

World Language Assessment

Directions for Administration

WLA Proctor Checklist/Overview

Before the test date:

- Review materials: training PowerPoint and DFA packet
- Practice reading the script

Morning of the test:

- Bring: your administration packet with notes and badge.
- Arrive and sign-in at the main office no later than:
 - Middle School: 7:30am
 - High School: 7:00am
- Collect materials from your school contact/ coordinator:
 - Attendance roster and hall passes back to class
 - Student sign in and out roster
 - Test tickets for online testers
 - ALTA writing packets
 - Pens, scratch paper, correction fluid
 - Headsets

Prepare room:

- If there is more than one proctor, introduce yourselves, identify who will do what.
- Remove or cover visible language materials
- If ALTA testing: ensure that there is a visible clock/s available and arrange seats for paper testers (away from computer testers).
- Set up student sign-in station/s.
- Identify a location for student belongings out of reach of students— but still within your view.
- Set up teacher computer station and log into Teacher Monitoring Sites.
- Set up student seats (4 feet apart), consider test types.

Getting students started:

- Greet students warmly and sign them in.
- Seat students—do not let them seat themselves.
- Follow instructions to help students set keyboards, log in, and begin testing.
- Write the end time somewhere visible to ALTA testers.

During testing:

- Actively monitor by *both* walking the room and checking the Teacher Monitoring Site.
- Do not leave the room without a trained proctor.
- Do not disclose any scores you may see.

Wrapping Up:

STAMP:

- The student completed all sections of the test (use Teacher Monitoring Site)
- The student logged out of the test and closed the browser

ALTA:

- The test and materials were collected and stored until testing is completed.

Day of the Test

	Test Format	Prohibited Items <i>Students caught using prohibited items are to log out immediately and be returned to class (these tests will be invalidated).</i>	Allowed Items
STAMP 4S and WS	<ul style="list-style-type: none">• Online• Untimed	<ul style="list-style-type: none">• Additional computer applications or browser windows like: Google, Google Translate, Word, email, chat, music• Paper, pens, pencils	<ul style="list-style-type: none">• Test ticket• Computer• Headphones
ALTA	Writing Paper Test <ul style="list-style-type: none">• 1 hour timed	<ul style="list-style-type: none">• Pencils	<ul style="list-style-type: none">• Black pen• Correction fluid• Scratch paper

Generally Prohibited Items

- Electronic devices including: cell phones, iPods, laptops, cameras, smart watches, electronic dictionaries
- Paper dictionaries
- Notes

Breaks

Students may use the restroom during the assessment:

- No extra time will be added for timed tests
- Must be monitored from hallways during breaks
- May not access their phones etc. until the session is over

Trouble Shooting:

- Have student log out and in again.
- The student must use the exact same login information. Look up their login information if they see this screen again and try to log in again:

First Name: (required field)

Last Name: (required field)

Student ID: (required field)

Retype Student ID: (required field)

Date of birth: Day Month Year

Call Avant for help if logging out and in again doesn't resolve the technical issue.

High School Contacts

CHS: Katherine Mayan x6091
Philip Brandstetter

EHS: Erik Heinz x4489
Shawn Keagle x4404

JHS: Sechin Tower x7073
Erin Thomsen, Joshua Stewart,
Ken Walker

SHS: Shelby Kincannon x5138
Belinda Mountjoy x5190

Middle School Contacts

EIS: Pachomius Schmidt x7591
Gayatri Vankadra

EVG: Monica Haule x5791
Sarala Kotcharlakota

GWY: Jessica Perez x6610

HEA: Chris Doll x6391
Dylan Boling x6300

NOR: Allison MacGregor Fornes
x4891
Marie Cave, Kathryn McLain,
Jeff Whitley

More Help!

Avant Assessments: 888-713-7887
District Assessment Department x4054

Test Proctor Script

Begin when all students are seated.

Good morning. Today you will be taking the World Language Assessment.

First, let's go over some rules. If you break any of the rules below, you will be immediately returned to class and your test will not be scored.

You may not have cell phones, smart watches, electronic or paper dictionaries, notes, text books or other outside resources. If you have any of these items, turn off all your electronics, zip them up in your bag with all your other belongings and place your bag: [insert location].

Resume when students have put bags aside and return to their seats.

Continuing with the rules:

Testers may only access the materials provided by the proctor. Online testers may not use paper, pens, pencils, or scratch paper. Paper testers may not use pencils.

Online testers may not use scratch paper or open any additional browser windows or tabs. Do not open any applications at any time during the test.

Your test will not be scored if it has any inappropriate written or spoken responses (vulgar, violent, etc.) and this will be reported to your school administrators.

As you would during any test, please work quietly without disturbing your neighbors. Do not talk to your neighbors. If you have questions, raise your hand.

To do well on the test you should:

- Read all instructions carefully.
- Read the question and answers before you attempt to read or listen to the passage (this will help guide your reading/ listening and help you move through the test more quickly)
- Do not translate each word that you read or hear – translating each word is not reading or listening for comprehension.

Address Paper Testers:

Paper Testers: I will briefly provide instructions to the online testers, then I will pass out your tests. This is a good time to use the restroom as your tests are timed. Please return immediately from the restroom.

Address Online Testers:

Online testers:

- You have been given a Test Ticket. It is important to use your Student ID as your login.
- Open Chrome and go to the address on your card for testing. Look at me when you are done.
- After you log in, the Student Profile screen will appear. There you will enter your:
 - First Name
 - Last Name
 - Where it says “Login Name”, enter your Student ID
- Look up at me when you are done. Raise your hand if you need help.

Continue when most students are done. Help struggling students.

Address Online Testers:

- Answer these survey questions before the test. Do your best to answer- it's ok if you are not sure.
- You may be asked about immersion school. This is a school where you learned entirely in your world language, like if you went to school in another country.
- When you are done, place your test ticket under your chair.

Continue when most students are done. Help struggling students.

Field techs can help students setup special keyboards in the following languages: Amharic, Arabic, Armenian, Cantonese, Chinese (Mandarin) Simplified & Traditional, Hebrew, Hindi, Japanese, Korean, Marathi, Russian, Tamil, Telugu, Vietnamese, and Urdu

Address Online Testers:

A proctor will be coming to help change keyboard languages for those students that need specialty keyboards. Please wait quietly for further directions.

Continue when students are ready to start the assessment.

Address Online Testers:

Please listen to these directions carefully.

- In the Listening section, you can listen to each recording two times.
- Use the SAVE button regularly as you write.
- If an “allow pop-up” message appears during the test, select “yes or allow.”
- When recording speaking answers, please speak quietly, but **do not whisper**. The scorers must be able to hear you. Please keep in mind that most students are using headphones and won’t be able to hear you. All students are here for the same purpose and will be recording their speaking tests.
- If the room becomes too noisy to record in, or you want to move to a different part of the room, raise your hand.
- During the test, directions will appear at the beginning of each section. If you do not understand them or would like them to be read aloud to you, raise your hand for help.
- Raise your hand if have computer problems.

Address STAMP paper writing testers:

Start with the reading section, once completed, it will prompt me to print your writing tasks. Continue to the listening and speaking section. Raise your hand when completed, and I will bring you your writing tasks.

Address all online testers:

When you are done, please bring your test ticket and line up in front of my computer station so I can verify that all sections of the test have been completed and your recordings are clear. You will need to sign out on the sheet and receive a hall pass to return to your scheduled class.

You may start.

Address ALTA Paper Testers:

Please listen to these directions carefully.

I will now pass out your test and materials. Please wait until I say to start your test.

When you are done with your assessment you may bring all your materials and line up in front of my computer station. Those of you who do not have a computer section following will need to sign out on the sheet and receive a hall pass to return to class.

Note the time you are beginning your session.

Address ALTA Testers:

Your test is timed and will end at [time].

You may begin.