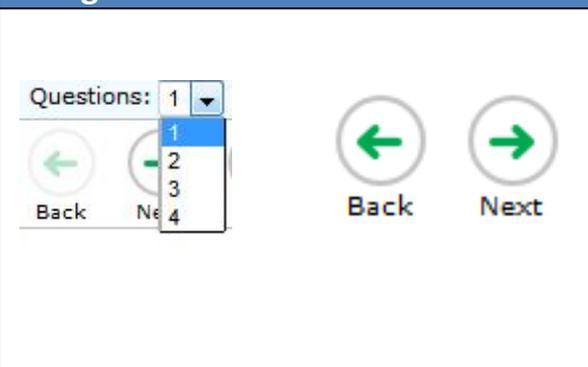
The image below displays a sample toolbar for the physical science tests. Note that the buttons may vary as the student navigates through the test.



The image below displays a sample toolbar for all other tests. Note that the buttons may vary as the student navigates through the test.



### Navigation

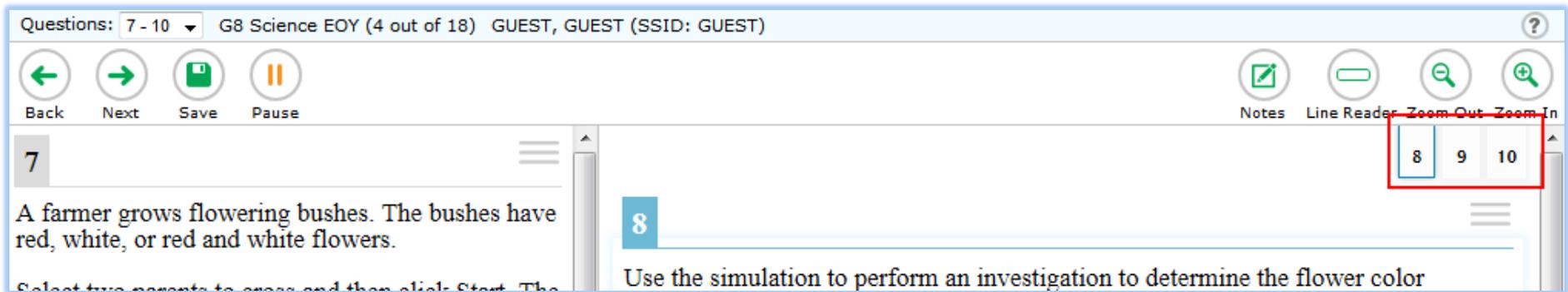


Students will navigate through test questions using the “Questions” drop-down menu, or the [Back] and [Next] arrow buttons.

For spring 2015, students are not required to mark a response before moving forward to the next test question. Students can skip a question and are encouraged to mark a question for review if they do not answer it (see below for more information on marking items for review).

## Items that Are Part of a Cluster

Navigation for questions that are part of a cluster, meaning the questions share a common stimulus, is slightly different. The “cluster” is available in the question’s drop-down menu (e.g., Questions: 7-10). Students can navigate forward by clicking [Next]. They can also click the question numbers that appear above the test question and below the toolbar. In the example below, the individual question numbers associated with the stimulus are available on the right and are highlighted with the red box. This layout allows students who have run a simulation to see their results as they move forward through the associated questions.



## Test Progress Indicator

G4 SocStudies PBA (0 out of 4)

The test progress indicator (# out of #) shows the student how many questions he or she has responded to out of the total number of questions.

**IMPORTANT:** The Student Practice Site does not determine whether the response is complete, only that the student has taken sufficient action to signal the student has attempted a response.

## Toolbar Buttons



Click the question mark inside the circle at the top right of the toolbar to reach the “Test Instructions and Help” page.



Students use the [Zoom Out] and [Zoom In] buttons at the top right to increase and decrease the size of the text and graphics on the page.

If students require a larger default size, this can be preset.

## Toolbar Buttons



Save

The Student Testing Site does not immediately capture each individual typed character in some item types. [Save] ensures the response is committed. Although the [Save] button is available for some items, it is not a requirement to save an item. Other actions, such as moving forward to the next question, save the response. Please note that the Student Practice Site does not save any responses upon sign out.



Pause

### Attention

Are you sure you want to pause the test? If you pause your test for more than 20 minutes, you may be unable to make changes to questions that you have already answered. Ask your Test Administrator before pausing your test. [Message Code: 10899]

No

Yes

The practice test is set up to simulate the test-taking experience for operational tests. Thus, the message that displays when the student clicks [Pause] is the same message that will appear on operational assessments. Please note, however, that the Student Practice Site does not save any responses upon sign out.

Clicking [Pause] then [Yes] signs the student out of the test.



Periodic Table



Formula



Calculator

Students taking the physical science test have access to three additional tools: the periodic table, formula (reference) sheet, and calculator.



Notes



Line Reader



Zoom Out



Zoom In



Masking



Notes



Line Reader



Zoom Out



Zoom In



Masking



Notes



Line Reader



Zoom Out



Zoom In

In order for the masking tool to be available, the “masking” setting must be turned on at the start of the practice test under Choose Settings. If masking is off on the Choose Settings page, the tool will not display in the toolbar.

If masking is available, the tool’s button will display toward the right side of the toolbar.

In order to use the masking feature, students must click the [Masking] button to turn it “on.” When the masking tool is on, its button changes color.

## Toolbar Buttons



7

A student records the hours of darkness of certain days in the year and records the average temperature for those days in the data table.

**Student Observations for a City in Ohio**

Hours of Darkness	Average Temperature (°F)
11.25	68.0
11.66	62.6
12.66	57.2
13.91	50.0
13.75	48.2
14.08	42.8

Which statement explains the trend seen in the table?

(A) The length of darkness causes warmer temperatures.

Masking allows students to “cover” an area of the item so they can focus on certain item elements. There are several things to note about the masking feature:

- While it is turned on, with each click and drag, the student is creating a new “mask.” To stop creating masks, the student must click the masking tool button, which will turn the feature off.
- While creating the mask, the student will see a box with a dashed outline and a transparent fill. When the student releases the click, the box will be a very opaque dark gray.
- Once the mask (the dark gray box) is created, it cannot be moved or manipulated. To remove the box, the student must click the X in its top right corner.
- If a student advances to the next item, the mask will not be present if the student returns to the item that had the mask.
- Students should not try to place a mask near response boxes. The Student Practice Site will prevent the student from creating the mask and the outline that appears before the mask is created will drag around the screen but will not create the masking box.



1

An A  
Whic

(A)  
(B)  
(C)  
(D)

My notes ...

Cancel Save and Close

The [Notes] button brings up an online notepad that students can use to type notes while testing. The Notepad pops up in front of the test question.

The student must click [Save and Close] to preserve notes for future reference as he or she takes the test, or [Cancel] to close the pop-up window without saving notes.

The [Notes] button is available on every item, and by clicking it students can access notes that were recorded and saved at any point during the active test session.

If a student clicks [Pause] and signs out of the practice test, notes are no longer available when the student signs back into the practice test.

## Toolbar Buttons



Line Reader

10



Atoms form chemical bonds by losing, gaining or sharing electrons.

A. Place the bond type that is formed by sharing electrons in the blank box.

10



Atoms form chemical bonds by losing, gaining or sharing electrons.

A. Place the bond type that is formed by sharing electrons in the blank box.

The line reader tool highlights text for students as they read. To activate the tool, students will click the [Line Reader] button.

It is suggested that students use the up and down arrows on their keyboards to move the line reader tool from line to line.

Students can also click each line to highlight it with the line reader. Students should be cautious when doing so, however, because if they click on a response option with the line reader, the option they click could be selected (e.g., the multiple-choice option letter will be darkened).

The line reader tool cannot be used on graphics.

To remove the line reader's highlighting, students should click the [Line Reader] button.

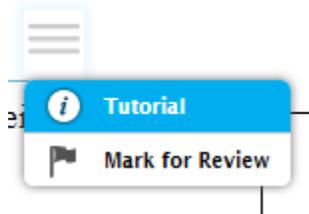
## Item Features and Additional Tools

1

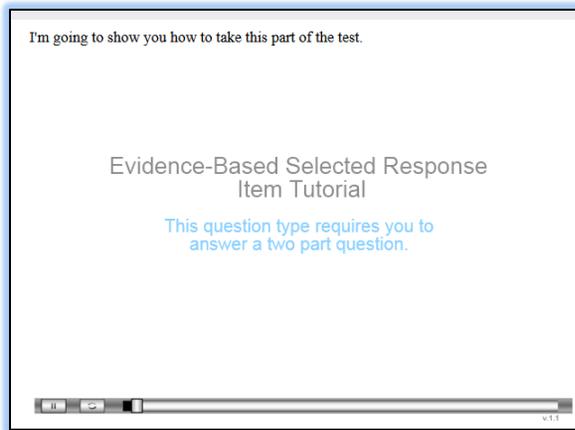


Test questions are numbered on the left.

To the top right of an item, test takers will see three horizontal bars, or the context menu. The context menu includes a listing of available item tools.



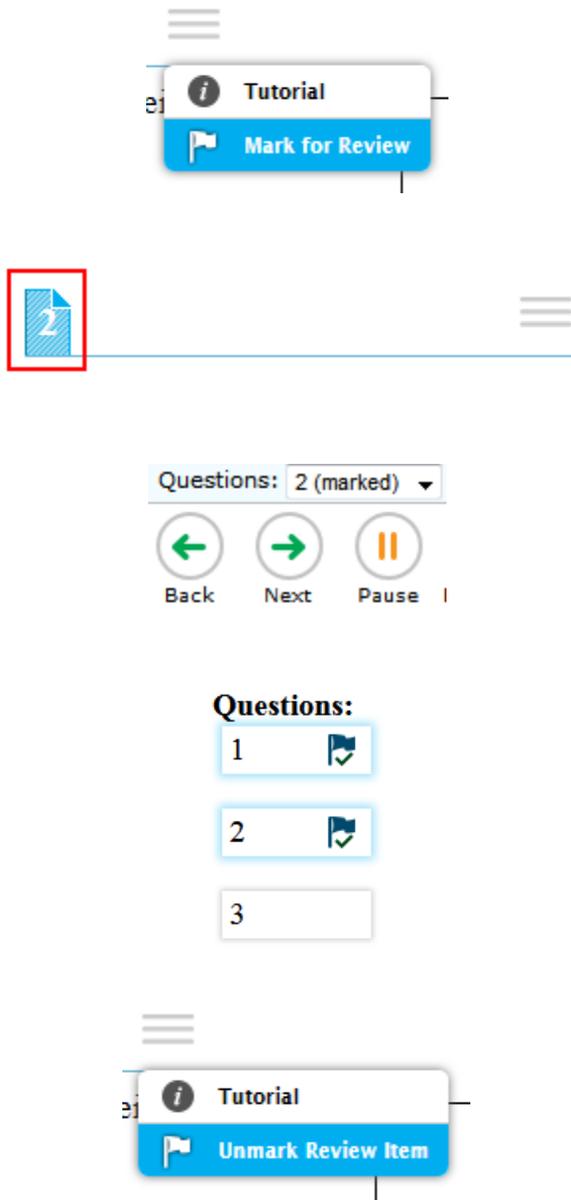
Click on the context menu (three horizontal bars) to see available options. Note that options will vary by item. In this example, the item has two available tools: Tutorial and Mark for Review.



Select “Tutorial” from the context menu to see a short clip on how to answer the item. Students can also right click to access the item type’s tutorial.

The tutorials do not have audio.

## Item Features and Additional Tools



### Marking Items for Review

Students who wish to mark items for later review can select “Mark for Review” from the context menu. Alternatively, they can right click on the item and select “Mark for Review.”

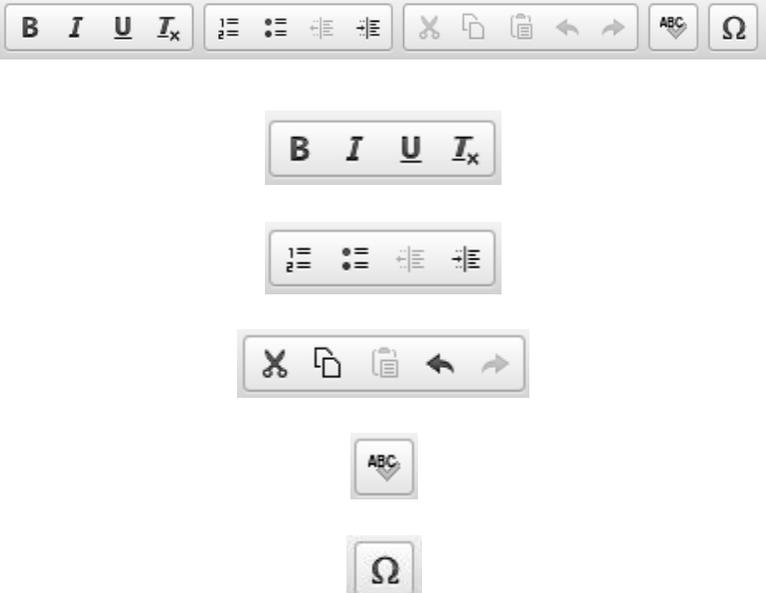
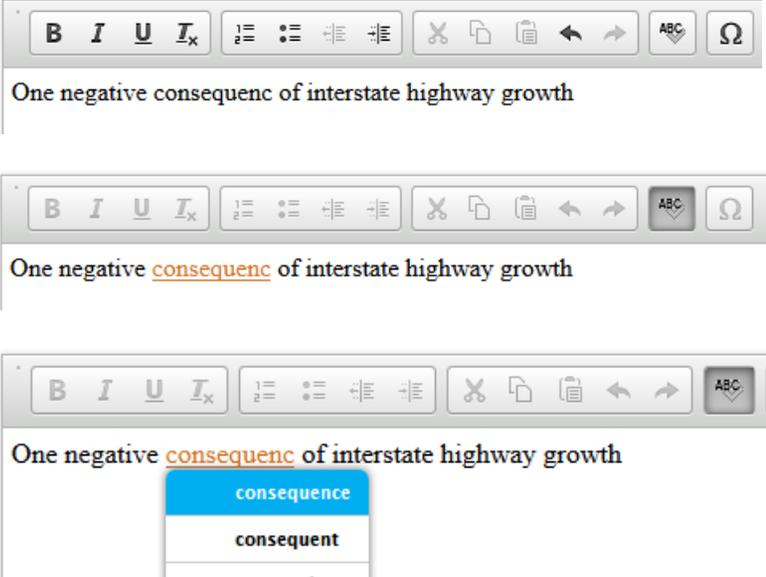
After marking an item for review, the item number display shows a “folded corner” mark.

Additionally, after marking an item for review, “(marked)” displays next to the item number in the Questions drop-down menu.

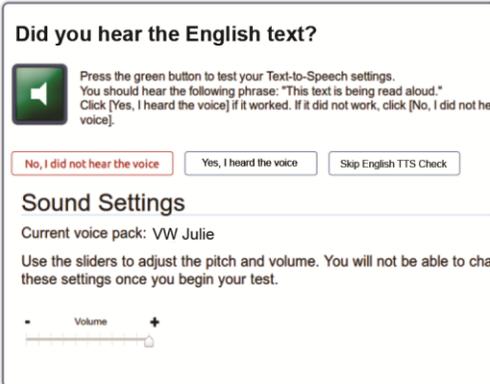
Lastly, when the student reaches the end of the test and is given the opportunity to review his or her responses, marked items are noted with a flag and checkmark.

To unmark an item, select “Unmark Review Item” from the context menu or right click and select “Unmark Review Item.”

## Performance-Based Assessment Writing Tools

	<p>Some performance-based assessment items that require students to write/type responses include writing tools. When the toolbar is present, students have access to</p> <p>[B] bold, [I] italics, and [U] underline. Press the [<u>I</u><sub>x</sub>] button to undo formatting.</p> <p>numbered lists, bullet lists, and indent text features.</p> <p>cut, copy, and paste tools, as well as options to undo and redo.</p> <p>a spellcheck tool (see below for more details).</p> <p>a button to insert special characters.</p>
	<p>Unlike some word processing programs, the Student Testing Site will not automatically highlight misspelled words as the student types.</p> <p>Students must click the ABC button to check spelling. Misspelled words will turn color and be underlined. While the spell check is on, students cannot edit the response.</p> <p>By clicking on the misspelled word (do not right click), a list of options will display. The student can select one of these options to replace the misspelled word.</p> <p>To resume editing the response, the student must unclick the ABC (spell check) button.</p>

## Text-to-Speech and Text-to-Speech Tracking

Text-to-Speech	Text-to-speech is an accessibility feature that reads aloud words in test questions and descriptions of graphics. It is available only to users accessing the practice test from the Secure Browser or App.
Text-to-Speech Tracking	<p>Text-to-speech tracking is an accessibility feature that highlights words in test questions as the words are read aloud.</p> <p>Users must turn on text-to-speech tracking in addition to text-to-speech. It is not available if text-to-speech is not on.</p> <p>Text-to-speech tracking is not available for most graphics, although it may be available for some (but not all) tables.</p>
Voice Pack	<p>PCs: AIR recommends that districts download and install the “Julie” voice pack for students who will use text-to-speech on Windows-based PCs. The Julie voice pack will be available in TIDE, starting Oct. 27. Use of the Julie voice pack is optional; if students prefer another voice pack, they are permitted to use it.</p> <p>Macs, tablets, and Chromebooks: Students who use text-to-speech on these devices will use the built-in voice packs. Students should select the voice pack option that they are most familiar/comfortable with.</p>
	<p>Students who are accessing the practice test using the Secure Browser or App will see this page after the “Is This Your Test?” page.</p> <p>This “Did you hear the English text?” page allows users to verify their audio for text-to-speech. When clicking the green button, users should hear “This text is being read aloud.”</p> <p><b>[No, I did not hear the voice]</b> Make sure the computer’s sound is on.</p> <p><b>[Yes, I heard the voice]</b> Clicking this button moves the user to the Test Instructions and Help page.</p> <p><b>[Skip English TTS Check]</b> Clicking this button moves the user to the Test Instructions and Help page.</p> <p>The Sound Settings display the voice pack that will be used for text-to-speech. If more than one voice pack is installed on the computer, a dropdown will be available. Additionally, there are three slider bars that allow users to adjust volume, pitch, and rate.</p>

## Text-to-Speech and Text-to-Speech Tracking

Listening to Text-to-Speech Audio	<p>There are a few ways for students to have the text read aloud:</p> <ul style="list-style-type: none"><li>• Open the context menu and choose one of the [Speak] options. Students can also right click on the question and choose one of the [Speak] options.<ul style="list-style-type: none"><li>○ [Speak Question] reads the question and graphic descriptions (if a graphic with text is part of the test question). [Speak Question and Options] reads the question, graphic descriptions (if applicable), and all the response options.</li></ul></li><li>• Right click on a response option and choose [Speak Option] to hear that option only.</li><li>• Highlight a section of text, open the context menu or right click, and choose [Speak Selection] to hear the highlighted words only. Students cannot highlight specific text within a graphic.</li></ul> <p>If the Text-to-Speech Tracking feature is on, words in test questions will be highlighted as they are read aloud. Words in graphics are not highlighted.</p> <p>The volume can be adjusted by clicking the gear icon (⚙) available in the top right corner of the toolbar.</p>
Items with Graphics	<ul style="list-style-type: none"><li>• Students must listen for the directional cues in the text-to-speech descriptions of graphics. Although there are some general rules for descriptions, because of the variation among items and graphics, different approaches may be taken when describing the image depending on the graphic’s text and presentation.</li><li>• Generally speaking, for graphics that do not have defined rows and columns, descriptions start with the left-most text, move from the top of the page to the bottom, and then move to elements that are to the right, from top to bottom, and so on. Items that are read in this way are described as being read “left to right, top to bottom.”</li><li>• Descriptions of tables and charts generally refer to column headings or row headings followed by values. The description will let the student know when elements are being read in columns or in rows from left to right, or from top to bottom.</li><li>• Descriptions of graphs with axes will refer to the horizontal axis and vertical axis.</li><li>• Some descriptions may state that words in graphics will be read in a clockwise order.</li><li>• The system will not read aloud texts associated with simulations.</li></ul>

Ending the Test	
<div data-bbox="136 267 1102 503"> <p><b>Attention</b></p> <p>There are no more questions on the test. When you have finished checking your answers, click the [End Test] button. [Message Code: 10915]</p> <p><input type="button" value="OK"/></p> </div>	<p>If students click [Next] after reaching the last question on the test, they will see this message. Click [OK] to return to the last question on the test.</p> <p>Students can navigate back through the test if they would like to review questions or responses, or they can click [End Test].</p>
<div data-bbox="556 527 682 641">  <p>End Test</p> </div>	<p>If satisfied with their responses, students will click [End Test], which is available toward the left side of the toolbar.</p>
<div data-bbox="136 657 1102 893"> <p><b>Attention</b></p> <p>You have clicked [End Test] button. Click [Yes] to continue to the next page. Click [No] to keep working on your test. [Message Code: 10900]</p> <p><input type="button" value="No"/> <input type="button" value="Yes"/></p> </div>	<p>After clicking [End Test], students will see this message. If they click [No], they will be taken back to the last question on the test. Students can navigate back through the test if they would like to review questions or responses.</p> <p>If students click [Yes], they will be taken to a page that allows them to review questions they have marked or not answered.</p>

## Ending the Test

### Congratulations, you have reached the end of the test!

You have reached the end of the test. You may review your answers. If you are done reviewing your answers, click [Submit Test]. You cannot change your answers after you submit the test.

 You have marked questions. Review these questions before submitting your test.

 Please review your unanswered questions before submitting the test.

#### Questions:

1		4	 	7		10		13		16		19
2		5		8		11		14		17		20
3		6		9		12		15		18		

[Submit Test](#)

When students reach this page, they will see items that they marked for review (  ). They will also see items for which they marked no response (  ). If an item does not display the  symbol, it does not mean the student fully answered the question. No symbol means only that the student took sufficient action to signal a response. The absence of the  symbol does not mean the student answered the question fully or correctly.

Students can click on any question in the listing to return to that question. Once the student returns to a question, he or she can continue to navigate forward and backward through the questions or click [End Test] to return to this page.

Click [\[Submit Test\]](#) to end the test.

marked questions. Review these questions before submitting your test.

#### Warning

Are you sure you want to submit the test?

No

Yes

After clicking [\[Submit Test\]](#), students have one last opportunity to return to the test.

### Your Results

Student Name: GUEST, GUEST (Student ID: GUEST)

Test Name: G4 SocStudies EOY

Test Completed On: 9/29/2014

Scores are not displayed for Practice Tests. Congratulations, you have finished your test. Please log out now.

[Log Out](#)

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

The practice tests do not provide scores or a summary of responses.

Refer to the scoring guidelines (to be published in mid-October) for answer keys, rubrics, sample responses, and information on scoring.