

# World Language Assessment

## Directions for Administration

### WLA Proctor Checklist

#### **Before the test date:**

- Familiarize yourself with:
  - Proctor Training
  - Directions for Assessment (DFA)
- Practice:
  - Reading the Proctor Script
  - Logging into the STAMP Teacher Monitoring Sites

#### **Morning of the test:**

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

#### **Prepare room:**

- If there is more than one proctor, introduce yourselves, identify who will do what.
- Remove or cover visible language materials
- Ensure that there are:
  - Visible clock/s available
  - At least one set of Chromebook headsets per Chromebook (must have microphone)
  - 2-prong headsets for PC exam takers
- 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.
- Identify where paper/pencil testers will sit. Ensure they can see the clock and are as far as reasonable from the online testers.
- Put out materials at student seats (seats should be about 4 feet apart)

#### **Getting students started:**

- Greet students warmly and sign them in.
- Seat students—do not let them seat themselves.
- Follow Proctor Script instructions to help students log in/begin testing.
- Write the end time somewhere visible to paper 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 (Field Tech or SAC must be present if you leave).
- Do not reveal any scores you may see.

**Wrapping Up:****Avant Assessments:**

- 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.

**WAFLT:**

- The student logged out of the test and closed the browser
- Sign out the student with the time
- Provide hall pass to regularly scheduled class.
- Return all materials to SAC.
- Sign-out at the main office.

## Providing the Test

	<b>Test Format</b>	<b>Prohibited Items</b> <i>Students caught using prohibited items are to log out immediately and be returned to class (these tests will be invalidated).</i>	<b>Allowed Items</b>
<b>STAMP 4S and WS</b>	<ul style="list-style-type: none"> <li>• Online</li> <li>• Untimed</li> </ul>	<ul style="list-style-type: none"> <li>• Additional computer applications or browser windows like: Word, email, chat, music</li> <li>• Paper, pens, pencils</li> </ul>	<ul style="list-style-type: none"> <li>• Test ticket</li> <li>• Computer</li> <li>• Headphones</li> </ul>
<b>ALTA</b>	Writing Paper Test <ul style="list-style-type: none"> <li>• 1 hour timed</li> </ul>	<ul style="list-style-type: none"> <li>• Pencils</li> </ul>	<ul style="list-style-type: none"> <li>• Black pen</li> <li>• Correction fluid</li> <li>• Scratch paper</li> </ul>
<b>WAFLT</b>	Paper Writing Section: <ul style="list-style-type: none"> <li>• 1.5 hours untimed</li> </ul>		<ul style="list-style-type: none"> <li>• Black pen</li> <li>• Correction fluid</li> <li>• Scratch paper</li> </ul>
	Online Speaking/Listening Section: <ul style="list-style-type: none"> <li>• Untimed</li> </ul>	<ul style="list-style-type: none"> <li>• Additional computer applications or browser windows like: Word, email, chat, music</li> <li>• Paper, pens, pencils</li> </ul>	<ul style="list-style-type: none"> <li>• Test ticket</li> <li>• Computer</li> <li>• Headphones</li> </ul>

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

### High School Contacts

- **CHS:** Katherine Mayan x6091  
Conchita Chinchilla x6041
- **EHS:** Tarek Tal-Rashid x4491  
Taylor Malowney x4487
- **JHS:** Sechin Tower x7073  
Erin Thomsen x7155
- **SHS:** Shelby Souther x5113  
Kelly Shepherd x5190

### Middle School Contacts

- **EIS:** Jon Cowart x7591  
Karla Equihua Naranjo x7500
- **EVG:** Gabriela Sleeman x5864  
Monica Haule x5791
- **GWY:** Mara Seifert x6610  
David Campbell x6691
- **HEA:** Belinda Mountjoy x6391  
Alysia Stauffer x6425
- **NOR:** Krista Bjorge x4891

### 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, as failure to comply with any of the following will result in the test being invalidated:

There is no use of cell phones, smart watches, electronic or paper dictionaries, notes, text books or other outside resources. Please 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, failure to comply with any of the following will result in the test being invalidated:

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

Online testers may not use scratch paper or open any additional browser windows or tabs, and may use no additional applications at any time during the test.

Exams will not be scored if they contain 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.

To do well on the WLA please be sure to:

- 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; if you need to resume, you will need to remember 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
  - Student ID
- Please look up at me when you are done. Please raise your hand if you need help.

*Continue when most students are done. Help struggling students.*

*Address Online Testers:*

- You will now complete a small questionnaire before the test. Do your best to answer.
- If you see the immersion school question, answer yes if you attended school in another country.
- When you are done with the questionnaire, please 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 now begin the test.

*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].

*Address WAFLT Testers:*

Your test is untimed, but if you are not already done at [time] I will stop you and help you start the Speaking/Listening section online.

*Address all Paper Testers:*

You may now begin your tests.